

# **PEREGIAN SPRINGS COUNTRY CLUB**

## **RESIDENT'S ASSOCIATION**

### **Minutes of Committee Meeting held Tuesday 18<sup>th</sup> November 2014**

#### **Meeting Commenced at 9.15am**

- 1. Attendance:** Pat Bowen (Chairman), George West (Treasurer), Irene Gibbons (Secretary) Terry Gleeson, Margaret Gordon, Steve Hill, John Davies.
- 2. Apologies:** Sharon Bateman
- 3. Welcome:** The Chairman welcomed members to the meeting.
- 4. Minutes of previous meeting:** It was moved by George West, seconded by Terry Gleeson that the Minutes of the previous meeting be accepted as a true record of proceedings. Carried
- 5. Business arising from previous meeting.**
  - Whiteboard has been purchased for pool.
  - Cost for Xmas party is now \$32.50 which means that the subsidy now should be \$7.50. It was moved by John Davies, seconded by Terry Gleeson that each resident be subsidised by \$7.50 for the Xmas party. Carried. It was noted that with wines being placed on each table this will result in the subsidy actually being over \$10 per head.
  - No reply from the VBM on when the windows in the manor will be cleaned.
  - No further joint maintenance meetings have been organised by management.
  - Gift of Lions Cake to residents will not go ahead.
  - John Davies is keen to see a New Years' Eve function held. He has agreed to take on the organising with a small group of interested residents.
  - Two skips were a great success. Two more skips will be placed by bowling green in April.
  - Terry to follow up on gurney cleaning.
  - Modem has been purchased and has resulted in enhanced service.

- George has discussed with Ray and Anita has also done some research into the viability of an umbrella by the pool. It has been decided that it is too dangerous. An alternative is a shade sail and Anita has been authorised to get a quote from a local company.
- Noticeboard for the foyer. There was considerable discussion on the advantages of both a notice board and a Peregrine Springs Country Club website and whether both would be required. It was considered that both would not be necessary. It was moved by George West seconded by Steve Hill that we proceed with the website only. Carried by a majority.
- Purchase of a digital recorder for the BCC. The Chairman pointed out that it was a management responsibility to provide a full secretarial service to the BCC and therefore this will not proceed.

## **6. Inward Correspondence.**

- 6.1 Letters from P.Charlwood concerning the Resident Contribution Notice.
- 6.2 Letter from P. Charlwood re the Xmas function and Xmas cakes.
- 6.3 Letters from M. Bridges re garden maintenance (info copy).
- 6.4 Letter from B. Comino re the installation of a safety rail in the pool.
- 6.5 Letter from A. Marshall re the state of the pool area after residents' visitors (info copy).
- 6.6 Letter from J. Weeden requesting a donation for bowls trophies and prizes.
- 6.7 Letter from VBM concerning volunteer bus drivers, furniture movement in the manor and re-covering of the pool table.
- 6.8 Memorandum from R.Haddrell concerning the General Services Fund – Serviced Apartments Sep 2014.
- 6.9 Email from R. Andrews concerning the lighting audit.
- 6.10 Emails (2) from R. Andrews concerning repair of garage floors.

## **7. Outward Correspondence.**

- 7.1 Letter to B. Milner concerning the 2014-2015 budget.
- 7.2 Letter to G. Sliwa regarding Resident Committee positions.
- 7.3 Letter to A. Vandenhurk concerning furniture missing from the Manor.
- 7.4 Letter to the VBM regarding furniture missing from the Manor.
- 7.5 Letter to J. McColl regarding general maintenance.
- 7.6 Letter to BCC referring J. McColl's letter regarding general maintenance.
- 7.7 Letter to BCC concerning the re-introduction of a section in the RAC QGM for the BCC to provide information to residents.
- 7.8 Letter to L. McCabe regarding status of volunteer bus drivers.

- 7.9 Letter to E. Weideling regarding status of volunteer bus drivers.
- 7.10 Letter to VBM volunteer bus drivers.
- 7.11 Letter to VBM regarding refurbishment of the pool table.
- 7.12 Letter to R. Andrews re the lighting audit.
- 7.13 Letter to R. Andrews regarding problems with garage floors.
- 7.14 Letter to the CEO of the Sunshine Coast Council concerning the roundabout at the entrance to the Village.

## **8. Business arising from Correspondence.**

- 6.1, 6.3 6.5 and 6.8 (actioned by finance committee) noted.
- Letter from P. Charlwood was concerning Xmas function being at night the amount of the subsidy and Lions Xmas cakes. The prime reason for the evening function was due to the uncertainty in the kitchen and the real possibility that they could or would not cater for such a function. There is also an element of doing something differently for a change. The subsidy will be \$7.50 per person plus wine on the tables. The Xmas cakes will not be going ahead. The Secretary will advise P. Charlwood.
- The request for a safety hand rail in the pool will be forwarded to management.
- The request for support for the bowls prizes and trophies was acknowledged. It was moved by John Davies seconded by George West that \$270 be allocated for this purpose this year.
- The situation regarding the volunteer bus drivers is still unclear. On 11 Dec an insurance representative will be in the village to discuss this and other issues with the BCC and the RAC. In the meantime George West has agreed to talk to another village to ascertain what their arrangements are for volunteers.
- The email from R. Andrews did not provide any further information on the need for improved lighting in the village. There is also an issue as to where monies would come from to finance the improvements. A discussion on the MRF and CRF will be scheduled for the February committee meeting as it would appear there may be a need to seek legal advice.
- All garage floors have been repaired with the exception of villa 56.
- While the Sunshine Council have not responded in writing, they have cleaned up the roundabout at the entrance.

It was moved by John Davies seconded by Terry Gleeson that the inward correspondence be accepted and the outward correspondence be adopted. Carried.

## **9. Treasurer's Report**

9.1 The Financial Report was presented by George West.

**Balance Carried forward**      \$18, 929.56

Receipts 30 September      \$4,956.28

Payments 30 September      \$4,596.78

**Cash Balance 30 September**      \$19,289.06

Gross profit for the bar for September was \$1,269.88 a 37% 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.

9.2 George West advised that he had investigated Term Deposits as requested at the last meeting but the return was so minimal it would not be worth the effort for example at present a \$10,000 term deposit for 3 months would earn \$75 interest less tax. It was agreed that this would not be pursued.

## **10. Managers' Report**

The Manager did not attend the meeting but provided a brief report. Matters in the report have been covered in the maintenance report below.

## **11. Sub-Committee Reports**

**Social** - Pat Bowen reported:

- There will be joint social sub-committee convenors from Feb – Bronwyn West and Desolie Gleeson.
- Pat thanked Ray Larke for organising a successful dinner at the pool café.

- Melbourne Cup Day was a great success. Over \$1000 was taken in sweeps. The food prepared by Desolie and Bronwyn, assisted by others, was greatly enjoyed by all. General consensus was that residents preferred the shorter format of the day.
- This year's Christmas function will be in the evening and will be catered for by the Golden Roast Catering Company at a cost now of \$32.50 per head.
- Pat explained that he considered it protocol to invite management to the Xmas function. He had intended to pay for them himself. Margaret Gordon stated that a decision such as this needed to be discussed and agreed by the committee prior to any invitation being issued. This was agreed. The Manager has now advised that staff will not attend the function. It was moved by George West and seconded by John Davies that the carer on duty and the two band members be provided with a meal. Carried.

**Maintenance** - Terry Gleeson reported:

- Garage floors: All but one resident have had their garage floors attended to.
- Washing and painting of manor and villas has been completed (pending further inspection).
- Sprinkler system: PPS in collaboration with Pumphouse have been working on the sprinkler system. Residents who still have issues should write them in the maintenance book. Work has ceased at present to allow for regular gardening cycle.
- Skip hire. This initiative was well received by residents. There is support for providing this service in April and October each year.
- Hot water systems in rooves: Eastern Plumbing bled these units on 14<sup>th</sup> November
- Front gate: Is working. Contractors have carried out necessary repairs.
- Pest Inspections: These are expected to commence 20th November.
- Insurance for volunteer bus drivers: Letter has been sent to the Secretary.
- Internet in the Manor. Trevor Davis has installed a new modem in the computer room at a cost of \$212. The computer club and Dr Strachan reported a much improved reception and continuity of the internet.

- Insurance advisor from Aveo to speak to both committees on 11 December.
- Re-painting of pool posts. Contact has been made with the company and re-painting of posts should be carried out in early December.
- Solar pump for pool: Contractors installed a new pump on 10<sup>th</sup> November.
- Home maintenance: With the current absence of a handy man on PPS staff in the village, residents should consider registering their names with Maroochy Home Assist (phone 5476 6130). This organisation will help with items such as changing light bulbs, checking smoke alarms, changing washers etc. The only cost involved is for new materials eg light bulbs/washers etc.
- Chairs: The new green chairs appear to have been well received.

**Manor Report** - John Davies reported:

- Safety rail inside pool. I was asked by the committee to request that the resident seeking the installation of a safety rail be asked to write to the committee. I asked the residents to obtain further support. Letter has been sent.
- The original lettering on menu selections and space for entering meals selected submitted by the new caterers was far too small for residents to read. This has been attended to.
- A new resident in the Manor has had his family visit over the past two weekends. This resulted in a deal of extra noise, introduction of glass into the pool area, taking their own gas BBQ into the pool area and generally leaving the pool area in an untidy and unclean mess. Sharon has been advised.
- Safety and Security procedures and outcomes. Again is progressing and nearing completion. To assist I have requested a copy of submission developed so far and in particular will look at the submission in respect to Manor facilities in particular
- General opinions on new caterers and the new dining room arrangements. See copy below
- Bus trips for Manor residents? Eg. Buderim Male Voice Choir, Xmas Carols with morning tea incl. \$10 Thurs 04/12 at 10am, Buderim Memorial Hall. 5456 4473. Would need bus. This is now a possibility.
- **Points Raised with Sharon in relation to Cater Care**
- Meal delivery at the weekend, requires a different arrangement of job demarcation.

- Meal portions at weekends.
- Lack of gravy on roast meals.
- Possibility of introducing ice cream with sweets?
- Some evening meals had either near frozen meat or lumps of meat with salads.
- Generally, approval rating is high.
- Procedure needed to cover emergency phone calls to carer during weekend meal serving.
- Menu lettering size.
- Good idea that of having residents take menu sheets and highlighting their weekly meals.
- Sharon had just completed a meeting with some Manor residents and many of the above points had been worked through with Cater Care management to satisfactory conclusions.

John also provided information on a fire emergency on 11 November which highlighted that not only are manor residents unaware of what to do in the case of a fire but that the carer had not been trained and was unaware of her responsibilities. This should be covered in the Emergency Management Plan which has not yet been issued. This will be discussed with the VBM.

**Finance Committee** – George West reported:

### **GSF ILU's**

This fund, at the end of September is **under budget by \$13,855**, however there are a lot of credits and items that are well below budget, these need to be understood and explained for example;

4400--- Motor vehicle expense is under budget by \$995 year to date...why ?

4510--- Salaries & Wages is under budget by \$6,974 year to date and \$6,715 in the month of September...why ?

5360--- Rates-Water is under budget year to date by \$3,475 with September showing a credit for \$1,340 against a budget of \$2,417....why ?

5800... R&M Gardens and grounds is under budget year to date by \$1,593, however 5510 Contract-Garden/mowing is over budget by \$3,703. Could this mean that some costs are not being accurately entered into the correct account ?

4250...Telephone is well over budget year to date by \$900. The Village Manager stated that she thought this could be caused by bills from last fiscal

year not being paid until this fiscal year, if this is the case then this is very bad accounts practice. The VBM will investigate.

### **GSF Service Apartments**

At the end of September total income for this fund was \$10,952 less than the budget. Total expenses were under spent by \$10,170, **consequently this fund is close to budget for the first 3 months of this fiscal year.**

However, like the GSF ILU,s there are many items that need explaining. Ralph Haddrell has submitted a detailed list of items that need more information if this committee is to understand how the figures for some of these line items are arrived at, this includes the provision each month of the General Ledger for all funds. This details the breakdown of costs for each line item, also the percentage split between ILU,s and Service apartments for shared expenses needs to be provided to the sub-committee for this fiscal year.

A better understanding of how the GSF service apartments income is calculated is required if the committee is to be able to review this fund accurately.

Other items that require explanations are as follows ;

5200...Contractor-Lift maintenance shows a credit for \$1,373 in September but has no budget, also year to date shows no credit and no budget...why ?

5250...Electricity is under budget year to date by \$3,431...why ?

5520...Contractor Lift is over budget year to date by \$2,240, is there a mix up in allocating lift expenses two these two line items ?

5510...Contractor-garden/mowing is under budget by\$2,230 year to date, is this an allocated cost ? 5510 for the GSF ILU,s is over budget by\$3,703, is this allocation accurate ?

6010...Cleaning consumables is over budget in September by \$3,782 and over budget year to date by \$3,708...why ?

6200...Nursing has no budget for this fiscal year but has a year to date expense of \$7,715...Why ?



6210...Nursing/medical supplies has no budget for this fiscal year but an expense of \$1,596. Debbie Coughlan stated that this item should be in the CRF fund.

### **MRF Lot 134**

This fund year to date is under budget by \$4,512 with many item lines showing no expenses year to date. This must be investigated.

### **Summary**

While no fund is showing significant bottom line over budget spending so far this fiscal year it was agreed by all that another meeting must be held when the October results, and answers to all the questions, are available, consequently November 28<sup>th</sup> was scheduled for this meeting, Debbie Coughlan has arranged to have two representatives from AVEO head office accounts department to attend this meeting ( a major breakthrough ! ) as well as herself, and it was requested by management that Ralph Haddrell be invited to participate.

It was also decided to invite PPS management to a pre-meeting on that date to review their progress as there is serious doubts that they are providing the services they described in their scope of works.

### **Commemorations** - Steve Hill reported:

- Remembrance Day was very successful although numbers were down. Unfortunately St Andrews were not able to be involved as they had their own ceremony.
- A Chaplain from Noosa, Rev Ian Dredge assisted and will be happy to do so in future.
- Photos from the day will be on the computer club website.
- Steve thanked all the assistants on the day.

### **Activity Groups** – Margaret Gordon reported:

- The Snooker Club has a new cover for the table and residents are very pleased with the results.
- Air conditioning in the MPR has not been working for several weeks and has been reported to Kay on numerous occasions. Irene will write to the VBM.
- Knitters' group toy sale is 28 November.

- Issues regarding the umbrella at the pool and the bowls trophies have been dealt with previously in these minutes.

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

## **12. General Business**

- Pat Bowen suggested that a luncheon be held at the Pool Café for the bar workers, Trevor Davis and Ron Marshall. This was agreed and Pat will host. It was moved by Irene Gibbons seconded by John Davies that up to \$400 be allocated for this function. Carried.
- Pat Bowen provided details of the quote for a Peregrine Springs Country Club website (pscc.org):
  - Domain name registration \$40 plus GST per two years
  - Build and configure website \$500
  - As requested it will enable us to file minutes of meetings, provide information on social and other events, attach photos and generally keep residents better informed.
  - Only authorised users will be able to add/modify/delete content.
  - Website hosting and ongoing maintenance \$10 per month.

In summary this would mean costs of \$660 plus GST in the first year and ongoing year 2 costs of \$120 pa and GST. Domain name registration is required every two years.

Members discussed the quote and the possible uses of the website. It was moved by Steve Hill seconded by Terry Gleeson that we proceed with developing the website. Carried.

- A meeting will be held on 21 Nov of the BCC and RAC to discuss the gardening/maintenance contract.
- Pat advised that Arnold Vandenhurk has resigned from the bar committee. A letter of thanks will be sent to Arnold for his outstanding work over a very long period of time.
- A letter will be sent to the VBM asking her to change the licensee on the front door from Arnold to the Residents' Committee.
- Pat asked that members attend a meeting at 12pm on 21 Nov to assess requirements for chairs, tables, glasses etc for the Xmas party.

- Pat suggested a working bee to look at things that need to be repaired or replaced around the village. One example is the armchairs near the bar. Terry, Steve and Irene will look at new chairs.
- 

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

Committee Meeting Tuesday 9<sup>th</sup> December at 9.00am.

Quarterly General Meeting Tuesday 16<sup>th</sup> December at **10am**

**14. Close of Meeting:** The meeting closed at 11.55am.