

Present: John Eckel (President), Susan Lawson (Vice President), Rose Allan (Treasurer), Maureen McIlquham (Secretary and Minute taker), David Crockett (Events Co-ordinator), and Committee members Barry Borlase, Jo O'Connor and Joy Lewis.

Apologies: Kerry Humphreys.

1. Opening and Apologies

The President declared the meeting open at 1:00pm and accepted Kerry Humphreys apology.

2. Acceptance and Confirmation of Minutes of the HOC Meeting on 7 November 2022

Moved by David Crockett and Seconded by Rose Allan that the minutes of the meeting on 7 November 2022 be accepted. **Passed.**

3. Standards for conduct of committee meetings

The President asked everyone to be mindful of the following:

- Only one person speaking at a time, with everyone given an opportunity to actively participate.
- Meeting process to be followed but no need for formality when addressing the Chairman.
- Advise of apologies or inability to attend full meeting.
- Provide agenda items at least 10 days before the meeting date, as notice of meeting and agenda is issued with a minimum of 7 days notice, otherwise items will be included in General Business on the day of the meeting.

4. Business Arising from Previous minutes

- Dementia and Driving Study information placed on noticeboard by Secretary.
- Removal of surplus signatories to bank account completed by Treasurer.
- List of recurring costs to be prepared for budget – refer to Treasurer's report.
- Response given regarding Party Plan Private Event, but event cancelled.
- Amendments to GemLife Private Function Policy will be made to reference the BYO Policy.
- President confirmed three display frames of the current dimensions are acceptable for display of event flyers in the Clubhouse foyer.
- Use of Visitor Passes and Name Badges was included in the November Newsletter.
- All HOC Members will have HOC email addresses set up for use in the HOC group email address, and all in attendance agreed to updating the database with their HOC email.
- Portfolio Allocations for Committee Members were agreed:
 - Barry Borlase – Workshop
 - Joy Lewis – Craft and Website Liaison
 - Jo O'Connor – Bar
 - Kerry Humphreys – Sports and Cinema

5. Ratification of Out of Session Approvals

- The request to provide funding, not to exceed \$50, for Bar Vouchers to support the second Trivia Night on 24 November 2022 was approved by a majority of HOC members.

6. Correspondence – Acceptance and Confirmation

Inward

- Email re Website Information Deficiency received 9/11/22 with feedback, queries and suggestions regarding the operation of the HOC and location of information on the website. The reply sent on 10/11/22 answered the queries, including the statutory authorities that govern the HOC operations, and noted the website is new with further information to be added.

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- Email from Woodend Managers on 8/11/22 re Sales Office organizing collection of Christmas gifts on behalf of Woodend Neighbourhood House.
Response confirmed no objection to Sales Office collection of Christmas gifts for that charity.
- Email from Sales Manager on 15/11/22 re whether HOC has feedback on home and contents insurers, to assist with enquiries from incoming residents.
Response on 17/11/22 advised no formal feedback to HOA and no recommendation of insurers by HOA. To assist, a few insurers names were provided from personal knowledge but residents need to check the insurer covers land lease villages.
- Email from resident on 24/11/22 regarding issues with the PA system, microphones and speakers. Response given on 1/12/22 regarding repair of the speakers, testing and correct use of the microphones.
- Email from resident on 27/11/22 re the need for additional AEDs onsite for the safety of residents. Refer to General Business section of the minutes.

Outwards

- Confirmation to Kent Spry and Jim Brooks on 7/11/22 re adoption of database and acceptance of proposed Raffle system: David to liaise re events; bookings for HOC events to be via website, with some exemptions; permission must be obtained for photos on website; and Committee Member to act as liaison for matters other than events to be decided.
- Emails on 8/11/22 and 15/11/22 providing reasons for declining Costco Membership, reducing funding for NYE event, and acknowledging organiser's decision to withdraw from the NYE event.
- Emails to Woodend Managers on 8/11/22 requesting amendments to the GemLife Private Function Policy and advising portfolio allocations will be completed at the next HOC meeting.
- November Newsletter and attachments sent to all residents and Woodend Managers on 9/11/22.
- Email to Woodend Managers on
- Welcome letters to new residents, emails / mailbox drops to residents re Christmas functions, other events and enquiries.

7. Treasurer's Report - Financial Management

- Monthly Financial Reporting - report emailed by Treasurer on 1/12/22 to HOC.
The Christmas function catering invoice has been paid, which is the main reason for the reduction of the bank balance to \$26,691 at 30 November.
Moved by Jo O'Connor and seconded by Barry Borlase that the Treasurer's report be accepted.
Passed by all in attendance.
- List of budgeted recurring expenses
John went through the list of estimated costs to be budgeted and measured against actual expenditure. The HOA has approximately \$2,500 per month in expenses to be budgeted for, including subscriptions (e.g, Microsoft, YouTube) stationery (including printer toner), ongoing support of interest groups, monthly events, bar purchases, etc). He and Rose will review the expenses and estimated income for the rest of the financial year before the next meeting.
The HOC was able to fund the entire cost of the Christmas functions this year due to funds accumulating over the last couple of years when activities and functions were curtailed due to Covid restrictions. With the village growing in numbers, it is anticipated a small charge will be applied for next year's Christmas function.
Quarterly reports monitoring expenses and income were discussed and are to be provided.
- It was confirmed that if authorized expenditure is exceeded, the additional amount is to be approved by the HOC for payment. The budgeted amount for the Happy Hour conducted on

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4 November 2022 was overspent by \$21.65. Payment of the additional amount of \$21.65 for Happy Hour catering in November was approved by all in attendance.

- An amount of \$90 was approved for flowers for a recent bereavement.

8. Acceptance of HOC Opt in Forms from New Residents

Villa 115 – Peter Chaldjian; Villa 169 – Ronald Phelan; Villa 173 – Greg & Alison Knight;
Villa 174 – Patricia Friswell

9. Events Coordinator

Applications for Consideration

- Due to the organiser of the New Year's Eve function withdrawing, a volunteer to take over this event is to be sought. The band is booked, the HOC has committed \$300 for decorations, and it will be a self-catered event. It was decided to seek a volunteer via the Newsletter. (*Subsequent to the meeting, David Crockett volunteered to be the organiser.*)
- Issi Dye is keen to return with another event. He can organise a show by Normie Rowe but as the fee for performance would be much higher than usual, it was agreed the HOC would not subsidise that amount. A proposal is submitted by David Crockett for a Dusty Springfield tribute show on 23 March 2023, with ticketing at \$20 per resident and \$30 per visitor.
The motion was put that the HOC subsidise the Dusty Springfield tribute event to an amount not to exceed \$1,600, and also underwrite the event. David abstained from voting. The motion was **passed**.
- A proposal to hold a 'Villa Vision' song contest, similar to Eurovision, with lip synching or singing, has been received, to be held on 19 April 2023 with entry at \$10 for residents and \$15 for visitors. A subsidy of \$250 for decorations is requested. It will be self-catered by attendees, and proceeds donated to the local charity, Five Freedoms Animal Rescue.
The motion was put to approved expenditure not to exceed \$250 for a 'Villa Vision' song contest to be conducted on Wednesday 19th April 2023, was **passed**.
- Update to Cabella Mia Fashion Event confirmed for 3 February 2023. Maureen advised Karen Usher is assisting and has a Food Handling certificate. The charity benefitting from the event is the Woodend Lifestyle Carers Group Inc.
- Trivia Nights will continue on a fortnightly basis on the 2nd and 4th Thursday of each month unless a one-off major event has been programmed. It was agreed an amount not to exceed \$40 per event has been approved by the HOC for the purchase of bar voucher prizes.
- Susan confirmed the Christmas Craft Market on Saturday. It is disappointing not everyone in the craft groups is participating but she was not aware of the other craft event on the following Wednesday until it was advertised on Facebook. John undertook to clarify the second craft event.
- There was discussion about other proposals and opportunities for ad hoc or semi regular events. David advised he has a list of bands / musicians for events, and Barry is looking at a Farm Truck food van as a proposition for visiting GemLife on an ad hoc or semi-regular basis. It was noted the Happy Hour was originally for the committee and residents to welcome new residents and socialise. This seems to have been lost and maybe time to review the organization and structure of the Happy Hour. It was agreed this would be discussed next year.

10. Christmas Lunch & Dinner Arrangements

New residents have been informed of the waitlist and an alternative offer, if cancellations are insufficient to allow everyone to attend either the lunch or dinner. Other than two recent arrivals yet to be offered seats, at this time, everyone on the current waitlist has been offered seats.

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Barry advised he was meeting with the caterers on Tuesday. They have extended the numbers per function from 100 to 112 and are unlikely to extend that further. The HOC resolved last month to provide dining vouchers for any resident who was unable to book or be included in the functions from the waitlist.

There was discussion about the table Christmas centrepieces, crackers and serviettes. It was agreed Christmas crackers were not necessary, but those in attendance approved an amount, not to exceed \$200, for the purchase of Christmas serviettes.

11. Other Business / Reports / Requests / Items for Discussion

Correspondence and Communications Handling

- Mailbox delivery will cease on 1/1/2023 and be replaced by the folder at the noticeboards.
- Events will be on the website calendar and advertised via the website and Facebook, in addition to the flyer at the clubhouse entrance. No bulk emails will be sent to advertise or remind residents of regular monthly events. David confirmed he is not responsible for creating flyers for the event organisers.
- The End User Liability Agreement for the HOA database was signed by John, as President of the HOC.
- If anyone has ideas for updating the database to include other information or reports, Kent will advise whether it is possible to include those updates to the system.
- As the secretary's computer is to be used for the raffles, password protection will be used to secure all HOC information and the database. Otherwise, a new computer will be required - Kent to be consulted about the computer requirements.
- Forms for residents to update their data for the HOC will be sent next year.
- John proposed a forum for residents in early February which will give individual residents the opportunity to raise questions, concerns, and ideas with the HOC. All questions and answers would be documented. This will be explored further at the next meeting.

HOC Email Addresses

- The Secretary email address will continue to be the address for all communications to the HOC, except for Events. However, responses to queries can be sent by the President with a copy to the Secretary for information and filing.
- There is no requirement for committee members to use their HOC email addresses for anything other than communication within the committee. It was agreed the committee member email addresses would be recorded on their individual database records.
- Currently the old secretary email address via Gmail is being redirected to the gemlifewoodend.com address. The old email will be discontinued early next year, with an out-of-office message on it to advise people to resend emails to the new address.

Secondary appointment allocations:

Workshop – Barry Borlase

Craft groups / Website – Joy Lewis

Bar - Jo O'Connor

Cinema/Sports – Kerry Humphreys

Bereavements

A motion that the HOC approves an amount, not to exceed \$100, for a member of the Committee to purchase flowers for the bereaved resident was **Passed**.

Susan Lawson will organise flowers for bereavements

First Aid / Additional AEDs – correspondence and quote received for portable AED

- An email from a resident regarding the need for additional AEDs in the village and the First Aid Co-ordinator's request for funding for a portable AED, prompted discussion about the number

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of AEDs required and comparison with Bribie Island which has AEDs throughout the village, funded by their HOC. Jo O'Connor will find out the cost of the installation of AEDs at Bribie Island.

- The proposal to approve an amount not to exceed \$360, to purchase an additional defibrillator to be located in the lawn bowls area and available on a 24-hour basis was **passed unanimously**. This will be a disposable defibrillator which was demonstrated to the members of the First Aid group at a recent CPR Update training course.
- The HOC, or GemLife, will purchase a third defibrillator to be housed in the tennis court precinct when it is completed.
- The HOC will sponsor additional first aid training for volunteer homeowners residing in the newer stages of the village when construction is completed.
- First Aid kits and other first aid measures for individual homes are the responsibility of the homeowners.

Quilting – Palliative Care Support

The proposal to approved an amount not to exceed \$800 over a 12-month period to provide materials and finishing services for quilts that are donated to a palliative care charity was **passed**.

Heat Lamps for Kitchen

The need for heat lamps to keep food hot in the kitchen was discussed. Jo is to provide information regarding the heat lamps to John, who will ask GemLife to fund the installation of lamps.

Bar Voucher Printing

As printing of Bar Vouchers is restricted to one person, Joy will speak to Jim about another person being authorised to print vouchers, or keeping a supply for times when Jim is unavailable.

Clubhouse Deck and Construction Road

- Barry queried the current construction work on the Clubhouse deck as it doesn't appear to cover the barbeque area, which was the original request.
- There was also discussion on the use of the land, currently used as construction access, after construction is complete.
- John will query the work to be completed on the deck, and the proposed use and consultation with residents regarding the land available after construction is complete, with the managers.

The next Committee Meeting will be held on **Friday, 13 January 2023 at 1pm**

The tentative meeting calendar is:

Friday 10 th February	Friday 10 th March	Tuesday 4 th April
Friday 12 th May	Friday 16 th June	Monday 24 th July
AGM Thursday 10 th August		

The chairman declared the meeting closed at 2:50pm.

Dated: 9 December 2022.

John Eckel, Chairman