



Sylvan Glades Inc.

A0018483C

ABN 51 445 386 189

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2023 - 2024 ANNUAL REPORT

Sylvan Glades Inc.

Formerly Monbulk & District Elderly Persons Homes



A special place - in a special environment

The ideal of beauty is simplicity and tranquillity.
Johann Wolfgang Von Goethe

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Our mission

Our vision

The principal purpose of the Association is the relief of needs of the aged by the provision of affordable accommodation and quality lifetime residency in a Retirement Village known as Sylvan Glades, established pursuant to the *Retirement Villages Act 1986* (Vic), for the benefit of community members drawn from Monbulk and its surrounding districts, who are eligible for such residency, who have retired from full time employment and who are able to live independently.

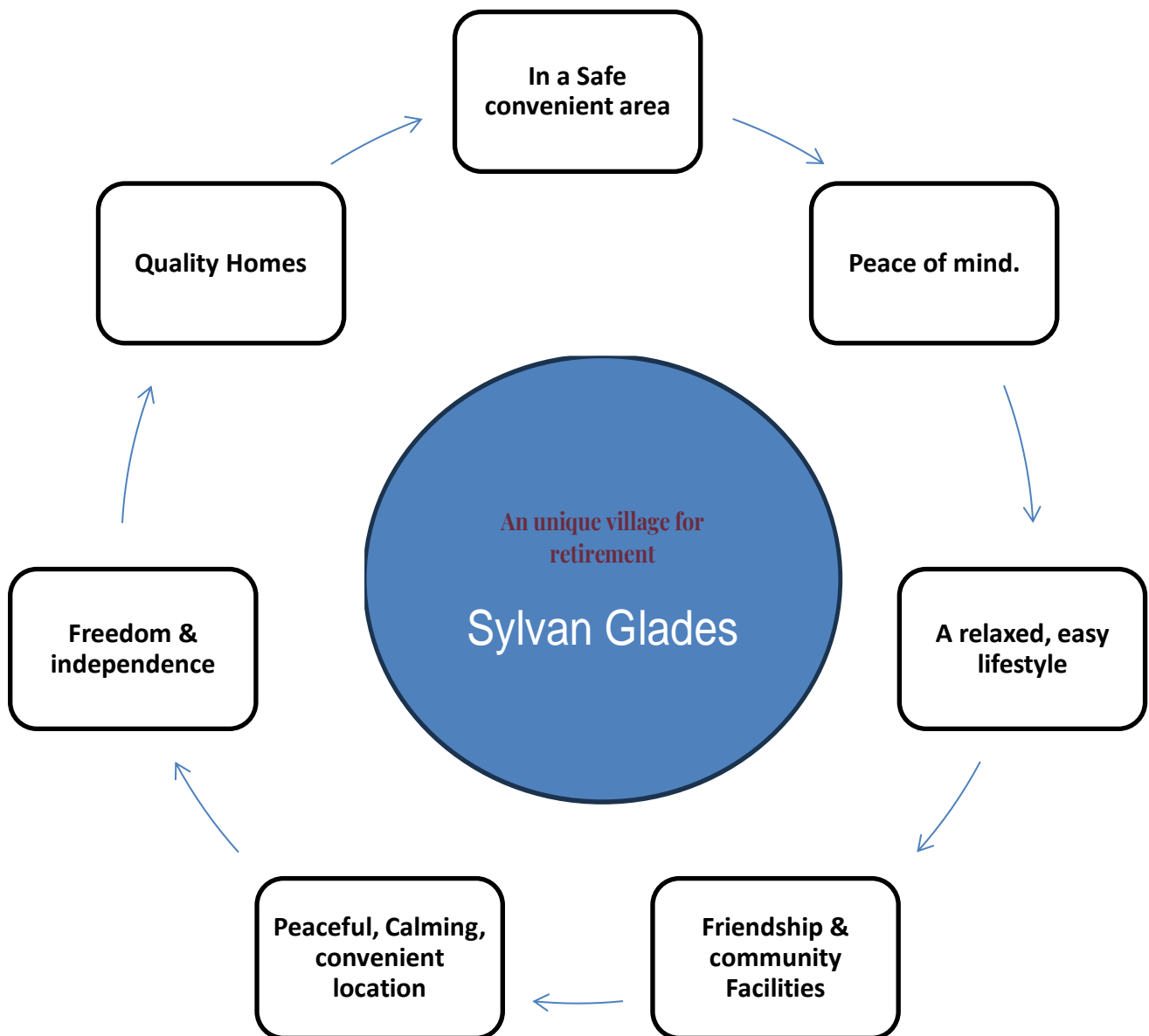
Essential to this purpose is an inherent focus on the needs of such Village Residents for support in respect to economic, social, recreational, welfare, security, and enhancement of their quality and fulfilment of life issues; and also:

- i. To provide and enhance an interest in maintaining Sylvan Glades Retirement Village in perpetuity for the benefit of community members from Monbulk and surrounding districts.
- ii. To maintain a safe environment.
- iii. To develop and maintain a sustainable organization.
- iv. To maintain best practice now and into the future.
- v. (i) To work in partnership with members of the community and other agencies, to optimise quality outcomes by focusing on the needs of Residents and other potential members of the community requiring and qualifying for such accommodation.
- (ii) To provide relief of the needy.
- vi. The Association is to be conducted on a “not for profit” basis, as a registered charity and as the owner and manager of a Retirement Village.
- vii. To promote, with local community members and Village Residents, independence, wellness, dignity and respect for them and a continuing contribution to society.

Original vision from 1970's as stated in 1999 Constitution document

The object of the Home shall be-

- (a) To provide charitable relief to aged persons by providing permanent facilities for their daily accommodation and care within the institution, stipulating that, in premises, for which a grant under the Commonwealth Aged or Disabled Persons' Homes Act 1954 has been received, only aged persons as defined in that Act will be admitted.
- (b) To ascertain the needs and plan services which, in the Committee's opinion will provide for the economic, social and recreational well-being of the residents.
- (c) To do all things as are conducive or incidental to the attainment of the above objects or any part of them.



Our History

Sylvan Glades began as MONBULK ELDERLY PEOPLE'S HOMES through the initiative of residents, Rotary Club of Monbulk and Greg Keogh, the local Monbulk Medical Doctor.

Our Robin Boyd Connection: -

A sense experimentation was developing in the 60s and Boyd was commissioned by Lend Lease to design their Appletree Hill Estate in Glen Waverley, Isador Majid's visionary Fountain Gate Estate on the fringes at Narre Warren and an Elderly persons Village in Monbulk.

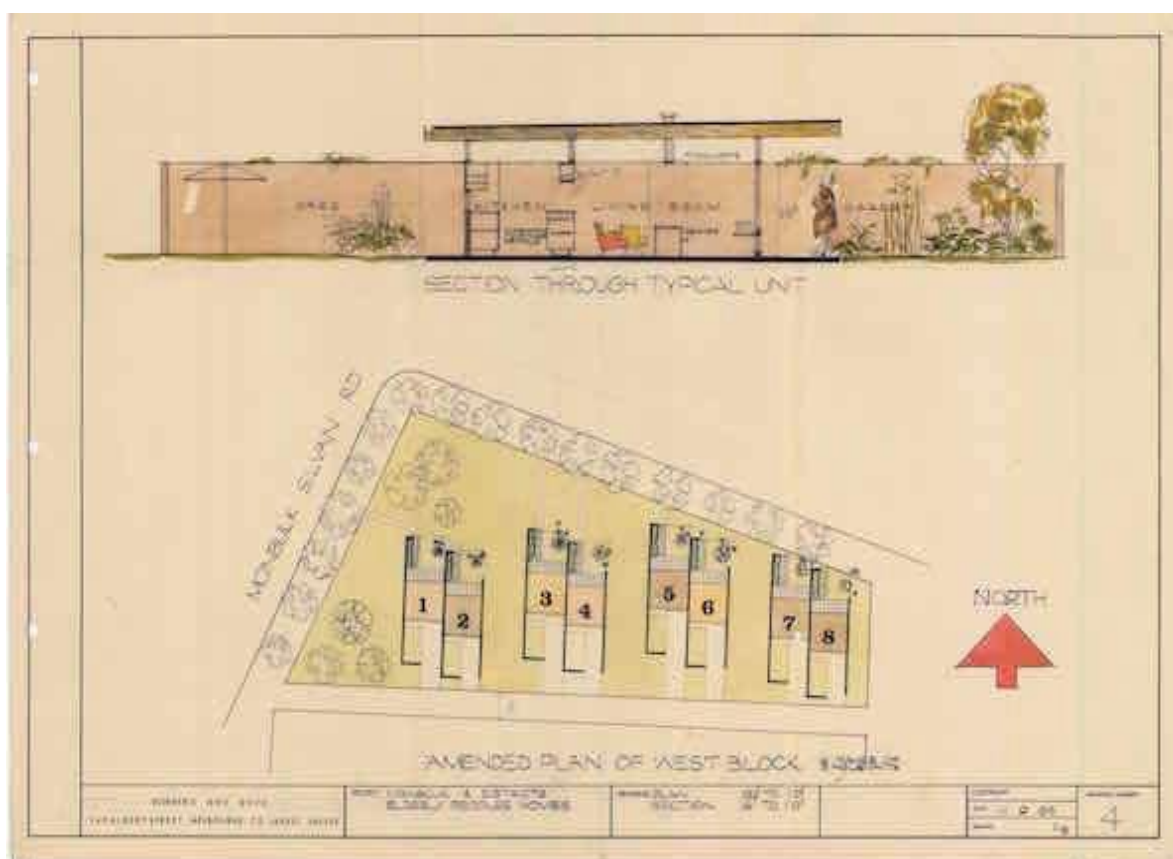
So, our early homes were constructed and were designed by the premier Australian Architect, Robin Boyd. Recognizing the need to provide affordable accommodation for elderly people within their community, a group of local residents established a Committee to develop and later manage this

community owned facility. Robin Boyd was commissioned to master plan the chosen site, providing for 32 units and a Community Centre. As funds were sourced, 18 units were progressively completed to Boyd's original designs, in five stages, by 1973. The complex was finally completed by another architect after Boyd's death. Today there are 29 individual homes, about half being two bedrooms and the others one bedroom.

The Committee has a balanced membership of community members. Our Rules have returned to how the original Committee was formed.

There are happy relationships at Sylvan Glades, with harmonious connections between Residents and a sense of community with the Committee and wider Monbulk and district Community.

Sylvan Glades has provided a home for many local people and the commitment is to ensure that the success of the past 40+ years is maintained.



ABOUT US





Monbulk and Sylvan Glades a Tulip Delight



OUR PEOPLE

Board Members/Trustees

Name	Position	Dates acted
Aimee te Boekhorst	President	Full Year
Dorothy Petrie	Vice President	Full Year
Raymond Yates	Secretary/Treasurer	Full Year
Ken Pearson	Community Member	Full Year

Executive Officer

Liane Paynter

All Board Members/Committee are volunteers

Aimee te Boekhorst President	Dorothy Petrie Vice President	Ray Yates Secretary/Treasurer	Ken Pearson Committee
			

Retired/Resigned during the year

Nil

STRUCTURE & MANAGEMENT

Sylvan Glades Inc is registered with the Australian Charities and Not-for-profits Commission (ACNC).

Sylvan Glades is governed by its constitution as a not-for-profit Charity registered community organization.

The organization, being community based, is administered by a Committee of Management.

Committee members are appointed according to our association rules. The duties, among other requirements, include:

- maintaining the association's financial viability
- ensuring the association's purposes are being achieved
- keeping up to date with legal requirements
- signing contracts on the association's behalf.
- maintenance and of all assets and buildings and utilities

Specifically, committee members' functions under the Act include:

- ensuring an annual general meeting is held within five months of the end of the association's financial year
- submitting a financial statement that covers the full financial year, which gives a 'true and fair' view of the association's financial affairs, to members at the annual general meeting
- overseeing the association's financial affairs. This includes making sure the association does not continue to operate if it is insolvent
- appointing a new secretary within 14 days, if the position becomes vacant
- returning all documents that belong to the association within 28 days of ceasing to be a committee member.

PRESIDENT'S REPORT

I would like to sincerely thanks the Residents of Sylvan Glades Retirement Village, the Committee of Management and our Contractors, for making me feel very welcomed in my first year as President of Sylvan Glades Inc.

In this year we have continued the previous committee's strategy, to make decisions that not only support the residents & maintain the buildings, but also looks after the business and sustainability of Sylvan Glades Inc. This is an ongoing strategy that with time and good decision making will take Sylvan Glades Inc, from strength to strength.

We are delighted to be at full capacity as at mid-November and welcome all the new residents that have joined us in the 2024 year.

We have engaged Chandlers as our agent, to conduct our annual unit inspections and will continue to utilise their services year ongoing. Next set of inspections are due in February 2025.

Chris Defina from Property and Garden Maintenance Group joined our team and has been a joy to see around the property. The grounds are looking wonderful, and his work enhances the beautiful property that is our Residents home.

The social events have picked up and we are keen to see residents using the hall space to connect and engage with each other. The bowls group was very active for a time, and hopefully can start up again. We would love to see residents come together to share interests and cook, garden, knit, crochet, bowl, share music, play card or games in general. We have heard feedback and are arranging a turntable in the hall to play records. Residents can even connect their phone for music, if so inclined. The piano will also be tuned and hopefully played on a regular basis, this way Residents can bring family or friends into the hall to play for and enjoy with.

We brought in Jeanette from Mountain Pilates to trial a fortnightly over 55's Pilates class, this had a good uptake at the start and dwindled to no participants by the start of October. Jeanette runs a free over 55's Pilates class in Monbulk on a Monday morning if residents are wanting to attend. Noah from Belgrave Library also offered his services and ran technical session with the residents. We have held very enjoyable morning teas to which I have thoroughly enjoyed, I am getting to know the residents that have attended and look forward to our next one which will be our Christmas lunch after our AGM.

To finish off, I would like to again thank all parties for their hard work and dedication to Sylvan Glades Inc. We have a amazing community owned and led organisation and with incredible residents that make it is a wonderful place to be a part of.



SECRETARY'S /TREASURER REPORT

Last year I wrote in Sylvan Glades Annual Report there has been a significant change in the organization and we remain committed:-

- To be strong
- To be emphatic
- But be decisive
- Remain optimistic
- And be focussed

I add a new one for this year Discipline. In the face of adversity, we must remain steadfast, coherent, and relevant and above all - disciplined. And we can achieve this by teamwork. Herein the fostering of partnerships, while not a new concept' it's that spirit of enterprise as a team that creates environments that support trust, respect and collaboration.

Teamwork will give us results from the common understanding of the role of the Sylvan Glades Retirement Village, its vision and values the shared commitment to its community. Teamwork is not a top to bottom - all of us must work together to remove the barriers to achieve the thriving of our organization.

All of this requires each of us to be in a state of constant learning. We need to continuously elevate our levels of skills and expertise and learn to broaden our capabilities. As we create a constancy of purpose towards the break down of barriers of restrictive thinking, we can institute a vigorous direction for Sylvan Glades.

We can flounder because of the doubts of what to do.

We must be measured in our directions and not rush the processes of accomplishment. Our long years have shown our resilience, and our future will be a collection of learned community and monetary successes and how to maintain that success with a dramatic review of our community pathway remains at the forefront of actions...

Inspiration can be found within us and collectively

The financial challenges remain, and they are still monumental. However, we are on the cusp as the new era is evolving.

Raymond L Yates 2024



EXECUTIVE OFFICER'S REPORT

1 July 2023 to 30th June, 2024

Administration, maintenance and unit reinstatements.

The last financial year has been a much refreshing turnaround for Sylvan Glades.

At the latter end of 2023 we saw the arrival of Mr. Gary Young into Unit 18, Ms Pam Scott into Unit 22, Mr. Paul Lane into Unit 23 and Lily and Kevin into Unit 11 and mid 2024 we welcomed Pamela and Brian Chettleburgh into Unit 1.

We farewelled Ray and Yvonne Hodgson and Freda Kingsland who all have sadly passed away since departure.

At the time of writing, Unit 12 is nearing completion of its reinstatement and it has an excited resident just waiting to move in.

We have seen a resurgence of social activities in the Hall and the residents luncheons are still ongoing. Residents Gary and Pam were avid organisers of indoor bowls and their exuberance encouraged other residents to give it a try.

The Committee are hosting quarterly morning teas for the residents which are well attended and probably has something to do with the delicious food supplied.

With complete occupancy, Sylvan Glades is once again, a competitor in the market for those with limited finances wanting to secure their retirement residence and we have a waiting list handled professionally by Chandler and Co. The diligent work of Sharyn Chandler when handling local property sales has seen the transition of some of her clients to Sylvan Glades, making their downsizing an easy process.

We have engaged another grounds maintenance worker, Chris Defina, who compliments Shirleen's gardening skills and the village grounds are looking as good as they have for nearly a decade.

Our faithful trades who have long provided Sylvan Glades with excellent, prompt and reliable service have been fantastic and should be acknowledged for all their hard work. Special thanks to Marc Holman of Spruce Up Property, Dan Taylor of DT Plumbworx and William Van Breman of Asset Air & Electrical, who are my backbone with regards to maintenance and reinstatement works of the units.

Of course our aging buildings and infrastructure has posed many challenges in the past financial year, however, as we progress through the reinstatement process, we can rest easy knowing that hopefully the work we are doing now will be of a quality that endures.

I would like to thank the Committee of Management for their faith in me as an agent acting on their behalf and for all their time, dedication and unselfishness in volunteering to run this retirement village.

Liane Paynter
Executive Officer
10/11/2024

GENERAL REPORT

As an NFP organization we need to be cognizant of many legal aspects and performances: -

GOVERNANCE of our Organization is one of the most important aspects of ensuring it is well run without inadvertently exposing committee members to financial and other risks. Treasurers have a vital role to play in this, even though some of the issues are not strictly financial.

Good financial control and associated record keeping are a very important aspect of governance, but only a part. Moreover, all committee members are equally responsible for all aspects of the Organisation's governance and no member can rely on the excuse that they 'didn't know because that was someone else's job'. This places an onus and extreme onus on volunteer members.

We must ensure that: -

- The conduct of Management Committee and Members' meetings,
- There is proper documentation of the outcome of committee and members' meetings.
- Observance of the requirements of the Organization's constitution and, where relevant, the Associations Act and Regulations in our State.
- The necessity of all committee members to fully understand their responsibilities, be aware of their collegiate obligations and to understand that a valid decision of a committee meeting binds all committee members, not just those present at the meeting at which a particular matter was agreed - or only those that supported the decision.
- As we have charitable status and possible deductible gift recipient status, observance of the requirements of the Australian Charities and Not-for-Profit Commission which took over these activities from the ATO in December 2012.
- We must demonstrate adequate risk management procedures covering, for instance, protection of committee members against litigation and personal financial risk, theft or fraud by members, expenditure of funds, proper insurance of assets owned by us and accurate records of them.
- Comply with ATO obligations and ensure they are being met.
- Supervise and ensure Conflicts of interest are complied with.

OUR FINANCIAL REPORTING AND CONTROL

We have set up a proper system accounting package such as QuickBooks™.

This package is based on standard accounting practices.

PROCEDURES: - For good governance we ensure that at least two members of the management committee must sign all payments but for further security all Committee receive the documentation of those payments at the time of processing. We ensure consistent delivery of all mail, especially accounts payable, receipts, bank statements by having a post office box and settle all accounts promptly.

We have an enviable record of respect and good name from our suppliers and contractors. All this high-quality Financial Governance is produced by volunteers and the community must be truly appreciative of their work.

The Not-for-Profit sector faced significant changes due to the implementation of four new Australian accounting standards from 1 January 2019. It was important that we were aware of the impact these changes will have on our Not-for-Profit's financial statements, and what we needed to be doing now to be ready for the new accounting requirements.

In these matters we seek the advice of our financial people.

The aging infrastructure and other actions which affect the maintenances and impact heavily on us. Our limited revenue stream will necessitate a thorough examination and pursual of outside financial streams in the following years. Our only sources are the Monthly Service Fees and interest and considering the economic climate we can forget the contribution of interest. This focus needs to have a priority for the Committee. The aggregate collection of the Monthly Service Fee falls well below the real costs of running the village.

We have never moved from these our principles and beliefs: -

- To work in partnership with members of the community and other agencies, to optimise quality outcomes by focusing on the needs of Residents and other potential members of the community requiring and qualifying for such accommodation.
- To provide relief of the needy.
- We will continue to strive, with due diligence and good governance, to implement strategies and plans designed to maintain the sustainability of the Retirement Village.
- We will continue to strive to meet the fiduciary duty by actively managing resident ingoing contributions and investing these for the purpose of holding reserve fund balances in an approved term deposit account.

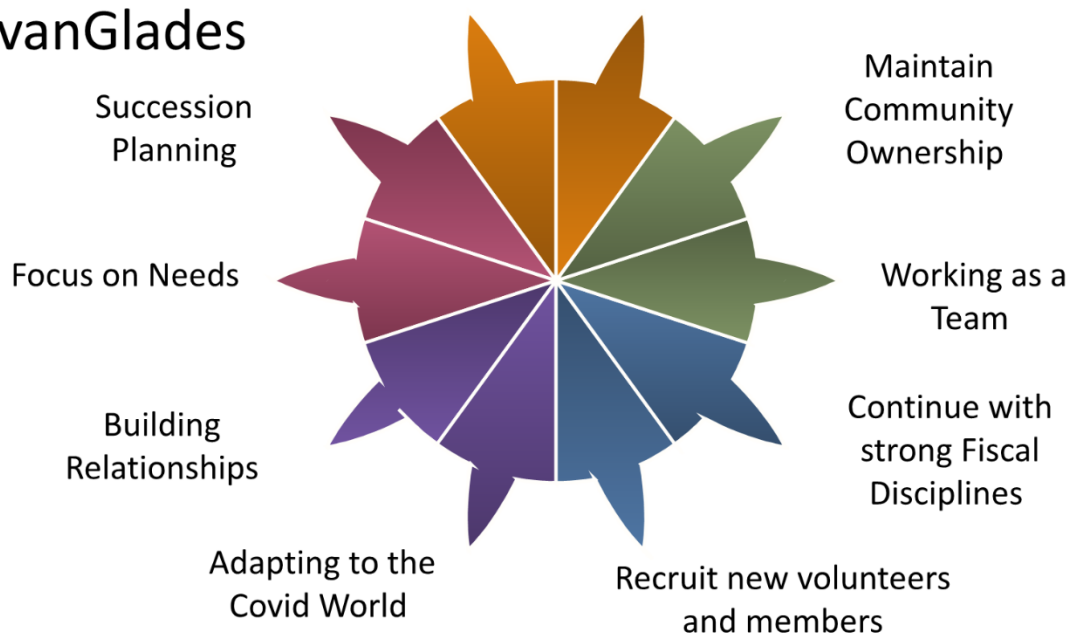
Raymond L Yates 2024

Looking to The Future

We have set up a financial plan aimed at setting Sylvan Glades on the path to recovery. To understand this view you may like to refer to previous Annual Reports wherein the monetary strategies of the long past impacted severely on the viability of the organization.

With this plan and rigorous supervision, we are seeing the small steps to that recovery being achieved.

Future for SylvanGlades



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Responsible persons' declaration – *per section 60.15 of the Australian Charities and Not-for-profits Commission Regulation 2013*

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

Responsible persons' declaration

I, Raymond Yates

of 93 Olinda-Monbulk Road-Olinda Victoria 3788

declare that:

- I am not disqualified from managing a corporation, within the meaning of the Corporations Act 2001 (Cth) and
- I have not been disqualified by the Australian Charities and Not-for-profits Commissioner at any time during the previous year from being a responsible person (what the ACNC Act calls a 'responsible entity') of a registered charity.

While I am a responsible person for Sylvan Glades Inc. I agree to notify this charity as soon as possible if I do become disqualified from managing a corporation within the meaning of the Corporations Act 2001 or am disqualified by the Australian Charities and Not-for-profits Commissioner. Responsible persons are the members of a charity's governing body who share responsibility for the governance of the charity (called 'responsible entities' under the ACNC Act).

Declared at: Olinda Victoria 3788

On: Dated this **22nd** day of October 2024

Signature:

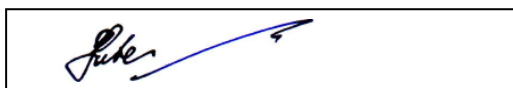


Name: Raymond Yates

Secretary/ Treasurer

All registered charities must meet the certain obligations to the ACNC.

I certify we have completed all obligations



Annual Report Certification

Certification and compliance of all works that have been carried out

- Gas Services and Heater Service
- Termite Treatment
- Fire Services
- Building Compliance
- Insurance Policies
- Electrical Works
- GST processing
- Rates and Water Rates
- Risk Management Strategies
- EPA Compliance
- Financial Obligations and requirements

Signature/Certified by Sylvan Glades Inc. for the Annual Meeting 28rd November 2024

Date: 28rd November 2024



REPORTING TO RESIDENTS OF SYLVANGLADES AS PER RETIREMENT VILLAGES ACT HELD 28rd November 2024

We report that the annual Meeting of Residents was held, and it was

- (a) Reported to the residents that all refundable in-going contributions which fell to be refunded to residents of the village during the prescribed period have been refunded,
- (b) There is no material matter which may prevent the owner from meeting debts as and when they will fall due in the period of 12 months from the end of the prescribed period,

That a Financial Review was prepared and presented to the Resident's Annual Meeting a financial statement showing in respect of the prescribed period—

- (a) the source of income received by way of charges for the provision of goods and services by the manager; and
- (b) details of expenditure on the provision of goods and services for the village by the manager, including the amounts spent and the items to which the expenditure related and details of what provision (if any) has been made for future extra ordinary or major works in the village and showing, in respect of the period of 12 months beginning immediately after the prescribed period ends—
- (c) details of anticipated expenditure on goods and services for the village; and
- (d) details of any proposed increases in maintenance charges to be paid by residents; and
- (e) details of any special levies which it is proposed to ask residents to pay.

At the last annual meeting held in the year immediately before the year it was resolved that statement be prepared by a financial Review by a qualified Account being Stapleton Group IPA Accountants

Certified by the Board

FINANCIAL REPORTS

See at the end of Annual Report

SECTION 4

OUR OTHER IMPORTANT INFORMATION

HOW YOU CAN HELP

- **Become a member**
- **Volunteer your time**
- **Make a donation**
- **Leave a bequest**
- **Support an event or fundraising activity**
- **Support the community ownership of Sylvan Glades**

How to Contact

Via post - P.O. Box 90, Monbulk VIC 3793
Email: admin@sylvanglades.com.au