

## HARBOUR PINES RETIREMENT VILLAGE

Minutes of Budget Presentation Meeting

**DATE:** 14<sup>TH</sup> OCTOBER 2020 AT 9:00AM

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9:00am Start - Quorum Established

Irene opened the meeting at 9am

### **1. Budget Presentation**

The budget is formally presented by the Director.

Apologies were given for Eileen Heaney, Anna Van Kampen, Val Armstrong, Ernie Thompson and Valma Barndon and were also written on the attendees list.

Lindsay introduced himself and new staff member Sam and proceeded to explain that we would be keeping to the agenda. The first item was the formal presentation of the budget and Lindsay explained that during Covid times this was presented in accordance with Departmental directions. The budget is an estimate, one of the key points with the budget is a 5% fee increase from 1 August. The fee increase was planned for July however was amended to 1<sup>st</sup> August. Lindsay confirmed an amendment to the budget in or around January and when we would also hold a strata meeting.

### **2. HP PRO ACCOUNT**

Lindsay explained that the computer in the community hall is for residents to use to access their monthly statements. He then proceeded to thank the residents who pay their fees on time and reiterated why it is important to do so.

### **3. Ten Year Maintenance Plan and Forecast Fund**

Lindsay reiterated that the ten year maintenance plan is an opportunity for the village to benefit and will be undertaken within the time frame and in accordance with a business plan. He explained that the Management overview and SWOT analysis were completed by the end of September 2020 and that the consultation with residents will be finalized prior to 31/05/2021. He mentioned the plan needed to be completed by 31 May 2021.

Audrey queried whether the ten year maintenance plan involved repairs to the inside of dwellings and Lindsay said absolutely not. This was only for common and outside areas and for maintenance outside the usual scope of general improvements.

#### **4. Emergency Muster Points and Village Street Names**

Lindsay presented the proposed names for the roads and emergency muster point map. He confirmed that the names for the village are not a resident's address. The map was to show residents where to gather in the event of an emergency and the names are an easy way for management to refer to various places around the village in the course of conversation.

#### **5. Gardening Competition**

Irene explained that she is in the process of running a gardening competition and that two staff members and two independent people are judging the gardens. There will be prizes for the category winners.

#### **6. Community Hall Improvements**

Lindsay explained that one improvement being undertaken at the community hall is to install pelmets and automatic blinds to replace the current curtains. He also explained that they will be installing a better sound system and possibly upgrading the kitchen. He mentioned on the front side of the hall, the sale signs are confusing and will be replaced. He also explained that management was improving the front of the premises by extending the concrete and installing an entertaining area.

Irene declared the meeting closed at 10:05 and thanked everyone for their time.