

**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, Kerry Humphreys, Barry Borlase and Joy Lewis.

**Apologies:** None – all present.

### **Opening**

The Chairman declared the meeting open at 2:00pm. The commencement time was changed from 1:00pm with the agreement of most members and confirmed by email on 7 March 2023.

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

Moved by David Crockett and Seconded by Jo O'Connor that the minutes of the meeting on 10 February 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.
- Purchase of Chair for Craft Room. *Completed.*
- Response to resident offer to volunteer for HOC. *Sent on 22/2/23 - completed.*
- Value of HOA Asset Register and anomaly in accounts (0.72) – *Refer to Treasurer's report.*
- Funding for Christmas Function – *Refer to Events.*

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

- Portfolio Allocations and Interest Group Co-ordinators.
- Heat Lamps for Kitchen.
- Update re questions raised with GemLife and answers to date.
- Amendment(s) to new resident Welcome Letter

#### **3. Ratification of Out of Session Approvals – None this month.**

#### **4. Correspondence – Acceptance and Confirmation**

##### **Inward**

- Emails 6/2/23 from resident with suggestions for a flagpole, villa numbers on street signs, and a fountain in the lake (*see Other Business*).
- Email 6/2/23 from resident querying whether consulting room could be used by a Doctor. (*draft reply sent to Managers for review/feedback – See Other Business*)
- Email 9/2/23 from resident suggesting purchase of Lazy Susan's for dining room tables *See Other Business*).
- Email 14/2/23 from Cabella Mia confirming donations made from Summer Fashion Event and dates for Winter and next Summer. *Reply sent.*
- Farm Truck Public Liability policy received 16/2/23, and filed in Events Folder
- Email 16/2/23 from resident querying Food Trucks precautions for food allergies. – *handled by Organiser and response sent.*
- Emails 16/2/23 and 1/3/23 from GemLife Managers re Solar Battery Update, and outstanding matters raised by HOC. (*See Other Business*)
- Email 17/2/23 request for Wi-Fi in Workshop / Bowls room area. (*See Other Business*)
- Workshop request 20/2/23 for funding for tools (*See Other Business*)
- Email query why minutes not on Website, but on notice board 24/2/23. *Response sent.*

**Inward (continued)**

- 27/2/23 - Mosaic Interest Group request for funding for trestle table. *(See Other Business)*
- 2/3/23 - Genealogy Interest Group request for funding for Ancestry memberships (see Other Business)
- Email 6/3/23 from GemLife Managers re Good Friday collection for charity *(See Other Business)*
- Email 7/3/23 requesting Jigsaw Junkies Interest Group meet on Mondays & Tuesdays at 1:30pm. *(See Other Business)*
- New HOA membership requests.
- Queries from Homeowners re website access and BigPond email issues. *All replied to.*

**Outwards**

- Email 14/2/23 from President to Homeowner regarding clash of events on 14/3/23.
- Group email 15/2/23 re events on 19 February and 14 March.
- February Newsletter issued 16/2/23.
- Group email 17/2/23 advising GemLife responses re window tinting, privacy glass and an update on solar battery installation.
- Minutes of HOC meeting issued 17/2/23.
- Welcome email to new members (V156).
- Requests to Web Team to upload documents.
- Response to GemLife management re mirror(s) in Golf Simulator room.
- Response to GemLife Managers (by President) on 2/3/23 with information to support request for additional exercise bike.

**5. Treasurer's Report - Financial Management**

Moved by John Eckel and Seconded by Barry Borlase that the Treasurer's Report for February 2023, emailed to members on 10 March 2023, be accepted. **Passed.**

**Monthly Financial Reporting.**

The monthly financials and budget spreadsheets were reviewed, and the Treasurer confirmed the minor anomaly in the accounts was resolved. The closing bank balance was \$34,569.95. The President went through the monthly result and the forecast for future months. He noted:

- There was a surplus of \$2,760 in February. However, if all requests for financial support received this month were met, the forecast for March would be a deficit.
- He reiterated the committee needed to consider the monthly budget, actuals and forecast figures before approving expenditure, to ensure the HOC financial commitments were not over extended.
- In addition, the committee still needs to decide whether the monthly surpluses are fully spent on expenses and events, or partially reserved to subsidise the Christmas function(s). This is to be discussed at the next meeting.

**High Interest Bank Account**

The Treasurer presented the Bendigo Bank options for a higher interest account, including a managed fund term deposit with Sandhurst Trustees, a fully owned subsidiary of the bank. This account is not covered by the government guarantee of bank deposits.

The Committee agreed in principle to a higher interest bank account for surplus funds.

There was discussion about other banks high interest accounts, including one offered by the Commonwealth Bank, which Kerry undertook to review and provide details to the Treasurer.

The Treasurer was asked to assess the various options and consider whether changing banks was viable, given the work involved and access to the bank branch, and report back to the committee.

The Treasurer raised the issue of only two signatories on the current bank account and the need for at least one other Committee Member to be a signatory. David Crockett nominated to be a signatory and will complete the forms and attend the bank.

**Value of the HOA Asset Register.**

The Treasurer provided the updated list of assets and asked the Committee to advise her if anything else needed to be added.

**Ratification of unbudgeted expenditure.**

The President reiterated that the Treasurer would not approve or pay any expense that was not approved by the HOC.

The claim for reimbursement of unbudgeted workshop expenses is covered under Interest Group requests for additional amenities / equipment.

**6. Acceptance of HOA Opt in Forms from New Residents**

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

Villa 159 – Shirley Ganim and Villa 208 – Raelene Swain – both accepted 10/3/23.

**7. Events Coordinator**

**Coordinator's Report** – distributed prior to the meeting and no queries raised.

**Villa Vision Event** - The Event Co-ordinator advised the April Villa Vision event had been cancelled, as advised in his email to Committee Members. As the email had not been received by all members, it will be re-sent.

**Sunday Soirees** - It was confirmed no charge will be levied for the 40 Thieves Sunday music afternoon but, in future, Sunday Soirees will be a ticketed event with a minimal cover charge.

There was discussion about ticketed events versus free music events, and possibly upsetting residents who wanted to drink in the Clubhouse but not pay for music. It was reiterated the first two Sunday afternoon music events (Champagne Duo and 40 Thieves) were test runs to determine the popularity of music on Sunday afternoons. The afternoon entertainers were generally less experienced and charged less compared to the bands engaged for evening events. However, as a ticketed event Sunday Soirees would be no different to other ticketed events and residents not participating could still purchase from the bar and drink in other licenced areas in the Clubhouse.

The President reminded Committee Members that the place to disagree with committee decisions was the meeting room, not in discussion with others outside of the meeting.

**Online Payment for Events** – will be considered in the future when the options have been investigated and a proposal is put to the HOC.

**Happy Hour Considerations and Proposal**

Data analysed by the Web Team shows it's unlikely the HOC could continue funding Happy Hours when the village is fully occupied at a cost between \$9,000 to \$12,000 per annum. It's also been difficult to cater for a wide variety of food preferences and to accommodate platters for groups of less than eight at a table.

The options to consider are: BYO food if the Happy Hour continues; combine Happy Hour with the Villa Draw and Raffle night; have two raffle nights a month.

A motion was put to change the format of the Happy Hour, commencing in May 2023, to a raffle night and welcoming new residents, with residents supplying their own food. **All were in favour and the motion passed.**

The HOC agreed with the Bar Manager that **Happy Hour would not be held on Good Friday**, as a mark of respect for the day. The bar will be closed on that day.

The proposed change of time for future Happy Hours was withdrawn. The start time will remain at 4:00pm.

**Bar Requirements** – The Bar Manager is considering buying wine glasses with measures marked on the glass, which are available online or from the supplier in Dandenong. It was suggested to order a box and return if unsuitable. The glasses could be acquired progressively as replacements for breakages are needed. A request to purchase via the usual system is required.

#### **Applications for Consideration**

**Sri Lankan restaurant night** – Proposed by Tania Sinkis and Lorraine Spencer.

David demonstrated the hopper cooking method proposed for this event, and confirmed all cooking would be done in the Kitchen – not at the table, Bain Marie, or on the clubhouse balcony.

The estimated cost of the event is \$1,920 but no funding is requested from the HOA as residents will pay per head. A minimum booking of 60 people is needed, but no maximum number of attendees. Eight volunteers will be required.

The caterer's insurance certificate has been provided.

As the event is deemed low risk, the President proposed the HOC approve a Sri Lankan restaurant night to be conducted on Tuesday, 2 May 2023, and underwrite the event.

The proposal was moved by Barry Borlase and seconded by David Crockett, that the HOC approve and underwrite the Sri Lankan restaurant night. **Passed.**

**Cabella Mia Winter Fashion Event** – proposed by Karen Usher.

Several residents have requested a Winter fashion show. It will be the same format as previous Cabella Mia events. If there is no other proposal for a Cancer Council Biggest Morning Tea fundraiser, being a charity supported by GemLife corporate, this event will be the GemLife Woodend fundraiser for this cause. Otherwise, it will not be a fund-raising event. Support for the cost of morning tea for approximately 60 to 70 participants is requested.

The proposal to approve an amount not to exceed \$200 for the Cabella Mia Winter Fashion Show to be conducted on Wednesday, 28 June 2023, was **Passed.** Maureen abstained from voting as she is named as the proposer on the Event request form.

#### **Events – Review**

**Paint and Sip** – Susan held three sessions, and all were successful and enjoyable. She plans to hold more sessions later in the year. HOA funding will not be required.

David noted one resident objected to using an external room instead of the Craft Room. Susan had looked at covering the carpeted floor in the Craft Room, but it was impractical given the tables in the room. The Secretary mentioned the Craft Room was not part of the red-line Liquor Licence plan, but the President advised GemLife can allow liquor in the Craft Room.

#### **HOA Funding for Christmas Event(s)**

At present the Clubhouse capacity is 258 people seated or 540 standing. In preparation for the next HOC meeting, the Committee Members are to consider:

- The format for the Christmas function(s).
- Whether a subsidy for the function(s) be offered – in full or in part.
- How much funding is required and whether the money should be allocated now / reserved monthly / a combination of both.

#### **Riddells Creek Farm Truck Event – 14 March**

Barry advised the Farm Truck would serve all dietary requests first, then by table number. Set up will be around 4:00pm and Tony will organise parking spots. Twelve volunteers have been sourced for the clean up.

Susan suggested placing the rubbish bins outside and using the trolley for dirty plates, etc.

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

### a) GemLife Games -John Eckel

John summarized the proposal by GemLife to conduct sports competitions across all GemLife sites, with finalists from all sites competing at the Maroochy Quays site on 8 September 2023. Individual nominations will be called for in the April edition of the GemLife magazine, and the details will be provided to each village HOC to co-ordinate the local competitions.

GemLife has not specified the subsidy for travel costs or accommodation in Maroochy Quays

John has suggested Woodend be excluded, given the travel considerations, and GemLife consider a different proposal for Woodend.

### b) Interest Groups

#### Requests for Additional Amenities / Equipment

- The request for Wi-Fi in the Workshop / Bowls Clubhouse / Mosaic room was queried. Barry advised they wanted to run instructional videos, but that could be done in the Clubhouse. In the absence of a compelling reason, the HOC will not make the request to GemLife.
- The request for additional equipment for the Workshop for Woodturning and sharpening tools in an amount of \$779 was withdrawn as other arrangements have been made to visit the Woodend Mens Shed.
- The request from the Workshop for \$150 to purchase rubber flooring for steps being made for residents, and to reimburse the amount of \$275 for purchases made was considered. It was noted the Workshop Induction process should cover expense authorization and the Interest Group Support Form, as the Treasurer will not pay or reimburse unbudgeted or unauthorized expenses. Further discussion deemed expenditure on the Workshop as reasonable as, although only a few residents participate in the Workshop, it does service many other residents.

The proposal the HOC approve an amount not to exceed \$425 for the purchase of rubber floor mats and other equipment for the workshop was **passed**. This covers the current requests.

***The meeting was adjourned at 3:00pm to allow committee members to take a break and resumed at 3:10pm.***

- A request for an additional trestle table for the Mosaics Workshop, due to increased participant numbers, was received on 27 February. The proposal that the HOC approve an amount not to exceed \$70 for the purchase of a trestle table to support Mosaic activities was **passed**. Susan abstained from voting as she is the Mosaics Workshop organiser.
- The request from the Genealogy Group organiser for \$500 p.a. for two x 6mth Ancestry memberships was supported by additional information regarding the use of the subscription only by Genealogy Group participants.

The proposal the HOC approve an amount not to exceed \$500 for 1 year subscription to ancestry.com to support genealogy research was **passed** on the basis the subscription will be under a generic gemlifewoodend.com address and be administered by the Genealogy group organiser, Susan Doyle; the password will be held by the organiser and a member of the HOC; the funding is for a trial period of 12 months and renewal of the subscription beyond that period will require another request for funding to the HOC.

Joy will request the Web team to set up the email address, which the Secretary will provide to the Organiser.

#### Other Requests

- A proposal that Jigsaw Junkies conduct a second session on Mondays at 1:30pm was **passed** with the same conditions as the first session. The Secretary is to advise the organiser.

**c) Homeowner Requests for Additional Amenities**

- The request for Lazy Susans to be placed on the dining tables in the Clubhouse was **not approved**, in terms of practicality and cost.
- Additional items for the Kitchen, including platters, knives, bowls, air-tight storage containers, a hot water urn and consumables were requested following a recent event. The proposal the HOC authorise an amount not to exceed \$700 for the purchase of kitchen equipment including an urn, knives, kitchen utensils and related items was **passed**.  
A further proposal for the HOC to approve a budget not to exceed \$100 a month for the purchase of kitchen related consumables including paper plates, bin liners, napkins etc was **passed**.  
David will purchase the Urn as he has already researched it online. Susan and Kerry will purchase the remaining items on behalf of the HOC.
- The Secretary submitted a request to purchase a Desktop scanner, Laminator and Label Maker for use by the HOC. At present, committee members are using their personal equipment. The proposal that the HOC approve an amount not to exceed \$350 for the purchase of a scanner, laminator, and label maker for use by the HOC Secretary and Committee Members was **passed**. The Secretary abstained from voting.

**d) Portfolio Allocations / Guidelines and Interest Group Co-ordinators**

The following additional nominations were accepted for Portfolios:

- Barry – Maintenance Register
- Susan – Assistant Events Organiser and Assistant Treasurer
- Kerry – Interest Group Support

The previously agreed Portfolios, in addition to the Committee positions, are:

- Joy – Website Co-ordinator
- Barry – Workshop
- Jo – Bar Liaison

There was no nomination for Assistant Secretary and members were requested to consider that before the next meeting. Nominating for this role does not automatically put the Committee Member in the role when the Secretary departs GemLife.

The Interest Group Co-ordinator details will be updated but not all groups are represented. The Secretary advised the Portfolio and Interest Group information is given to new residents by the Managers. The information is also on the website, so a note to advise that the most updated information is on the website will be added to the document.

**e) Amendment(s) to New HOA Member Welcome Letter**

The current letter and a new version containing contact details for the New Resident Liaison were circulated via email on 28 February. In response to the Secretary's query about adding additional Committee Members, Rose Allan volunteered to be the second contact person. The new version of the Welcome Letter, with two HOC contacts listed, was agreed to by the committee.

**f) GemLife Update on Outstanding Matters**

The President advised he would transfer details of all GemLife issues to the Issues Register and update the website version.

Furthermore, the GemLife Project Manager is to visit next week to assess the relevant issues.

- Installation of opaque glass on inner pool door – **completed as at 16/2/23**.
- Window tint on Western double automatic doors – **completed 8/3/23**.
- Window tint on Clubhouse western windows not covered by curtains – ***quote before decision made***.



**GemLife Update on Outstanding Matters (cont'd)**

- Car Wash facility – *under consideration and planning ongoing.*
- Verandah Awnings – *awaiting response re BBQ area.*
- Kitchen Heat Lamps – *Barry has costed lights but will seek more information re lights and installation.*
- Mirrors in Golf Simulator room – *to be assessed as possible safety issue, and query re number of users requesting mirrors.*
- Bowls Green – Blinds & Duck Poo damage to Green – *to be assessed in week commencing 13/3/23.*
- Exercise Bike for Gym – *further information requested and provided. Awaiting decision.*
- Blinds on BBQ Pavilion – *to be assessed in week commencing 13/3/23.*
- Flagpole(s) – *GemLife will consider installing two in the construction road area when redeveloped. Their consultant will determine the location.*
- Numbers on Street Signs – *completed for stages 1 and 2. Stages 3 – 6 will be completed when posts installed.*
- Fountain in Lake – *Completed. Not under consideration as pump based circulation system installed.*

In addition, GemLife provided information about the installation of the solar power battery storage which was shared with residents via email from the HOC on 6 March.

**g) Charity Collection Request (forwarded by Managers)**

A request was received to leave Royal Childrens Hospital Good Friday Collection tin(s) at the Clubhouse bar for a few weeks.

There are concerns about securing the collection tins when the bar is unmanned, and the number of charity events we already hold. The President will respond that we respectfully decline to do so as we already donate to several charities.

**h) Use of Consulting Room by Doctor**

A resident's query prompted the Secretary to discuss this matter with the Managers, who asked for feedback from the HOC, as to whether it would support a future request of this nature.

The committee decided it would not support a proposal for a Doctor to consult from the Clubhouse for reasons including that this is an independent living community, and no medical facilities are provided, expected, or catered for in terms of a waiting room, facilities for disposal of medical waste, secure storage of records, equipment and consumables, etc.

However, if a proposal is received, the committee believes it is for GemLife to determine whether this is an appropriate use of the Consulting Room in the Clubhouse.

**i) HOA Database & Website**

- The Web Team is developing a Sent Email Log for Group and individual emails sent from the database by the Secretary. This is to minimise the number of emails held by the Secretary.
- The Web Team advised requests are now only actioned on Mondays, unless urgent.

The next Committee Meeting will be held on **Tuesday, 4 April 2023 at 1pm**

The tentative meeting calendar is:

Friday 12<sup>th</sup> May

Friday 16<sup>th</sup> June

Monday 24<sup>th</sup> July

AGM Thursday 10<sup>th</sup> August

The Chairman declared the meeting closed at 4:00pm.

Dated: 17 March 2023.

John Eckel, Chairman