

PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

Committee Meeting Friday 10 March 2023 - Minutes

Meeting opened at 9:12am at The Manor, 21 Gracemere Blvd, Peregian Springs

1 Attendance and Apologies

Members in Attendance:Jan Corlett (Chairperson), Richard Fullford (Secretary), Sue Day (Treasurer), John Davies, Kerry Jewell, John Parsons, Cosi Ronconi (Community Manager)

Apologies:.....Wayne Collard

2 Confirmation of previous minutes

Sue Day moved that the previous minutes be accepted.

John Parsons seconded.

Passed unanimously.

3 Business Arising from the previous minutes

3.1 Window Blinds for Bar and Stage Area: Cosi Ronconi

Peregian Blinds and Curtains has submitted a quote for the new blinds for the RAC consideration. The quote to cover the windows from the pool end to the stage area would be \$4,800 which was too much to be supported. Cosi said that \$2,400 could be provided which would provide cutains from the stage to the sliding door opposite the bar. Jan Corlett proposed that the RAC contribute the \$613 (in accordance with the quote) to cover the windows in the alcove opposite the bar.

John Parsons raised concerns whether the curtains would provide the noise suppression sought and proposed having the acoustics assessed. Kerry Jewell noted that in addition to noise suppression the curtains were also required to cut down back lighting when the stage was used during the day. Cosi advised that curtains were a known effective way to reduce noise and that a study would come at significant cost.

John Davies moved that the windows from the stage to sliding door at \$2,400 be supported and that \$613 be contributed to add the windows in the alcove opposite the bar.

Sue Day seconded.

Passed with one against.

3.2 Aveo Organisation Chart: Cosi Ronconi

The chart is Attachment 1 to these minutes.

A letter from Natalie Patterson addressed to RAC Chairperson has been forwarded on March 9th advising of recent changes of the State Operations Team and to announce the appointment of Nole Beardwood and Julie Andrews to the role of joint State Managers - Operations Queensland, North and South respectively. Nole Beardwood will continue as Regional Ops Mgr for the Sunshine Coast.

3.3 Shade cloth for pool area: Cosi Ronconi

Aveo has advised that the Capex request for a new Shade Cloth has been moved to early 2024. This will allow the time to consider further options in terms of size required and to obtain new

quotes especially in regard to the concerns raised in the correspondence at Item 6.2. Cosi will approach the contractor to look at options.

4 Community Manager's Report: Cosi Ronconi

See Items 3.1, 3.2, 3.3 above and Items 6.2 and 9.1 below.

4.1 Garage Door Maintenance and Driveway Cleaning

As discussed at the last meeting, Allan, the onsite Maintenance person, will progressively visit all residents offering to check the correct functioning of their garage door and will advise if any professional maintenance is required.

Allan is also available to pressure clean villa driveways upon resident's request and subject to his availability. Experience is the cost to pressure clean one driveway is approximately \$45.00 (includes 45 minutes cleaning). However, the amount will depend on the actual time spent in each driveway and will be included on the Resident levies.

4.2 Maintenance Recovery

Cosi raised the problem he was having with accounting for cost recovery for maintenance where consumable items were used from stock. E.g. a resident requests a downlight be replaced and the Maintenance Person uses a downlight from stock rather than it being provided by the resident. It was agreed that this was an issue for Aveo to resolve and the SFC Meeting was appropriate to raise it.

4.3 Hire of Cool Room

John Davies queried who would be paying for the hire of the cool room pending the repair of the freezer. This would be discussed with Aveo at the Sub-Finance Committee's December quarter review meeting.

5 Outward Correspondence

None

6 Inward Correspondence

6.1 Email from Glenda Townsend 2 Mar 23 re Missing Mah-jong Set

On behalf of the Mah-Jong Group, Glenda wrote to request Residents Association funds to replace the mah-jong set that had gone missing.

There was discussion on whether the RAC should require that the sets be better secured when not in use, but consensus was that it would be left to the Mah-Jong Group.

John Parsons moved that the Mah-Jong Group be authorised to spend up to \$109 to purchase a replacement mah-jong set.

Secoded by John Davies.

Passed with one abstention.

6.2 Email from Jan Trethewey 5 Mar 23 re Shade Cloth for Pool Area

This was discussed at Item 3.3.

7 Treasurer's Reports: Sue Day

7.1 Report

The Financial Account is at Attachment 2 to the minutes.

Sue highlighted that Tap & Go continues to be well supported. Over 50% of bar transactions are Tap & Go. For the Hawaii Night payments only \$300 out of \$1,925 receipts were cash. Thanks to the residents for supporting this initiative.

Sue advised that invoicing for functions from Aveo had improved. Where Residents organised functions supported by the staff, they would receive an invoice and be billed through their Levies.

7.2 Sub Finance Committee (SFC) Update

The SFC will be meeting with Aveo to review the December quarter figures on 17th April.

Sue Day moved that the Treasurers Report be accepted.

John Parsons seconded.

Passed unanimously.

8 Sub-Committee and Working Party Reports

8.1 Bar Manager's Report: Wayne Collard

Not available due Wayne's absence.

8.2 Social Events Report: Sue and Geoff Barden

Recent events:

- Valentine's Day Lunch, Tuesday 14th February 2023. Attendees very complimentary regarding the menu

The following are a list of the upcoming events:

- Hawaiian Night, Wednesday 15th March 2023. This has been sold out. This event will also be catered by Chef Ann and Kerri O'Keefe, who was well received at Xmas Fest, will play for 4 hours.
- Queensland Police Pipes and Drums, Wednesday 5th April 2025
- ANZAC Day, Tuesday 25th April 2023 (See Item 9.4)
- Karaoke Night (Extended Happy Hour Event), Friday, 5th May 2023
- Black and White Night, Wednesday 14th June 2023

9 General Business

9.1 Results of QGM

At the QGM a motion was passed requiring the RAC to organise an Extraordinary General Meeting for the Community Manager to answer previously submitted questions from Residents. The complexity and requirements around running a Special General Meeting (the RA Constitution does not mention an Extraordinary GM) it was decided that the best way to satisfy the intent of the motion would be to invite the Community Manager to address the next QGM. The agenda for the meeting will be distributed in sufficient time for Residents to submit written questions at least two weeks in advance. No questions will be allowed from the floor.

(Cosi Ronconi was present for this discussion.)

9.2 RAC E-mail Addresses

Richard Fullford described the current e-mail addresses in use by the committee and the complexity of managing to Residents' Association Mailing List. It was agreed that:

- The number of e-mail addresses be reduced and unused mail accounts be closed after any significant data was recovered.

Secretarial Note: The rapscs.secretary@gmail.com e-mail address has been established for all official correspondence with the RAC.

- Richard was to discuss the best mechanism to manage the Residents' Association Mailing List for secretarial and event purposes with the Social/Events Managers.

9.3 ANZAC Day

Jan Corlett advised that Rear Admiral Max Hancock had previously accepted an invitation to make the ANZAC Day address this year but that it was some time ago and she would confirm that he was still available. **Secretarial Note:** RADM Hancock has confirmed he is available.

Jan listed the proposed expenses as:

- Wreath: \$100. The wreath will be ordered from Flex Flowers and picked up the day before.
- Morning Tea: \$385

*John Davies moved expenditure of up \$500 for ANZAC Day be approved.
Seconded by Kerry Jewell.
Passed unanimously.*

9.4 Amendment to Constitution

Sue Day advised that she would be seeking an amendment to the constitution to remove the requirement that "Cheques must be signed by the Treasurer and counter signed by one Executive member" since cheques were no longer used. All payments are by electronic transfer. The Secretary was to include this in the Agenda for the AGM.

10 Proposed dates of upcoming meetings

Monthly RAC: 9:00am 14 Apr 23, 12 May 23, 9 Jun 23, 14 Jul 23

QGM: 2:00pm 18 Apr 23

QGM/AGM: 2:00pm 25 Jul23

Meeting closed at 11:20am



Jan Corlett
Chairperson
20th March 2023



Richard Fullford
Secretary
rapscs.secretary@gmail.com

Attachment 1 - Aveo Organisation Chart



Executive Leadership Team



Attachment 2 - Residents' Association Account Statement

Residents Association Treasurer Report February 2023										
Date	Pay Req	Detail	Main	Imprest	Bar	Social	Sundry	Bar	Bar	Library
	No		Account	Account	Takings	Deposits		Expenses	Supplies	
		Balance C/F	\$11,405.91	\$3,000.00		Tap & Go				
Feb		DEPOSITS				&Payments				
		Bar Deposits								
		Tap & Go Deposits	\$1,687.38		\$1,687.38					
		Cash Deposits	\$1,401.30		\$1,401.30					
		Social Event Deposits								
		Tap & Go 14th Feb Lunch	\$600.00			\$600.00				
		Cash 14th Feb Lunch	\$275.00			\$275.00				
		Tap & Go Hawaiian Nite	\$1,000.00			\$1,000.00				
		Total Receipts	\$4,963.68		\$3,088.68	\$1,875.00	\$0.00	\$0.00	\$0.00	\$0.00
Feb		PAYMENTS								
		CBA Monthly A/c Fee	\$48.03				\$48.03			
		Bar Purchases & Misc								
	433	Imprest A/c	\$1,740.00	\$1,740.00						
		Dans & Coles		-\$1,720.00					\$1,720.00	
		Clock		-\$20.00				\$20.00		
	434	Library Books	\$96.00							\$96.00
		Other								
	435	Aveo Remembrance Day	\$385.00				\$385.00			
	436	RSA Course	\$35.20					\$35.20		
	437	Stationery	\$8.67				\$8.67			
		Total Payments	\$2,312.90	\$0.00	\$0.00	\$0.00	\$441.70	\$55.20	\$1,720.00	\$96.00
		Cash Book Bal. F/Ward	\$11,405.91							
		Plus Receipts	\$4,963.68							
			\$16,369.59							
		Less Expenditure	-\$2,312.90							
		Cash Balance	\$14,056.69							
		Bar report at end of February 2023								
		Bar Takings		\$3,088.68						
		Opening Stock	\$2,542.85							
		Plus Purchases	\$1,720.00							
		Less Closing Stock	-\$2,027.43	-\$2,235.42						
		Cost of Sales	\$2,235.42							
		Operating Profit		\$853.26						
		ASSETS								
		Bank	\$14,056.69							
		Imprest AC	\$3,000.00							
		Bar Float	\$500.00							
		BarStock	\$2,027.43							
		Total	\$19,584.12							