

**MERRITTVILLE RETIREMENT VILLAGE MANAGEMENT COMMITTEE
MEETING MINUTES
Monday 22 June 2020**

Meeting opened 5pm

1.0 Attendance

Committee: Donna Crook, Vanda Harrison, Sue Newton, Heather Giles, Jan Fox, Debbie Morris

Shire Representative: Cr Mal Willis

Visitor: Diane O'Dowd

Apologies: Julie Flockart, Wendy Jardine, Esther Robartson, Jessie Johnson

2.0 Declaration of Conflicts of Interest: Nil

3.0 Confirmation of Previous Minutes – 18 May 2020

Moved Jan Fox

Seconded Vanda Harrison

That the Minutes of Merrittville Retirement Village Committee General Meeting held on 18 May 2020 be deemed to be a true and correct record of proceedings.

CARRIED

4.0 Business Arising from Previous Minutes

4.1 Units 6/7 and 8/9 (Amalgamating them) and 4.5 Unit 1 – 10 (Re-Roof)

Resolved at 18 May 2020 meeting –

- Donna request quotes from Ben Jardine, Robbie Gearing, Top Gun Roofing, Eddie Hombergen and John Gearing for the re-roofing of Units 1 – 10. ***To be done***
- Julie ask Wayne Bill for a cost to have drawings completed for Units 6 & 7 and Units 8 & 9 to be altered from 4 x 1 bedroom units to 2 x 2 bedroom units.

Julie advised that she met with Wayne Bill (he has keys for Units 6, 7, 8 & 9). He will do up some drawings to redesign the 4 unites into 2x2 units with widened doorways. Will let know when plans are finalised.

4.2 Future Structure of Committee (Policies)

Policies 1.1 – 3.1 inclusive have been endorsed.

Draft policies 3.2 and 3.3 attached for Committee review and endorsement.

Moved Debbie Morris

Seconded Kerry Kretschmer

That the MRV Committee reviewed and endorsed Policies 3.2 and 3.3 with minor agreed amendments.

CARRIED

4.3 Deed of Termination/ Lease

Deed – Signed Deed received December 2019.

Lease – T/CEO Mark Dacombe advised the Committee at the May 2020 meeting - The Management Order is currently with Department of Planning, Lands and Heritage to be amended – Clause 17 Housing interest. The request has been recorded by the Department and has been referred to Goldfields/Wheatbelt regional planning who will be looking at Native Title. Mark will make a direct approach to the Department to expedite the bureaucracy and will hopefully have an answer by Merrittville's next meeting (June).

Cr Willis advised - no further information to date

4.4 Contractors' Agreements

No further action

4.5 Muster Point Signage

Obtain quote from Wheatbelt Uniforms and Signs

Donna followed up with Kylie Squires

4.6 Information available to the community – Merrittville

A poster with contact details be placed in the display boards on Westpac.

Information to be placed on Shire website.

Brochure to be developed and made available at various locations – Shire, CRC, Visitor Centre

It was agreed when Unit 29 is vacant, photos be taken and a brochure be developed, advertisement and article in Phoenix and information be placed on Shire facebook/website.

4.7 Rubbish on Merrittville Land

It was resolved at 18 May meeting 2020 that another letter to be written to David Murfit requesting him to remove rubbish and clean up on Merrittville Reserve by 30 June 2020 otherwise further action will be taken.

Letter written – action by 30 June 2020.

If rubbish is still on reserve after 30 June, Donna will get a quote to remove rubbish and cost will be sent to David Murfit.

4.8 Removal and Renewal of Path (east side of Units 15/16)

Ben Gearing advised his quote of \$75 per m² was accepted and to proceed.

Merredin Men's Shed offered the old pavers and accepted.

Julie measured area and the cost is in the vicinity of \$35,000.

Formal letter to Men's Shed confirming arrangements - there may be concrete and dirt attached with pavers that will need removing from property within 2 weeks from when pavers are lifted.

5.0 Finance

5.1 Finance Reports for May 2020 (Jessie Johnson)

Cash Summary, Bank Summary, Bank Statement and Bank Reconciliation for May 2020 – attached.

Moved Vanda Harrison

Seconded Heather Giles

That the Financial Reports for May 2020 be accepted.

CARRIED

5.2 Commonwealth Bank Term Deposits (Jessie Johnson)

Term Deposits currently being moved to Westpac, slight delay due to one deposit having a caveat over it for a \$50,000 overdraft.

5.3 Synergy Accounts

WA Small Business and Charity Tariff Offset received on 2 Synergy Accounts (\$2500 on each) – May 2020.

6.0 Correspondence In and Out

6.1 Correspondence In from 16/5/20

Request for application – Peta Parslow

Beryl Morton – vacating Unit 29, requirements, bond etc

The Gardener Merredin – access to tenants taps and percentage of water paid by MRV

6.2 Correspondence Out from 16/5/20

David Murfit – removal of rubbish

Rent Statement – Beryl Morton Unit 29 for rent reference for CEACA and bond etc

Liaison with The Gardener Merredin

Moved Debbie Morris

Seconded Sue Newton

That the Correspondence In be accepted and Correspondence Out be endorsed.

CARRIED

7.0 Reports

7.1 Maintenance (CRC)

May and June up to 19th attached (included with administration).

7.2 Contractors (Donna Crook)

7.3 Planned Maintenance and Works (Donna Crook, Debbie Morris, Heather Giles, Robert Broomhall and Julie Flockart)

7.4 Gardening (The Gardener Merredin)

May 2020 - attached.

7.5 Applications

Application form requested by Peta Parslow – not submitted.

Committee discussed possible applicants – Sue Newton to follow up with Barry and Lesley Smith and Debbie to follow up with Ray and Kay Snell.

8.0 General Business

8.1 Unit 27 Alterations

Installation of hand rail in toilet and have toilet door changed to opening out rather than in.

It was resolved that T&B Contractors change the hinges on the toilet door to allow the door to be lifted if required. Tenants to apply to OT for installation of hand rail in toilet.

Vanda Harrison declared a Conflict of Interest in Item 8.2

8.2 Unit 29 Vacation

Current tenant moved into Unit 29 in 2014 and the Committee at the time agreed that in lieu of paying a bond, the tenant would purchase a security door.

There was no listing of this in the paperwork when current committee came into operation in 2017. Jude Morton advised she had spoken to Maria Young and there was a receipt filed, but advised not to worry about it.

Moved Kerry Kretschmer

Seconded Heather Giles

That MRV Committee offer to pay \$300 into Beryl Morton's Bank account, as a gesture of goodwill, as tenants had purchased security screen for Unit 29 in lieu of paying bond when they occupied in 2014.

CARRIED

8.3 Gardener's Request

The Gardener has suggested that Merrittville pay a percentage of water usage on tenant's bills due to the need to water plants at certain times. There is only one Merrittville tap behind the hall and it is more convenient to have access to tenants exterior taps (not backyard), so that hand watering of plants on non-watering days when need arises.

Gardener would provide own tap fitting and hose.

This would not apply to Units 27, 29 or 31.

Suggestion that the water accounts be divided (including one extra for MRV).

Comment

This appears a suitable arrangement however not every month/s would require additional watering, so request Gardener to advise each month additional water done.

Moved Heather Giles

Seconded Sue Newton

That an additional allocation be made on each of the 3 water meter accounts (excluding Units 27, 29 & 31) to allow for hand watering by gardener.

CARRIED

9.0 Other Business

9.1 Chairperson welcomed Diane O'Dowd to the Committee

9.2 The Committee agreed to purchasing a 'Goodies' Box from Dimensions (\$30) for Esther Robartson as she has been in hospital and is not well.

Heather will organise.

10.0 Meeting Closed 6pm

11.0 Next Meeting Monday 20 July 2020, 5pm