

PEREGIAN SPRINGS COUNTRY CLUB

RESIDENT'S ASSOCIATION

Minutes of Committee Meeting held Tuesday 10th March 2015

Meeting Commenced at 8:58am

- 1. Attendance:** Pat Bowen (Chairman), George West (Treasurer), Irene Gibbons (Secretary) Terry Gleeson, Margaret Gordon, John Davies and Steve Hill.
- 2. Welcome:** The Chairman welcomed members to the meeting and thanked in particular the secretary Irene Gibbons who has resigned from the committee for her significant contribution and the high standard of secretarial performance that She has displayed
- 3. Minutes of previous meeting:** It was moved by Steve Hill seconded by Terry Gleeson that the Minutes of the previous meeting be accepted as a true record of proceedings.
Carried
- 4. Business arising from previous meeting**
All items covered on agenda.
- 5. Inward Correspondence.**
 - 5.1 Letter from P. Charlwood concerning ants - tabled
 - 5.2 Information copy of letter from BCC to VBM re procurement - tabled.
 - 5.3 Information copy of letter from BCC to Richard Andrews re pest inspections - tabled
 - 5.4 Thank you letter from Ron Marshall – read and tabled.
 - 5.5 Letter of resignation from Irene Gibbons – noted with thanks
 - 5.6 Letter from Ralph Haddrell ref Lions evenings arrangements and costings – noted and actioned .
 - 5.7 Letter from Gerhard Sliwa re safety concerns in the Manor – noted and actioned
- 6. Outward Correspondence.**
 - 5.1, 5.2, 5.3, 5.4 and 5.5 filed and noted.
 - 5.6 Discussed with Village Manager when she joined the meeting. Outcome - serviced apartment residents to use private dining room, set for evening meals at times of other events using the dining room. Costs of functions is an item to be discussed both with Lions representatives and the village management
 - 5.7 Also discussed in greater detail once Village Manager joined meeting. Concerns have been expressed that many new serviced apartment residents have difficulty managing safety exit stairs in times of emergencies. It was thought that sales staff might not be emphasising to families that SA residents need to have mobility in a multi-story building. Letter has gone to Village Manager and Aveo Operations manager re safety concerns.

It was moved by George West seconded by Terry Gleeson that the inward correspondence is accepted and the outward correspondence be adopted. Carried.

7. Treasurer's Report (for the detailed treasurer's report please see notice board in the computer room)

Overview of Treasurers Report for February 2015

Cash available on 1st February 2015 **\$15,877**

Deposits for February **\$3,362**

Major Deposits :

Bar takings \$2,153

Black & White Dinner \$1,208

Expenses for February **\$3,663**

Major Expenses :

Bar costs \$843

Black & White Dinner \$1,208

Volunteers lunch \$400

BBQ covers \$255

Website costs \$726

Cash available on 1st March **\$15,576**

The Village Manager joined the meeting at 9:23am

Irene Gibbons queried expenditure on Web site, Pat Bowen stated all in accordance with committee decision in 2014

Terry Gleeson asked George West about designation of the expenses for cleaning the BBQ's as down to his name rather than the contractor. George West explained, the limited space on the spread sheet made it impossible to designate the exact nature of expenditure however a detailed explanation of each expenditure transaction, with the receipt, was contained on the Remittance Advice Form in the file.

Margaret Gordon queried cost of volunteer lunch, again was a committee decision to show appreciation to a number of residents who volunteer their services each year

George West Commented on the percentage level of profit for the bar this month being less than usual and explained that bar had been cleaned out, new shelving installed, and a wash and paint, all adding to that months expense

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

8. Manager's Report

The Manager reported as follows:

- Pool Rules, new Aveo styled signs to be erected advising no food in pool area. Will be noted in Newsletter
- News agents in regards to delivery of papers to residents instead of carers were less than helpful in attending to the new arrangements. All seems to be working ok now
- No problems re the bins have been reported in the past 4 weeks
- The Village Manager has been in a meeting with PPS and was to receive a phone call from Rob Thompson re the Village Manager's concern that the fulfilment of the scope of the contract entered into is unsatisfactory. The standard of work from John and Viv has been exemplary
- Appreciated on behalf of Aveo being able to address residents at the next QGM prior to the meeting business matters.
- Requests that any member of the RAC wishing to discuss agenda items with the Village Manager do so with another committee member in attendance.

Pat Bowen asked Village Manager about mould on the bowling green. Village Manager says PPS staff have been made aware and will be attended to.

Village Manager asked if the new bar licensee's name had been entered on the doors at the entrance to the Manor. Village Manager will attend to

Discussions then ensued on business related to inward letters 5.6 and 5.7 with the resultant outward letters being written

Irene Gibbons moved and Steve Hill seconded that the Village Manager's report be accepted.

9. Sub-Committee Reports

Maintenance - Terry Gleeson reported:

- The joint meeting between the Maintenance sub-committee and PPS was held on 24th February. Detailed minutes of that meeting have been provided by the Secretary of the Body Corporate, Cheryl Hodges.
- Rubbish bins around the village are now being cleaned regularly on a rotational basis.
- There are various grasses planted within the village eg blue couch, green couch, buffalo etc. They each require different poisons to kill weeds without affecting the grass. The gardeners are confined to using registered chemicals (poisons) which are harmless to dogs and other animals. The gardeners are currently conducting experiments with chemicals on the different grasses.
- The five week gardening cycle has gone out to a seven week cycle due to the very strong growing season caused by regular showers and fairly constant warm days. This should come back to a five week cycle as the cooler months arrive. An additional gardener is utilised on Mondays and Thursdays to assist with any backlog of work. PPS have indicated they are satisfied with the current status of the gardening and maintenance at the village.
- The tree audit has been completed. The Body Corporate need to decide what action to take (removal or hard pruning etc.) by gardeners when they attend to trees in July.
- BBQ covers have been purchased and are now in place.
- Skip Hire. Propose that the VBM be written to and requested to arrange the hire and delivery of two 4 cubic metre skips. Preferred dates 17th to 27th April. Second choice a week later.
- Bus to the races on 12th April. No volunteer driver.
- Permanent volunteer driver(s). License required.

The trip to the races on the 12th of April the driver can be John from PPS. Residents will pay \$50 for his services and the residents association was asked for a further \$50 to reward John for his service

Moved George West seconded Terry Gleeson that the residents committee supplement by \$50 the payment to John for driving the bus. Carried

It was further discussed that more permanent volunteer drivers are needed to man (woman ?) the bus and asked that the RAC support payment for licence and training of such volunteers. It is expected that payments would not exceed \$100

Moved by Terry Gleeson seconded by George West that the RAC pay up to \$100 to support licence fees and training course for new volunteer drivers. Carried

Steve Hill requested that the rosebushes around the flag pole in the Manor square be replaced as they have died. Village Manager agreed to instruct gardeners to action immediately. A letter has been written to Village Manager from RAC requesting this be done.

Terry Gleeson moved George West seconded, report be accepted. Carried

Manor Report – John Davies reported:

- Matter of speed bump is to be considered at the next QGM. Problem arises for residents living in their villas close to front gate. Constant noise of tyres over the bump all day can be annoying to those living close by. Also residents have been known to trip over speed bumps while walking.
- Beth Sarsfield has taken on the task of arranging some mystery tours for Manor residents with Luke as the volunteer driver. A list of names of SA's wishing to join in is being circulated by Ralph Haddrell.

John Davies moved, Margaret Gordon seconded report be accepted. Carried

Finance Committee – George West reported:

Finance Sub-Committee Report

January 2015 and this Fiscal Year to the end of January

There was no meeting during February to discuss January's results as these will be discussed at the first budget meeting scheduled for March 13th 2015.

GSF Service Apartments :

Income continues to underperform by \$2,565 for the month of January and now \$31,024 for the year to date (YTD).

Total general service charges are under budget by \$634 for the month and \$8,000 YTD.

Residential additional services were over budget by \$1,621 for January due to charges being made for November & December which were paid in March, however YTD this account is below budget by \$9,378. The other major under budget account is casual meals being below for January by \$3,000 and now under YTD by \$12,531. Obviously this account has been grossly over budgeted for however last fiscal year casual meals contributed \$44,100 compared to only \$13,136 for the first 7 months of this fiscal year...why ?...

Expenses for the month of January were over budget by \$18,688 and YTD is over spent by \$15,400.

The months over budget result was due to salaries & wages being \$18,245 and Contractor Catering Food being well over budget by \$5,600. YTD salaries and wages are over budget by \$36,800 and Contractor-Catering Food is under budget by \$16,800, the other catering account, Contractor Catering Service was under budget for the month by \$2,500 and is now YTD under budget by \$9,500. Obviously the new catering set-up is still causing major variations and the sub-committee need desperately to get this issue clarified by management before the budget process gets under way.

The bottom line is that the GSF for Service Apartments has a deficit YTD of \$46,424.

GSF ILU's :

As you would expect, income for the ILU's for January and YTD is very close to budget.

Total expenses for January were under spent by \$3,000 and are now under spent YTD by \$24,300.

The main reason for this good result is salaries and wages which are under budget for January by \$2,500 and YTD by \$13,400. This could change for the balance of the fiscal year as it is intended by management to increase the hours worked each week by the office administration officer. Another indication that one Village Manager between two villages is delivering no savings at all as claimed by AVEO when they implemented this policy.

Insurance premiums were under budget for January by \$1,200 and are now under YTD by \$1,500.

Electricity was again over budget for the month by \$1,200 and is now YTD over budget by \$2,700. This is a split between the ILU's and the Service Apartments that needs careful attention during next fiscal year's budget sessions.

There was a catch up with water rates this month, being over spent by \$5,300, however YTD spending is now very close to the budget.

There was a credit for \$2,000 for rubbish collection/tip fees this month. I have no idea why this happened. Maybe the boys are bringing rubbish back from the tip instead of taking rubbish to the tip !! (an attempt at a bit of humour here). YTD this account is now under spent by \$2,700.

R&M Gardens and Grounds still continue to be under budget, by \$514 for January and YTD by \$3,800.

As promised the charge to pest control was reversed out of the GSF with a credit in January for \$1,300.

The bottom line is that the GSF ILU's so far this fiscal year has a surplus of \$24,300. The surplus from last fiscal year of \$10,000 is shown on the report, consequently the surplus so far this fiscal year is actually \$34,300

The two MRF's, lot 134 & lot 183 continue to show small YTD under budget results.

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George West said there was a lot of work still to be done on working out the split ratios between the SA GSF and the ILU GSF for next fiscal year's budgets

Pat Bowen asked the Village Manager about the Quantity Surveyors report in relation to the Capital replacement fund and stated that the surveyor should be part of the current budget discussions. It is understood that the surveyor will be assessing the village within next two weeks.

George West stated we should be concentrating on the GSF budgets mainly

Pat Bowen said the CR fund is total responsibility of the residents association

GW said that the QS report is only a guide and the CR budget is whatever AVEO decides to pick from the QS report. fund tells us what Aveo can do with the fund. We need to be able to view what outputs are going to occur from the CR fund in the 2015/16 year

Village Manager stated that the Quantity Surveyor report has not included a replacement bus, but Village Manager has applied for the CR to replace the bus in 2015/16 year

In reply to George West request to see the CR budget, Village Manager replied as soon as Quantity Surveyor says he'll be here, Village Manager will shoot an email out to committee members advising of time and date to meet and discuss

George West emphasised we want to see the budget that Aveo is preparing for the CR fund. Village Manager stated they're working on it now

Village Manager added that there have been a number of items in the village capially replaced in recent times, mainly motors and out of the CR fund and not the MRF fund

Pat Bowen emphasised the committee needs to see the complete CR budget for 2015/16

Village Manager asked if committee had seen the audited accounts for the CR fund, no was the answer. Village Manager to get copies of the CR budget that is currently being worked on for the committee. Village Manager action

Commemorations – Steve Hill reported on ANZAC DAY:

Arrangements progressing; SAAC are providing ceremony support. Have a meeting with their coordinator 9th March to walk the ground, talk the program, etc. Principal & family have been invited to attend, and have received unofficial advice that they and Students will be participating. Padre, bugler have received a "heads up" and can comply.....my Village team also are at standby for the various duties to be carried out on the Day. May need wreath funding, but still to arbitrate on that. Irene Gibbons asked who will give the address on ANZAC day. Steve Hill stated that a senior student will deliver the address. Irene Gibbons suggested that given this is the centenary of Gallipoli, some one from the RSL would be more appropriate. Steve Hill to investigate.

Activity Groups – Margaret Gordon reported:

All activity groups seem to be busy and well patronized

The new Art Circle group run by Don Goodey started on Thursday Feb 19th at 2pm in the multipurpose room with about 12 people attending. This will be held every Thursday starting at 2pm.

For people wanting more information please contact Don Goodey

Movies in the theatre which are held every afternoon don't seem as popular as at the beginning so they may only be shown a couple of afternoons a week. Check the movie notice on the theatre door for movies/times etc.

Our new village Co-ordinator, Leigh, has more activity ideas that she would like to introduce to the residents, so this should be good.

M Gordon.

The VBM left the meeting at 10:53.

10. General Business:

10.1 George West commented on the move into the theatre for meetings of the RAC

There are a number of other issues also on which we believe we need answers and guidance.

10.2 Pat Bowen requested a letter be written to Richard Andrews, Aveo Operations Manager for our area re closed village statement and request Aveo nominate amount of compensation. Answers to be given at next QGM. Actioned

10.3 The prototype of the website has been viewed by all committee members. It now remains for the content to be uploaded. A launch will be scheduled within the next couple of weeks.

10.4 Steve Hill remarked that the Village Manager had stated that the bucket chairs are nominated for replacement but might not now last till the new refurbishments take place. He felt an amount of embarrassment when showing visitors around at the current state of the chairs.

10.5 Irene Gibbons moved and George West seconded that she be removed as a signatory of RAC cheques and her position be replaced by the new secretary John Davies.

Carried unanimously.

11. Date and Time of Next Meeting:

Quarterly General Meeting Tuesday 17th March at **10am**
Committee Meeting Tuesday 14th April at 9.00am.

12. Close of Meeting: The meeting closed at 11.19am.