

# **PEREGIAN SPRINGS COUNTRY CLUB**

## **RESIDENT'S ASSOCIATION**

### **Minutes of Committee Meeting held Tuesday 14<sup>th</sup> October 2014**

#### **Meeting Commenced at 8.55am**

- 1. Attendance:** Pat Bowen (Chairman), George West (Treasurer), Irene Gibbons (Secretary) Terry Gleeson, Margaret Gordon, Steve Hill, John Davies and Sharon Bateman.
- 2. Welcome:** The Chairman welcomed members to the meeting.
- 3. Minutes of previous meeting:** It was moved by Terry Gleeson, seconded by Margaret Gordon that the Minutes of the previous meeting be accepted as a true record of proceedings. Carried
- 4. Business arising from previous meeting.**

Terry Gleeson said that the replacement bench seats had been delivered, assembled and were now being used by residents.

#### **5. Inward Correspondence.**

- 5.1 Letter from G. Sliwa concerning membership of the RA Committee
- 5.2 Letter from Arnold Vandenhurk re QGM Minutes of 9 September 2014
- 5.3 Letter from Joan McColl re general maintenance
- 5.4 Letter from Eckart Weideling re responsibilities of volunteer bus drivers
- 5.5 Letter from Bryan Milner re 2014-2015 budget
- 5.6 Information copy of a letter to the BCC from Ron Marshall concerning the pool netting support stanchions
- 5.7 Letter from BCC concerning speaking at QGM

## **6. Outward Correspondence.**

- 6.1 Letter to Village Business Manager concerning dates for meetings of the RAC and reports due to the committee.

## **7. Business arising from Correspondence.**

- 7.1 Letter from G. Sliwa at 5.1 suggested that the Bar Manager and the Social Secretary become members of the RAC. Pat Bowen advised that this is unconstitutional and that if a resident wishes to become a member of the RAC that they need to stand for election and be elected and not just expect carte blanche entry to the committee. George West agreed and noted that they are independent sub-committees of the RAC. Steve Hill suggested that the Bar Manager should provide a report to the committee. George West noted that a financial report for the bar is in the Treasurers Report but that if the Bar Manager wished to consult with the committee he should approach the Secretary to have that included on the next agenda. G. Sliwa had also requested that his letter be considered as a special resolution if a constitutional change was necessary. The Secretary will advise Mr Sliwa of the committees' views and of his right to raise this issue at a QGM.
- 7.2 Letter from Arnold Vandenhurk at 5.2 concerns a correction to the statement attributed to him in the QGM minutes of Sep 2014. He was referring to missing furniture including tables and ornaments which have been moved upstairs apparently by the sales staff. Sharon Bateman advised that the furniture in question belongs to FKP so it can be moved as required but that she a meeting shortly to discuss replacement and repair of manor furniture. However Irene will speak to the Sales Staff in the meantime to ascertain whether some of the furniture can be moved back. Arnold will be advised.
- 7.3 Letter from Joan McColl at 5.3 regarding maintenance issues is a BCC responsibility. Irene will contact the BCC to confirm that they have addressed these complaints.

- 7.4 Letter from Eckart Weideling at 5.4 concerned the responsibilities of volunteer bus drivers. At issue are their responsibilities concerning securing loads, eg walkers and liability in the event of an accident. Sharon advised that this whole issue requires further investigation as she had been advised that volunteer drivers should hold their own insurance as well as that provided by AVEO. The Committee decided after discussion to write to the VBM and formally ask her to investigate this matter and advise the committee of the outcome in writing. In addition, until this issue is resolved, Irene is to write to the two volunteer bus drivers and advise that they should not drive the bus until further information is provided.
- 7.5 The letter from Bryan Milner at 5.5 was discussed in detail. Bryan has advised that the budget was passed incorrectly due to the pest control being placed as an item in the MRF. Sharon advised that the pest control has now been split into three parts and is in the two MRF funds and the Sinking Fund. While the finance committee did not agree with this approach it was considered that as the budget had already been passed no further changes would be made this year. Bryan Milner will be advised that the finance committee will discuss this issue further with the Manager but that any further changes will occur as part of next years' budget process. In addition, the committee wanted to clarify that any action to bring this to QCAT by Bryan would be as an individual and not as a formal village representation.
- 7.6 Letter at 5.6 noted. Sharon advised that a complaint has been lodged with the company concerning the peeling on the pool meeting support stanchions.
- 7.7 The BCC requested at 5.7 that a time be allotted at the RAC QGM's for the BCC to update residents' on current issues pertaining to Body Corporate matters. This was considered very worthwhile and Irene will advise the BCC accordingly.

## **8. Treasurer's Report**

- 8.1 The Financial Report was presented by George West.

<b><u>Balance Carried forward</u></b>	\$17,081.98
Receipts 30 September	\$3,319.69

Payments 30 September	\$1,472.11
<b><u>Cash Balance 30 September</u></b>	<b>\$18,929.56</b>

Gross profit for the bar for September was \$836.99 a 34% profit. The Treasurers' Report is on the RAC Notice Board in the computer room if further details are required.

It was moved by George West, seconded by John Davies that the financial report and payments made be accepted. Carried.

Steve Hill suggested that the committee consider investing some of the nearly \$19,000 cash at bank. There was considerable discussion concerning the low interest rates, tax implications and need to set up further accounts. It was decided that George West will investigate the rates and tax issues and report back to the next committee meeting with figures and a recommendation for possible investment of funds.

- 8.2 George West advised that he had investigated the use of internet banking in particular the ability to transfer monies easily into the imprest account rather than having to write cheques to 'top up' this account on a regular basis. However to facilitate this the internet banking process requires two people to carry out every transaction and hence would not really be a time-saving measure.
- 8.3 George West raised the issue of subsidising the ticket for the bus driver for theatre outings. While this issue will not currently be a problem due to the bus not being driven by volunteers, in future, it was decided that in future the cost of tickets to the residents should take into account the cost of a ticket for the driver.
- 8.4 George West raised, on behalf of Ron Marshall, the possibility of purchasing a whiteboard to place in the pool area to record the pool temperature each day. This was considered to be a good idea and it was moved by George West, seconded by Terry Gleeson that a whiteboard be purchased. Carried. Sharon noted that the valuable work carried out by Ron Marshall in maintaining the pool saves the residents thousands of dollars per year.
- 8.5 George West advised that he has examined the Actuals compared to the Draft Approved Budget numbers for July and August of the General Services Fund for ILU's and the Maintenance Reserve Fund for Lot 134, and that they were very close. The Actuals for the MRF is well under budget at this early stage and overall 'no red flags' were raised.

## **9. Managers' Report**

The Managers' Report is attached to these minutes. Further clarification and questions are detailed below:

- Alliance Catering has been given notice and their last shift will be 2 November. AVEO will be employing three chefs to cover the seven days as well as three kitchen hands. Serving will be done by the Carers who will have their hours extended.
- With regard to the Emergency Plan, under legislation it appears there is supposed to be a sign-in book so that residents sign in and out whenever they enter the Manor. The committee considered this unworkable but Sharon advised that such a book would be required if a fire audit is carried out.
- Pat Bowen asked Sharon to clarify the position regarding the lighting audit which has been an issue for some considerable time. Sharon advised that the last audit carried out by Michael Winter had not been actioned and that she is now in discussion with the BCC regarding this. A number of snakes have been seen in the area recently and the lighting is particularly poor around the bin areas. Pat requested that a letter be sent to Richard Andrews, copy to the VBM, stressing our concern at the lack of action in this matter.
- The Assistant Administrative position has been advertised. It will be 15 hours per week, spread over 2 or 3 days.
- The issue concerning residents' garages was brought to Sharon's attention. Sharon maintains she was unaware of the details and requested she be advised in writing of the full history of the problems. It was decided to send this letter to Richard Andrews, copy to Sharon.
- Sharon advised that a joint maintenance group representing the RAC and the BCC will meet with Kay each month to review outstanding maintenance issues. It was noted by members of the RAC that previously some maintenance that was carried out by staff was actually the responsibility of individual residents in an independent living facility. These tasks will no longer be carried out and if a resident is not able to carry out the particular job will need to call a

handyman/tradesman. An article will be placed in newsletter outlining the responsibilities of residents.

- Pat Bowen asked when the Manor windows would be cleaned. Sharon will check and advise.
- Irene asked whether approval had been given for the Lions Club to hold a hold an auction function for charity on 29 November 2014. Sharon stated that she had advised the Lions Club of her approval. As this was not received by the Lions Club, Irene will advise Jackie Stewart accordingly.
- Margaret Gordon asked when pest inspections would be carried out and Sharon advised that this would occur in November.
- Steve Hill asked Sharon who was responsible for changing the cycles for the irrigation systems and the lights. With regard to the irrigation systems, the gardens have been working on them. Unfortunately some residents have also been changing the settings which has 'confuse the issue'. Sharon has arranged for *Pumphouse* to come out and regulate all the irrigation systems. In regard to the light Sharon will investigate and report back to the RAC.
- Terry Gleeson asked when a date would be set for the joint maintenance meeting. Sharon suggested a Mon or Tues in the third week of each month. Terry will discuss with Kay.

**The VBM left the meeting.**

## **10. Sub-Committee Reports**

**Social** - Pat Bowen reported:

- October Fest. To be held on 31 Oct in conjunction with the end of month BBQ. Imported German Beer will be available.
- Melbourne Cup Day to be held on 4 November starting at 1pm with Champagne and Orange Juice on arrival plus light refreshments. A cost of \$5 per head will cover costs. There will be a number of activities and sweeps before the Race and the bar will be opened. Irene will organise the sweeps and will recruit volunteers to assist. Dian, Desolie, Bronwyn and others are assisting with the refreshments.
- This year's Christmas function will be in the evening and will be catered for by the Golden Roast Catering Company at a cost of \$30 per head. An excellent menu is provided and all set up and

clean-up is carried out by the Company. The VBM has hired a band for the evening at no cost to the residents. To assist with the costs for the evening it was moved by Pat Bowen, seconded by John Davies that the RAC subsidise each resident \$5 for the cost of the function and also supply four bottles of wine to each table. Carried.

- Pat recommended that the RAC purchase a Christmas Cake from the Lions Club to present, one to each ILU and Serviced Apartment as a gift from the Residents Association. There was considerable discussion over this proposal. Some members considered it was a valuable way to provide residents with a gift while at the same time supporting the Lions Club charities. In past years scratch tickets were given to residents and this was considered a poor use of residents' funds. One member of the Committee felt it was an expensive use of residents' funds (\$12 per cake by the number of ILU' and SA) and that better use could be made by purchasing items such as chairs, a new BBQ or other items as suggested by residents. The matter was not resolved and was held over for further discussion at the November RAC meeting.
- Pat advised that at this time no New Years' Eve function was planned. John Davies undertook to liaise with some interested residents to ascertain whether enough interest and assistance is available.

**Maintenance** - Terry Gleeson reported:

- Discussed with VBM holding a joint monthly meeting on maintenance. Date yet to be set.
- Garage floors. A contractor has been to the village to fix and paint the floors. Paint was the wrong colour and some of the residents were away. Date not set for his return.
- Higgins have sent back a person to inspect the work carried out on wash-down and painting of villas. Villa balconies were missed in Crestbrook Place. Higgins will be sending back employees on 24 Oct to rectify where necessary.
- As noted in discussion with the VBM the sprinkler system needs to be fixed and an outside contractor has been called in.

- Two skips will be delivered on 24 Oct and remain in the village until 3 Nov. Details were advised to residents in the Oct newsletter.
- Gurney cleaning of driveways. A service can be arranged at an approximate of \$35 per driveway. Committee members felt this was a good idea and Terry Gleeson will explore with a contractor a 'bulk deal' for residents.
- It appears that although residents seem happy with the work of the two contract gardeners, there are delays in getting work done.
- Four metal bench seats were paid for and delivered on 3 Oct. They have now been placed around the village.
- Internet in the Manor. There have been intermittent problems getting the internet in the computer room and by the Doctor on Wednesdays. The Computer Club Committee has requested approval to investigate the purchase of a commercial modem at an approximate cost of \$300. This was agreed and Terry will advise detailed costings to members in due course.

**Manor Report** - John Davies reported that he and the Chairman, Pat Bowen, met with the VBM on 30 Sep and the following issues were discussed:

- The VBM has the issue of safety and security in hand, in particular with regard to out of hours safety issues and working with those less mobile residents.
- Issues around Alliance catering which have now been overtaken by events with their finishing up on 2 Nov.
- Manor residents would appreciate better communication for example when a large group of visitors are visiting, to enable them to make them welcome.
- The possibility of purchasing a luggage trailer for the bus. A quote has been passed to Sharon.
- Better coordination of events organised by management and those organised by the RAC.
- The Review of the Retirement Village Act 1999 and its relevance to the residents. If the 'Fairness Principles' that have been proposed are adopted this should be of benefit to all residents.



**Commemorations** - Steve Hill reported:

- Arrangements are in hand for Remembrance Day Ceremony at the Manor. The Program has been edited and is ready to print.
- Matters to be addressed are acquisition of poppies, personnel to participate in the Service and who to lay wreaths.
- Coffee, tea and biscuits will be provided and the bar will be open.
- 11<sup>th</sup> November is a Tuesday and St Andrews is having their own Ceremony at the school. Hence their participation and the loaning of chairs will not be possible. Discussion ensued as to the feasibility of hiring chairs versus the purchase of them. It was decided to purchase 50 chairs, (hopefully in a bright colour so they do not disappear to individual residences). It was moved by Irene Gibbons, seconded by Terry Gleeson that the RAC purchase 50 good quality plastic chairs. Terry and Irene to organise.

**Activity Groups** – Margaret Gordon reported that most groups are self-sufficient and do not need any assistance at this time.

- There is no vacancy in the Tues Art Class.
- Aqua Aerobics is held on Tues at 2:30 (\$8) and Fri at 10am(\$5). As there is little shade for the instructors it was suggested that the old umbrellas no longer used by the Bowls Club may be suitable to relocate to the pool area. George West will discuss with Ray Larke.
- The Knitters Group Toy Sale will be on Fri 28<sup>th</sup> November.
- The Snooker Club has requested a new cover for the table. Irene advised that this matter was discussed with the VBM who agreed to this request. A letter enquiring to the progress of this matter will be sent to the VBM.
- Trevor Davies will continue to produce the monthly calendar. Any up-coming events should be notified to him.
- Margaret was keen to ensure that the task of welcoming new residents remained with the Residents Committee and this was endorsed by all members. Margaret will discuss this with the VBM.

It was moved by Steve Hill, seconded by Terry Gleeson that the sub-committee reports be accepted. Carried.

## **11. General Business**

- Irene provided some examples of noticeboards that may be suitable as a RAC Board for the Manor. Members endorsed the concept and Irene will discuss placement with the VBM and report to the next meeting with a recommended purchase and cost.
- Pat Bowen outlined his ideas for a web page for the RAC to advise members of events, items of interest, minutes of meetings and photos. This would involve approx. \$500 to design, \$50 for a domain name and approx. \$10-15 per month hosting fees. The page would be easily able to be edited by authorised people, Pat suggested Irene and Terry. All members thought this was an excellent idea and Pat will research further and bring a proposal to the next meeting.
- Steve Hill brought up the issue of the roundabout at the entrance to the Manor. This was apparently established around 10 years ago and most of the plants are now dead. Irene will write to the Sunshine Coast Council and bring the matter to their attention.
- Irene requested that approval be granted to purchase a new recorder and microphone for meetings. The current one is shared by both the RAC and BCC which is often inconvenient and hence one system each seems a practical solution.

## **12. Date and Time of Next Meeting**

Committee Meeting Tuesday 18<sup>th</sup> November at 9.00am.

## **13. Close of Meeting:** The meeting closed at 12.30pm.