

Peregian Springs Residents' Association

Meeting Minutes

9am Thursday 12th August 2021

	Comments	Action	By
1	<p>Attendance and Apologies Attendees: Chair: Jan Corlett, Treasurer: Sue Day, Secretary: Jan Lambert, Committee members: John Parsons, John Davies, Kerry Jewell, Acting Community Manager: Nole Beardwood Apologies: Wayne Collard</p>		
2	<p>Confirmation of previous minutes Proposed by Sue Day Seconded by John Davies</p>		
3	<p>Business Arising from the previous minutes</p> <p>3.1 Convex mirror installation on blind corner (Beachgrass/Crestbrook) NB had one quote and is meeting with the contractor on Tuesday 17th to discuss. There is also some discussion required over planting in the area because of the new development at St Andrews. Possibility of the provision of a footpath.</p> <p>3.2 Replacement of the Residents' Kitchen dishwasher No longer an issue as Events will use the Manor kitchen</p> <p>3.3 Improvement of the Residents' Kitchen hot water system</p> <p>3.4 Residents' Kitchen rules re food preparation and washing up</p>	<p>Discussions with the contractor about location of mirror(s) and also position of plants in the area.</p> <p>Discussion with St Andrews about planting as they will share the cost.</p> <p>Looking into possible provision of a footpath on the outside bend of that part of the road.</p> <p>No action required at this time</p> <p>Plumbing of hot water to the sink in the residents' kitchen needs to be looked at in order to allow for an improved washing up availability. Options and costs to be investigated</p> <p>Any events need to have costings and facilities factored into the planning and price. These need to be identified on the</p>	<p>NB</p> <p>NB</p> <p>NB</p> <p>NB</p>

	<p>Only ad hoc events to be catered for in the residents' kitchen preferably using disposable plates etc All paid for events will be catered for using external caterers or the Manor kitchen Aveo will provide washing up facilities for events such as ANZAC Day, Remembrance Day at no cost to the RAC</p> <p>3.5 Shade cloth over the swimming pool. Aveo Proposal discussed to replace the existing shade cloth with a new larger one utilising the old poles. The new shade would have to be cyclone proof. Discussion of whether this would be a capital expense.</p> <p>3.6 Outdoor heaters (KJ investigating) Issue over how to manage the heating of the outdoor area by the BBQs. The current heaters are not able to be used due to the position of the electrical socket. Discussion over the purchase of gas heaters that could be positioned as needed along with installing an outdoor quality power point for the existing electric heater. Gas heaters vary in price from \$200 - \$800, depending on quality. Gas bottles are \$59 to buy and then cost \$27 to refill. Each gas bottle lasts about 3 hours.</p> <p>3.7 Acoustic ceiling tiles – co-ordinate with HVAC installation Acoustic tile installation has yet to be approved. JD requested that this be taken on by Aveo as part of the work being planned to replace the HVAC in the Manor which will improve the air circulation within the whole community area. JD to get final quote for the acoustic tile installation.</p>	<p>new proposal sheet by the Events Co-ordinators in conjunction with the Event proposer.</p> <p>Investigation required about the cost of a suitable shade cloth and where the funding should come from</p> <p>This issue will be kept on the Agenda for the next meeting</p> <p>RAC to buy two cheaper gas heaters, gas bottles at a cost of approximately \$600. KJ to pick up JC proposed/ SD seconded install a new outdoor power point</p> <p>This is an ongoing discussion point Include on next months agenda</p>	<p>WC NB</p> <p>JL</p> <p>KJ</p> <p>NB</p> <p>NB JL JD</p>
4	<p>Community Manager's Report: Nole Beardwood Nole presented his report: Briefed on Convex mirrors see 3.1</p>		

	<p>Issue regarding the fountain and flagpole see 6.2</p> <p>New items:</p> <p>4.1 Presentation of papers on the maintenance process for both freehold and leasehold properties for consideration by the RAC</p> <p>4.2 SA Food Forum – new survey process has been initiated to get SA feedback. The Acting CM met with SA residents on Wednesday 11th August for the initial food forum discussion, attended by Acting CM, Chef Manager and Richard Fahy (Group Community Manager Qld North). Feedback sourced from residents on a few key items requiring improvement which will be focused on by the Acting CM, Kitchen Manager and kitchen team with feed back to be given at the next monthly Food Forum meeting. These meetings will be scheduled monthly.</p> <p>4.3 New Survey Platform – Acting CM presented planned survey form to be issued moving forward. The aim is to have these rolled out bi-weekly each month, including weekends.</p> <p>Noosa Garage Doors – will be installing a Bar Shutter on Monday 16th August. The Bar Manager is aware and will be on site to facilitate the installation.</p> <p>4.4 CCTV – new cameras installed are active and operational within the community centre. Motion sensor lights will also be installed.</p> <p>4.5 Craft Group – Acting CM has been approached by the craft group to set up a table to sell excess stock. The group had been working towards selling items at Nambour but due COVID they were unable to attend. Request to Committee</p>	<p>RAC to evaluate and reply to NB Thanks to SD for work done on this issue</p> <p>CM will monitor the feedback</p> <p>Craft Group may do this but need to liaise with the Events Co-ordinators.</p>	<p>RAC</p> <p>NB</p> <p>NB</p> <p>JL Sharon/ Bob Jack</p>
5	<p>Outward Correspondence</p> <p>5.1 8/8/2021 Letter to Natalie Paterson reference AWLH Deficit at Aveo Peregian Springs</p>		

	A letter was drafted and sent to Natalie Patterson by JC at the time of the meeting we were awaiting a reply		
6	<p>Inward Correspondence</p> <p>6.1 19/7/2021 Anne Millier Proposed Croquet & Bocce court</p> <p>6.2 27/7/2021 Steve Hill Manor fountain and flag condition</p> <p>6.3 3/8/2021 Hugh Lloyd-Pryce Flick -checking of bait boxes</p>	<p>The proposed area would need drainage to the cost of approximately \$6K. This is not viable so regrettably a Croquet Court is impossible to install given that the area does not drain well and at times is very boggy. However, a Bocce court could be located on the grass area to the North of the Manor. This was considered by the committee to be a great idea which would enhance the social life in the Village. Acting CM to look at costings. The Secretary to write to Anne Millier accordingly.</p> <p>Acting CM has actioned a work order to replace the fountain motor as it has ceased working and also replace the faulty lighting (pending cost being approved by the Body Corporate). If this is approved the Acting CM will engage Hedge to clean and chemically treat the area to improve presentation. Two new more robust flags have been ordered.</p> <p>Flick has confirmed that this has been completed. NB to go back to Flick to ascertain their insurance policy regarding infestation. Hedge will be asked to spray around bait boxes to allow easy access for inspections. Body Corporate to pay for this.</p>	<p>NB</p> <p>NB</p> <p>NB</p>
7	<p>Treasurer's Report: Sue Day</p> <p>SD presented the figures for the last month. The Treasurer was pleased to announce that due to COVID the Bar Licence (over \$700) has been refunded.</p>		

8	<p>Sub-Committee & Working Party Reports</p> <p>8.1 Bar Managers Report</p> <p>The RAC unanimously agreed that \$2 Tuesdays would cease on 31st August, as they had failed to generate additional attendance on Tuesdays.</p> <p>Proposed SD seconded JD</p>		
9	<p>General Business</p> <p>9.1 Events Calendar and co-ordination to include all events regardless of who is running it: RAC; Bar managers; Social sub-committee; individual residents' or activity groups (to include raffles); Kitchen; Aveo; Community manager/sales team/HO; etc.) was discussed and agreed that moving forward this would enable any future Social Committees or groups of residents to easily organise future events.</p> <p>Resignation received from the Social sub-committee. The committee expressed their disappointment of the resignation but fully understood the reasons. Hazel and denny were congratulated for their hard work and enthusiasm whilst at the helm.</p> <p>Some events are in the pipeline: Melbourne Cup November 2nd.</p> <p>Remembrance Day</p>	<p>The Secretary to write aa letter of thanks to Hazel and Denny.</p> <p>Organised by JC together with the other members of the RAC.</p> <p>Request to be put in to ACM for catering quote from Ann, Manor kitchen.RAC approved \$250 towards food and beverage</p> <p>RAC approved \$50 towards tea/coffee biscuits and cake</p>	<p>JL</p> <p>JC</p> <p>JC</p>

<p>New Years Eve Musician booked for this event. More details to follow nearer the time!!</p>		<p>RAC</p>
<p>9.2 Honesty fridge (Manor) removal</p>	<p>Brief discussion as fridge no longer used – to be removed</p>	<p>NB</p>
<p>9.3 Eftpos machine for the bar Discussion continues with regards to this as there are concern over the cost of using it and also the accuracy of inputting measured against speed of service. The committee reluctantly put this on hold for another 12 months</p>		
<p>9.4 The use of the Residents’ Kitchen for events – food preparation, washing up Use of the Manor kitchen for ‘paid for’ events Outside food providers – license etc. Details of costs</p>	<p>Previously discussed in 3.4</p>	
<p>9.5 Setting up of new general email for the RAC</p>	<p>A new general purpose email will be set up</p>	
<p>9.6 Reminder to Natalie Paterson from JC</p>	<p>See 5.1</p>	
<p>9.7 RA Handbook</p>	<p>New Front Cover to be created KJ agreed to check the content was up to date.</p>	<p>JL KJ</p>
<p>9.8 Manor Meal List in Kitchen</p>	<p>This is in the process of update</p>	<p>CM/ kitchen manager</p>
<p>9.9 Residents’ Information Sheets reference maintenance (SD, Community Manager)</p>	<p>See 4.1</p>	<p>JL</p>

	9.10 Bar Prices List in Bar area – some residents have asked why it is not displayed.	Request sent to Bar Manager – sorted and now displayed	
10	Date and Time of the Next Committee Meeting Friday 10 th September 2021 9am		

Meeting Finished at 11.45am

Appendix 1 Section 4 – Manager’s Report

Appendix 2 Section 7 – Treasurer’s Report

Peregian Springs Country Club Residents' Association



Resident Association Committee – Managers Report

Thursday 12th August 2021

2.1 – CM to brief committee on status of Convex Mirrors install (Beach grass & Crest brook)

5.2 – CM has actioned work order to replace fountain motor as it has ceased working and also replace faulty lighting (pending cost approval by Body Corporate). Once complete CM will engage Hedge to clean and chemically treat area to improve presentation.

- **Village Manager – New Items:**

- **Maintenance Process** - Including additional Freehold vs Leasehold in a Body Corporate Village process. CM has issued copy of proposed documents to RAC for feedback and discussion on process for roll out to residents
- **SA Food Forum** - new survey process for SA feedback. Acting CM has met with SA residents on Wednesday 11th for initial food forum discussion, meeting attended by Acting CM / Chef Manager and Richard Fahy (Group Community Manager Qld North). Feedback sourced from residents on a few key items requiring improvement which will be focus for Acting CM / Chef Manager and kitchen team with feedback to be given at next monthly Food Feedback forum meeting. These meetings will be scheduled monthly
- **New survey platform** – CM presented planned survey form to be issued moving forward = aim have these rolled out by weekly each month, including weekends.
- **Noosa Garage Doors** – Installing Bar shutter (additional security) Monday 16th August. Bar Manager is aware and will be on site to facilitate install.
- **CCTV** – new cameras installed and are active and operational with community centre

- **Craft group** – Acting CM has been approached by Craft Group for proposal to set up table to sell excess stock, Group has been working towards selling items at event at Nambour – however due to Covid were unable to attend resulting in excess stock. CM to request from Committee.
- **Australian Flag Replacement** – Acting CM has approved replacement of current Flag being flown as this has perished and is not presenting as required, awaiting delivery and will ensure new flag is raised.

Kind Regards,



Nole Beardwood
Community Operations Manager – Qld North

Peregian Springs Country Club Residents' Association

Residents Association Report for July 2021										
Date	Pay Req	Detail	Main	Imprest	Bar	Social	Sundry	Bar	Bar	Library
	No		Account	Account	Takings	Comm		Expenses	Supplies	
		Balance C/F	\$11,710.44	\$3,000.00						
DEPOSITS										
09.07.21		Bar Takings	\$481.55		\$481.55					
16.07.21		Bar Takings	\$503.25		\$503.25					
23.07.21		Bar Takings	\$420.40		\$420.40					
30.07.21		Bar Takings	\$748.00		\$748.00					
23.07.21		Bar Draw	\$12.00		\$12.00					
30.07.21		Bar Draw & 8 Birthday Cards	\$36.00		\$36.00					
		Total Receipts	\$2,201.20		\$2,201.20	\$0.00	\$0.00	\$0.00		\$0.00
PAYMENTS										
18.07.21	261	Liquor Licence	\$735.30					\$735.30		
23.07.21	262	Imprest a/c	\$1,112.25	\$1,112.25						
		Dan Murphys		-\$933.45					\$933.45	
		Coles		-\$163.80					\$163.80	
		Bunnings		-\$15.00				\$15.00		
23.07.21	263	Bar Draw villa 64	\$12.00				\$12.00			
29.07.21	264	July Library Books	\$99.00							\$99.00
31.07.21	265	Gift for Meet The Author	\$21.00				\$21.00			
30.07.21	266	Bar Draw & 8 Birthday Cards	\$36.00				\$36.00			
		Total Payments	\$2,015.55	\$3,000.00		\$0.00	\$69.00	\$750.30	\$1,097.25	\$99.00
		Cash Book Bal. F/Ward	\$11,710.44							
		Plus Receipts	\$2,201.20							
			\$13,911.64							
		Less Expenditure	-\$2,015.55							
		Cash Balance	\$11,896.09							

Bar report at end of July 2021			
Bar Takings		\$2,201.20	
Opening Stock	\$2,456.45		
Plus Purchases	\$1,097.25		
Less Closing Stock	-\$2,033.38	-\$1,520.32	
Cost of Sales	\$1,520.32		
Operating % Profit	31%	\$680.88	

ASSETS	
Bank	\$11,896.09
Imprest AC	\$3,000.00
Bar Float	\$300.00
Bar Stock	\$2,033.38
Total	\$17,229.47