

PEREGIAN SPRINGS COUNTRY CLUB RESIDENTS' ASSOCIATION

Committee Meeting Friday 13th October 2023 - Minutes

Meeting opened at 9:02am at The Manor, 21 Gracemere Blvd, Peregian Springs

1 Attendance and Apologies

In Attendance: Jan Corlett (Chairperson), Sue Day (Secretary), Richard Fullford (Treasurer), John Davies, Graeme Pinniger, Jan Trethewey, Judy Wrigley, Cosimo Ronconi (Community Manager)

Apologies: None

2 Confirmation of Previous Minutes

John Davies moved that the previous minutes be changed regarding Managers Report. The last item mentions Notice of 2023 Annual General Meeting on Tuesday 3rd October 2023. It should read "Annual Meeting".

Richard Fullford seconded.

Passed.

3 Business Arising from the Previous Minutes

3.1 Shading the Pool Seating Area

See Community Managers Report at Attachment 1.

3.2 Skip Bins

See Community Managers Report at Attachment 1

3.3 Name Badges and Restaurant Branding

See Community Managers Report at Attachment 1

3.4 Table Tennis Table

See Community Managers Report at Attachment 1.

Judy Wrigley asked whether since the table tennis table is proving popular, Judy Best be mentioned that the table is proving popular so would the Residents Association now reimburse Judy Best for the donation. However, in discussion, Chair Jan said "it is the practice of the RA to graciously accept, if a resident chooses to gift the village". For this generous gesture Judy Best is thanked on behalf of residents.

3.5 Aqua Aerobics

John Davies advised this is going ahead at the end of November with a charge of \$10 per session. The resident class contact is Jackie Wearne. The class will be run by Kirsten as she is now fully compliant.

Community Manager Cosi made the comment at this point to say. If any person or persons who come into the village to lead a group, such as Aqua Aerobics. He will now be able to sign off quite promptly on a Zero charge leasehold agreement. Providing the person or persons are Aveo compliant. Chair, Jan Corlett queried if chair exercises would be coming back. However, at the moment none are in the pipeline.

3.6 Village 20th Birthday Party

See Community Managers Report at Attachment 1

3.7 Residents Handbook

John Davies advised this update is proceeding well A brief discussion then ensued with Cosi querying the cost of printing the Handbook. Further discussion on copying in general. Costs still too high. Cosi said more needs be emailed and not printed., He will make mention in the next Aveo Newsletter. Sue Day interjected; perhaps residents could be encouraged to receive their levy notices by email. It is the residents who pay for all the paper and ink used, maybe residents are unaware of this.

3.8 The Amended Residents Association Constitution

Richard Fullford advised this is now completed and that it can be accessed on the Residents' Association section of the Computer Club website (www.gracemerecc.org) it will be in the Residents' Handbook update. If a resident needs a copy that can contact the Secretary at rapscs.secretary@gmail.com.

4 Community Managers Report

The full report is attachment 1 with additional items 5.5, 5.6, 9.1, 9.4

4.1 Additional Discussions

- **Aveo Insurance Consultancy Group.** Refer to Items 5.5 and 9.1
- **Gardening by Hedge.** Refer to Item 5.6.
- **Bocce for Residents.** Chair Jan Corlett requested this amenity for residents be revisited. Cosi explained cost is always the issue. Jan asked, if it was possible to have this done “in house” with our Maintenance Man, Mark doing the labour involved, this being the most expensive part of the project. Cosi will get

Mark to investigate costs and other issues such as where it would be place and will come back to us next meeting.

- **Restaurant Agency Staff.** This was a non-agenda item brought up by John Davies. Recently when Agency staff were here to fill in for our staff due to sickness. A few meals were not quite the high standard usually experienced when meals are cooked by chef Ann. Jan Trethewey asked if this happens often. Cosi said this is only the 2nd time in 16 months. Cosi said he would ask Ann to mention this to her Agency contact when Agency staff are next required.

Cosi left the meeting at 10.20am

5 Inward Correspondence

5.1 14 Sept 23: Email Judy Best Table Tennis Table

Judy Best advised she had good feedback on interest and Cosi had given her permission to purchase a table refer Item 3.4

5.2 14Sept 23: Email Helen Shedden No Newsletter by email or paper

Refer Item 6.3.

5.3 14 Sept 23: Email Sharon Jack New EFTPOS Machine

Sharon, thanking committee for consideration of her suggestion. Refer 6.1

5.4 14 Sept 23: Email Denis Murphy Query on Minutes to audio.

Refer 6.4 & 6.5

5.5 26 Sept 23: Email Aveo Insurance Consultancy Group

Refer Item 9.1 & Attachment 3

5.6 28 Sept 23: Email Hugh Lloyd-Pryce Hedge Gardening

Noted and filed.

Richard Fullford moved that the Inward Correspondence be accepted.

Jan Trethewey seconded.

Passed.

6 Outward Correspondence

6.1 14 Sept 23: Email Sharon Jack New EFTPOS Machine

Email thanking Sharon for her suggestion Refer Item 5.3.

6.2 14 Sept 23: Email Noel Giles Gas Bottles

Email thanking Noel for bringing to the attention of RAC.

6.3 14 Sept 23: Email Helen Shedden Emailing of Newsletter

Email advising Helen she needed to be on the email listing for both the RAC and Aveo Reception at the Manor (They are totally separate data bases due to privacy rules)

6.4 14 Sept 23: Email Denis Murphy Request for more details on audio format request for RAC Minutes

Due to failing eyesight Denis uses an audible app/software for attachments like RAC minutes, he is unable to read in Word format.

6.5 19 Sept 23: Email Denis Murphy Re Audio format of files from RAC

Email advising Denis, in future all minutes will be sent out to residents in PDF format. This format rather than Word is able to be used for requested Audio Software. The RAC is happy to assist with this as it may well help other residents. Refer item 6.4 & 5.4.

Judy Wrigley moved that the Inward Correspondence be endorsed.

Sue Day seconded.

Passed.

7 Treasurer's Report: Richard Fullford

The Financial Account is at Attachment 2 to the Minutes.

Richard Fullford moved that the Treasurer's Report be accepted.

John Davies seconded.

Passed unanimously.

7.1 Library Book Budget

Since the monthly budget of \$100 for library books had remained at \$100 for many years, Richard Fullford suggested that an increase to \$120 be considered.

John Davies moved that the Library Book budget be increased to \$120 per month.

Richard Fullford seconded.

Passed unanimously.

8 Sub-Committee and Working Party Reports

8.1 Bar Report: Kerry Jewell

There was no report from Kerry this meeting. However, Treasurer Richard Fullford assured the committee attendance, consumption and bar takings are all good. Also

mentioning how good it is we have some new bar volunteers. If any new residents are interested, please let Kerry Jewell know, the more the merrier, plus helps existing bar volunteers.

8.2 Social & Events Report: Sue and Geoff Barden

Bollywood Night - Wednesday, 27th September 2023

The event was a great hit and booked out within 48 hours! We had 80 residents attend, all but four paid by Tap and Go. A great result. Ann's menu was delicious. Cosi and his staff provided excellent service on the night. Kerrie O'Keefe entertained us with a great music. A fun night was had by all. We were particularly impressed with the fabulous outfits many of the residents wore on the night. Well done all who got into the spirit of the Bollywood style!

Noosa Concert Band

Our thanks go to Bob and Sharon for posting out the flyers and Bob for setting up in Geoff's absence. Also, thank you Jan Corlett and Suz for hosting the event. We await photos and will publish them on the TV once received. We hear 50 residents attended which was a good number for this lovely event.

Pat a Pooch Tuesday, 17th October 2023

Another Pat A Pooch Day is coming up and all residents, including our lovely little furry doggie residents are welcome to join us on the green at The Manor. The bar will be open at 3.00pm followed by Happy Hour.

Melbourne Cup Day

As we are unable to attend, we thank Judy Wrigley for stepping in and running the event this year. We have designed a flyer and will ensure this is emailed and posted out as normal. We are also prepared to take the money for the event. We request \$150 for tablecloths, napkins, and decorative items. we will charge residents \$25 pp and guests \$30 pp. To commence at 12 noon.

Richard Fullford moved that up to \$150 be provided for tablecloths, napkins, and decorative items.

John Davies seconded.

Passed.

Jan Trethewey mentioned she will be running the sweeps with Maggie Duncan. Also, they will be available prior to the event to do some sweeps. The full details are below, and a flyer will come out to also advise this information.

Bring your CASH to Happy Hour on Friday, 3rd November or Monday, 6th November between 11am-12 noon at The Manor. There are 1st, 2nd, 3rd and last prizes The Sweep Sheets matching name and horse will be displayed at the Melbourne Cup

lunch Tuesday, 7th November and there will also be additional sweeps conducted at the function.

Xmas Party - Wednesday, 6th December 2023

We have now booked Kerrie O'Keefe at \$350.00 for 3.5 hours for the Christmas event. We also require \$250 for this event for tablecloths, napkins, crackers, and any decorative items required. To commence at 5.30pm.

Sue Day moved that up to \$250 be provided for tablecloths, napkins, crackers, and decorative items.

Jan Corlett seconded.

Passed.

New Year's Eve - Sunday, 31st December 2023

As agreed, NYE party will be totally BYO – food and drink. Residents will be encouraged to set up their own table in a "NYE Theme".

Following the approval, we received earlier this year we have booked the duo Better Together which brings our lovely Kerri O'Keefe back to the Manor, together with her partner, Frank. The quoted price is \$1,000.00. Time: 5.30pm – 9.00pm. We will charge an entrance fee of \$10 per person and we are happy to put out extra tables for this night.

Backdrop for Stage (See Item 9.2)

We also confirm we are very interested in acquiring the backdrop Megan kindly lent us for the Bollywood Night. She is happy to sell at a price of \$100 and will include her lanterns as well. This is a great opportunity to have such a decorative item at a great cost. We can guarantee we will use it on the stage again and again and will also add our own decorations to suit the theme.

Once again, our thanks go to everyone who helps us put these events together including our wonderful bar staff, Bob who helps set up and take down the tables and chairs all residents who help us set up for the events. And, last but not least we thank all members of the RAC for your ongoing support.

9 General Business

9.1 Aveo Resident Consulting Group for The Discretionary Aggregate Deductable Fund

Refer 5.5 & Attachment #3 requesting nominations for the Consulting Group. Richard Fullford said he was happy to nominate if committee approved.

Chair, Jan Corlett, proposed that Richard Fullford nominate for inclusion in the Consultancy Group.

*Sue Day seconded.
Passed unanimously.*

Jan advised that she had been selected to participate in Aveo's Consumer Advisory Body which is under the auspices of Aveo's Risk Management Department.

9.2 Request from Social Coordinators to Purchase Backdrop

The Committee discussed the decoration used at a previous event being purchased by the RAC. Dependant on a safe and suitable place for storage being found. Plus, if such a place is found and approved, the \$100 requested by a resident for this decoration is passed for payment.

A Motion was proposed by, Jan Trethewey That this resident be paid \$100 for this decoration, provided a suitable place is found to store and secure this item. Seconded by Judy Wrigley Passed by Majority

(As Secretary I have since been informed a safe place has been found)

9.3 Christmas Raffle Dates

The Raffle will be drawn as always at the Village Christmas Celebration. It is being held this year on 6th December. Raffle tickets will be on sale at Happy Hours and from a table in the Manor from 17th November.

9.4 Bocce for Residents

Refer Item 4.

9.5 Any Other Business

Jan Trethewey gave her apologies in advance regarding the Quarterly General Meeting on 31st October 2023.

10 Proposed Dates of Upcoming Meetings

Monthly RAC: 9:00am 8 Dec 23

QGM: 2:00pm 31 Oct 23, 30 Jan 24

Meeting closed at 11:08am

Jan Corlett
Chairperson

Sue Day
Secretary

Date

Attachment 1 – Community Managers Report



Peregian Springs Country Club

Friday 13th October 20223

- **Ref 3.1 - Pool Shade Cloth:** 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.
- **Ref 3.2 - Skip Bins:** 2 skip bins for the residents' use have been delivered on 12 October: One bin has been placed in the visitor carpark near Links Cove and the second one next to the bowling green.
- **Ref 3.3 - Restaurant Name:** The name that has been chosen in consultation with Residents of serviced apartments and RAC is **Springs** Restaurant. The Aveo Marketing Team is working in consultation with RAC on a logo and marketing material.
- **Name Badges:** Have been ordered as per list of volunteers and Committee members.
- **Ref 3.4 - Table Tennis:** Judy Best has purchased and donated a brand-new Table Tennis to the Community. A good number of residents have already shown up, formed a group and had fun playing. All Residents are welcome to play at any time in the dedicated Manor area, except during lunch service time between 12 to 1pm.
- **Ref 3.6 - Peregian Springs Country Club 20th Birthday Party:** We are working on organising a Celebration Party in early 2024.
- **Night Carer Room:** With the Serviced Apartments being nearly at full occupancy, Aveo is arranging the relocation of the Night Carer room from SA 215 to the service room on Level 2.
The Body Corporate will be consulted to obtain approval to modify the existing window with fixed glass to a sliding one.
- **Nurse and Doctor Room:** We are seeking quotes to modify the area outside the Nurse and Doctor room and transform the table storage area into an additional space for the Nurse. The works will include removing the current cupboard sliders, replace the carpet floor with Timber vinyl floor to match the existing in the Manor.
 - Install a desk and replace the lights with LED.
 - Replace the Doctor/Massage bed with a new one and rearrange the doctor room and filing cabinets as required.
 - We propose to store the function tables in the room where the function chairs are stored and move out the plastic chairs to be stored in a different location.
- **Reception Office:** We are seeking quotes to extend the back plaster wall inside the reception space to create another desk area for the Assistant Community Manager where the Photocopier is currently located. The proposed plaster wall will have 4 key boxes built in to improve the village key storage system and provide better accessibility in case of emergency.

Kind Regards,
Cosimo Ronconi
Community Manager
Aveo Peregian Springs

Attachment 2 - Residents' Association Account Statement

Residents' Association Treasurer's Report September 2023

Date	Pay Req No	Detail	Main Account	Imprest Account	Bar			Social Events	Library	Sundry
					Takings	Supplies	Expenses			
		Balance Brought Fwd	\$13,642.95	\$1,600.50						
		DEPOSITS								
		Bar Deposits								
		Tap & Go	\$2,919.00		\$2,919.00					
		Cash	\$1,368.60		\$1,368.60					
		Social Event Deposits								
		Tap & Go	\$2,380.00				\$2,380.00			
		Cash	\$0.00				\$0.00			
9-Sep		Disputed Trans Reimburse		\$29.98						\$29.98
		Total Receipts	\$6,667.60	\$29.98	\$4,287.60	\$0.00	\$0.00	\$2,380.00	\$0.00	\$29.98
		PAYMENTS								
		CBA Monthly A/c Fee	\$67.97							\$67.97
		Bar Purchases & Misc.								
	488	Dan Murphys & Coles		\$851.09		\$851.09				
	493	Dan Murphys & Coles		\$1,442.87		\$1,442.87				
	497	Dan Murphys & Coles		\$645.85		\$645.85				
3-Sep		Transfer to Imprest	\$851.09	-\$851.09						
5-Sep		Transfer to Imprest	\$1,389.51	-\$1,389.51						
26-Sep		Transfer to Imprest	\$1,442.87	-\$1,442.87						
30-Sep		Transfer to Imprest	\$645.85	-\$645.85						
	492	Library Books	\$104.00						\$104.00	
		Other								
	494	Bollywood Ni Supplies		\$61.98			\$61.98			
	495	Printer Supplies	\$79.50							\$79.50
	496	Bollywood Ni Entertainment	\$350.00				\$350.00			
6-Sep		Disputed Transactions		\$19.99						\$19.99
27-Sep		Transfer to Imprest	\$61.98	-\$61.98						
		Total Payments	\$4,992.77	-\$1,369.52	\$0.00	\$2,939.81	\$0.00	\$411.98	\$104.00	\$167.46
		Balance Carried Fwd	\$15,317.78	\$3,000.00						

Starting Cash Position	\$15,243.45
Plus Receipts	<u>\$6,697.58</u>
	\$21,941.03
Less Expenditure	<u>-\$3,623.25</u>
Cash Balance	<u><u>\$18,317.78</u></u>

Main A/c Statement 30 September 2023	\$15,099.78
Imprest A/c Statement 30 September 2023	\$3,000.00
Cash on Hand	<u>\$218.00</u>
	<u><u>\$18,317.78</u></u>

Bar report at 30 September 2023		
Bar Takings		\$4,287.60
Opening Stock	\$4,085.87	
Plus Purchases	\$2,939.81	
Less Closing Stock	-\$4,021.97	
Cost of Sales	\$3,003.71	-\$3,003.71
Operating Profit		\$1,283.89

ASSETS	
Main A/c	\$15,099.78
Imprest A/c	\$3,000.00
Bar Float	\$250.00
Bar Stock	\$4,021.97
Accrual	-\$2,030.00
Total	\$20,341.75

Invoices Aveo - Bollywood Night

Attachment 3 - Aveo Resident Consulting Group for The Discretionary Aggregate Deductible Fund



RESIDENT CONSULTING GROUP FOR THE DISCRETIONARY AGGREGATE DEDUCTIBLE FUND

BACKGROUND:

- (1) Aveo has established an alternative risk transfer and pooling arrangement for its **property insurance** through a specialised vehicle known as the Aveo Discretionary Aggregate Deductible Fund ("the Fund").
- (2) To enhance transparency and foster community engagement, it has been decided by the Promoter of the Fund (Aveo Group) and the Trustee (Aon Risk and Asset Management) to create a "**Resident Consulting Group**".
- (3) The purpose of the Resident Consulting Group is to offer counsel to the Management Committee. The Group may:
 - (a) represent the collective concerns and interests of the residents in decisions related to the Fund;
 - (b) help identify and analyse risks that could potentially impact the fund or its stakeholders, and to suggest mitigative measures;
 - (c) serve as the conduit for information flow between residents and the Management Committee, ensuring that residents are well-informed and their concerns are adequately addressed; and
 - (d) offer feedback and suggestions related to the fund's operation and effectiveness, which will then be reviewed and acted upon by the Management Committee.
- (4) The Management Committee, comprising Member Representatives, Trustee Representatives, and Promoter Representatives, is tasked with deliberating on specific matters related to the Scheme (i.e. the Fund). The Committee's composition and governance protocols are delineated in the Scheme Rules.
- (5) Notably, the Resident Consulting Group is not endowed with any formal authority under the Scheme Rules, nor is its operation governed by these Rules.
- (6) Consequently, the Trustee retains absolute discretion over the appointment of members for the Resident Consulting Group. This extends to the size of the Group, and its operational parameters, including frequency of meetings and the setting of agendas.
- (7) The designated individual has consented to participate on a volunteer basis and will be privy to confidential information in the course of fulfilling this role. This individual is obliged to maintain the confidentiality regarding this information, unless explicit written authorisation to the contrary is granted by the Trustee.