

MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 4 APRIL 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, Kerry Humphreys, Barry Borlase and Joy Lewis.

Apologies: None – all present.

Opening

As all members were present, the Chairman declared the meeting open at 12:50pm.

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

Moved by Barry Borlase and Seconded by Joy Lewis that the minutes of the meeting on 10 March 2023 be accepted. **All in favour - motion passed.**

2. Business Arising from Previous minutes:

- Updated GemLife Private Function Policy to be received. *To be completed after Easter.*
- First Aid / Additional AED purchase. *Carried over pending receipt of AED.*
- Query re Consulting Room use – Response sent to homeowner and Managers.
- High Interest Bank Account – *Refer to Treasurer's Report – Financial Management.*
- Additional Signatory on Bank Account - *Refer to Treasurer's Report – Financial Management*
- Budgeting and funding for Christmas Function(s) – *Refer to Events.*
- Purchase of Kitchen Items – Urn purchased by David and remaining equipment and kitchen consumables purchased by Susan. Maureen confirmed the Urn is listed on the Asset Register.
- Purchase of items requested by Secretary – Maureen purchased the desktop scanner, label maker, laminator, and consumables for use with the equipment.
- Genealogy Group email address password to be received – *Secretary to follow up.*
- Portfolio Allocations and Interest Group Co-ordinators – *Refer to Other Business.*
- Heat Lamps for Kitchen – *Refer to Other Business.*
- Update re GemLife Games and questions raised with GemLife - *Refer to Other Business.*

3. Ratification of Out of Session Approvals

- On 24/3/23 a majority of members voted to approve the proposal that an amount not to exceed \$1,000 for the supply and delivery of 180 new wine glasses, with a 150ml pouring line, be provided for the bar. Jeff Adams organised the purchase and delivery of the glasses.
- On 25/3/23 a majority of members voted against the motion that we allow an Ecumenical service to be conducted in the Clubhouse on Friday 7th April 2023.

This resolution was overruled on 29/3/23. Following lobbying by the proposer and discussion with GemLife Woodend Managers a compromise was reached to hold the Easter Service in the Cinema as a public event. A majority of members voted in favour of using the Cinema and one member abstained from voting.

The Chairman noted GemLife had no policy on religious gatherings in the clubhouse, provided the liability insurance would cover the event.

4. Correspondence – Acceptance and Confirmation

Inward

- Email 13/3/23 from homeowner suggesting main entry gates remain open during the day for easier access, better vehicle movement, and reduced wear and tear on the gate system. *Reply sent 14/03/23 after consultation with GemLife, advising the gates would not remain open due to security concerns.*

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Inward (Cont'd)

- Email 17/3/23 from homeowner regarding difficulty with 10km speed limit and suggesting speed humps. *Reply sent 23/3/23 to advise speed humps previously rejected by GemLife.*
- Email 21/3/23 from Bar Manager requesting replacement of wine glasses with ones that have a 150ml pouring line. *Glasses replaced. Refer to Ratification of Out of Session Approvals.*
- Email 24/3/23 from David Crockett re financial result and feedback on Dusty Springfield show.
- Email 24/3/23 from David Crockett regarding a request from a homeowner to conduct an Easter Service in the clubhouse. *Refer to Ratification of Out of Session Approvals and Outward correspondence.*
- Email from Web team requesting notification to homeowners to send photos of events, GemLife, or Woodend to the web email address to be published on the website. *Notification to homeowners in group email on 28/3/23 – April Events Information and Website Photos.*
- Emails from Managers with new HOA membership requests.
- Email 29/3/23 – Line Dancing proposal for new Interest Group received.
- 30/3/23 – 3/4/23 Emails re ANZAC Day event including Welcome to Country, construction of memorial cross by workshop, and flyer.
- Email 30/3/23 – Request to add purchase of Witches Hats to Agenda. *Request withdrawn prior to meeting.*
- Email 31/3/23 from the organiser re Easter Service details
- Email 3/4/23 with proposal for Guest Speaker in April from Event Co-ordinator.
- Email 3/4/23 from outside provider, requesting to continue Aqua Fitness classes at 9am on Monday. *Response to be sent advising prior approval was not on a trial basis.*

Outward

- Email 10/3/23 confirming additional Jigsaw Junkies session and replies regarding flyers etc.
- Email 13/3/23 to homeowner advising the HOC would not fund Lazy Susans for dining room tables due to practicality and cost.
- Emails 13/3/23 & 16/3/23 confirming funding for ancestry.com subscription for one year and a generic email address for the genealogy group.
- March Events Update group email sent 14/3/23.
- March Newsletter issued 15/3/23.
- Email 16/3/23 to a homeowner advising GemLife will not install mirrors in golf simulator room.
- Emails 16/3/23 & 21/3/23 sent to New Resident Liaisons with names of new homeowners.
- Minutes of HOC meeting issued 17/3/23.
- Email 24/3/23 to Web Team to update Workshop details on the website. *Completed 27/3/23.*
- Email 25/3/23 advising the HOC decision not to proceed with the proposal for an Easter Service due to short notice, likelihood homeowners would have plans to use the clubhouse over the Easter period, and others may have already planned to attend local services.
- Email 27/3/23 to Managers regarding HOC feedback on use of the clubhouse consulting room.
- Email 27/3/23 responding to a homeowner query about a doctor using the consulting room.
- Welcome emails to new members.
- Requests to web team to upload documents.
- 28/3/23 Group emails sent re April Event Information and Website Photos, and HOA Secretary nominations.
- 29/3/23 – Organiser advised of approval to conduct Easter Service in Cinema on 9 April.

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The motion was put to approve an amount not to exceed \$80 to support a presentation by Juliet Attenborough, Senior Social Protection Specialist at Partnerships for Social Protection working for UNICEF. **All in favour – the motion passed.**

Line Dancing Demonstration and Sessions – Proposed by Tania Sinks and Stephanie Rickard.

There was discussion about whether this was an event or interest group, and whether the HOC should underwrite the cost to ensure payment for a minimum of ten participants per session. The discussion highlighted that this activity is similar to the Aqua Fitness and Tai Chi classes conducted at GemLife by external providers, and neither have been underwritten by the HOC.

A motion put by the President for the HOC to underwrite the Line Dancing sessions to a maximum of ten participants per session, was defeated as a **majority voted against** the motion.

A motion to approve use of the clubhouse dance floor and stage for a Line Dancing Demonstration from 10:00am to 11:15 am on Wednesday 12th April, and weekly Line Dancing sessions every Tuesday from 10:00am to 11:15am and 11:30am to 12:45pm, commencing on 18th April for a trial period to 20th June, was **passed, with a majority vote in favour.**

ANZAC Day – proposed by Karen Usher and Mandy Davies.

The Event Co-ordinator advised Karen and Mandy have volunteered to be the organisers for this event, and they now have sufficient volunteers to assist with organizing and running the event. The catering costs are estimated at \$500. Volunteers will begin setting up at 8am for the commemoration and barbeque, with an estimated finish time of 3:00pm. A running sheet will be distributed.

The Workshop is assisting with construction of a commemorative cross, using donated materials, which will be used for ANZAC Day and all future commemorative functions. Eventually the cross will have eight inscribed plaques, one for each of the conflicts Australians have served in since WW1.

A motion was put to approve an amount not to exceed \$500 to support ANZAC day commemorations, with monies raised by the event to be donated to the Woodend RSL. **All in favour – motion passed.**

Beat the Winter Blues, Issi Dye

Issi Dye has proposed another musical event on 6 July 2023. Despite Issi's claims at the conclusion of the Dusty Springfield event that he was returning in July, both David and John made it clear they had not given approval for an event in July.

There was discussion about the timing, cost, and content of the event. In response to a proposal to hold the event on 6 July 2023, the committee members **unanimously voted against** this event.

Issi Dye will be invited to submit another proposal for a date later in the year.

ABBA Tribute Band – proposed by Barry Borlase.

Barry has enquired about a 4-piece ABBA tribute band, at a cost of \$2,530. There was discussion about a suitable date for the event and agreement was reached to nominate Friday, 7 July, to replace the scheduled Happy Hour. Ticket cost would probably be \$20 for HOA members and \$30 for guests and non-HOA members. The subsidy sought from the HOA would include funds to provide refreshments for the band.

The motion was put to approve an amount not to exceed \$2,600 to hire an ABBA tribute band for the night of 7 July 2023, and for the HOA to underwrite the event. **The motion passed unanimously.**

Other Event Matters

Christmas in July

The Event Co-ordinator raised the possibility of holding a Christmas in July event but did not have an organiser for it. The President advised if no-one wants to organise such an event, it will not proceed.

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Event Display Stands

Given the increasing number of events being held, the Event Co-ordinator needs four display stands at the front entrance. The President will speak to the Managers to seek approval for an additional display stand.

Events – Review

- **Riddells Creek Farm Truck & Music – 14 March**
- **Speaker: Haans Siver Defend, Conserve, Protect – 21 March**
- **Issi Dye – Dusty Springfield Tribute – 23 March** – The Event Co-ordinator provided the financial details to the committee by email on 24/3/23. The net profit was \$617.22.
- **Sunday Soirees – 40 Thieves – 2 April** - The President mentioned he had received feedback the music on Sunday night was too loud.

In general, all events were well attended and successful.

HOA Funding and Budgeting for Christmas Event

The President noted we had gone through the spreadsheet for budgeting the costs this year. The committee needs to decide whether the monthly surpluses are fully spent on expenses and events, or partially reserved to subsidise the Christmas function.

Given the nature of this event, he believed one event and one band would be the cost-effective option, so it would not be a formal sit-down event. He agreed the number of attendees would exceed the number we can accommodate seated in the dining area, and probably be around 300 to 350. The lounge area, a few additional tables and those on the outside deck could be used, in addition to the dining room.

There was discussion about the type of catering, suggestions for caterers, a subsidy and amount to charge residents. It was agreed the event would only be for residents (HOA members), and a charge per head would be levied, with the HOA providing a subsidy to reduce the total cost for attendees.

As the first step, the President asked Barry and Susan to get ideas for the event and costs for catering, including the capacity of the caterers to provide food for up to 300 – 350 people, and report back at the next meeting. Barry offered to contact caterers.

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

a) Bar Considerations

Delegation of authority to set bar prices.

The President noted the Treasurer keeps an eye on bar profits and the criteria is a 50% mark up. However, the Bar Manager closely monitors the costs and pricing, and is best placed to review and set the bar prices. He proposed:

The HOC delegate the day to day setting of bar prices to the Bar Manager. The HOC treasurer is to maintain oversight of bar expenses and receipts to ensure profitability is maintained. **All voted in favour** of this proposal.

Fuel costs for use of the GemLife van to pick up bar supplies.

As the Bar Manager has found another supplier, there is now no need to consider using the GemLife van for picking up supplies.

Honorarium for Bar Manager

In recognition of the costs incurred, time spent in acquiring stock, and the operational management of the bar, the HOC agreed to pay an honorarium to the Bar Manager. This decision is reviewed annually. There was a suggestion to approve the honorarium on an ongoing basis, until the HOC decided otherwise, and review the amount paid annually.

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The President put the motion to approve the payment of an annual \$500 honorarium to the Bar Manager to cover petrol and incidental costs and time associated with bar procurement, pickup and operations management. The payment will be made on 1 May each year and be subject to annual review by the HOC. The motion was seconded by Barry Borlase and **all members voted in favour**, passing the resolution unanimously.

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

The draft Portfolio and Interest Group Co-ordinators document was agreed to, with the addition of Line Dancing to the list of Interest Groups / Activities.

There were no nominations for Assistant Secretary as a secondary role for a committee member.

d) GemLife Update on Outstanding Matters

The President advised he met with the GemLife representative to discuss outstanding issues and whilst the verbal responses were mainly positive, he would not comment further until he has received the advice in writing.

All issues are also recorded on the Issues and Maintenance Register.

- GemLife Games – ***no reply yet regarding the travel costs or accommodation provided for GemLife Woodend participants.***
- Open Day – Saturday 22 April 2023. ***Manager advised no volunteers are required and, although prospective purchasers may be in the clubhouse, it should not affect the residents use of the clubhouse.***
- Clubhouse speaker replacement - **completed.**
- Window tint on Clubhouse western windows not covered by curtains –***quote before decision made.***
- Car Wash facility – ***under consideration and planning ongoing.***
- Verandah Awnings – ***awaiting response re BBQ area.***
- Mirrors in Golf Simulator room – ***CLOSED. Will not be installed as a safety issue, due to the risk of shattering by a golf ball, it would not assist left-handed players, and it would interfere with the aesthetics of the room.***
- Bowls Green – Blinds & Duck Poo damage to Green – ***consideration being given to installing a laser light system. The HOC may be asked to contribute to the cost. .***
- Exercise Bike for Gym – ***GemLife have referred this matter to their newly appointed Fitness Coach. Awaiting response.***
- Blinds on BBQ Pavilion – ***Assessed and awaiting written response.***
- Flagpole(s) – ***Construction road location assessed and awaiting written response.***

e) Kitchen Heat Lamps

There was discussion about the quote of \$2,618 for purchase and installation of lamps:

- the type of lamps and how often they would be used;
- the requirement to obtain GemLife's consent for installation, and whether they would specify a preferred provider for installation;
- whether the lamps were necessary, and the expense was required now.

Barry was asked to obtain separate quotes for purchase and installation.

f) HOA Database & Website

A database update was completed, including an email log for group emails, a status indicator for Authorised Resident, and the update of the Issues and Maintenance Register.

Secure Storage of Logons and Passwords

The President passed around a form to collate logon and password information for email addresses and websites used for HOA business, to be securely stored by the Web Team.

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The Secretary will follow up with the Genealogy Interest Group Co-ordinator regarding the generic email address assigned to the group.

g) Purchase of Witches Hats for Event Parking. Request withdrawn by Managers.

h) Purchase of New Computer for HOC

The President discussed the use of a computer to replace the iPad currently used by the Treasurer. He put forward a proposal for the HOC to approve an amount not to exceed \$1,100 to purchase a computer and associated software for the HOC Secretary. The HOC Secretary's current computer to be transferred to the HOC Treasurer for her use. **All voted in favour.**

i) Other Matters

Aqua Fitness. Joy raised the request from the external provider of Aqua Fitness to approve the continuation of Monday classes at 9am and confirmed only one class is conducted on Mondays.

The Secretary advised the original consent to use the pool exclusively on Mondays at 9am for water aerobics was provided on an ongoing basis, not a trial period, and she would respond to the email from the provider. Joy will ask the Web Team to update the website entry.

The President noted information from the Managers that GemLife would fund two sessions of activities.

Clubhouse - Hot Water Urn and Cleaning up.

It will be noted in the Newsletter that the Urn is only to be used for Events and is not for daily use for coffee / tea in the clubhouse.

It was mentioned that some people are still not cleaning up after themselves when using the clubhouse dining room.

Secretary nominations.

The Secretary advised that to date she had discussed the role with one person, who decided not to nominate at this time.

It was agreed to circulate the request for nominations via the April Newsletter and the resident Facebook page. David offered to post the request on Facebook.

President's absence and future meetings.

John will be on holiday for approximately three weeks, but contactable and returning before the next HOC meeting. He will be absent for the June meeting and some committee members indicated they will be absent for either the June or July meetings. Committee members need to consider the matters to be raised in that period, and whether the June and July meetings can be combined or rescheduled to ensure all matters are dealt with prior to the AGM in August.

The next Committee Meeting will be held on **Friday, 12 May 2023 at 1pm**

The tentative meeting calendar is:

Friday 16th June

Monday 24th July

AGM Thursday 10th August

The Chairman declared the meeting closed at 2:05pm.

Dated: 11 April 2023.

John Eckel, Chairman