

AVEO PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION.

Minutes of Committee Meeting held Thursday 10th November 2022 at 8am.

1. Attendance and Apologies:

Present at the meeting were Chair Jan Corlett, Treasurer Sue Day, Committee Members Wayne Collard & Kerry Jewell.

Apologies were received from John Davies, & John Parsons. They had both sent in comments regarding items on the agenda.

Chair Jan Corlett opened the meeting at 8.02am. The Chair thanked Kerry for kindly taking the minutes.

2. Minutes of the previous meeting:

Moved Sue Day, 2nd Kerry Jewell that the minutes of the previous meeting are a true & accurate record. Carried.

3. Business Arising from the previous minutes

3.1 Window Blinds for Bar and Stage Area CR

Refer CM report 3.1

3.2 Garage Door Maintenance and Driveway Cleaning CR

Refer CM report 3.2

3.3 Update on Shade Sail for Swimming Pool CR

Refer CM report 3.3 It was further discussed that implementation should occur early in 2023, rather than later.

3.4 Aveo Organisation Chart CR

Refer CM report 3.4 CM did advise it should be available shortly.

4. Community Manager's Report: Cosi Ronconi

Cosi joined the meeting at 9.00am and provided the following report:

Thursday 10th November 2022

- **Ref. 3.1 – Window blinds for the Bar and Stage area:** CM to obtain quotes and options. Currently pending.
- **Ref. 3.2 – Garage Door Maintenance and Driveway Cleaning:** CM to obtain quotes and options. Currently pending.
- **Ref. 3.3 – Pool Sail:** A new pool sail system is included in the Aveo proposed Capex Requests for 2023
- **Ref. 3.4 – Aveo Organization Chart:** CM to provide the chart with the latest changes at Head Office.
- **Fruit Garden:** Michael and the Gardener Team have completed the garden bed next to the outdoor sitting area and planted the following fruit trees:
1 Lemon Meyer, 1 Grapefruit Wheeny, 1 Mandarin Emperor, 1 Orange Washington navel, 1 Lime Tahitian, 1 Dwarf Black Mulberry, a row of pineapples along the wall and the hedge going around the front of the garden is Carissa desert star (Natal plum) These fruits are also edible when ripe ONLY. Like a tart cranberry.



- **Pool Heating:**
Sunshine Pool Heating Pty has serviced the Pool solar heating system on the roof which is now working correctly.
- **Pool Lights:**
Nicklin Electrical has installed 5 x Bollard Lights to replace the old one around the Pool area and fruit garden which were paid by Aveo



- **Pool Furniture:**
5 new Pool Lounges organised by Aveo have arrived.



- **Volunteer insurance:**
Aveo has confirmed that the voluntary workers for the RAC have been added to the Aveo's voluntary workers' insurance policy.
- **Water Rebate:**
According to the Government website link below:
[Am I eligible for the discount? | Department of Regional Development, Manufacturing and Water \(rdmw.qld.gov.au\)](https://www.rdmw.qld.gov.au/am-i-eligible-for-the-discount/)

I live in a retirement village

You will not receive the discount if you do not pay an SEQ water service provider directly for your water.

Water bills paid by the facility managers will not get the discount. The discount is only available to individual residential account holders billed directly by an SEQ water service provider.

Kind Regards,
Cosimo Ronconi
Community Manager
Aveo Peregian Springs

Whilst Cosi is in attendance discuss Item 9.1 (Refer comments at 9.1)

5. Outward Correspondence

5.1 Flying Minutes to RAC Members 14/9/22 [1] re Approval for Expenditure for Social Events Xmas Fest, NYE Grand Xmas Raffle [2] 26/9/22 re Karaoke Night due to Noosa Concert Band cancellation (Approved Unanimously)

5.2 Email and Invoice to David Korman, (Aveo General Counsel and Company Secretary) 28/10/22 re Reimbursement to RAC for Expenditure regarding the Aveo Class Action Opt-out Notice. **(Refer comments at 6.6)**

Moved Sue Day, 2nd Kerry Jewell that the Outward Correspondence be adopted. Carried.

6. Inward Correspondence

6.1 Email from Cosi 20/9/22 re Confirmation ALL volunteers have been added to the Aveo Volunteers Insurance.

Also refer Managers Report.

6.2 Letter from Nole Beardwood 26/9/22 re Aveo Systems and Processes. (We are awaiting confirmation of a meeting date.)

Additional information to be sought at the upcoming Sub-finance committee meeting.

6.3 Email and Attachment from Sam Denny 25/10/22 re Pensioner Discount Rates for Leaseholders in Retirement Villages. Sam would like the RAC to formally endorse her project.

After much discussion, taking in the comments from absent committee members, the following was the decision by the committee. An email be sent to Sam explaining the RAC would support her endeavours with this project, however as you have not received a mandate to state you are working on behalf of the RAC any statements implying this to be the case need to be removed from any correspondence raised.

6.4 Email 2/11 from Sue and Geoff Barden re Additional Pot and plant for Swimming Pool Area **Proposed Sue Day, 2nd Wayne Collard that \$250 be allocated for the purchase of a pot, plant, & soil as described. Carried. It was felt this completes the pool area beautification.**

6.5 Email from Sue and Geoff Barden 2/11/22 Immediately following a Debrief Meeting between themselves, Jan Corlett and Sue Day regarding the meal served at Melbourne Cup.

See attached quote from an alternative supplier for the Hawaiian Night regarding a 25% deposit. **Proposed Wayne Collard, 2nd Sue Day that Geoff & Sue proceed as outlined.**

Carried

6.6 Email from Karen Griffiths (Aveo Legal and Company Secretarial) re Confirmation of approval of RAC Invoice (See 5.2) **Discussed that monies be used towards providing a luncheon for regular volunteers.**

Proposed Wayne Collard, 2nd Sue Day that the Inward Correspondence be accepted. Carried.

7. Treasurer's Report: Sue Day (September & October 2022)

Residents Association Report for September 2022										
Date	Pay Req	Detail	Main	Imprest	Bar Cash	POS	Sundry	Gatsby	Bar	Library
	No		Account	Account	Takings	Tap & Go		Raffle	Supplies	
		Balance C/F	\$9,945.89	\$3,000.00						
DEPOSITS										
06.09.22		Bar Banking	\$541.45		\$390.45	\$151.00				
06.09.22		Gatsby Night 4x\$35	\$140.00				\$140.00			
11.09.22		Bar Banking	\$757.20		\$230.00	\$527.20				
13.09.22		Raffle	\$435.00					\$435.00		
13.09.22		Bar Banking	\$79.00			\$79.00				
15.09.22		Gatsby Night 4x\$35	\$140.00				\$140.00			
19.09.22		Bar Banking	\$653.00		\$464.00	\$189.00				
21.09.22		Bar Banking	\$313.50		\$210.50	\$103.00				
24.09.22		Bar Banking	\$581.00		\$391.00	\$190.00				
30.09.22		Bar Banking	\$387.55		\$191.95	\$195.60				
			\$0.00							
		Total Receipts	\$4,027.70	\$0.00	\$1,877.90	\$1,434.80	\$280.00	\$435.00	\$0.00	\$0.00
PAYMENTS										
09.09.22	392	Gatsby Night Staff Servers	\$180.00				\$180.00			
12.09.22	393	Food for Gatsby Night	\$2,462.00				\$2,462.00			
12.09.22	394	Music for Gatsby	\$400.00				\$400.00			
13.09.22	395	Wash up Gatsby	\$166.80				\$166.80			
15.09.22	396	Lauder Tablecloths	\$96.80				\$96.80			
15.09.22	397	Imprest A/c	\$2,283.24	\$2,283.24						
		Dans and Coles		-\$2,283.24					\$2,283.24	
20.09.22	398	Imprest A/c	\$158.45	\$158.45						
		Dans and Coles		-\$158.45					\$158.45	
24.09.22	399	Imprest A/c	\$370.07	\$370.07						
		Dans and Coles		-\$370.07					\$358.08	
		Melb Cup Decorations					\$11.99			
30.09.22	400	Library Books	\$96.00							\$96.00
		Total Payments	\$6,213.36	\$3,000.00	\$0.00	\$0.00	\$3,317.59	\$0.00	\$2,799.77	\$96.00

Cash Book Bal. F/Ward	\$9,945.89
Plus Receipts	\$4,027.70
	\$13,973.59
Less Expenditure	-\$6,213.36
Cash Balance	\$7,760.23

Bar report at end of September 2022	
Bar Takings	\$3,312.70
Opening Stock	\$2,467.75
Plus Purchases	\$2,799.77
Less Closing Stock	-\$3,216.61
	-\$2,050.91
Cost of Sales	\$2,050.91
Operating Profit	\$1,261.79

ASSETS	
Bank	\$7,760.23
Imprest AC	\$3,000.00
Bar Float	\$500.00
Bar Stock	\$3,216.61
Total	\$14,476.84

Note from Treasurer

Moving forward EFT can be used for Bar and Events but not Raffles. In future all money for raffles will be cash

If possible Please do not bring 5 cent pieces to the bar or dirty coins as the bank deposit m/c will not accept them and if we go to the counter to make deposits we are charged

Residents Association Report for October 2022										
Date	Pay Req	Detail	Main	Imprest	Bar Takings	POS	Sundry	POS EFT	Bar	Library
	No		Account	Account	Cash	Tap & Go		MELB CUP	Supplies	
		Balance C/F	\$7,760.23	\$3,000.00						
DEPOSITS										
04.10.22		Bar Takings	\$309.20		\$191.20	\$118.00				
07.10.22		Bar Takings	\$435.40		\$279.40	\$156.00				
11.10.22		Bar Takings	\$319.50		\$184.50	\$135.00				
15.10.22		Bar Takings	\$545.00		\$375.00	\$170.00				
18.10.22		Bar Takings	\$710.60		\$411.60	\$299.00				
18.10.22		Melb Cup 3x\$25 1x\$30	\$105.00					\$105.00		
25.10.22		Bar Takings	\$356.90		\$175.30	\$181.60				
25.10.22		Melb Cup 16x\$25 2x\$30	\$460.00					\$460.00		
31.10.22		Bar Takings	\$429.50		\$249.50	\$180.00				
31.10.22		Melb Cup 42x\$25 3x\$30	\$1,140.00					\$1,140.00		
		Total Receipts	\$4,811.10	\$0.00	\$1,866.50	\$1,239.60	\$0.00	\$1,705.00	\$0.00	\$0.00
PAYMENTS										
01.10.22		CBA Fee	\$20.50				\$20.50			
		CBA Rolls -Stationery	\$22.98				\$22.98			
10.10.22	401	Chips & Mixer drinks	\$90.95						\$90.95	
10.10.21	402	imprest A/c	\$413.89	\$413.89						
		Dans		-\$274.53					\$274.53	
		Melb Cup Plates& Napkins		-\$69.36			\$69.36			
		Christmas Crackers		-\$70.00			\$70.00			
14.10.22	403	Imprest A/c	\$372.09	\$372.09						
		Tape					\$4.49			
		Dans & Coles							\$367.60	
14.10.22	404	2 Skip Bins	\$950.00				\$950.00			
20.10.22	405	Karaoke music	\$300.00				\$300.00			
25.10.22	406	Imprest A/c	\$612.62	\$612.62						
		Stationery		-\$8.95			\$8.95			
		Xmas		-\$20.00			\$20.00			
		Dan Murphys		-\$583.67					\$583.67	
25.10.22	409	October Library Books	\$96.00							\$96.00
29.10.22	410	Printer cartridges	\$149.99				\$149.99			
29.10.22	411	Imprest A/c	\$382.20	\$382.20						
				-\$382.20					\$382.20	
31.10.22	412	Imprest a/c	\$37.60	\$37.60						
		Party Décor		-\$37.60			\$37.60			
		Total Payments	\$3,448.82	\$3,372.09	\$0.00	\$0.00	\$1,653.87	\$0.00	\$1,698.95	\$96.00
		Cash Book Bal. F/Ward	\$7,760.23							
		Plus Receipts	\$4,811.10							
			\$12,571.33							
		Less Expenditure	-\$3,448.82							
		Cash Balance	\$9,122.51							
Bar report at end of October 2022										
		Bar Takings		\$3,106.10						
		Opening Stock	\$3,216.61							
		Plus Purchases	\$1,698.95							
		Less Closing Stock	-\$2,676.18	-\$2,239.38						
		Cost of Sales	\$2,239.38							
		Operating Profit		\$866.72						
					ASSETS					
		Bank	\$9,122.51							
		Imprest AC	\$3,000.00							
		Bar Float	\$500.00							
		BarStock	\$2,676.18							
		Total	\$15,298.69							

Proposed Sue Day, 2nd Kerry Jewell that the Treasurer's reports be accepted. Carried.

8. Sub-Committee & Working Party Reports

8.1 Bar Manager's Report: Wayne Collard (See QGM Report)

Bar Manager's Report – 25 October 2022

- Attendances have varied as you would expect with the move to more temperate nights and what seems to be the incessant rain that just keeps seriously impacting numbers. We just can't pick it. We are currently averaging 32 patrons on the Tuesday evenings and 68 on the Fridays with some marked variations for special occasions.

- I would like to acknowledge the volunteers working behind the bar and affirm our grateful thanks for their continued efforts. It should be noted that without their participation the bar would not be open and that is just too frightening to contemplate.

- Our volunteers are:

Kerry Jewell Steve Jacobsen John Weeden Carolynn Layman

Alan Curtis Denny Birang Bron Kennedy Wayne Collard

- Yes, we are blessed with these enthusiastic people who give freely of their labours.

As I reported previously, we would like to see others consider a career in what amounts to beverage management, crowd control, special tastings, food and snack sampling and customer relations. Any efforts to this end will be supported wholeheartedly. Please feel free to contact us any time.

- There are a number of events coming up so keep an eye on the bulletins that come out periodically and note that the bar is there to assist where appropriate not withstanding Liquor Licensing laws.

- We gratefully acknowledge that just about all customers are returning their empty glasses to the bar – keep it up and many thanks for that.

- Please consider the operation we have here and note it is a small bar facility and not a bank. Hitting us early in the evening with \$50 notes at the beginning of the trading severely tests our ability to meet comfortable money management predictions.

- With this in mind we are pleased to report the introduction of “tap and go” has been a remarkable success. That will suit some people and maybe not others, the choice is yours. Tap and Go is a simple process requiring your debit/charge card to be swiped at point of sale.

- It's important to note that cash sales are and will continue to be legal tender. And, talking about legal tender please note our reluctance to accept 5c coins and any coins that are severely damaged or discoloured or overseas currency or of a general nasty presentation – the Bank's machines will not accept them and bank's staff will charge a fee for acceptance.

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If you have any ideas on improving the service in any way please feel free to approach us. As they say there are no wrong ideas and we welcome change where it's appropriate.

- Cheers

- Wayne Collard

- Bar Manager

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8.2 Social Events Report: Sue and Geoff Barden (See QGM Report)

Social Co-ordinators' Report, from Sue & Geoff Barden, QGM October 2022

Past events have proved to be popular with a lot of positive comments.

Noosa Concert band was cancelled so we arranged to have a karaoke night instead, hosted by Paul and Kirsty from GO-PRO-VOCAL. This was a huge success, everybody enjoyed the show, and displayed the great vocal and dancing talent in our village!

The “Pat A Pooch” Doggie Day was very popular with over 30 residents attending. Some without pooches just came along for the fun.

The following events have been planned:

Melbourne Cup Day 1st November 2022

Lunch is planned and we will arrange Spotify music. There will be Lucky Door prizes, Sweeps and Wooden Horse Racing. The Bar volunteers are already primed. Currently 62 guests already paid. If you have not paid, please put your money in the RAC letterbox, number 215, at the Manor.

Portofino Pop Up-shop 15th November 2022

Time to buy more fashion. Fashions etc will be available for sale from 10am onwards.

Xmas Fest has been changed to Saturday 10th December 2022

We have arranged for a singer of live music Kerry O'Keefe. She sings 50's 60's and 70's songs and is booked for four hours 5pm to 9.00 pm.

New Years Eve 31st December 2022

We have changed from Maurice Milani to a DJ night. DJ Rick will be returning.

Thank you, Geoff Barden

9. General Business

9.1 Free meals to others in the Manor restaurant

The Community Manager was asked to comment on this matter when delivering his report. Cosi simply explained that the SA accounts are only charged for the meals for people he records on a spreadsheet, for each sitting. This comment was also endorsed by Avan Umrigar (Business Manager) who was in attendance for part of the meeting.

9.2 Additional Champagne Glasses required for Residents Kitchen.(Cupboard has now been locked!) Extra glasses needed for Bar?

Additional Champagne glasses located, we have sufficient for current needs.

Proposed Kerry Jewell, 2nd Wayne Collard that \$162.80 be allocated for the purchase of 2 Dozen wine glasses, and 2 Dozen HI ball glasses exactly the same as currently in use. Carried.

9.3 Extra funds required for wreath for Remembrance Day as previous supplier no longer used due to the debacle on Anzac Day.

Proposed Sue Day, 2nd Wayne Collard that additional \$140 be approved to fund purchase of Wreaths. Carried.

9.4 Audit of Stocktake Sheet and Bar Price Audit.

Sue Day has prepared new records to reflect current stocks, and prices. Prices & margins to be monitored.

9.5 How long do the Eftpos Receipts need to be kept.

Kerry Jewell to liaise with CBA Merchant team to check if they recommend a specific time.

The volume of documents held in the storage room was also raised, and it was agreed that retention for seven years was appropriate and older documents can be shredded.

9.6 Proposed dates of next meetings. Regular, 10/2/23, 14/4/23, 9/6/23, 9/7/23: QGM 4/4/23 or 18/4/23, QGM/AGM 25/7/23

9.7 AVEO Head Office has approved a reimbursement of \$1000 from Sales to cover the cost of the (2) Skip Bins already provided by the RAC.

At 10.00am During General Business we were joined by Nole Beardwood (Regional Manager), Avan Umrigar (Business Manager), and Meredith Tilly (Management Accountant*Community Finance)

Informal discussion held on various financial matters, including advice there would be variances made in some of the budgets.

More specific detail to be provided in due course. Nole, Avan, & Meredith left the meeting at 10.30am.

The Meeting closed at 10.48am.

Date and Time of Next Committee Meeting. Friday, 10/2/2023 at 9.00am