

# **PEREGIAN SPRINGS COUNTRY CLUB**

## **RESIDENTS' ASSOCIATION**

### **MINUTES**

**For Committee Meeting held Friday 11<sup>th</sup> March, 2016**

**9:00am in Gracemere Manor**

1. **Attendance.** P. Bowen, Chairman; D. Gleeson, Treasurer; J. Davies, Secretary; B. West; S. Hill; J. Corlett, Tom Shaw.

Village Finance Manager, Sharon Bateman and Village Manager Leigh Kernovskey, joined the meeting.

2. **Minutes of previous meeting**

The secretary noted that the wording of inward correspondence 4.1 should be altered to reflect that "long term visitors" was an incorrect description for visitors breaching the PID, and it should be altered to "just one overnight stay is a breach of the PID"

**Motion.** The minutes of the previous meeting be accepted. Jan Corlett, seconded Steve Hill.

**Motion.** The minutes of the extraordinary committee meeting of Friday the 26<sup>th</sup> of February be accepted. S. Hill, seconded J. Davies. Passed.

3. **Business arising from previous meeting**

Nil

4. **Inward Correspondence:**

- 4.1 Cater Care Invoice for Australia Day food.
- 4.2 Letter from Body Corporate re location of purchased plants.
- 4.3 Letter from Village Manager requesting payment be made to A Vandenhurk.

- 4.4 Letter from Mike Jordan requesting secretary correct the words "long term" and clarify the issue in the minutes that refer to his correspondence.
- 4.4a Letter from Mike Jordan emphasising that just one overnight stay without the owner present is a breach of the PID.
- 4.5 Letter from Don Goodey re size of new bus.
- 4.6 Letter from Richard Andrews apologising for not attending the next QGM and providing explanation re responsibilities for fixing termite problems and definitive answers to the specific questions asked.
- 4.7 Letter from Richard Andrews acknowledging urgent request to attend to overcharging of residents.
- 4.8 Letter from Fred & Jan Rose re bin placements over extended holiday periods
- 4.9 Letter from Body Corporate re report appearing in RAC minutes.
- 4.10 Letter from Mike Jordan, re non receipt of reply from VM on the visitor matter.
- 4.11 Letter from Richard Andrews outlining clearly (in bold type) answers to questions from the RAC re White ant repair responsibilities.
- 4.12 Letter from Chairman in response to BCC's concerns about a report.
- 4.13 Request from Village Coordinator for the RAC to support the Xmas in July dinner night by paying for the entertainer, \$250
- 4.14 Letter from Body Corporate requesting input to determine the scope of the new contract with PPS

5. **Outward Correspondence:**

- 5.1 Letter to Mike Jordan thanking him for his letter re clarifying conditions outlined in residents PID's in relation to visitor stays in villas.
- 5.2 Letter to Richard Andrews drawing attention to the contents of a letter from the village manager requesting Manor residents to continue to pay a rates overcharge until the end of the financial year.
- 5.3 Letter to Richard Andrews drawing attention to termite problems in the village and overall resident's concerns.
- 5.4 Further Letter to Richard Andrews acknowledging his reply but requesting a more definitive answer on who pays for termite repairs, resident or lot owner?

6. **Business arising from Correspondence:**

- Ref 4.1 Treasurer to pay account to Cater Care.

Ref 4.2, Bronwyn West supplied full details about plants planted around the village and the details have been included in a letter to the Body Corporate

Discussion took place on the ability of PPS to advise the maintenance committees appropriately, on choice of plants and design of a fountain showpiece.

Ref 4.3 A motion was moved to approve the payment of \$166.25 to Arnold Vandenhurk for the purchase of Bingo equipment. The Village Manager did explain again the importance of adhering to Aveo procedures in sourcing items for purchase and use by residents. The Village Manager also indicated that if a replacement of the Bingo equipment had been completed through the CRF fund then a much more substantial “electronic” Bingo system would have been supplied. This might have to be revisited again in the future, if the numbers attending Bingo continue to increase as Lot 3 residents join the village Moved B.West, seconded T.Shaw, Passed unanimously.

Steve Hill commented on the difficulty management and residents had in sourcing small amounts of petty cash to pay for incidentals. The treasurer pointed out that she does have access to petty cash amounts to fund incidental payments which have been approved and receipts presented.

Ref 4.4 and 4.4a and 4.10 The Village Manager indicated that an answer to the problem about visitor situation and compliance with PID’s, had been widely disseminated around the village and there was no need therefore for personal letters to be sent.

Ref 4.5 After the recent Work Place Health and Safety audit it is a high priority that any new bus purchased will cater for extra storage.

Ref 4.6 There was a great deal of discussion from all committee members on the white ant situation

Village Manager confirmed that the Body Corporate had exceeded requirements needed in its responsibilities to safeguard residents’ premises against termite infestations.

Tom Shaw considered that individual residents should make sure they put their own barriers around their homes. Discussion then continued on difficulties some residents might have in being able to afford a large expenditure (estimated between maybe \$3k to \$5k) and then the difficulties if one villa was protected but the adjoining wasn’t. Also in such a situation and the white ants got into the partition wall, then the Sinking Fund would have to pay.

In summary, the committee thought a letter should be written to the Body Corporate with a plan of action outlined to fully support all the efforts made to date by the Body Corporate to assist residents in meeting the challenge of what to do about damage caused by White Ants.

Ref 4.7 Matter has been attended to.

Ref 4.8            This letter was forwarded onto the Body Corporate as it was understood that action in this regard was pending.

Ref 4.9            The Chairman replied to the committee on this matter see 4.12

Ref 4.11           Richard Andrew's clarification of responsibilities for repairs to white ant damage was welcomed by the committee.

Ref 4.13           Moved by Jan Corlett, seconded T. Shaw that the Resident's Association approve the expenditure of \$250 to pay for the entertainer. Passed 5 to 1

Ref 4.14           A letter has been written to the Body Corporate indicating the willingness to meet to discuss the scope of the new PPS contract.

**Moved** that the inwards correspondence be accepted and the outwards endorsed, B. West, seconded S. Hill. Passed

## **7.        Treasurer's Report:**



## **8. Village Managers Report.**

Cash policy, we are going to be implementing a system around cash & will advise as soon we have a positive outcome. Anyone that intends on having meals on a week-end will be asked to pay on Friday's, the week-end staff will not have cash, this is once again based on security, I want to reiterate this is not because we don't trust our staff, the decision is about security.

Sub finance committee met at the end of the February & there is an awful lot to look at in the budget planning for 16/17, we will be having a meeting again before the end of this month. This isn't about splits agreed to in last year's budget, we have another 30 lots to bring into our budget.eg: increase in administration hours, gardening & maintenance. Also another little reminder, I hear constantly 'we need, we want, the staff work too hard' remember you vote/approve the budget, you the residents can have all the extra's you want, however no one works for free. To understand the complexity is we have a new budget for the LH residents in the village, this budget will contain income from the LH residents to pay Sunshine Coast council rates & Unity Water. The equal amount of money that FH residents pay is then placed into GSF 50. We will also be operating a MRF budget for the LH residents; all the LH residents will contribute to this MRF fund. AVEO are the lot owners of these properties & will therefore contribute to the sinking fund.

After receiving a letter from the ARQRV after a complaint from a resident about friends /family, anyone staying in your villa whilst you are not home, referring to our PID. I have replied to the ARQRV Michael Fairbairn & rescinded the approval by management for people to stay in your homes, whilst you are not there. I sent my apologies; this was also stated in the Monthly newsletter. Minuted in the RAC meeting & also in the BC meeting. It is not my intention to send personal letters to all the residents apologising.

The limited lease residents now have an outcome to the overcharging of the lines council & water, all the residents involved have received credit for the amount owed in the April notices, this is based on a pro rata of time lived in the apartment, Aveo have agreed to do a reconciliation on all the LL rates at the end of the year, if there is a credit the residents will be reimbursed, however if there is a deficit the residents will be invoiced accordingly. It would be remiss of me not to make special mention of Ralph Haddrell for his constant advocating for all SA residents, I respect & appreciate the manner that Ralph addresses issues, no bullying, no personal attacks,

just good honest debate, no rallying of people causing distress to anyone, Ralph Haddrell is true gentleman.

I want to thank the RAC for reimbursing the resident for purchase of BINGO paraphernalia, I hear on the grapevine the residents attending bingo has increased significantly, and we may have to look at a larger area moving forward for this event.

Reminder, if I tell the RAC or any residents that we can replace an item via the Capital replacement fund there is a strict policy & procedure we must adhere too, please give me the time to action this correctly.

#### Discussion

On the first bullet point, Tom Shaw commented on how the cash procedure would work of a weekend if he had 2 or 3 visitors visit. It was confirmed that Tom would sign for him and his visitors with the carer on duty, noting that payment would be made on the Monday

The manager was hoping to have a sub-finance committee meeting before the end of the month. It should be noted that P. Bowen and J. Davies would be on holiday from mid to end of March. The Village Manager would be absent from the 29<sup>th</sup> of March.

On bullet point 4 the village manager indicated that rates and water charges for individual limited lease apartments would be reconciled at the end of each financial year and credits or debits applied to resident's levies. This is due to different charges being applied to different apartments.

At the completion of the Village Managers' report the Chairman congratulated Sharon on the completion of 2 years in the job. It was acknowledged that few managers in the past had stayed long enough to get a handle on every line item in the budget. The committee extended its thanks to Sharon.

Jan Corlett asked if there would be a separate maintenance shed for the lot 3 villas. It was said that there will only be the current maintenance shed for all of the village

Steve Hill queried the number of leased villas in the village. Only a Body Corporate roll call could show which villas were leased.

Pat Bowen said that a Manor resident had approached him to ask the Village Manager why isn't there a separate day for the Mystery bus tour excursions as the residents had appointments to attend on Tuesdays and/or Thursday shopping days.

Discussion then centred around the facts that both the Village Manager and residents committee had supported the introduction of the mystery tours for residents in the village who had little other chance to journey outside of the village.

The decision to limit the bus tour to once every 4 or 5 weeks meant that few shopping residents should be inconvenienced, as the monthly calendar attached to the end of each Gracemere News publicised the dates of the tours. It is recommended that all residents who need to make appointments and use the shopping bus, please consult the calendar and avoid the days proposed for the mystery tours, thank you.

Jan and Desolie commented on the state of the lounge chairs in the pool area. One suggestion was to purchase plastic lounge chairs with good quality cushions that could be removed to a shady storage area when not being used. It was decided to hold further discussion till later

### **8.1 Village Co-ordinators report.**

#### **Gardening & Maintenance:**

The Manor received an ant treatment and internal pest spray. Painting of the blue walls occurred to blend with the expected refurbishment. The scheduled annual painting of the village by Body Corp is due in April, this year it's stage 8 for repaint and wash-downs for the rest of the village. The Manor is now scheduled for monthly commercial cleans of the community/dining areas. Slightly less maintenance requests this month with approximately 40 maintenance and 10 gardening requests for Feb.

#### **Resident Activities-**

The Evacuation Procedure was presented and practised on the 26<sup>th</sup> Feb. The Volunteer Resident Evacuation Coordinators & Staff assisted. Residents reported that it was a helpful exercise, it would seem beneficial for Manor residents to familiarise themselves with the exits on a regular basis in all parts of the building.

We have a demonstration pilates for seniors, strength training and musical appreciation classes scheduled for March. We hope that residents will trial these initiatives, so we can offer more variety of activities.

The staff are planning a "Trivia Night" in April and are putting together a staff team to challenge our residents, we hope everyone will participate and enjoy the evening which has met with much enthusiasm by the staff. They've organised famous faces, and musical clips to test your knowledge.



Invitations have commenced for the village “Street Greet” where I will hold a light morning tea to meet with residents to receive ideas regarding village life. Some hardy volunteers have been encouraging residents to attend, particularly those whom I haven’t had the opportunity to meet or hear from. I look forward to seeing everyone and hope they come with some positive input and viable ideas.

### **Social News**

The Seafood Dinner night on the 25<sup>th</sup> February with “2’s a Crowd” was well received, all reports were that the meal and dancing was great. This month’s themed menu is “Easter” with appropriate Easter foods.

### **Compliance**

We had an Occupational, Health & Safety Audit and passed with flying colours. This is very satisfying after a year’s hard work to reach compliance.

**Lot 3 Project**\_Four villas are due to be completed for sale in March 16.

**Leigh Kersnovske**

### **Discussion**

The Village Co-ordinator considered that the first “Street Greet” was useful as residents were made aware that they had a channel through which ideas could be aired and of interest was one idea about arranging for a “dog park” area that could include benches for owners to sit on and chat. It was encouraging to note that 14 out of a possible 26 residents attended the first “Greet”.

**Moved** that the reports be accepted, J. Corlett seconded B West. Passed

## **9. Sub-Committees’ Reports**

### **9.1 Social**

St Patricks day is organised the finger food has been ordered at a cost of \$150. This cost should be covered at \$3 pp if not will the committee pick up any short fall?

Caloundra R.S.L, has been booked for Tuesday 12th April. Bus will pick up at the Manor at 9.30am. Arriving back about 3 pm. We must have 40 people on the bus or we will have to pay extra, at the moment the cost is \$24. This includes morning tea a show and lunch and the bus.

On the 4th May I have booked a three course lunch at Flaxton Gardens a menu will be shown closer to the date. We will have to car pool as the cost of hiring a bus is too expensive. More details later.

At the moment for June we will arrange an evening dinner at the pool cafe and return to the Manor for drinks. More details later.

Ray Larke.

### **Discussion**

Tom Shaw indicated that a “friendly” bowls match had been organized for 14<sup>th</sup> April with the Halcyon retirement village commencing at 8:30am and finishing around 1:00pm. Luke will be organizing tea, coffee, etc. Bar will be open after the event. There was also the possibility of joining in the annual inter village competition on the 31<sup>st</sup> of March at Tewantin.

### **9.2 Maintenance**

- Forwarding the receipt of a letter from the BCC requesting the location of the plants that the BCC had previously authorised, a detailed plan was provided by Addy (a copy attached) and in Peter Newey's absence Cheryl Hodges and I drove around the village and located where the plants had been planted. The majority of these new plants are not "colourful" they were selected for hardy, drought tolerant and less upkeep than exotic plants require.
- Given that there is no meeting scheduled for April, and the two x 4 cubic metre skips are due to be delivered towards the end of that month, the Committee must approve the expenditure of appx \$600 and the Secretary must write to the VSM asking her to organise the arrival and departure of the skips if Committee approval is received.
- It is confirmed that the Manor is now receiving a monthly clean by the contractors.
- As requested at the last meeting please find attached a list of suitable items, with prices for cleaning the bbq's, for the Committee's consideration.

### **INFORMATION: CLEANING ITEMS FOR BBQ'S**

Prices attached for products from Bunnings. Two buckets each containing cleaning

items for the bbq's.

Buckets	2x \$4.95	\$9.90
Bbq Wipes	4x \$4.95	\$19.80
Bbq Buddy cleaning scrubber	2x 2.99	\$5.98
Bbq 2 in 1 grill brush	2x \$2.98	\$5.96
<b><u>TOTAL</u></b>		<b><u>\$41.64</u></b>

## **Bronwyn West**

### **Discussion**

It was moved by B. West and seconded by D. Gleeson that two, 4 cubic skip bins, be ordered for mid-April to assist residents with rubbish removal and the BBQ equipment be purchased for \$41.64. Passed

### **9.3 Manor**

The Village Co-ordinator Leigh has completed the fire and safety test drill for all Manor residents on the 26<sup>th</sup> of February. It was found to be a useful exercise as a number of Manor residents were unsure of the location of the fire exit stairs and the location of the assembly areas .

The matter of overcharging of rates has now been settled following a number of complaints from limited lease Manor residents to the resident's committee, that they had been informed that they needed to continue to pay the overcharge amount until the end of this financial year. The resident's committee held an urgent extraordinary committee meeting to consider the Manor resident's concerns. The committee then wrote a strong letter to management pointing out the unfairness of the initial proposal. The Aveo area manager then attended to the matter urgently and a satisfactory solution for residents was obtained.

A successful meeting was held in the Manor to meet with a prospective Local Council Division 9 candidate Scott Larsen to discuss the matter of gaining rates concessions for limited lease residents in the village. Publicity was obtained to outline to the community in general the unfairness of the cessation of rates to such residents when they take up residence in the village. The collection of 140 signatures from all village residents was much appreciated by those attending the meeting and it was gratifying to see such support from a village wide collection of signatures.

#### **9.4     Commemorations**

Steve Hill made a verbal report, saying that Anzac Day was just 44 days ahead. Most arrangements have been completed and Tom Shaw has agreed to act as MC for the day and take over arrangements once Steve goes on holiday

Steve will hand deliver an invitation to the College, will check on who wishes to place private wreaths, organise a photographer, make arrangements for chair setup and cleaning of the area plus source a source of sprigs of Rosemary. He would like to determine if any ex-service residents have passed away in the past year.

#### **Discussion**

It was moved by B West and seconded by J. Corlett that \$350 be allocated for the purchase of wreaths, printing of the service order and refreshments. Passed

#### **9.5     Activities**

##### **Wednesday Line Dancing.**

These line dancing sessions are for the more experienced dancers and are "called" and organised by Jackie Wearne. It is as popular as ever with a regular turn out of keen dancers who enjoy all the fun and fitness which line dancing brings. It is a mixed group so it is hoped that more men will join the group. It is also hoped that some of the novice dancers from Sandy Ferber's Monday class will soon progress to Wednesdays.

##### **Zumba for Seniors**

These sessions are held on a Thursday morning and are a relatively new addition to our regular activities. There is a regular group of six ladies who participate who thoroughly enjoy this form of fitness to a great beat.

##### **Snooker for Learners**

This appears to be a male activity which is run by Arnold Van Den Hurk on a Wednesday evening. Some of the newcomers to the village have taken up the sport under Arnold's expert tutelage.

##### **The Manor Book Club**

This is co-ordinated by Trish Kelly and meets on the first Friday of each month in the Theatre. This is a very friendly and popular activity with approximately a

dozen regular attendees. Each month a new book is selected, read during the month and discussed at the next meeting. It is not surprising that there are many differing views! Also participants discuss any other interesting books which have been read during the month which can be recommended to the others. As with many activities it is followed by tea/coffee and biscuits and a general convivial chat.

#### SOCIAL ACTIVITIES (Ray Larke will submit a detailed programme)

##### March - St Patrick's Day

As well as the traditional jokes and songs there will be nibbles provided at a small cost, and drinks at \$1 off the normal cost. Sounds like a great night.

##### April - Caloundra RSL

The cost will be \$24.00 which includes transport, lunch and a show. What a good deal!

##### May – Flax ton Hall

The cost for a delicious 3 course dinner will be \$29.00. The cost of transport is yet to be decided. This trip is unfortunately limited to those walking unaided or with walking sticks only.

##### June - The Pool Cafe

This will be another dinner, but details have yet to be finalised.

Jan Corlett

#### **Discussion**

Steve Hill updated the committee on the soon to be held “single player snooker competition” commencing next Monday 14<sup>th</sup> of March or Friday 18<sup>th</sup> March.

#### **Bar Report RAC March Meeting**

1. For some time the float in the bar till at the start of each month has been set at \$200.00.

When broken up into the various denominations means we start with two \$20 notes. Increasingly more people are presenting \$50 notes, and if this is early in the trading time means both \$20 notes are used as change. Thus, there is a problem if another \$50 note is offered.

I would request that the float be increased to \$250 thus giving four \$20 notes plus an extra \$10.

2. Previous Bar Managers have been provided with an allowance to assist with paying for petrol when purchasing stock for the bar. Currently, the allowance has been set at \$6.00 per week. Since Dan Murphy's has opened at Coolum the Residents Association Committee may wish to lower the weekly allowance. Please advise so I may submit a claim for the period since I have been Bar Manager.

Regards                      John Weeden

### **Discussion**

It was moved by Jan Corlett and seconded by Desolie Gleeson, that the bar manager be authorized to increase the float to \$250 and continue to claim petrol allowance of \$6 per week. Passed

### **The village Manager and Village Coordinator left the meeting 11:33am**

#### **10.            General Business:**

10.1 It was moved by J. Corlett and seconded by B. West that \$200 be approved for purchases for a Mother's Day raffle. Passed.

10.2 A Letter is to be written to the Body Corporate seeking clarification of the village insurance policy and its impact on villas which have fire alarms that would not now be compliant if installed in new villas.

10.3    Arrangements are in hand for both events.

Date and time of next meeting, Friday May 13<sup>th</sup> 2016 at 9.00 AM

Date and time of next QGM, Tuesday June 14<sup>th</sup> 2016 at 2:00pm

**Signed**

**Signed**

**Chairman**

**Secretary**

**Date**

**Date**