

# TARRAGAL GLEN RESIDENTS' ASSOCIATION INC.

INC: 1600825 ABN:30 883 098 761

## RESIDENTS' GENERAL MEETING

### Agenda & Minutes – General Meeting – 3 February 2026

<b>Time</b>	10:30am
<b>Location</b>	Tarragal Glen Country Club
<b>Chairperson</b>	Maragaret Williams
<b>Minutes</b>	Paula Benbow & Deborah Umpleby

### Agenda

1	Opening
2	Apologies
3	Acceptance of Minutes: Annual General Meeting 21 October 2025 General Meeting 21 October 2025
4	Business arising from Minutes
5	Items of business for which due notice has been given
6	Public Officer Update: Jeff Blair
7	Chairperson's Report: Margaret Williams
8	Treasurer's Report: Helen Davis
9	Bar Committee Report: Warwick Phillips
10	Other Business
11	Date/Time of Next General Meeting: 10:30am 21 April 2026
12	Close

### Minutes General Meeting 3 February 2026

<b>Meeting Open Time: 10:02am</b>	
Attended: 87 attended as per attendance sheets.	
Apologies:	Shirley Phillips (Villa 277)
Accepted by:	Seconded by:

Agenda Item	Topic	Discussion	Action	Due Date
1	Opening	Margaret welcomed all members to the meeting. Permission to record the meeting was sought and there were no objections. Margaret advised that Bob Howe has resigned his position as committee secretary. Thank you to Bob for his efforts over the last three months.		

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Agenda Item	Topic	Discussion	Action	Due Date
		<p>Three volunteers have come forward to assist for this meeting:</p> <p>Paula Basile – secretary duties Paula Benbow &amp; Deborah Umpleby as minute takers.</p> <p>A position vacant notice for secretary has been placed on the notice board.</p> <p>Members who wish to receive minutes and notices leave your details with Paula or Deborah.</p>		
3	Acceptance of Minutes:	<p><b>Annual General Meeting 21/10/2025</b></p> <p>Accepted by: Ric Bruce (Villa 190) Seconded by: Kerry (Villa 196)</p> <p><b>General Meeting 21/10/2025</b></p> <p>Accepted by: Warwick Phillips (Villa 277) Seconded by: Doug Jones (Villa 283)</p>	Approved Filed for compliance	
4	Business Arising from Minutes	Nil		
5	Items of business for which due notice has been given	Nil		
6	Public Officer Update	<p>Tabled and presented by Jeff Blair</p> <p>Jeff outlined the responsibilities of the Public Officer which centre on being the official contact with all government bodies, primarily handling statutory reporting, ensuring compliance with laws, managing official records and correspondence, and being responsible for their security and availability.</p>	Report will be available in the Committee files at Reception	
6.1	Upgrade Systems (Public Officer Update)	<p>Currently accounts are of the cash book concept using spreadsheets and backups kept on portable thumb drives.</p> <p>Jeff Blair's question to the committee is when will systems be upgraded that are fit for purpose?</p>	Committee to respond	TBA

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Agenda Item	Topic	Discussion	Action	Due Date
6.2	Dept of Fair Trading NSW Compliance (Public Officer Update)	Jeff Blair has put some recommendations to the Committee (Letter 12 November, 2025) about lifting the standard of accounts, files, records and their security.	Completed Dept of Fair Trading is up to date.	
6.3	Security level of files, documents and accounts (Public Officer Update)	Public Officer, holds doubts as to the security level of files, documents and accounts, and recommends consideration be given to free cloud-based storage options and account software. Jeff Blair had sought the committee's thoughts on this matter.	Completed by Committee	
7	Chairperson's Report	<p>Tabled by Margaret Williams</p> <p>Proposed changes as outlined by the Public Officer will not impact the residents and will be addressed by the Residents' Committee. Tax Exemption and Not for Profit Status Review Return is being prepared.</p>	<p>Report will be available in the Committee files at Reception.</p> <p>Treasurer Lodging NFP Self Review Tax Exempt Status Review to ATO</p>	TBA
7.1	Defibrillators (Chairperson's Report)	<p>Defibrillators – Purchased and installed at various points around the village. The Residents' Association now owns these assets and will need to include them in financial reports.</p> <p>Committee has asked the Village Manager to give the committee a written undertaking that they will maintain, calibrate, insure and fully service the units. Awaiting response.</p>	<p>Treasurer to include assets on Asset Register and record them in the financials including depreciation.</p> <p>Committee to follow-up with Village Manager re maintenance.</p>	TBA
7.2	New accounting system (Chairperson's Report)	New accounting system being investigated to ensure compliance with regulatory requirements (Dept Fair Trading NSW & ATO) and provide transparency.	Treasurer	TBA
7.3	Record keeping system	New cloud-based record keeping system to be implemented to meet regulatory	Committee	TBA

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7.4	(Chairperson's Report)  After hours incident at Manor (Chairperson's Report)	requirements and improve committee efficiencies.  After hours and weekend support for the Village – unfortunate incident occurred at the Manor on 19/12/25. Margaret Williams version of events varied from Jodie Shelly's (Village Manager) version.	Noted	
8	Treasurer's Report	Tabled and presented by Helen Davis  Quarter Ending 31/12/2025 Bank accounts/cash on hand total \$30215.24:	Report will be available in the Committee files at Reception.	
9	Bar Committee Report	Tabled and presented by Warwick Phillips  The October to December period was another busy one for our Bar and Raffle teams which supported 20 events - 11 Drinks @4, 2 BBQ's, 2 Trivia's, 2 Social Committee (Spit Roast, Christmas Dinner), 2 other special events (New Apartments Opening and the Christmas Extravaganza), and the Singers' Christmas Carols.  Our total Bar sales for the quarter was \$10,321, and Raffle tickets sales \$5,012.	Report will be available in the Committee files at Reception.	
<b>10</b>	<b>Other Business</b>			
10.1	After hours incident at Manor on 19/12/25	Brian McMahon (Villa 198) – spoke advising that he and his wife had resided in the village for 13 years and was in support of the Village Manager's version of event.		
10.2	Public Officer Report re Changes	Brian asked for a copy of the document (assume Public Officer Letter 12 November 2025 providing proof of the proposed changes.	Committee to respond	TBA
10.3	Emails between Margaret Williams & Brian McMahon	Brian had taken offence to the word " <i>disparage</i> " in the minutes of the meeting 13 January 2026. This request was repeated a number of times.  Margaret Williams asked for Brian to stop interrupting the meeting and arguing with the Chairperson, he then left the meeting.		
10.3	Benches in Park	Rob Blackadder (Villa 603) advised about the benches in the park and that he had to	Committee to respond	TBA

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		<p>remove one bench and notice another one was falling apart.</p> <p>Rob obtained information that the Council was prepared to spend some money and he would like feedback as to where the benches should be placed.</p>		
10.4	Bottle Recycling	<p>Rob advised that the program is a success and 35,000 bottles/cans were collected and he congratulated the residents on their support.</p> <p>Funds went to a number of charities and some of the funds went to Manor to buy equipment for the exercise classes. Regular amounts go back to the manor. They are buying equipment for their exercise classes.</p>	Noted	
10.5	ATO Reporting	Helen Davis, Treasurer advised that the ATO ruling of reporting advised commenced in Oct 2024. She also advised that the grant had nothing to do with it.	Noted	
10.6	RVRA (Retirement Village Residents Association)	Warick Phillips (Villa 277) suggested that all committee members join this organization as it provides collaboration and advocacy support Retirement Village Residents. In addition, it provides guidance to resident's right and regulations and educational information.	Noted	
10.7	Victorian Bush Fires	<p>Marilyn Courts (Villa 113) – Suggested raising funds for the Victorian Bush fire victims by running a fundraising event or some funds be used from the residents committee. A show of hands was taken that resident funds were not to be used to donate.</p> <p>Suggestion was agreed by Warick and Brian. Warick recommended they put a jar on the bar for residents to deposit donations.</p>	Agreed Warick & Brian	TBA
10.8	Meeting Conduct	Heike Rodley (Villa 77) expressed disappointment in to-days meeting and support for Margaret. She advised that Margaret had done a good job. Most agreed.	Noted	
10.9	Minutes content	Robyn Speers (Villa 236) advised based on her experience with taking minutes for organizations and government departments that minutes should be tempered and not include personal accusations, abusive language and only record facts. All agreed.	Noted	

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10.10	Chairperson Resignation	<p>Margaret Williams continued to express her concerns about false information circulating and that she had been subjected to abuse, bullying and threatening behavior.</p> <p>The Village Manager advised Margaret that she would not meet with her and will only deal with the committee members. Therefore, Margaret believed her position was untenable and tendered her resignation.</p> <p>John Anderson (Villa 109) – addressed the meeting to advise he supported Margaret as chair and thanked her for her good work.</p> <p>Barbara Arndell (Villa 184) – who advised she has lived in the village for 15 years and is in support of Margaret. However, she believed we had a good Village Manager.</p>	Committee to advertise position	
10.11	Vice Chairperson	Marion Hall (Villa 510) tabled her resignation.	Committee to advertise position	
11	Next General Meeting:	22 April 2026 10:30am		
12	<b>Meeting Closed</b>	<b>11:53am</b>		

**Minutes Signed**

**Date:**

**Name - Chairperson**