

Present: Susan Lawson (Vice President and Chairperson), Rose Allan (Treasurer), Maureen McIlquham (Secretary and Minute taker), David Crockett (Events Co-ordinator), and Committee members Jo O'Connor, Kerry Humphreys, and Barry Borlase.

Apologies: John Eckel (Proxy given to Barry Borlase with instructions regarding some agenda items).

Opening

As all were present Susan, as the Vice President chaired the meeting in John's absence, and declared the meeting open at 12:55pm.

Susan acknowledged our loss and sorrow at the passing of our fellow committee member, Joy Lewis, on 26 May and thanked her for her contribution to the HOC.

1. Acceptance and Confirmation of Minutes of the HOC Meeting on 12 May 2023.

Moved by David Crockett and Seconded by Rose Allan that the minutes of the meeting on 12 May 2023 be accepted. **All in favour - motion passed.**

2. Business Arising from Previous minutes:

- First Aid / Additional AED purchase - received 14/6/23.
- Event Request Form – Updated and loaded on website. Online version updated by Web Team.
- Workshop Dust Extraction System – completed and installed.
- Quote for Lectern – Carried over to July.
- Budgeting and funding for Christmas Function – *Refer to Events.*
- Private Event Feedback – Managers responded 19/5/23.
- First Aid Training – *Refer to Other Business.*
- Update re questions raised with Gem Life, including rectification of signage in the Games Room – *Refer to Other Business.*
- Heat Lamps – separate quotes for Purchase and Installation – *Received 23/5/23. Refer to Other Business.*
- Secure Storage of Logons and Passwords – *Refer to Other Business.*
- HOC Liability Insurance – Quotes, Declaration forms completed, and awaiting renewal advice.
- GemLife Motorhome Relocation – *Refer to Other Business.*

3. Ratification of Out of Session Approvals

- On 22 May, approval was sought for the secretary to send an inquiry through GemLife local management about the reason why homeowners' claims for post construction maintenance related to squeaking floors was no longer being actioned by GemLife on the basis floor creaks or noises were not considered a structural item, so not a builder issue to resolve.

A majority of members voted in favour of this motion and an email was sent to GemLife Woodend Managers. Barry advised the resident was several months late submitting their 12-month maintenance issues form and, therefore, GemLife would not action the request.

- On 30 May approval was sought for an amount not to exceed \$400 to fund the purchase of consumables, and any other incidental costs, for the installation of the new dust Extractor in the Workshop. A majority of five HOC members voted in favour of the motion on 30/5/23 and the motion passed. Another member voted in favour on 4/6/23. Upon receiving consent from GemLife, the installation was undertaken.
- On 6/6/23 approval was sought by the Web Team and organizer of the Abba Tribute night event "to commence using the GemLife Woodend website booking and online payment system on Wednesday, 7 June 2023, for online sales of tickets to the Abba Tribute event, and all ticketed

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events approved by the Home Owners' Committee in the future, and to inform residents that the web online payment system does not hold or store credit card details, as per the information provided by the Web Team".

A majority of six HOC members voted in favour and emails were sent to the Web Team and residents. The online booking system was used on 7 June but sold only a few tickets, compared to sales over the bar.

The Secretary apologised to the committee as information provided to her regarding the website ticket sales was incorrect in her email on 6 June requesting approval to commence using the online site for ticket sales. The website cannot prevent a single homeowner from purchasing two tickets.

4. Correspondence – Acceptance and Confirmation

Inward

- From 13/5/23 – numerous emails regarding quotes and information required to renew the HOA / HOC Liability Insurance.
- 19/5/23 – email documenting discussions with Managers regarding complaint about private function. *Refer Other Business.*
- 19/5/23 -email regarding bar facilities for events and consideration of a pop-up bar for some events. *Refer to Other Business.*
- 22/5/23 – Proposed Policy on Interest Groups Financial Management. *Refer to Other Business.*
- 22/5/23 – email from resident expressing disappointment regarding ticket sales for the Abba event as some people are having tickets held for them. *Responded 30/5/23 referring to the email sent specifying the conditions and sale of tickets.*
- 23/5/23 – Quote received for kitchen heat lamps – *distributed to HOC 23/5/23.*
- 23/5/23 & 26/5/23– Responses from Operations Management re squeaky floor issue. *Refer Outward correspondence on 23/5 and 24/5/23.* Response on 26/5/23 that squeaking reported outside the 12-month reporting period is not considered a builder's defect as it is not structural, sent to HOC.
- 24/5/23 – email from GemLife Lifestyle & Events Manager cancelling the booking for the clubhouse and kitchen on 25/5/23. **Actioned and confirmed via email.**
- 24/5/23 – Distributed Cabella Mia event flyer to Managers and Sales Team. Guests are welcome and it is a fundraiser for a charity supported by GemLife, the Cancer Council Biggest Morning Tea.
- 30/5/23 – Request from resident to hold tickets for the Abba event. *Response advised that the conditions stated no tickets to be held, but another resident could purchase on their behalf.*
- 31/5/23 – Managers request for additional information re installation of dust extractor in Workshop.
- 31/5/23 – Receipt of Interest Group Proposal from Craft group for replacement of two sewing machines at a cost of 1,500. *Referred to Kerry to seek further information.*
- 4/6/23 – Workshop Monthly Cash Reconciliation. *Forwarded to Treasurer.*
- 6/6/23 – Request from homeowner re connecting nbn to villa. *Responded with information about Opticomm FTTP Network and list of service providers.*
- 6/6/23 – Request from homeowner about whether a ticket is issued if buying online. **Responded.**
- 6/6/23 – Resident queries re logging in to website sent in the evening (*one copied to web team, but I was unable to respond before ticket sales on 7/6/23*).
- 7/6/23 – Further email from a homeowner regarding ticketing conditions and event restrictions, particularly in respect of single homeowners. *Refer Events – Abba Tribute Night review.*

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Inward (cont'd)

- 10/6 & 12/6/23 – homeowner query about return of the Woodend motorhome. *Replied 12/6/23 to be discussed at HOC meeting and advised to HOA members via next newsletter.*
- 12/6/23 – report on MND fundraiser event today and request to add a portion of the bar takings to the total to be donated.
- 14/6 – email advising receipt of portable AED, request for First Aid meeting to cover usage, and inclusion in Newsletter, including who to contact if it is used.
- 14/6 – email from resident requesting HOC enquiry with GemLife CEO about installation timeframe for Woodend Virtual Power Station. *To be referred to Woodend Managers.*
- Several updates of email addresses, name, request for newsletter, Residents Details Update Form, and query re website from residents. **All Actioned.**
- Numerous expressions of interest for relocation of the GemLife motorhome; feedback on Abba Tribute Night event restrictions and conditions; and expressions of interest for First Aid training.
- Emails from Managers with new HOA membership requests.

Outward

- 12/5/23 – email to Workshop Co-ordinator confirming funding for dust extractor and replacement of drop saw, and advising no further funding will be provided before 30/11/23 except for equipment related to emergency OH&S issue, consumables, and installation of the dust extractor.
- 12/5/23 – email to event organisers for the DJ Saturday Night Fever event confirming the amended finish time, HOA financial support and underwriting, and ticket prices for guests.
- 14/5/23 – email to Managers lodging a complaint regarding the conduct of a recent private function. *Response 19/5/23 – see Inwards.*
- 16/5/23 – reply to homeowner confirming the HOC would not intervene or dissemination information regarding a particular incident within the home.
- 16/5/23 – emails to nominees for Secretary role to advise the committee has deferred its decision on the Secretary appointment.
- May Newsletter issued 17/5/23 to HOA members, Managers, placed on notice board and website.
- 18/5/23 – HOA member email: Expressions of Interest for Relocation of GemLife Motorhome to Woodend.
- 22/5/23 – Out of Sessions approval sought to contact GemLife regarding its refusal to rectify a flooring issue for a homeowner.
- 22/5/23 – email sent by President re Secretary Interim Arrangements. Susan responded.
- 23/5/23 – Minutes of Meeting issued and placed on notice board and website. Copy emailed to Managers.
- 23/5/23 & 24/5/23 – emails to GemLife via Managers, on behalf of homeowners, regarding rectification work for squeaky flooring in villas, and seeking assurance GemLife will reconsider rejection on homeowner's claim. *Response on 26/5/23 detailed in Inward correspondence.*
- 24/5/23 – HOA members' email: Event Update for June – Fight MND Fundraiser & Cabella Mia Winter Fashion Parade
- 26/5/23 – HOA members email advising of cancellation of bingo.
- 30/5/23 – Out of Sessions Approval sought for funding installation of new dust extractor in Workshop.

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Outward (Cont'd)

- 30/5/23 – HOA member email: Event Update and Ticketing Conditions – Abba Tribute Band on 7 July 2023
- 30/5/23 – emails to Managers and Workshop Co-ordinators regarding GemLife approval to install new dust extraction system in the Workshop.
- 2/6/23 – Confirmation sent to Workshop Co-ordinator, Managers and HOC of funding approval by HOC and installation approval by GemLife of new Dust Extraction system.
- 5/6/23 – HOA member email: Expressions of Interest for First Aid Training.
- 6/6/23 – emails re Out of Session Approval confirmed for commencement of online booking for the Abba Tribute event.
- 6/6/23 - HOA member email: Important Update to Abba Tribute Event Booking and Ticket Payments.
- 6/6/23 - Replied to four emails regarding feedback on the Abba Tribute Night restrictions and conditions, to clarify ticket restrictions to HOA members (residents) only, tickets capped at 160 and more than 300 residents eligible to attend and advise the Site Fee payable to GemLife has no relevance to HOA supported events.
- 7/6/23 - HOA member email: Abba Tribute Event – SOLD OUT.
- Welcome emails to new members.
- Requests to web team to upload documents.

5. Treasurer's Report - Financial Management

Report received on 6/6/23 with financial reporting spreadsheets. It recorded the bank balance as \$26,314.31 at the end of May, with income of significance being Bar Takings of \$9,776.11 and Coffee Takings of \$1,470.

After discussion of the financial reporting, as below, Barry Borlase moved that the Treasurer's Report be accepted. Seconded by David Crockett. **Passed with a majority vote in favour.**

Monthly Financial Reporting.

The Treasurer provided the committee with the following reports (spreadsheets) as at 31 May 2023: Monthly Net Position, Annual Net Position, Budget, Charts, Events, and LookUps.

The Treasurer confirmed \$10,000 is held on Term Deposit making the total cash held at the end of May \$36,314.31. She also advised Bar Sales are separated from the ticket sales for events in the Square system reporting. Expenditure of note was \$5,816 for events, in particular the Sri Lankan dinner. The spreadsheets show \$3,885 was paid out for the dinner, but that is partially off set by receipts of \$2,275 in April.

There was discussion about providing an accounting for each event to clearly see the financial result for each one, and a query about the allocation of income and expenses for Steve Falcon and the Kingswoods. The Secretary again queried anomalies in the HOC Administration category, which had not been adjusted last month, to accurately reflect the nature of the expenditure, and allow the Secretary to ensure her budget allocation is spent appropriately. The Treasurer confirmed the relevant amounts will be transferred to the correct categories this month.

The Treasurer advised the current amount held in the bank account is \$26,091.93 plus \$10,000 held in a bank Term Deposit. She reiterated that she actions all income and payments immediately, all transactions on the bank statements are recorded and the accounts balance to the bank statement. The Secretary stated that no one was querying the integrity of the Treasurer, but it is important to ensure income, expenses, and the purchase of assets are allocated to the appropriate accounts to present accurate financial records.

The Chairperson noted that rather than simply advise the balance held at bank in the Newsletter, we should advise members what we are using the HOC funds for. The Secretary asked the Treasurer

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to provide a list of the events / interest groups etc. that have approved expenditure set aside for them, e.g., the \$10,000 in Term Deposit is a contingency fund, Christmas function subsidy of \$7,000.

General Information

- The Web Team provided data for the web sales of Abba Tickets.
- The Workshop is providing a monthly petty cash statement.
- The Treasurer is on holiday from 30 June to 18 July. Her laptop will be left with another committee member and the Vice President, as Assistant Treasurer, will action all payments required during that period. The Treasurer will complete the monthly reconciliation and meet the deadline of 20 July for the AGM financial reporting when she returns.

Ratification of unbudgeted expenditure

The amount of \$322.48 requested on 26 May to reimburse the purchase of replacement battery / pads for the defibrillator constituted emergency expenditure. The expenditure was ratified by a **unanimous vote in favour**.

The budget should also contain a contingency amount for such expenditure in the future.

There were no overspends of approved expenditure, or approvals required of unbudgeted expenditure to be paid.

6. Acceptance of HOA Opt in Forms from New Residents

At the meeting on 10 January 2023, 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. This was to meet the requirements of the Constitution that all membership applications are subject to acceptance by the HOC by way of a resolution to accept membership recorded in the minutes of the committee meeting, followed by the Secretary entering the members details and date of becoming a member in the register of members.

John suggested the following motion be put to better reflect the Constitution's requirements:

Noting the times between HOC meetings, and the need to provide new Homeowners with access to HOA benefits as early as possible, the secretary is delegated the authority to provisionally approve HOA membership on behalf of the HOC. All acceptances will be subject to ratification at the next HOC meeting. The motion was put by the chairperson and **passed unanimously**.

The acceptances ratified at this meeting are:

Accepted 18/5/23: Villa 155 – Miriam Osmelak

Accepted 23/5/23: Villa 127 – Rod Hulls & Jenny Blake; Villa 244 – Andrew & Carole Turner

Accepted 31/05/23: Villa 132 – David & Wendy McKay; Villa 184 – Leanne Zucco

Accepted 02/06/23: Villa 181 – Sue & Ken Barnes; Villa 18 – Elaine & Peter Wilson

7. Events Coordinator

Coordinator's Report – distributed with the agenda.

- David advised 49 events have been held / organized since October 2022.
- The date for the DJ Saturday Night Fever event has been changed from 24 June to Saturday, 12 August.

Applications for Consideration

Introduction to Watercolour Painting (Organiser, Susan Lawson)

This event will be four sessions only, the first on Wednesday, 19 July and the following three Wednesdays. It will be held in the Craft Room from 2:00pm to 4:00pm with a capacity of 15/16 people per session.

The committee voted **in favour** of this event proceeding.

Applications Proposed or for Consideration

Elvis Extravaganza (Organiser Max Leonard) – propose event for Thursday, 28 September 2023, at a cost of \$1250.

This event is proposed to be held on the same night as the second monthly Trivia night. The Event Co-ordinator received strong, negative feedback from the Trivia organiser(s) when they were advised a HOA major event always takes precedence when there is a clash of dates / times with regular events or Interest Group activities.

Whilst inconvenient for the Trivia Night organisers and participants, this does not occur frequently, and they will have ample notice to either swap to another night or cancel one Trivia Night.

It is anticipated this event will be popular so there will be a ceiling of 160 tickets, with any other event restrictions to be advised closer to the event. The committee agreed to support this event on the proposed date.

There was concern about the proposed ticket prices, and the Event Co-ordinator agreed to discuss that with the organiser. The HOC is also requested to underwrite the event.

A motion was put to give provisional approval for the Elvis Extravaganza show to be held on Thursday, 28 September 2023, pending agreement with the organiser to change the ticket prices, and the HOA to provide an amount not exceeding \$1,250 for payment to the entertainer and refreshments. **All in favour** and the motion passed unanimously.

Elton John & Olivia Newton John Tribute Event presented by Issi Dye (organiser is David Crockett).

This event is proposed for Thursday, 2 November 2023 at a cost of \$2,660. The HOC will consider this application at the next meeting.

Event Flyers in Clubhouse

Following a query from a resident regarding the advertising of films at the clubhouse entrance for up to five days, when they are not events, the Event Co-ordinator has approved A4 flyers advertising the current film at the clubhouse entrance for only one day prior to the film night.

Events – Review

- Steve Falcon and the Kingswoods (26/5/23)

Jo advised 130 tickets sold but only 97 residents attended. The band aimed to play music that would be popular with our residents and feedback received that the music was good.

Jo proposed that organisers could consider a waiting list if events are popular. It was agreed that if residents could not use their tickets, the best option was for the resident to find someone who wanted the ticket and inform the organiser of the transfer of the ticket.

Jo advised the band was available on Friday, 20 October if we wanted to rebook them. It was decided not to as the date was too close to the Issi Dye event on 2 November.

- MND Fundraising / Football event (12/6/23)

The event was very successful and raised \$1,157.20. The HOC donated \$150 for prizes (MND beanies).

There was discussion about the request to the HOC to consider donating a percentage of the bar takings to MND, and the committee noted the request had also been put on Facebook by the organiser. The Chairperson noted that in the past only small amounts have been added to top up the donation total.

The Treasurer advised the amount of donation for 5% of takings and increments of 5%. The Secretary noted consideration of any additional donation should be from bar profits, not gross takings, as the bar stock would need to be replenished.

It was decided the committee would not agree to this request as it did not want to set a precedent for fundraising activities. This event has raised a substantial amount and there are further funds from sale of merchandise to be added to the total. The committee also supports the craft group that donated quilts to the event. The HOC members reiterated their preference to support local charities, commemorative events, and GemLife approved charities.

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It was resolved the donation to MND would be the total raised on the day and any extra amount from sale of merchandise. The Secretary is to inform the organiser and include in the Newsletter.

Abba Tribute Night – Review of feedback received and consideration of Ticket Sales & Event Conditions

The Chairperson noted two main points for consideration:

- Restrictions and feedback
- Conduct of the event

The feedback received has been collated by the Secretary and consists mainly of complaints from a few single residents that they cannot invite a guest, which is seen as the event restrictions being biased, discriminatory, and unfair because the residents pay the same site fee as couples. The response to this feedback is that the site fee has no relevance to HOA events in the Clubhouse, and tickets are restricted to HOA members (residents) on the basis of one ticket per resident, which is fair and equitable to all residents.

One resident has requested to attend a HOC meeting to discuss their views and concerns, however, the issues raised are outside of the HOA / HOC responsibilities and David Crockett will discuss the resident's concerns personally.

The other feedback related to the method of ticket sales and holding tickets for residents, and issues logging in to the website.

Restrictions

- As anticipated, demand for tickets was high and the event sold out within one hour.
- The limit of 160 tickets was set to ensure the bar could cope with demand. A Pop-Up bar in the Wine Room has been considered to allow a greater number of people to attend such events in the future, but it will not be available for the Abba Tribute Night.

Jo, as the HOC Bar Liaison, expressed disappointment she had no knowledge of the proposed Pop-Up bar until recently. Apparently, the Managers are awaiting a proposal from the HOC regarding the bar, but the HOC has no specific written information yet regarding a temporary bar, the refrigeration requirements, how it would operate, etc.

- Ticket sales - most tickets were sold over the bar, and less than 20 tickets were sold online. There was an allegation that the ticket limit was increased to 180 and tickets were sold on the Saturday following the first day of ticket sales. Barry confirmed no additional tickets were sold on the Saturday.

The Chairperson noted that restrictions would remain in place - a maximum of 160 people, and one ticket per resident, unless there were tickets remaining to offer for sale to guests.

The Secretary has only received expressions of interest for 16 tickets for a second Abbasession event, so that is unlikely to proceed.

Event

It was agreed tickets would be checked at the door for entry to the Abba Tribute Night. The organiser has a list of attendees by villa number, should residents forget to bring their ticket receipts.

The Chairperson noted the implementation of online sales was poorly done and rushed, creating more work for the Secretary. The bar sales worked well. Following discussion about a waiting list, it was decided the HOC would not be involved in any resale of tickets. The residents can resell or give tickets to other residents and notify the HOC of the change of Villa no. / name(s) of resident(s) to facilitate entry on the night.

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HOA Budgeting, Funding, Catering, etc for Christmas Event

- No feedback has been received from residents regarding ideas for this event.
- Barry has a quote for spit roast catering and is awaiting a quote from Harvest & Soul.
- There will be logistical issues catering for a larger number of residents.
- The HOC will not determine the cost of tickets until a caterer is engaged.

The Chairperson suggested a Sub-Committee should be set up to organize this event. A request for residents interested in organizing this event to contact Barry Borlase will be included in the Newsletter this month.

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

a) Requests for Funding

- **Bird Control for Lawn Bowls Green**

Barry Borlase moved a motion to approve the purchase of the Indoor Bird Laser for an amount not to exceed \$700, for the Lawn Bowls Green. The motion was passed with a **majority in favour** of the purchase and one member against.

- **First Aid Training**

Residents have until 26/6/23 to express an interest in volunteering for First Aid training. The Secretary summarized the interest to date, with a good response from residents in stages 3 and 4.

As the quote for training was unclear, the training organization will be contacted to clarify the training fees. This matter will be held over to the next meeting.

- **Craft Group request for replacement of two sewing machines**

The existing machines are basic and have been serviced frequently, which Kerry confirmed has been organized by GemLife under the 5-year warranties. The proposed replacement machines are better quality and currently on special at a business in Coburg. There was discussion about implementing an induction process for residents wishing to use the sewing machines, to minimize the breakdowns / service calls.

A motion was put to approve an amount not exceeding \$1,500 for the purchase of two new sewing machines for the Craft Room. **All in agreement** and the motion passed.

b) Workshop Dust Extraction System and Additional Assets

- New Dust Extraction System Installed.
- Five items of equipment donated to the workshop by residents and added to the Asset Register.

c) Private Function clarification / complaint

The Private Function Policy will be reworded to specify homeowners must inform the HOC of a Private function and, in due course, a form will be introduced for Private Function organisers to acknowledge they will comply with the Private Function Policy and BYO Policy.

The Manager advised the recent wake held in the clubhouse satisfied the Private Function event criteria.

Another function continued to consume BYO while the bar was open. A bar volunteer politely explained the BYO policy and the resident immediately complied.

Jo has asked the Bar Manager to have a meeting with volunteers to reiterate the rules and, if not comfortable to address issues themselves, to contact Jeff or Jim. Jo will follow up with Jeff regarding the meeting and responsibilities of bar staff.

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d) Revised Interest Group Policy – Cash Management

Two options for revising the cash management policy for Interest Groups were emailed to committee members by the President on 15/5/23, 22/5/23, and 8/6/23. Version 1 included all Interest Groups and version 2 referred to only the workshop. The policy would require Interest Groups to:

- appoint a Co-ordinator and Treasurer to manage petty cash up to \$500, held in locked box in a secure location;
- maintain a spreadsheet of all funds received and paid out and forward the spreadsheet to the HOC Treasurer within the first week of each month; and
- forward funds in excess of \$500 to the HOC Treasurer to be banked.

Following discussion, a motion was put to adopt Interest Group Policy version 2 for the Workshop only. **All in favour and the motion passed.**

e) Pop Up Bar to Support Events

Jo will liaise with Jeff to clarify the Pop-Up bar concept for further consideration by the HOC.

- f) Kitchen Heat Lamps** - Quote for \$3,960 (inc GST) received 23/5/23 and distributed to HOC members. The majority of committee members agreed the cost was not warranted based on the use of the kitchen. No further action to be taken at this time.

g) GemLife Motor Home relocation to Woodend – Result of feedback to date

Feedback received from residents of 19 Villas (9.74% of total number of villas) with probable usage over 46 weeks of the year, depending on rental cost and availability of bookings for 4 weeks.

The HOC will write to GemLife to propose the motorhome be returned to Woodend for a 12-month trial period.

h) GemLife Update on Outstanding Matters

- GemLife Games – *no update received by the HOC re travel costs or accommodation.*

The Chairperson advised information has been provided to the Bowls Co-ordinator, but a resident who nominated for several sports had to contact GemLife for information. There is a minimum requirement for the number of participants for all sports, and GemLife will subsidise travel in the amount of \$280 per resident.

- Window tint on Clubhouse western windows not covered by curtains – *Window tinting will not be installed on window opposite bar, and it is suggested the curtaining is sufficient.*

- Car Wash facility – *under consideration and planning ongoing.*

- Kitchen Heat Lamps - *Quote received 23/5/23. NFA – Closed.*

- Bowls Green – Blinds & Duck Poo damage to Green – *Blinds under consideration. Alternatives to be discussed with Woodend Manager. Laser duck deterrent to be funded by HOA.*

- Exercise Bike for Gym – *refurbished bike recommended as most suitable. Awaiting advice as to whether GemLife will purchase.*

- Squeaky Floors – **Closed.**

- Rectification of signage in the Games Room (email 1/5/23 to Managers). *In progress. The sign will be rectified to state the homeowner causing the damage is responsible, not the HOC.*

i) HOA Database & Website

- Secure storage of Logon details and passwords – **committee members to give information to the Web Team (Kent).**
- Key Register – *to be completed with Bar keyholders, AV keyholders, and meeting room cupboard keyholders.*

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j) Secretary Role and Committee Vacancy

The Secretary advised discussion with another potential nominee for the role did not result in a nomination.

One nominee would be absent on holidays in remote and overseas locations for several weeks this year and the committee decided the absences would present difficulties for the committee given the work undertaken by the Secretary.

As the HOC can appoint an eligible member of the HOA to fill a vacancy on the committee under Section 57 of the Constitution, the Secretary proposed that Jenny Bussinger be appointed as a committee member to fill the current vacancy, with a secondary portfolio of Assistant Secretary, effective immediately. This will allow a timely handover of the Secretary duties to Jenny, should she elect to stand for that position at the AGM.

The motion to appoint Jenny Bussinger as a Home Owners' Committee Member effective immediately was moved by Barry Borlase, seconded by Rose Allan and **passed unanimously**.

k) AGM Preparation

The notice of the AGM will be sent to HOA members on 29 June 2023. The HOA Annual General Meeting is scheduled to be held on Thursday 10 August 2023.

- Committee members are to advise the Secretary before 29 June if they are not nominating for the next HOC.
- David Crockett advised he will be absent for most of August.

There were no other matters raised for discussion.

The next Committee Meeting will be held on **Monday 24th July at 2pm**.

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

Dated: 22 June 2023.

Susan Lawson, Chairperson