

MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 10 FEBRUARY 2023

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 Jo O'Connor, and Kerry Humphreys.

Apologies: Barry Borlase (appointed David Crockett as his proxy), Joy Lewis, (appointed Jo O'Connor as her proxy)

Opening

The Chairman declared the meeting open at 1:00pm.

1. Acceptance and Confirmation of Minutes of the HOC Meeting on 10 January 2023.

Moved by Kerry Humphreys and Seconded by Susan Lawson that the minutes of the meeting on 10 January 2023 be accepted. **Passed.**

2. Business Arising from Previous minutes:

- Updated GemLife Private Function Policy to be received.
- First Aid / Additional AED purchase. Carried over pending receipt of AED.
- Confirmation of the value of the HOA Asset Register following the HOC review of the register – *Refer to Treasurer's report.*

The following matters arising from previous minutes are on the Agenda under General Business:

- Portfolio Allocations and Interest Group Co-ordinators.
- Heat Lamps for Kitchen. (To be carried over to next meeting as Barry is to obtain a quote)
- Clubhouse Deck and Construction Road.
- Happy Hour structure, organisation, and costs
- Homeowner Q & A Session
- Questions raised with GemLife and answers to date

3. Ratification of Out of Session Approvals

- Following advice on 16/1/23 from GemLife Woodend Managers that the aqua exercise provider had requested to bring forward the Monday 10am class and offer a second class, a majority of Members voted to **approve** the request to allow the exclusive use of the pool for two aqua fitness classes on a Monday from 9:00am to 9:45am and 10:00am to 10:45am.

The President noted a couple of homeowners are unhappy about this change.

- A majority of HOC members **approved** the event proposal received on 18/1/23 for the Champagne Nights Duo to provide entertainment in the Clubhouse on Sunday, 19 February 2023 between 4pm to 6pm, and for the HOC to subsidise the event in the amount of \$200, to be paid to the Champagne Nights Duo for their services.
- The out of session request for a one-off additional \$100, over the budgeted \$600 for the Happy Hour catering on 3 February, was **approved** by the majority of members on 25 January 2023.
- On 2/2/23 a majority of HOC members **approved** an amount not to exceed \$600 for the hire of the band for the food truck night.

As this was only part of the funding for the event, the remaining cost elements/ format are to be discussed/ approved at this meeting. *Refer to Events.*

4. Correspondence – Acceptance and Confirmation

Inward

- Email from Managers on 13/1/23 seeking HOC approval for overnight use of GemLife bus.

Inward (continued)

- Email from resident requesting addition to the Residents Directory and correspondence re what is happening at GemLife. *Reply sent on 13/1/23 advising the Residents List was separate to the HOA, and clarified recording of resident details on the HOA database was only for communications between residents and HOC. Advised January newsletter to be sent.*
- Email from Managers on 16/1/23 seeking HOC approval for change of time for exclusive use of the pool on Monday mornings for Aqua classes.
Reply sent on 17/1/23 advising HOC approval for change of hours for exclusive use of the pool on Monday mornings.
Copied on email by Managers to Aqua Class operator on 20/1/23, advising to contact HOC re any changes to Monday classes.
- Thank-you email from resident (16/1/23).
- Details of a weekly email about events in the Macedon Ranges received in the HOC Mailbox from a Homeowner on 17/1/23, with a suggestion it would be of interest to other Homeowners.
- Email from Managers on 17/1/23 with details of activity on matters questioned by the HOC. *Refer to General Business.*
- Request for mirrors in Golf Simulator room received 19/1/22.
- New Interest Group enquiry on 20/1/23 re Jigsaw Junkies. *Refer to General Business.*
- Request from Lisa Grant, GemLife Lifestyle & Events Manager on 24/1/23 to book the Ballroom and Kitchen for a Sales Biggest Morning Tea fundraising morning from 9am – 12pm on Thursday, 25 May. *Entered in booking diaries and confirmed with Lisa (copied to Managers).*
- Email from Happy Hour caterer on 24/1/23 advising no longer able to volunteer for the Happy Hours, effective immediately. *Reply sent on the same day confirming receipt of email and thanking her for her efforts and support with the event.*
- Emails from Homeowners regarding matters to be raised with GemLife Management, following the Q&A session.
Other than the President noting the GemLife booking for the dining area on 25 May, there were no queries were raised about these communications.

Outwards

- Email sent by President on 10/1/23 to Homeowner confirming the HOC will not provide bar vouchers to Happy Hour catering volunteers.
- 6/1/23 – email to Library Co-ordinator confirming approval of request for funds to buy new books.
- Minutes of HOC meeting issued 17/1/23.
- January Newsletter issued 17/1/23 (V2 as error in version issued 16/1/23).
- 3 emails (sent 31/1, 01/2 & 02/2/23) to all HOA members regarding change of rental provisions for some Site Agreements and a query regarding the front garden clauses in the Site Agreements, and responses to Homeowners queries following receipt of the emails.
- Email to all HOA members seeking expression of interest to be organiser of the monthly Happy Hours, sent 1/2/23.
- First Aid Review Meeting reminder, with dates for remainder of the year, sent 2/2/23 to 13 First Aid volunteers.
- Welcome letter to new resident.

5. Treasurer's Report - Financial Management

Monthly Financial Reporting.

The Treasurer's reports were reviewed and the President noted:

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- a 72-cent anomaly in the accounts to be resolved.
- Budget and actuals are recorded, and we need to use these figures, with the forecast figures, when approving expenditure to ensure we do not over extend the HOC financial commitments.
- The committee needs to decide whether the funds available each month are fully spent on monthly events or partially reserved for subsidising the Christmas lunch/dinner.

The budgeting for the Food Truck event was discussed as there is minimum charge of \$1,100 to be paid to the vendor and a proposed subsidy per resident, with no guarantee that the cost will be covered by food orders.

The Treasurer clarified that all funds raised for charitable donations are to go through the HOC bank account to ensure they are properly accounted for. Susan stated that occurred previously as funds deposited and details of the charity provided to the Treasurer for payment. All in agreement.

The President added it wasn't a requirement for all event proposals to nominate a charity.

Value of the HOA Asset Register following review.

The Treasurer provided the information she had to date. The workshop list was provided by Barry and the newly purchased computer was added. Details of the computers and items purchased over the last year or so will be added. The secretary will check for information regarding asset purchases and computer details and provide the information to the Treasurer.

Ratification of overspends of approved expenditure.

The HOC subsidised the Australia Day event for \$50. The Australia Day cost was \$152.70 as attendance was greater than expected and more food was purchased. Payment of the over expenditure of \$102.70 was **approved** by all in attendance.

6. Acceptance of HOC Opt in Forms from New Residents

Villa 153 – Sharon Ayre – accepted 6/2/23.

7. Events Coordinator

Coordinator's Report – distributed prior to the meeting and no queries raised. It was noted we are having six events per month from February to April inclusive.

Applications for Consideration

- **Defend, Conserve, Protect** - Talk by Haans Severs, Captain Paul Watson Foundation – including video and photographs. The event is being organised by Christine Gillman (V7) and will be free to all homeowners and their guests.

A motion was put that an amount of \$80 for tea and coffee to support this speaker event to be held on 21 March at 2:00pm, be approved. All in favour and the motion **passed**.

- **Riddells Creek Farm Truck** Catering event organised by Barry Borlase.

The Events Co-ordinator advised there were complications with the proposal including setting a suitable date, determining an order process and timing for collection of food. The weather was a concern as the Food truck will park at the front gates with a canopy if it rains, however, volunteers may be required to deliver food to the Clubhouse. The band has been secured and funding of \$600 approved for payment to the band. The Farm Truck requires a minimum of \$1,100 for this event.

It is proposed to subsidise meals at \$5 per head, for an estimated 120 people (\$600), although the subsidy will increase if more people attend. Ticket prices will be \$10 per person for food and entertainment.

A motion was put to approve an amount of \$1,200 to subsidise a food truck and band event for Tuesday, 14 March. The subsidy will pay for the band and a food subsidy per head. The HOC will also underwrite the event. All in favour and the motion **passed**.

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- **Sunday Soirees: 40 Thieves** – Proposed by John Dawson. The event will run from 4:00pm to 6:00pm on 2 April with no admission cost.
The Event Co-ordinator noted Sunday afternoon was a quiet time in the Clubhouse and people may come for music, refreshments, and companionship. Champagne Nights is approved for 19 February and he'd anticipate having this type of event four times a year.
A motion was put to approve an amount not to exceed \$520 to support a music afternoon with the band 40 Thieves. All in favour and the motion **passed**.
- **Steve Falconer and the Kingswoods** – proposed by Jo O'Connor to be held on Friday, 26 May. The band fee is \$1,200. Tickets will be \$10 per person for HOA members and \$15 for visitors and non-HOA members.
A motion was put to approve an amount not to exceed \$50 to support a band event with the band Steve Falcon and the Kingswoods. The HOC will also underwrite the event. All in favour and the motion **passed**.
There was discussion about whether a charge should be levied for all bands. The two music events approved for Sunday afternoons are free as they are test events to determine whether music on Sunday afternoons is popular with residents. Also, the bands engaged for other evening events tend to be more experienced performers.
- **Sri Lankan dinner event** – proposed by Tania Sinkis and Lorraine Spencer and received by the Secretary on 8 February. A dinner to be held in the clubhouse on 2 May, with a request to approve today to secure the caterer. The cost to residents would be \$35 per head.
The Event Co-ordinator advised the caterer had not yet provided an insurance certificate, and was asking for a non-refundable \$500 deposit, which the event organisers may be willing to fund.
There was no cost to the HOC and it would be a public event. The caterer had not advised the maximum number of people that could be catered for, and some cooking would be done at the tables.
The President tabled the options: approve proposal as it stands or do not approve until after the parties have met to clarify the caterer's insurance, method of food preparation / delivery, the maximum number of patrons, and ensure the caterer is aware of GemLife's requirements re use and cleaning of the kitchen.
The motion was put to **not approve** the Sri Lankan dinner event due to short notice and, therefore, insufficient time to consider the proposal; no insurance details; the need to confirm the organisers willingness to take the financial risk of paying a non-refundable deposit; and confirmation of the Food Safety Handling person(s), number constraints, food preparation and delivery. The motion was **passed**.
The President reiterated that Out of Session Meetings were only for emergencies and were not held based on people's preferences.

The meeting was adjourned at 2:00pm to allow committee members to take a break, and resumed at 2:10pm.

Events – Review

Australia Day - This event raised \$389.80 for the RSPCA. Total income, including the HOC \$50 subsidy, was \$542.50, and total expenses were \$152.70.

Cabella Mia Summer Fashion – The fashion show raised a total of \$350.35 for the Woodend Lifestyle Carers Group Inc. \$141 was raised on the day from homeowners' gold coin donations, and a further \$209.35 as a percentage of sales made by Cabella Mia.
(Note: following the meeting the owner of Cabella Mia advised she had donated \$100 personally, bringing the total to \$450.35)

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

a) HOC Q & A Session with Homeowners – John Eckel

John detailed all of the outstanding matters raised at the Q & A session and via email including: BBQ area; Car Wash; tinting of windows in clubhouse; obscure glass in pool door to clubhouse; mirror(s) in the Golf Simulator room; Bowls Green blinds and duck poo problem; request for exercise bike in gym; request for blinds on BBQ Pavilion; and a further three requests received recently to be added to the agenda for next meeting – flagpole(s), numbers on street signs, and a fountain in the lake.

The Q & A was well attended by 80 to 100 residents, but not many questions.

b) Interest Groups

New Proposal – Jigsaw Junkies

The President advised the proposal to operate a jigsaw interest group from the main function area of the clubhouse was discussed with the Managers as another interest group had been requested to move to the games room.

It was agreed to approve the use of tables in the main function room by the jigsaw interest group from 1:30pm on Tuesdays, with the following conditions:

- No limit to the number of tables, but a request to use tables near the stage area to provide distance from the North Lounge where others gather for tea and coffee.
- All jigsaws to be packed away and tables / chairs returned to their normal position at the end of the session.
- The HOC will try to ensure no events are scheduled in the same area during the group's time, but if a one-off HOC event is programmed, it will take precedence.

An A5 notice and wording for the website is to be provided.

The group's organiser is Bernie Waring.

Process for new Interest Groups

The HOC's role is to, in consultation with GemLife, allocate the requested time and space exclusively to the interest group. The HOC is also to consider and, if agreed, fund proposed setup costs.

Anyone intending to set up an Interest Group is to put a submission to the HOC, including details of the group's activities, proposed venue and time, how attendance is organized and whether there is a capacity limit, any fee for participation and the basis for the charge, and whether a subsidy is sought. The detailed process will be added to the HOA website under the HOC Matters tab.

First Aid Group

Registry of Injury pads are now kept with the First Aid Kits in the Kitchen and notice board galley, near the AED. First Aiders use this form to record details of incidents they attend and provide first aid. The original form is given to the Managers.

The HOC previously funded a first aid course for volunteers who were prepared to be publicised as First Aiders. Another course will be offered later this year when the village is almost full and we can ensure a spread of volunteer First Aiders across all stages of the village.

It was noted that First Aiders are primarily to support incidents in the clubhouse facility. The advice to residents is to call 000 for all incidents in the home.

The President has sought confirmation from the current First Aiders that they are happy to remain on the First Aid list, prior to adding the list of First Aiders to the website.

There was a query about whether all Wardens should be First Aiders, but that was not considered necessary.

c) Happy Hour – Structure, New Organiser, Costs

The Event Co-ordinator advised he had over-catered for the February Happy Hour, with the purchase of 13 boxes, but there were no complaints and the food did not go to waste. Kerry confirmed the feedback she received was all positive about the platters of food.

There was discussion about not funding the future Happy Hours.

A motion was put that the HOC continue funding the cost of bar snacks for Happy Hours at an amount not to exceed \$600 per Happy Hour. The motion was **passed** with one vote against and all others voting in favour.

The provision of food was discussed in terms of buying supplies and having volunteers make up platters of food, or continue to purchase pre-made platters from Coles or IGA. It was resolved to continue with pre-made platters.

The HOC will continue as the organiser until another homeowner volunteers to take on the role.

d) Requests by Residents for Additional Amenities

A request for two mirrors in the Golf Simulator Room to assist golfers to view their stance whilst practicing was received via email on 19/1/23. It has been referred to GemLife.

e) Portfolio Allocations / Guidelines and Interest Group Co-ordinators – Susan Lawson.

The proposed Portfolio allocation submitted by Susan was discussed. It was noted the President and Vice President could share duties.

The President suggested adding a Bar Representative to the list and there was discussion about the duties and purpose of this role. A vote on whether to include this role was inconclusive with two in favour, two against and the remaining members abstaining from the vote. Further discussion about the merits of the position and a second vote resulted in a majority vote in favour of the role.

The Secretary suggested a Workshop Representative given the potential risks in the workshop and the HOC investment in equipment. There were questions about why this was any different to other interest group areas. The majority agreed the Workshop Representative should remain.

There was discussion about residents who are not committee members acting in Assistant roles, but it was decided this was impractical as the roles were not covered under the Constitution.

An Assistant Events Co-ordinator may also be needed. It was decided that Susan should circulate the list to the committee for members to nominate the role(s) they wanted, and the committee would discuss again at the next meeting.

f) Welcoming new Homeowners

A homeowner has proposed representing the HOC to greet new arrivals and show them around the facilities.

The HOC is already responding to communicating with new residents by issuing a Welcome letter on joining the HOA, and attending the Happy Hours as welcoming and meeting new residents was the original intent of holding the Happy Hours.

Susan volunteered to be the New Resident Liaison representative on the HOC Portfolios.

The Welcome letter was reviewed and suggestions made to reformat the letter and include the names of HOC members willing to be contacts for new resident queries. The letter is to be redrafted and sent to HOC members to review before the next meeting.

The homeowner will be advised of the HOC response and actions it is taking.

g) GemLife Update on Outstanding Matters

- Installation of opaque glass on inner pool door - *approved and quote in progress.*
- Window tint on Western double automatic doors – *quote in progress.*
- Car Wash facility *is being reconsidered.*

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- Bowling Balls and Shoes – *provided where available*
- Verandah Awnings – *awaiting response*
- Construction Road – *response last newsletter*
- Kitchen Heat Lamps – *Barry getting quote*

Further details will be provided in the Newsletter.

h) Loyalty Card for Bar – proposed by Jeff, Andrew & Jim Brooks (email 3/2/23)

There was discussion about the merits and drawbacks of a loyalty card, particularly as the drinks were already at a reduced price. Whilst it would give a benefit to those who drink at the bar, it would also reduce profits, give added work to volunteers especially on busy nights, and may be seen as promoting excessive drinking.

The **majority voted against** adopting a loyalty card.

i) Request for Chair for Craft Room – Marion Borlase (email 6/2/23)

A motion was put to approve an amount not to exceed \$300 for the purchase of an additional craft room chair for the sewing machine area. Previously the HOC purchased two chairs. This is a third chair for the third sewing machine. The motion was **passed** with all in favour.

j) Villa Draws

The proposal to change the Villa Draws from the second Saturday to the third Saturday of each month was agreed, effective from March 2023.

k) Villa Vision

The matter of advertising the Villa Vision contest locally was raised and rejected as attendees must be guests of HOA members.

l) Games Room

Concern was expressed about gatherings of residents and guests in the Games Room as they were not cleaning up after themselves. The matter has already been raised with the Managers.

m) Additional Items for Kitchen

An urn would be useful for events in the clubhouse to minimise the queue to use the instant hot water tap. However, there was concern expressed about using an urn because of the lever on the tap, and a query about whether it would be any quicker.

David Crockett agreed to research the cost and options for the next meeting.

Several other items have been suggested including cheese boards, platters, cheese knives and other kitchen knives, air-tight containers etc.

To prevent items going missing from the kitchen, a lock on the inside door was suggested.

The Secretary will collate a list of items for the next meeting.

- n) The President went through the Newsletter items, including the offer from a resident to provide assistance in the gym.**

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

The tentative meeting calendar is:

Tuesday 4th April

Friday 12th May

Friday 16th June

Monday 24th July

AGM Thursday 10th August

The Chairman declared the meeting closed at 3:35pm.

Dated: 17 February 2023.

John Eckel, Chairman