

MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 12 MAY 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 Joy Lewis.

Apologies: Barry Borlase (proxy given to President via email 30/4/23) and Kerry Humphreys (advised by email on 12 May with specific voting instructions regarding HOC payments for a new workshop dust extraction system).

Opening

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

1. Acceptance and Confirmation of Minutes of the HOC Meeting on 4 April 2023.

Moved by David Crockett and Seconded by Joy Lewis that the minutes of the meeting on 4 April 2023 be accepted. **All in favour - motion passed.**

2. Business Arising from Previous minutes:

- Fourth Event Display Stand – Approved by Managers.
- Purchase of computer for HOC – Purchased in April.
- Aqua Fitness Classes – Website updated, and response sent to provider on 12/4/23.
- Updated GemLife Private Function Policy – Completed 24/4/23 and available on the HOA website and Notice Board in Clubhouse.
- Genealogy Group email address password – Received.
- First Aid / Additional AED purchase. *Carried over pending receipt of AED.*
- Opening Term Deposit and additional signatory. – *Refer to Treasurer's Report – Financial Management.*
- Budgeting and funding for Christmas Function – *Refer to Events.*
- Update re GemLife Games and questions raised with GemLife – *Refer to Other Business.*
- Heat Lamps – separate quotes for Purchase and Installation - *Refer to Other Business.*
- Secure Storage of Logons and Passwords – *Refer to Other Business.*

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

4. Correspondence – Acceptance and Confirmation

Inward

- Email 4/4/23 re GemLife consulting with HOC on communication and format of future water bills. HOC response sent 17/4/23.
- Email 4/4/23 re Line Dancing proposal. Responded on 4/4/23 confirming HOC approval.
- Email 5/4/23 confirming Managers approval of fourth A4 event flyer in clubhouse foyer.
- Email 11/4/23 re database update to allow authorised residents to vote at AGM.
- Emails 11/4/23 and 17/4/23, from Managers re external events and volunteer opportunities. Responded 19/4 (Outward) and Managers replied 26/4 to confirm external requests to be sent to Secretary to inform and record as Inward mail, with a suggestion to have a standard response to this type of correspondence. Event information will be sent to Facebook Administrator to action as sees fit. Entertainment offers will be sent to Event Co-ordinator for response or filing for future reference.
- Emails 12/4 & 20/4/23 re Genealogy email address and password, and progress of organising laptop and subscription.
- Email 13/4/23 re change of dates for ticket sales for Sri Lankan dinner.

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Inward (Cont'd)

- Email 13/4/23 from resident re difficulty signing up to website. Referred to Web Team who resolved matter with resident.
- Email 15/4/23 from resident to inform HOC of small Private Event on 16/4. Acknowledged and circulated to HOC.
- 18/04/23 letter from Bendigo Bank advising closure of Agency in Woodend – forwarded to Treasurer.
- Emails 19/4 & 24/4/23 – Updated GemLife Private Function Policy, reviewed and finalised by Managers.
- 21/4/23 email complaint regarding guest behaviour and lack of supervision at a function in the clubhouse. Discussed and confirmed via email on 26/4/23 that resident to raise issues with Managers.
- 21/4/23 Email from Managers, on behalf of GemLife, with update on outstanding issues. Further information sought by President via email on 24/4/23.
- 27/4/23 Fight MND fundraiser event proposal received. (cc'd to HOC members)
- 28/4/23 Query re event ticket price for children. *Refer Event Considerations.*
- 28/4/23 – Email re issue with microphone charging and inability to access back of audio cabinet to reattach power cable. Issue fixed by Web Team and advice given that all adjustments can be made via the front panel of the cabinet by AV group members who have a key to access the cabinet.
- 1/5/23 -ANZAC Day event review and financial result received. Details of charity also received with request to round up donation to \$500. *Refer Events – Review.*
- 2/5/23 – Proposal received for Saturday Night Fever (Disco) event on 10 June.
- 3/5/23 – email from Cabella Mia organiser re conducting the fashion show as the GemLife Cancer Council Biggest Morning Tea fundraiser. Reply sent confirming included in Proposal.
- 4/5/23 to 10/5/23 – emails regarding the Workshop Co-ordinator requesting a Dust Collector / Extraction unit. *Refer Other Business – Workshop Equipment Requests. Reply sent 4/5/23 requesting justification for this equipment by 10/05/23 (cc'd to HOC). Proposal for GemLife to pay for unit and installation rejected by email on 10/5/23.*
- 6/5/23 – email requesting HOC to obtain information from GemLife management regarding how the villa maintenance and warranty issues will be handled after the construction team has completed all building works, and a target date for resolution of outstanding issues. Response received, communicated to author of email, and will be communicated to all members via the May newsletter.
- 8/5/23 – email from provider of a mobile Veterinary Clinic regarding her business. No response sent. Information already distributed via Facebook page.
- 10/5/23 – Resident Details Update Form. Actioned.
- 11/5/23 – Resident advice regarding an issue with shelves above the rangehood. *The draft response was agreed by the committee. No further action.*
- Emails from Managers with new HOA membership requests.
- An enquiry, expression of interest and two nominations for Secretary role (6/4, 8/4, 9/4 & 28/4/23) and a suggestion to consider job sharing for this role. *Refer Other Business*

Outward

- HOA members email 4/4/23 re Easter Sunday Service.
- Email 5/4/23 to GemLife requesting update / resolution of outstanding issues. Response 21/4/23.

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Outward (Cont'd)

- HOA members email on 5/4/23 re ANZAC ceremony at GemLife.
- Events Update for March – April sent on 5/4/23 to HOA members.
- April Newsletter issued 8/4/23 to HOA members.
- Minutes of HOC meeting issued 11/4/23.
- 11/4/23 HOC Minutes, HOA Newsletter, and the updated HOC Portfolio Allocations and Interest Group Co-ordinators sent to Managers.
- Emails 12/4/23 to Aqua Fitness provider to confirm exclusive use of pool from 9am on Mondays is ongoing; and the Genealogy Group Co-ordinator to follow up on generic email password.
- HOA members email on 13/4/23 re change of ticket sales information for Sri Lankan dinner.
- Email 19/4/23 to Managers in response to receiving notification of external events, advising these matters were not HOA related and would not be actioned by the Secretary.
- Email 25/4/23 re First Aid Group quarterly review meeting.
- Email 1/5/23 to Managers seeking clarification of signage in the Games Room stating no food or drink within one metre of the pool table and the HOC is responsible for any damage. Reply on 8/5/23 advises the sign will be rectified to state the homeowner causing the damage is responsible.
- HOA members email sent 2/5/23 re May Event – Steve Falcon and the Kingswoods.
- 9/5/23 – President's email to Workshop Co-ordinator advising Interest Groups are not permitted to raise funds on their own behalf and giving the reasons for this position.
- Welcome emails to new members.
- Requests to web team to upload documents.
- Responses to enquiries and nominations for the Secretary role.

5. Treasurer's Report - Financial Management

Report not presented.

Monthly Financial Reporting.

The Treasurer provided the committee with two reports as at 30 April 2023: Monthly Net Position and One-Off Events. The President informed the meeting the financial information is now being recorded on a new excel spreadsheet system developed by Kent from the Web Team, to make input of information and production of required reports easier. The bank statement data is extracted and the file saved to the excel spreadsheet.

Whilst the May information on the Monthly Net Position report is irrelevant, the report does balance to the bank statement closing figure. The President noted the bar takings were in excess of \$12,200 in April and there are anomalies in some categories, including HOC Administration, which need to be adjusted to accurately reflect the nature of the expenditure, and ensure it is allocated to the correct category. These adjustments will be processed.

It was advised that the receipts for tickets sold at the Bar via the Square System for events such as Line Dancing, are included in the Bar receipts. These moneys need to be separately accounted for and, in the case of Line Dancing, the Treasurer is forwarding the payments for the sessions to the external provider.

The President requested the data sitting under the Monthly Net Position summary report be provided to the meeting in future to clearly explain the total income and expense figures. He also noted there would be teething problems initially, and the next stage in developing this system would be to automate budget information.

The Treasurer expressed her thanks to Kent Spry for his time and work on developing the excel spreadsheets and assisting her with the process.

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End of Year financial reporting is to follow the same format as previous years for lodgement with Consumer Affairs. The Secretary is to provide the Treasurer with a copy of the financial report lodged last year.

Additional Signatory and Term Deposit

The President confirmed he had attended the Bendigo Bank to sign off on opening the Term Deposit, and the Treasurer confirmed it had been opened today at 3.8% interest rate.

General Information

The Treasurer advised the iPad she had has been returned to the Bar. The Web Team will try to get it to communicate to the Panasonic AV system to run You Tube.

Ratification / Approval of overspends or unbudgeted expenditure.

The amount approved for the Haans Siver presentation was \$80, but actual expenditure was \$92.05. It was unanimously agreed to ratify payment of the additional amount of \$12.05.

Ratification of unbudgeted expenditure

Payments for RSA courses for new Bar volunteers were made during April. It is expected several volunteers will also need to renew their RSA certification over the next year.

It was proposed by the President that an amount not exceeding \$500 be allocated in the HOC budget for the financial year for RSA training. This amount is to be allocated to a training budget.

All in favour – the motion passed.

There was no approval of unbudgeted expenditure to be paid.

Liability Insurance

The President noted the HOA Liability Insurance would be due for renewal in July. It was renewed with the same company last year, but the President will ask Barry Borlase to organise quotes for renewal of the insurance this year.

6. Acceptance of HOA Opt in Forms from New Residents

The Secretary advised the names of new members, and dates of acceptance to the HOA.

Accepted 8/4/23: Villa 206 – Glen & Dianne Thompson; Villa 124 – Judith Jolly.

Accepted 26/4/23: Villa 122 – Gary & Lis Norman.

Accepted 27/4/23: Villa 40 –Terry Bowles.

Accepted 8/5/23: Villa 230 Charles & Sheila Ellerton; Villa 255 – George & Shirley Roberts

Villa 179 – Norman & Jane Dinsdale

7. Events Coordinator

Coordinator's Report – distributed with the agenda and no queries raised.

Applications for Consideration

ABBA Tribute Band (Abbasession)

Event Proposal form received with further details of the event and ticketing. \$2,600 was approved for the band at the last meeting, and the event will be underwritten by the HOA.

Due to the popularity of this event, the increasing numbers of HOA members, and queries received about ticket pricing for different guests, it was agreed to use the ABBA Tribute Show as a test case for setting parameters for events as follows:

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Event Considerations

- **Event capacity** - whilst the dining room can seat in excess of 200 people, there was discussion about ensuring sufficient space for dancing and the comfort and safety of all attendees. It was agreed to limit attendance to 200 people. *(Subsequent to the meeting, it was decided the number of attendees may be capped at a lower number to ensure the service at the bar is not adversely affected.)*
- **Priority ticketing for HOA members** – this was discussed with a view to ensuring HOA members were not disadvantaged by the attendance of guests. For other events, some homeowners invite several guests and that could mean HOA members miss out on attending the events. There was discussion about the options to restrict ticket sales: HOA members only or setting a maximum of two tickets per villa. The online ticket sales system will be able to limit sales by date and/or maximum ticket sales. The President proposed the motion that ticket sales for the ABBA tribute band event would be limited to homeowners only (HOA members) to 24 June, then ticket sales would be open for members to purchase guest tickets after that date. Jo seconded the motion. **All voted in favour – motion passed.**
- **Attendance of children and variation of ticket prices for children** – Discussion ensued about whether we should set different prices for children's tickets, what that price should be, and what age group should the reduced price be applied to, e.g., under 18 years of age or under 15 years of age. The Secretary noted that we already subsidise HOA members, not guests, and as our events are primarily for our members, the current pricing structure of a member price and guest price was fair, irrespective of the age of the guest or any other consideration. It was unanimously agreed that the ticket pricing structure would be a subsidised price for HOA members and a higher price for guests / non-members. In this case, \$20 for HOA members and \$30 for guests.

It was also agreed that this event would be open only to adults i.e., 18 years and older.

It was noted that for other events, the Liquor Licensing requirements and assessment of risks if children are present may also need to be considered.

The information for this event will be included in the HOA Newsletter and members will be invited to provide feedback to the HOA regarding the provisions applied to this event.

Fight MND Fundraiser – Proposed by Andrew Spencer for 12 June 2023 with a \$150 subsidy request.

Whilst the HOA generally prefers to support local charities, this event was successful last year and is an annual event in Victoria. The motion was put to approve an amount not to exceed \$150 to support the Fight MND fundraiser event on 1 June 2023. The motion passed unanimously.

Saturday Night Fever (Disco night) – Proposed by Jackie Brady & Claire McLean for 10 June 2023, with \$600 subsidy request and underwriting.

The President advised he had spoken to one of the organisers regarding changing the date of the event, the calculation of the subsidy request, the ticket prices and event closing time.

As a result, the motion was put to approve an amount not to exceed \$200 to support a DJ Night event on 24 June 2023. The HOC will also underwrite the event. Tickets will be \$5 per person for Homeowners (HOA members) and \$10 per person for guests. Any profits from the event will be donated to the Five Freedoms Animal Rescue Centre – Trentham. **All in favour - the motion passed.**

It was clarified that events must finish by 10:30pm, with the exception of New Year's Eve, and therefore, this event will finish at 10:30pm.

Events – Review

- Easter Service – 34 people attended which filled the cinema.
- Guest Speaker – Juliet Attenborough (\$80 approved - \$69.53 spent).
- Line Dancing Demonstration – successful and classes have commenced.
- ANZAC DAY (\$500 subsidy approved).

The organisers review of the event and summary of the financial transactions showed the event was very successful with 152 residents / visitors attending and supported by many volunteers and generous donations including a cake and biscuits. The organisers also requested the HOC consider rounding up the donation amount to \$500.

The net amount raised at the event was \$447.45 (Sale of sausages and donations for cake and biscuits totalled \$744.00 less food expenses of \$296.55). David advised the plaques for the cross, made by the workshop, cost in the vicinity of \$230.

The costs of the plaques will be paid from the subsidy approved by the HOC. The committee also approved rounding up the amount of the donation to \$500.

A motion was put to donate the amount of \$500 to the RSL Victoria approved charity, Soldier On. **All in favour – motion passed.**

- Sri Lankan Dinner – David advised the organiser was disappointed the evening did not go as planned regarding the catering. The service was very slow, food was cold when it arrived, and the delays were unacceptable.

Event Proposal Form

It was agreed the Secretary would amend the Event Proposal Form to remove the option of the Event Co-ordinator sourcing volunteers.

The Event Organiser will source volunteers but if assistance is required, the Secretary will include a request for volunteers to contact the event organiser to discuss requirements in the monthly event update email to all homeowners.

Charity Donations

There was discussion about the number of charity events and the President confirmed it was not necessary to always choose to donate profits to charity. The HOA can use surplus funds to promote other events or support Interest Groups. This information will be included in the newsletter.

Private Event Feedback

Committee members have received feedback from a number of people regarding a recent private event in the Clubhouse. Concerns included people smoking on the verandah, guests occupying a variety of spaces within the Clubhouse including the Games room and Bowling Alley, guests not being adequately supervised by the organiser(s), and some residents felt unable to use facilities because of the number of people in particular areas.

As the Woodend Managers authorise all private events, the President will raise the reason for the event, feedback and issues with our Managers.

HOA Budgeting, Funding, Catering, etc for Christmas Event

The President went through the anticipated costs for a single Christmas event based on two options for the number of attendees. The dining area can seat 258 but use of the verandah and a few additional tables may allow a higher number, given the total number of residents when fully occupied will be around 400.

It was agreed by the committee that the HOA would provide a subsidy of \$7,000 for the Christmas event. This amount is to be set aside in the HOA budget for November expenditure. Residents will be contributing to the cost of this event, but the cost of the tickets will be determined after the caterer and entertainment is decided.

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As the event format has not been finalized, residents will be invited to submit suggestions to the Event Co-ordinator.

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

a) Workshop Equipment Requests

The President noted the Workshop has a new co-ordinator who is also a furniture maker. The HOC has already spent approximately \$1,250 on the Workshop this financial year, but it is a good resource that benefits the community.

There was discussion about whether the Workshop could be self-funded. As it is supported by the HOA it cannot be self-funded, but discussions could take place with the Workshop to determine whether it wants to be self-funded and how that would work. David will discuss this with the Workshop Co-ordinator.

Dust Extraction System

A request has been made to replace the current dust extraction system as the Workshop has acquired more equipment, requiring a better system to deal with the dust. Whilst it is not specifically an OH&S issue, excess dust can cause health issues to people in the environment and is an important consideration for all participants in the Workshop. The original request for \$2,255 plus installation, was reduced to \$1,829 plus installation.

The HOC put a business case to GemLife to replace the dust extraction system. GemLife declined to do so on the basis it supplied an adequate dust extraction unit in the initial set up of the facility and, therefore, any new extractor must be funded by the HOC. There were two machines in the initial set up and the Workshop now has five machines requiring the use of dust extraction.

A motion was put to approve an amount not to exceed \$1,830 for the purchase and delivery of a dust extraction system for the Workshop on OH&S grounds. The Workshop is to be responsible for the installation of the system and there may be additional costs associated with installation.

The committee voted six in favour, and three against. Therefore, **the motion passed.**

Drop Saw Replacement

Funding of \$599 to replace Drop Saw has been requested on the basis it is of poor quality and potentially unsafe.

A motion was put to approve an amount not to exceed \$600 for the purchase of a replacement drop saw for the Workshop. **All in favour – the motion passed.**

As more than \$3,600 has now been approved by the HOC in support of Workshop operations this financial year, and this amount significantly exceeds the HOC budget for the Workshop, no further funding will be approved, with the exception of consumables and any emergency OH&S related request, for at least the next 6 months (expiring 30 November 2023).

b) Request to acquire a Lectern for the Clubhouse – Barry will obtain a quote for a Lectern from the Workshop Co-ordinator.

c) Bar Wine Glass Replacement – budgeting for future needs.

Jo will discuss with the Bar Manager the ongoing need for replacement due to breakages. As currently occurs, replacement of a small number of glasses due to breakage can be included in bar expense. If a large number of glasses are required, the Bar Manager can provide the details to the HOC for funding one-off purchases.

d) First Aid Training – To date the First Aid Co-ordinator has been unable to get a response from our usual provider regarding the cost for training in August / September this year. We will review this matter again at the next meeting.

As discussed at the First Aid Group review meeting recently, the Nurse on Call service will be publicized in the Newsletter.

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- e) **Genealogy Access Update** – plans to implement access to ancestry.com have been delayed due to issues with the laptop, investigating the possibility of a 'library' edition of ancestry.com, and key people in the group being on holiday.
- f) **GemLife Motor Home relocation to Woodend** – It was decided the Secretary would email all HOA members to ask for expressions of interest in using the motorhome, with a view to requesting its relocation to Woodend.
- g) **GemLife Update on Outstanding Matters**
- GemLife Games – *no update on travel costs or accommodation.*
 - Open Day – Saturday 22 April 2023 – *Residents notified just prior to the event and issued with food vouchers for lunch.*
 - Clubhouse speaker replacement. – *Completed.*
 - Window tint on Clubhouse western windows not covered by curtains – *Bar window tinting will not be installed on window opposite bar and it is suggested the curtaining is sufficient.*
 - Car Wash facility – *under consideration and plans to locate it in the RV storage area.*
 - Verandah Awnings – *Arrangements being made to obtain quote for shade awning over the Alfresco BBQ area and GemLife will pay for cost of supply and installation.*
 - Kitchen Heat Lamps – *Held over to next meeting as Barry to obtain separate quotes for supply and installation.*
 - Bowls Green – Blinds & Duck Poo damage to Green – *Blinds under consideration. Alternatives to be discussed with Woodend Manager. As Laser duck deterrent will not be funded by GemLife there may be a request for HOA funding for the next meeting.*
 - Exercise Bike for Gym – *refurbished bike recommended as most suitable. Awaiting advice as to whether GemLife will purchase.*
 - Blinds on BBQ Pavilion – *A quote for supply and install of a wind screening/break for the BBQ pavilion near the pickle ball court area is being organised - cost of supply and install to be paid by Gemlife.*
 - Flagpole(s) – *Unsure of exact location but will be installed in the vicinity of the current construction road.*
 - Post Construction – Home Rectification Process – *GemLife have advised the process will be to contact and liaise with Post Construction Support (pcs@gemlife.com.au). Further information will be in the May Newsletter.*
- h) **HOA Database & Website**
- HOA Database updates are ongoing based on new functions being added to the database and updates to existing functions.
 - Secure storage of Logon details and passwords. Committee members who have not already done so, should contact Kent to provide login details for secure storage.
 - Key Register – all keys allocated to the HOA and held by committee members or residents are to be recorded in Asset Register.
- i) **HOC Member Communications** - The Secretary asked everyone to:
- only use the hoc23 group email address to communicate to the HOC
 - send Word or PDF documents in preference to photos as the quality is poor. She is happy to collect the paper document from the HOC mailbox and return it to the committee member.

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j) Secretary Role and Appointment of New Secretary

The Secretary advised those present of the nominations to date, and summarized the content of each nomination. As a discussion had not been held with one nominee, it was decided to defer the appointment to the next meeting.

Susan had a prior appointment and departed the meeting at 2:45pm.

k) AGM Preparation – Information about the AGM will be issued on 29 June 2023. The Secretary has been provided with the timeframe and documents for the AGM.

Committee members were asked to advise the Secretary before 29 June 2023 if they intended not to nominate for the next committee.

The President advised he would be on holiday from 28 May to 20 July but he would be contactable via email. The next meeting will be chaired by the Vice President.

The next Committee Meeting will be held on **Friday, 16 June 2023 at 1pm**

The tentative meeting calendar is:

Monday 24th July AGM Thursday 10th August

The Chairman declared the meeting closed at 3:00pm.

Dated: 19 May 2023.

John Eckel, Chairman