

AVEO PEREGIAN SPRINGS RESIDENTS' ASSOCIATION

Committee Meeting Minutes

For: Meeting Tuesday, 25th June, 2024, Meeting Room, The Manor

Meeting opened at 9.30 a.m.

1. Attendance

John Parsons (Chair), Bill Henderson (Treasurer), Sharon Jack (Secretary), Committee Members, Kerry Jewell, Bob Jack, Robyn Palmer, Judy Wrigley.

Apologies

No Apologies

Present by Invitation

Community Manager (CM), Cosimo Ronconi arrived at 9.30 and addressed the meeting, via the CM's report (see attached) refer to Point No. 3 and left the meeting at 10.38 a.m.

2. Confirmation of previous Minutes

Judy Wrigley moved that the minutes of the previous meeting be accepted.
Seconded by Bill Henderson

3. Community Managers Report

Refer to Attachment 1 Community Managers Report.

3.1 NBN Upgrade

Chair, John Parsons asked what is the issue with NBN.

CM confirmed that the village copper system was being upgraded to fibre under the NBN framework.

Chair, John Parsons enquired if there were any issues with Eftpos at the Bar.

Kerry Jewell responded that there were no problems. Eftpos passwords changed now every few months, alternative via a Modem.

3.2 Pool Shade Cloth

Has been on the Agenda for more than 2 years. CM advised the new Facility Manager is coming in 2 weeks time to discuss and that he has to go with the best possible safest system, i.e., in the case of high winds, cyclones, etc. He is looking at 6-7 umbrellas to put around the pool that can be put away in the shed.

Residents do not want to shade the pool, they want shade in their sitting area.

Refer to Ref No.3.5 on the Community Managers Report, Attachment 1.

Judy Wrigley advised the small shade cover was put there for the Aqua Aerobics Instructor to stand under.

Judy Wrigley and Bob Jack to meet with the Aqua Aerobics Instructor.

3.3 Containers for Change

The Community Manager advised he has received a proposal from Containers for Change to install a system in the village. The RAC will consider and respond when the CM sends it through.

3.4 Garden and Grounds

Within the village there is a high level of dissatisfaction with Hedge. CM, will explain to residents what they will get for the price.

3.5 Performance Criteria Report

Chair, John Parsons said he was unaware of how much importance Aveo put in a Survey and in future the RAC will help to promote Surveys.

The RAC will encourage Residents to complete Surveys.

CM advised that the questions may need to be put in another way for everyone to understand. However, Residents must be given freedom to express themselves.

CM will report to residents at the QGM on the performance goals that arise from the surveys.

3.6 Printing and Stationery

CM, printing and stationery costs are very high.

Chair, John Parsons, the RAC will continually encourage as many residents as possible to receive emails.

3.7 New Chef

CM, has interviewed 3 people for the new Chef and is hoping the new appointee will bring some refreshing ideas.

CM, invited RAC members to come to lunch and try the meals.

Chair, John Parsons said the RAC will support the restaurant.

CM, open to new ideas, i.e., combine lunches with the Bar - provide a glass of wine with lunch.

3.8 Social Activities

CM, will always be happy to help out with organising extra activities.

Judy Wrigley advised not many activities that go on in the village need approval of the RAC and that the CM should always check what other activities are on before organising a new activity.

3.9 Residents Visitors

Chair, John Parsons. Residents staying in Unit while residents are away. This is really clear in principle.

CM will reinforce the policy via Newsletters, etc. Ultimate responsibility for visitors staying in all Units rests with the CM on a case-by-case basis.

3.10 Smoke Alarm Testing

Chair, John Parsons read out a flyer with some incorrect information.

CM will obtain a quote for smoke alarms to be upgraded in all accommodation units.

4. Business arising from previous Minutes

4.1 Handover

Finalised with previous Exec Committee Members – went well with no apparent problems.

4.2 Handbook

Will be updated as time allows.

4.3 Bank signatories and Card holders changed

New Entity established. Card holders waiting on their new cards.

Kerry Jewell enquired who would manage the banking, i.e., deposits from the Bar when Bill was away.

Kerry Jewell to ask Sue and Richard how they handled deposits and to also speak to the Post Office at Peregrin Springs shops how to Deposit cash at the P.O.

4.4 Transfer of Liquor License

Wayne Collard has tendered his resignation (26th May), but will remain as Licensee until a replacement is appointed to keep the bar open. Thank you Wayne.

Bob Jack is the new Licensee.

The Transfer of Licensee cannot be completed until after new bank cards have been received to pay the fees.

4.5 ARQRV

The ARQRV was requested to give advice on confidentiality in village meeting minutes. The following paragraph is a summary of that advice.

"I see no basis which would allow any detail of correspondence (or for that matter, any issue discussed) to be left out of full and accurate minutes. As such, where a resident wishes to raise with the scheme operator/manager, a matter, which they consider confidential, they should deal directly with the operator/manager and not through a committee. Where a committee inadvertently receives correspondence considered confidential by the writer it should be directed back to the writer, and not tabled, discussed or otherwise dealt with by the committee."

Chair, John Parsons requested that Trevor Davis be asked to remove the Password requirement from the RAC area on the Computer Club's website.

4.6 QGM and AGM

All paperwork for the QGM and AGM on the 16th July has been delivered to all letter boxes.

5. Correspondence IN

Inward correspondence from Mike Jordan in V164 noted and filed. Action has been taken by Aveo Management (See Item 3.9 above).

Correspondence OUT

No correspondence Out

6. Treasurers Report

Following the end of the Caretaker Phase, I had a handover meeting with the former Treasurer. This had been delayed due to pre-planned holidays, and the handover was in the middle of the month. The handover has been very cooperative, and RAC expenses are now being paid, and bar receipts banked. The finances appear healthy, and bar receipts have been increasing in the past few weeks.

Quarterly accounts for the three months to 30th June, 2024 will be presented at the next QGM, with accounts for the year to 30th June, 2024, presented at the AGM on the 16th July, 2024.

Refer to Attachment 2 for the April 2024 Financial Statement and May 2024 Financial Statement prepared by the Caretaker, Residents' Association

7. Sub-Committee Reports

Refer to Attachment 3.

Bar Co-ordinator

Kerry Jewell submitted Bar Report

Event Co-ordinator(s)

Sue and Geoff Barden submitted Events Report.

Sue Barden, Event Co-ordinator, raised some issues with reconciling Eftpos payments, payments in general and Residents filling out the Booking Sheets.

A Working Group was established to meet with Sue and Geoff to discuss all issues comprising of Sharon Jack, Bob Jack and Robyn Palmer.

Secretary, Sharon Jack to contact Sue to arrange a meeting date.

8. New Business

8.1 Melbourne Cup Event

Judy Wrigley and Bob Jack to meet asap to plan.

8.2 Draft Budget Preparations

Chair, John Parsons advised first draft of the Aveo Village Budget for 2024/25 was presented last Friday.

We will be searching for savings where we can.

Another review meeting next week, confirmed for Tuesday 02/07.

The meeting convened by Aveo will be jointly attended by the RAC and Body Corporate Committee members.

8.3 Painting Contract

Meeting called by Aveo this afternoon to vote for the preferred contractor.

8.4 Remembrance Day (Nov 11) Preparation

Chair, John Parsons has a file for Remembrance Day and Anzac Day.

Remembrance Day is on Monday 11th November.

A Sub Committee was formed to prepare for Remembrance Day and Anzac Day consisting of Bob Jack, Kerry Jewell and Robyn Palmer.

8.5 New POS System

Secretary, Sharon Jack has raised the issue of a new Eftpos System that can separate payments, eliminates errors and is quicker. Sharon provided some costs.

Sharon and Kerry are to meet to investigate a new POS system for the Bar.

9. Other Business

Proposed Events

Chair, John Parsons, advised Hazel and Denny are proposing an Olympic themed Event. They will provide details.

Secretary, Sharon Jack advised Noel Giles is proposing a Bar Lotto night on a Tuesday HH. Noel will provide details.

10. Next Meeting Date

QGM and AGM, Tuesday, 16th July, 2024

Meeting closed at 12.10 p.m.

ATTACHMENT 1



Resident Association Committee – Managers Report

Tuesday 25th June 2024

Last Committee meeting was held on 12th April 2024

Items arising from Previous meeting:

- **Ref 3.3 - NBN Upgrade:** Nole Beardwood is seeking information and advice from the Aveo Facilities Team.
- **Ref 3.5 - Pool Shade Cloth:** The Aveo Facility Team is currently seeking quotes for the items discussed with the previous Committee: Shade solution, replacement of the Pool gate plastic panels and rectifications to the cracked floors surrounding the pool.
- **Ref 6.3 Containers for Change:** We have been offered the possibility of onboarding our community onto the partners program of “Containers for Change” to recycle glass/plastic bottles and cans in dedicated bins and receive 10 cents back for each returned container.
 1. **No Cost, No Fuss:** Containers for Change will provide branded bins and facilitate regular collection at no cost.
 2. **Reduce Waste:** By recycling eligible containers, the Community can actively contribute to reducing litter and minimising your waste management costs.
 3. **Support Local Causes:** Refunds can go to a charity of our choice OR as cash to a nominated bank account.
 4. **No Lock In Contract:** We can trial them for as long or short as we like.

GREEN & WHITE BRANDED BINS

COEX will supply suitable assortment of branded bins.

- **BIN STORAGE:** 240L Bin which will be collected regularly from a suitable loading area (kerbside).
- **PUBLIC / BACK OF HOUSE:** 120L Bin suitable for back of house & common areas.
- **INDOOR:** 60L Corflute Bin suitable for high traffic public facing areas.

Booking a collection is easy.

1. When the bins are 85% full, contact your assigned container refund point operator to arrange a collection.
2. On collection day, move the bins to a suitable loading area such as the kerbside or loading dock.
3. The operator will swap out the full bins for empty ones. You will move the empty bins back to the bin storage area.



240L Wheelie Bin

Height: 1060mm
Width: 585mm
Length: 730mm



120L Wheelie Bin

Height: 920mm
Width: 481mm
Length: 561mm



60L Corflute Bin

Height: 650mm
Width: 400mm
Length: 277mm

5

Residents Association Committee: Monthly meeting doc:
Cosimo Ronconi

- **Gardens & Grounds:**

Since the last meeting we have received positive feedback from residents regarding the gardening works and the overall garden appearance has visibly improved. The Hedge Team has been reactive to any works that have been assigned or requested by residents including assisting St. Andrew's team to clear out the vegetation along the boundary fence with the school. Hedge Management has conducted weekly site visits and met with the Community Manager. The current contract with Hedge ends on June 30th.

- Aveo Procurement Team have received various quotes as part of the Tender process for the new Gardening contract including the submissions from Hedge and Programmed Maintenance. The quotes will be discussed with Body Corporate and RAC Committees to agree on the best steps for the appointment of the new contract and preferred contractor.

- At this point of Hedge has agreed to continue providing their services to the end of July.

- **Ref 9.3 – Annual Painting Maintenance Programme:**

Higgins and Programmed Maintenance have submitted their quotes in line with the Tender document for the 11 Year Painting Maintenance Program. All residents will be able to vote for this Item at the Body Corporate EGM to be held on June 25th. Aveo has granted Proxy votes to all Leasehold residents for this occasion.

- **Ref 9.4 - Rubbish in the Gardeners area:**

The items have been taken away and disposed to the tip by the Aveo Team.

- **Presentation of Resident Survey Results 2023:**

The presentation to Residents was held on May 7th and included the survey results from the previous years and a list of action items in response to the feedback received.

New Items:

- **Insurance Renewal Outcome for 2024/2025 (Letter attached):**

Insurance Costs Comparison to last year (insurance cost)		
2023/24 Actual Insurance Cost (Village Share)	2024/25 Actual Insurance Cost (Village Share) *	% Change
\$220,506	\$208,514	-5.4%

Visitors:

- The matter of visitors staying in units was raised by residents at previous RAC Quarterly General Meeting.

According to the current Aveo Disclosure Document:

Your Visitors are welcome in the Community. Any Visitor may stay in your Home for visits of up to four weeks in any 12 months period.

Unless you are in Hospital or where it is otherwise not possible for you to do so, you agree to reside in your Home during your visitor's stay and agree to notify the Community Manager within 24 hours of your visitor arriving in your Home to enable us to know who is in the Community in the event of an emergency.

Cosimo Ronconi

Community Manager - Aveo Peregian Springs

Residents Association Committee: Monthly meeting doc:
Cosimo Ronconi

ATTACHMENT 2

FINANCIAL STATEMENTS

Residents' Association Financial Statement - April 2024

Date	Pay Req No	Detail	Main Account	Imprest Account	Bar			Social Events	Library	Sundry
					Takings	Stock	Expenses			
		Balance Brought Fwd	\$10,744.85	\$3,000.00						
		DEPOSITS								
		Bar Deposits								
		EFTPOS	\$2,529.00		\$2,529.00					
		Cash	\$871.00		\$871.00					
		Birthday Drinks Transfer	\$60.00		\$60.00					
		Social Event Deposits								
		EFTPOS	\$0.00				\$0.00			
		Cash	\$0.00				\$0.00			
		Total Receipts	\$3,460.00	\$0.00	\$3,460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		PAYMENTS								
		CBA Monthly A/c Fee	\$49.82							\$49.82
		Bar Purchases & Misc.								
	577	Dan Murphys & Coles		\$2,491.22		\$2,491.22				
	575	Birthday Drinks Transfer	\$60.00				\$60.00			
	576	Library Books	\$120.00						\$120.00	
		Other								
	571	Stationery & Supplies	\$9.00							\$9.00
	573	Kings of Fifties Function	\$240.00				\$240.00			
	572	ANZAC Day Wreath	\$100.00							\$100.00
	574	Kerri O'Keefe Entertainment	\$350.00				\$350.00			
		Transfers to Imprest A/c								
24-Apr	577		\$2,491.22	-\$2,491.22						
		Total Payments	\$3,420.04	\$0.00	\$0.00	\$2,491.22	\$60.00	\$590.00	\$120.00	\$158.82
		Balance Carried Fwd	\$10,784.81	\$3,000.00						
		Starting Balance	\$13,744.85							
		Plus Receipts	\$3,460.00							
			\$17,204.85						\$10,784.81	
		Less Expenditure	-\$3,420.04							\$3,000.00
		Closing Balance	\$13,784.81						\$13,784.81	

Bar Report at 30 April 2024		
Receipts at Bank		\$3,460.00
Cash/EFT on hand (CEOH)		\$312.00
Less previous CEOH		-\$130.00
Opening Stock	\$3,892.41	
Plus Stock Purchases	\$2,491.22	
Less Closing Stock	-\$3,913.32	
Cost of Sales	\$2,470.31	-\$2,470.31
Operating Profit		\$1,171.69

ASSETS	
Main A/c	\$10,784.81
Imprest A/c	\$3,000.00
Bar Float	\$250.00
Bar Stock	\$3,913.32
Known Debts	\$550.00
Total	\$18,498.13

ANZAC Day catering.

Residents' Association Financial Statement - May 2024

Date	Pay Req No	Detail	Main Account	Imprest Account	Bar			Social Events	Library	Sundry
					Takings	Stock	Expenses			
		Balance Brought Fwd	\$10,784.81	\$3,000.00						
		DEPOSITS								
		Bar Deposits								
		EFTPOS	\$3,071.20		\$3,071.20					
		Cash	\$1,245.00		\$1,245.00					
		Birthday Drinks Transfer	\$21.00		\$21.00					
		Social Event Deposits								
		EFTPOS	\$0.00				\$0.00			
		Cash	\$0.00				\$0.00			
		Total Receipts	\$4,337.20	\$0.00	\$4,337.20	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		PAYMENTS								
		CBA Monthly A/c Fee	\$52.34							\$52.34
		Bar Purchases & Misc.								
	581	Dan Murphys & Coles		\$1,234.44	\$1,234.44					
	585	Dan Murphys & Coles		\$1,193.05	\$1,193.05					
	582	Birthday Drinks Transfer	\$21.00			\$21.00				
	580	Library Books	\$206.35						\$206.35	
		Other								
	584, 586	Stationery & Supplies		\$208.99						\$208.99
	583	Black & White Function		\$129.48			\$129.48			
	579	Kristie Lawlor Entertainment	\$280.00				\$280.00			
	578	ARQRV Subscription	\$90.00							\$90.00
		Transfers to Imprest A/c								
12-May	581		\$1,234.44	-\$1,234.44						
31-May	583-6		\$1,531.52	-\$1,531.52						
		Total Payments	\$3,415.65	\$0.00	\$0.00	\$2,427.49	\$21.00	\$409.48	\$206.35	\$351.33
		Balance Carried Fwd	\$11,706.36	\$3,000.00						

	Starting Balance	\$13,784.81						
	Plus Receipts	\$4,337.20						
		\$18,122.01		Main A/c Statement 31 May 2024			\$11,706.36	
	Less Expenditure	-\$3,415.65		Imprest A/c Statement 31 May 2024			\$3,000.00	
	Closing Balance	\$14,706.36					\$14,706.36	
	Bar Report at 31 May 2024			ASSETS				
	Receipts at Bank		\$4,337.20	Main A/c	\$11,706.36			
	Cash/EFT on hand (CEOH)		\$358.00	ImprestA/c	\$3,000.00			
	Less previous CEOH		-\$312.00	Bar Float	\$250.00			
	Opening Stock	\$3,913.32		Bar Stock	\$3,642.26			
	Plus Stock Purchases	\$2,427.49		Known Debts	\$550.00	ANZAC Day catering.		
	Less Closing Stock	-\$3,642.26		Total	\$19,148.62			
	Cost of Sales	\$2,698.55	-\$2,698.55					
		Operating Profit	\$1,684.65					

ATTACHMENT 3

SUB-COMMITTEE REPORTS

BAR REPORT FOR RAC MEETING 25/6/2024

I am pleased to report the number of residents enjoying themselves at Friday night happy hours has increased significantly in recent times.

We are currently experiencing numbers of around 60+ on Fridays, however we do struggle to reach 30 patrons on Tuesday nights.

A special thankyou to Hazel Birang and Diane Giles for providing us with hot snacks on the last (2) Friday nights. Your catering was greatly appreciated by us all.

Steve Jacobson has organised through "Containers for Change" delivery of recycle bins for the processing of bottles/cans sold through the bar.

The bins will be collected, and replacements supplied each fortnight.

This set-up is so more convenient than what was in place and will save everybody time and effort, particularly Steve.

Thankyou, Bar Volunteers and Bob Jack for you continued support.

I believe we provide good service for a group of volunteers and stress things don't "just happen".

We currently have (11) qualified Bar Volunteers, and I would like to welcome Sandra Murphy to the crew. Sandra has commenced volunteering and I'm sure will have it all under control in no time.

If you haven't joined us yet for a Happy Hour, give it ago, I'm sure you will enjoy yourself.

Kerry Jewell. Bar Co-Ordinator.

EVENTS REPORT FROM SUE & GEOFF BARDEN JUNE 2024

Black & White Night - Wednesday, 26th June 2024

We confirm Ravie has been booked for \$400 for 3 hours and will commence at 5.30 pm. Ann's price for her menu is \$35 per head and she will invoice the RAC directly.

We were approved to spend \$250 for this event for decorations **plus** tablecloths.

Also, on a further note, all entertainers are paid on invoice directly into their bank account the morning after an event. Our prices to residents for the events should cover the food and extras including decorations and tablecloths. The bar money usually covers the entertainment.

As it can be difficult to book entertainers we have booked ahead, as follows:

Johnny Spitz Entertainment - Wednesday, 14th August 2024

We welcome Johnny Spitz for the first time to the Manor. He will play for 3 hours from 5.30 – 8.30 pm at a fee of \$400. This was reduced on request; the normal price was \$550. Johnny is such a well-rounded singer and entertainer that he can play the 1950s/60s, Rock n Roll to Top 40 and everything in between. We have also booked Daddows Wood-Fired Pizza Van for the evening. They supply freshly cooked pizzas between \$15-\$18 and as they are not too large will be ideal for residents.

Residents will order directly from the pizza van on the night and the pizzas will be served to the table. Would you like us to purchase plastic tablecloths and napkins with an Italian theme for this evening or should residents set up their own tables. If so, we request \$150 for the tables to include decorations. We request the bar open for the evening.

Kings of the 50's – Wednesday, 25th September 2024

We are bringing back The Kings of the Fifties, starring Elvis & Buddy Holly. The price is \$2,400. A deposit has been paid by Richard Fullford. As this is a show and based on our average of 80 residents, we propose charging residents \$25 per head. We suggest this be a BYO food event with residents setting their tables. Please advise if you would like the bar to be open.

Christmas Fest – 4th December 2024

Ravie is booked for this event. He has confirmed his availability and charges \$400.00 for 3 hours. Further details for this event will follow in future reports.

New Year's Eve – 31st December 2024

Rick McCann DJ has been booked. The price is to be advised. Further details for this event will follow in future reports.