

Present: John Eckel (President and Chairman), 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, Joy Lewis, and Kerry Humphreys.

Apologies: None.

Opening

The Chairman declared the meeting open at 1:00pm and confirmed the change of date of this meeting, from Friday, 13 January 2023 to today's date was agreed to by a majority of the HOC members on 19 December 2022.

The Chairman noted there may be vigorous discussion on several topics and, to ensure everyone had the chance to speak and the minutes accurately reflected the discussions, if necessary, he would direct the proceedings to ensure only one person was speaking at a time.

1. Acceptance and Confirmation of Minutes of the HOC Meeting on 2 December 2022.

It was noted the bullet point "Email to Woodend Managers on" under Correspondence Outwards was an error and should have been omitted from the minutes.

Moved by David Crockett and Seconded by Joy Lewis that the minutes of the meeting on 2 December 2022 be accepted. **Passed.**

2. Business Arising from Previous minutes:

- Resident Details Update Forms for HOA database. A request to update details will be included in the January Newsletter. If the response is minimal, the secretary will start the process of emailing all HOA members to request they review and update their details, if necessary. The emails will probably be sent in small batches to allow for a manageable workload to update the database as the replies are received.
- Redirection of old secretary email. The secretary will determine the timing and period of the redirection message, prior to the email address being removed.
- A new computer was purchased for Villa Draws, Raffles and other matters handled by the Bar Manager. The secretary will provide the updated resident information for the Villa Draws and Raffles, but this computer will not have access to the HOA database.
- Bar Voucher printing. Joy spoke to Jim Brooks, who currently prints the Bar Vouchers. He suggested the vouchers be printed from the computer held by the Bar Manager. All HOC members were in favour of this solution.
- Updated GemLife Private Function Policy to be received. To be carried forward to next month.
- Review of expenses and estimated income for the remainder of the financial year is dealt with under Treasurer's Report – Financial Management.
- The following matters are dealt with under General Business:
 - Portfolio Allocations and Interest Group Co-ordinators.
 - First Aid / Additional AED purchase.
 - Heat Lamps for Kitchen.
 - Clubhouse Deck and Construction Road.
 - Happy Hour structure and organization.
 - Homeowner Forum – Q & A Session

3. Ratification of Out of Session Approvals

- The request to provide additional funding in the amount of \$650 for the New Year's Eve event, to be added to the existing allocation of \$300 for decorations, to cover the cost of a bar voucher for one free wine, spirit, bubbly, or beer for each resident attending the event, and an additional \$50 for band support (food / refreshments) was **approved** by the majority of HOC members on 7/12/22.
- The request to provide funding, not to exceed \$550, to purchase a defibrillator and cabinet, to be located in the lawn bowls area and available on a 24-hour basis was **approved** by a majority of HOC members via an out of session approval on 12 December 2022. As the total invoiced amount was \$559.71 the HOC amended the approval to reflect the previous approval of an amount of \$360 to purchase the additional defibrillator and a further amount of \$200 to be approved to cover the additional cost of an easy access, purpose built waterproof box to house the defibrillator. All were **in favour** of this expenditure.

4. Correspondence – Acceptance and Confirmation

Inward

- Email from resident on 6/12/22 querying whether there was a seating plan or allocation of people to tables for the Christmas events . Replied we would not be organizing seating arrangements.
- Interest Group Support Proposal for the Library received 8/12/22.
- Interest Group Support Proposal for Mosaic Workshop received 2/1/23.
- Email from resident on 13/12/22 requesting bar vouchers be supplied to volunteers assisting with Happy Hour. This is dealt with under General Business.
- Email from resident on 13/12/22 seeking confirmation of Happy Hour on 6/1/23. Confirmation provided on 19/12/22.
- Advice sought by resident via email on 19/12/22 for protocol on placing advertising notices on GemLife notice board. Reply advised the GemLife management rule is the notice boards are only for displaying information about GemLife resort activities.
- Email from resident on 23/12/22 requesting confirmation of BYO Policy on Christmas day, prior to bar opening at 4pm. The BYO policy conditions were confirmed and a copy of the policy was included with the response.
- Resident Details Update forms received on 6/12/22 and 24/12/22.
- HOC Contact Permission Lists with new resident details and amendments for existing and departed residents from Managers.
- Email from resident on 31/12/22 re details of amendments requested for GemLife Private Function Policy as noted on minutes of HOC December meeting. Reply sent 3/1/23 advised reference to BYO Policy and acknowledgement of both policies, and included details from the HOC November minutes.
- Request to send flyer for a recurring event received 2/1/23. Reply sent 3/1/23 advising flyers were no longer emailed for regular events, as per advice in the December Newsletter, but the event would be include in the monthly newsletter.
- Event proposal for Australia Day and request for BBQ Volunteers received on 3/1/23. Request for volunteers sent to BBQ group on database.

No queries were raised about these communications.

Outwards

- Minutes of HOC meeting issued 12/12/22.
- December Newsletter issued 13/12/22.

Outwards continued

- Email to all HOA members and GemLife Managers on 14/12/22 to clarify and provide information related to the GemLife proposal to update the rental increase formula in some site agreements.
- Updated Portfolio Allocations form sent to Managers on 16/12/22.
- Contact with MyCav re Constitution update at AGM ON 22/12/22.

The Secretary informed the meeting MyCav advised the updated Constitution was not required to be uploaded to the MyCav website, given the special resolution was only to change the designation of one ordinary committee member to an Events Co-ordinator. The advice given was to keep a copy of the special resolution with the updated Constitution. The Secretary's file note of this conversation and the special resolution will be kept in the HOC file with the updated constitution.

- Welcome letters to new residents, and emails re events, information for the website, and volunteer requests.

5. Treasurer's Report - Financial Management

- Monthly Financial Reporting.

The President and Treasurer went through the monthly report, with the President noting some fixed expenses such as insurance have been amortised over the financial year. He also explained the HOC does not receive income from the raffles – the amounts shown as income are off-set by expenditure for the purchase of meat trays, etc for raffle prizes.

Moved by Barry Borlase and seconded by Kerry Humphreys that the Treasurer's report be accepted. **Passed.**

- Review of expenses and estimated income for the remainder of the financial year.

The President noted that overall, spending is approximately \$9,500 per month, including bar purchases, and on average approximately \$2,000 per month is banked. That amount is accrued for next Christmas and / or other function(s), future support for Interest Groups, one-off expenses for GemLife amenities, e.g., purchase of equipment or services for HOC and /or resident use (computer, workshop equipment, insurances, and potential self-insurance expense(s), etc).

There was discussion about the importance of budgeting to anticipate expenses and forecasting income and expenses to ensure the HOC members have the appropriate information to decide whether or not to approve financial support for activities and events.

There was also discussion about holding a contingency fund for emergencies, including what might constitute an emergency for the HOA, and whether that amount should be amortised over the financial year. The HOA has a \$1,000 Excess on its liability policy, and self-insures for its assets (e.g., workshop equipment, laptops).

It was agreed an amount of \$10,000 is to be retained in the HOC account for contingencies.

- Summary of Expenditure for Christmas lunch and dinner

The total cost of the 2022 Christmas functions was \$15,160, after deducting the \$1,000 contributed by GemLife head office.

- Ratification of any overspends of approved expenditure.

The budgeted amount of \$500 for the Happy Hour conducted on 2 December 2022 was overspent by \$39.84. The additional payment of \$39.84 was proposed by Barry Borlase, seconded by John Eckel, and approved by all in attendance.

- Ratification of unbudgeted expenditure.
The HOC Microsoft subscription was upgraded on 7 December 2022 to 5 users (the next option) at a cost of \$129 per annum, which is \$30 more than the previous subscription. This was required to add the new laptop to our Microsoft subscription.
The payment of the Microsoft subscription was approved by all in attendance.
- Asset Register addition
It was confirmed the new Acer Laptop has been added to the Asset Register.
The Treasurer advised she is reviewing and updating the Asset Register and needs assistance with the workshop equipment. Barry Borlase, as the HOC representative for the workshop, will assist with the Asset Register.
The value of the Asset Register will be confirmed at the next meeting.
There was a query about depreciation of the assets. As the HOA is self-insured for these items, the replacement will be based on new for old.

6. Acceptance of HOC Opt in Forms from New Residents

Accepted 6/12/66: Villa 234 – Tony & Ann Lennie

Accepted 20/12/22: Villa 129 – Patricia Mann; Villa 131 – John & Sylvia Geyer;
Villa 243 – Faye Reeve

It was agreed the Secretary accepts the Opt In forms, on behalf of the HOC, on the date the HOA Welcome letter is sent to each homeowner.

7. Events Coordinator

Events – Review

There were no questions arising from the Event Coordinator's report. The events in December were all successful and well received by homeowners in attendance. The New Year's Eve event cost \$1,836.

Applications for Consideration

- Woodgem Punters Club. Application withdrawn as it will be run as a private group.
- Paint & Sip Events
Two sessions are proposed for 10 people per session as a trial to determine the level of interest for future Paint & Sip events. The events will be held in the Craft Room from 7pm to 9pm on Monday, 13 February and Monday, 20 February. Wine, cheese, and biscuits will be provided and the cost for participants is \$10 per person.
Susan Lawson proposed these events and requested funding for set up costs, including paints and items that can be reused for future events: table easels, paint brushes, and painting boards. There was discussion about protecting the carpet in the Craft room and an agreement to increase the amount requested to allow for purchase of drop sheets.
A motion was put that an amount not to exceed \$300 for the initial setup of a paint and sip (wine) program be approved for two limited ticketed trial events to be held on the 13th and 20th of February, with ten persons per event at an initial ticket cost of \$10 per person.
Susan abstained from voting, and the motion was **passed**. The program may be extended depending on the popularity of event.
- Australia Day Event
The proposal from Paul Niblett is for an event in the Clubhouse with various Australia Day themed activities and a sausage sizzle at a cost of \$2.50 per serve with profits going to RSPCA Australia. A subsidy of \$50 for 10 Bar Vouchers was requested.

Australia Day Event continued.

There was discussion about the number of charities supported by GemLife events and the preference for supporting local charities where possible. However, the RSPCA is a well-known charity that works across the country.

A motion was put to approve an amount not to exceed \$50 for the provision of Bar Vouchers for the Australia Day event. The motion was **passed**.

Riddells Creek Farm Truck Catering Proposal from Barry Borlase

As the owner of the business has been on holiday, Barry has not been able to meet with her onsite to discuss the practicalities of bringing the food truck onto the premises, and how providing food to a large number of people over two hours would be handled, e.g., would pre-ordering be required, would the full menu be available, would residents pay the vendor for the food or would we organise pre-payment? There is a minimum charge of \$1,100 for the food truck.

The proposal is that this would be a one-off event, including an entertainer at a cost of approximately \$600, and if successful we could organise it a couple of times a year.

The Events Co-ordinator emphasised that it is important to try new things and learn from them.

A motion was put that the HOC approve in principle an event involving food trucks and a band at a date to be advised. This will be a stand-alone event to be organised by Barry Borlase (V71) and underwritten by the HOC, subject to firmer details provided at a later date. The motion was **passed**.

Barry will provide the details and proposed date of the event after meeting with the owner of the business.

Event Publicity

- Management of Flyers

It was agreed that only David, as the Event Co-ordinator, is to put up or remove event flyers in the clubhouse foyer.

- Event Publicity (website, flyers, Facebook, and other approaches)

It was clarified that Joy is the HOC liaison for the website content, other than event flyers and event information, which is David's responsibility. Furthermore, no event flyer or information about an event is to be uploaded to the website before the event is approved by the HOC.

There was discussion about the website presentation and whether it is easy to navigate, and the following queries about the website were raised:

- The current bar roster was not available. Joy is to follow up this matter.
- The Information for organizing events was incorrect but has been updated.

David is also using the resident Facebook page for advertising events and promoting the HOC sponsored events with photos.

It was confirmed recurring events would be included in the newsletter, but reminders would not be issued via email. Approved new events will also be included in the newsletter and one bulk email, via the database, will be sent for each new event when requested by the Event Coordinator.

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

a) Interest Group Support Proposals

Library

- The proposal to approve an amount not to exceed \$400 for the purchase of new library books over a 12-month period was **passed**. Graeme Woods will organize the book purchases.

Interest Group Support Proposals continued

Mosaic Workshop

- The proposal to approve an amount not to exceed \$120 for the purchase of cutters, and an amount not to exceed \$130 for consumables, for the period 1 January 2023 to 30 June 2023, was **passed**. Susan Lawson abstained from voting.

b) GemLife Bus Roadside Assist Policy

The HOC was informed by GemLife it would no longer fund Roadside Assistance cover for the GemLife bus and if it was to continue, it would need to be paid by the HOA.

There was discussion about whether it was a HOC responsibility, given the bus is owned by GemLife, and whether Roadside Assistance cover was needed or whether it should be considered a benefit to residents who use the bus in terms of their safety and well-being, should the bus breakdown during an excursion.

The proposal to approve an amount not to exceed \$300 for the purchase of a Roadside Assist policy for the GemLife Bus was **passed**, with a majority of 7 members voting in favour.

The Treasurer volunteered to contact RACV to set up new cover under the HOA's name.

The meeting was adjourned at 2:20pm to allow committee members to take a break. The meeting resumed at 2:35pm.

c) First Aid / Additional AED purchase

The Defibrillator has been purchased but delivery will be in 4 to 6 months.

The next First Aid review meeting is scheduled for the first Monday in February at 2pm.

Another training session for volunteer First Aiders will be organized when stages 3 and 4 are close to full occupation.

d) DVD Purchase

Given the HOC supports the Library and other Interest Groups, John raised the question of whether the Cinema may need additional DVD's. No further action was proposed at this time.

e) Portfolio Allocations / Guidelines and Interest Group Co-ordinators

Susan advised this topic was raised via email to HOC members on 17/12/22 because a lot of the Portfolios for the HOC and Interest Groups were set up in the early days of the HOA when only stage 1 was occupied. Therefore, there is not a great deal of involvement from residents in later stages. The HOC Portfolio allocations were questioned as not all groups are covered. There are no committee members acting as assistants to the Secretary and Treasurer, and another committee member noted there was no direction given for managing the allocated portfolios. Susan also queried who should be responsible for handling the Interest Group Support Proposals.

The President queried what was proposed in respect of the Interest Groups – should they remain as is, or is a spill of the Coordinator positions requested? It was agreed a spill of positions is not required but we need to confirm the current Coordinator(s) for each Interest Group. Barry volunteered to contact each Interest Group to confirm the Coordinator(s).

It was advised the Portfolio Allocations for the HOC are to provide a single point of contact for the Interest Group Coordinators and Homeowners should they need assistance or wish to report issues to the HOC.

It was agreed Susan would prepare a list of the secondary duties for HOC members and circulate the list to the HOC. It was also agreed that a HOC bar representative was needed as part of the structure, and HOC representatives for Craft, the Workshop and Website, as a minimum.

f) Happy Hours

The Committee discussed the original purpose of holding Happy Hours which was to have a monthly get together with residents, and greet new residents, at an informal gathering with drinks and nibbles or snacks. It was agreed this format is still relevant, but the HOC needs to participate more and the catering can be simpler.

Self-catering was considered but the catering differentiates this evening from the Villa Draw, which is self-catered, and the HOC is giving back to the homeowners by providing catering. It was also suggested the funds could be used for entertainment instead of food. The consensus was to continue with a catered event but to request a simpler food offering along the lines of a variety of bar foods. The catering will be discussed with Julie.

There was discussion about the budget for Happy Hours as the monthly budget of \$500 has been overspent for the recent Happy Hours. It was noted the number of residents is growing, and the cost of food has increased so an increase in the budget may be warranted.

It was proposed that, due to increasing patronage and escalation of food cost in recent times, the Happy Hour budget be increased to an amount not exceeding \$600 per month. A majority of members voted **in favour** of this proposal.

The President will work with the Secretary regarding HOC representation at the Happy Hours.

Caterer's Request for Happy Hour Volunteers to Receive Bar Vouchers

Following discussion of the request to provide bar vouchers to volunteers assisting the caterer during the Happy Hour events, it was agreed by all committee members that bar vouchers would not be provided for Happy Hour volunteers.

No volunteers, other than the bar manager and bar staff, receive any form of compensation for volunteering their time, or using their skills and knowledge, for the benefit of GemLife Woodend activities, the HOC and homeowners. We agreed we do not want to create an expectation of an incentive for volunteering. The bar volunteers are an exception as they have requirements to complete training, and an expectation of being rostered to volunteer on a regular basis.

g) Liquor Licence Management

The Liquor Licence has been renewed, although the correspondence regarding renewal was not received. John has updated the mailing address and email addresses on the Licencing website to our generic President, Secretary and Treasurer email addresses. He will also complete the form to change the Director's names associated with the Licence.

There was discussion about a 24-hour Licence, as drinks could not be served after midnight on New Year's Eve. Barry advised GemLife provided the required licensing hours when the HOA applied for the Liquor Licence, and John advised a risk assessment was completed for the BYO Licence.

h) Requests to GemLife

Car Wash: John proposed to request GemLife to reconsider installing a car wash facility, given that there is no public or private car wash in Woodend, and we have around 500 cars in the community at this time. It was agreed to send that request to GemLife.

Verandah Awnings: GemLife has confirmed fixed louvres will be installed in the verandah awnings, but no response yet on extending the awning over the bar-b-que area.

Construction Road Rehabilitation: No works can be undertaken until the construction of the village is complete and that date has not been determined. However, the vegetable garden, pier over the lake and recreational facilities will be set up. Consultation with the HOC on ideas for additional recreational facilities has not been confirmed.

Kitchen Heat Lamps: Our request has been denied so installation of heat lamps would be a HOC expense. Barry will get a quote for supply and installation of the lamps.

Requests to GemLife continued

Window Tinting for clubroom windows on western side of the building: Jo noted we need tinted windows to reduce the sun glare along the deck area and advised Bribie Island have tinted windows. A request will be made to GemLife to install window tinting.

Replacement of Glass in door between dining area and swimming pool: Jo also raised an issue with a lack of privacy between the dining area and swimming pool as the door has a clear glass panel. A request to replace the clear glass with frosted glass will be made to address privacy issues.

i) HOC Q & A Session with Homeowners -John Eckel

It was decided to hold a Q & A session for homeowners on Monday, 6 February 2023 in the clubhouse from 3:00pm to 4:30pm. The HOC will not give a formal presentation. It will be an informal session to give homeowners an opportunity to call in to the clubhouse to ask questions and discuss issues with HOC representatives. Questions and answers will be recorded, with homeowner permission.

John will be in attendance and David volunteered to record the questions and answers. More information will be available in the newsletter.

The next Committee Meeting will be held on **Friday, 10 February 2023 at 1pm**

The tentative meeting calendar is:

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 3:57pm.

Dated: 17 January 2023.

John Eckel, Chairman