

MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 24 JULY 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, Jenny Bussinger and Barry Borlase.

Apologies: None.

Opening: As all were present John declared the meeting open at 2:00pm and welcomed Jenny Bussinger to her first HOC meeting.

1. Acceptance and Confirmation of Minutes of the HOC Meeting on 16 June 2023.

Following an objection to two sentences in the minutes of the HOC meeting on 16 June 2023, raised by the Web Team via email on Sunday, 2 July 2023, and an apology issued to the Web Team and sent to all homeowners on 6 July 2023 and the Woodend Managers on 7 July 2023 as recipients of the minutes of meeting, the following motion to amend the minutes of the meeting on 16 June 2023 was put:

The minutes of meeting on 16 June 2023 are to be amended as follows:

- I. In the third item on the Minutes (Ratification of Out of Session Approvals) the sentence "The website cannot prevent a single homeowner from purchasing two tickets." is retracted and replaced with "The website can restrict the number of tickets purchased by an account holder."
- II. In the seventh item in the Minutes (Events Co-ordinator, Abba Tribute Night – Review of feedback received and consideration of Ticket Sales & Event Conditions) regarding the tickets for the Abba Tribute Night event it is stated "The Chairperson noted the implementation of online sales was poorly done and rushed, creating more work for the Secretary." This statement is retracted.

Moved by David Crockett and Seconded by Barry Borlase that the amendments put to the meeting be accepted and the amended minutes of the meeting on 16 June 2023 be accepted. **All in favour - motion passed.**

2. Business Arising from Previous Minutes:

- HOC Liability Insurance – **New policy paid on 29/6/23.**
- Response from Woodend Managers received regarding the Solar Battery installation for GemLife Woodend and reply sent to homeowner. **Completed 7/7/23.**
- Funds approved for two new Sewing Machines – **Purchased and in use in the craft room.**
- Update of GemLife Private Function Policy by Woodend Managers – *Carry forward.*
The 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.
- Bird Control for Lawn Bowls Green – Approved on 16 June 2023. *To be purchased.*
- GemLife Motorhome Relocation – *email sent to GemLife on 12/7/23 – Carry forward.*
- Quote for Lectern – *Refer to Other Business.*
- Pop Up Bar to Support Events – *Withdrawn, refer to Other Business.*
- Trial of restrictions for events – *Refer to Events Co-ordinator: Abbasession – Abba Tribute Night Restrictions Review*
- Christmas Function – Sub-Committee and Quotes received – *Refer to Events.*
- First Aid Training – *Refer to Other Business.*

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Business Arising from Previous Minutes (cont'd)

- Update re questions raised with Gem Life, including rectification of signage in the Games Room – *Refer to Other Business.*
- Secure Storage of Logons and Passwords – *Refer to Other Business.*

The President acknowledged and thanked Barry Borlase for the amount of time and effort undertaken by him to obtain a new insurer for the HOA.

3. Ratification of Out of Session Approvals

- On 19 June 2023 an out of session approval was sought for \$370 to complete the wiring up of the Dust Extraction unit in the Workshop. A majority of members approved this request.
- On 21 June 2023 an out of session approval was sought to purchase a Public Access Defibrillator sign to be attached to the wall above the single use AED, at a cost of \$70.05. A majority of members approved this request.
- On 22 June 2023 approval was sought for 2 x rolls of acoustic foam at a cost of \$52 to reduce the noise from the newly installed Dust Extraction Unit. A majority of members approved this request. Barry confirmed no further expenditure for installing the Dust Extraction unit.
- On 27 June 2023 an out of session vote was called in relation to sending a written response to the organisers of the Trivia Night to answer their objection to a major event being scheduled on the same night as a Trivia Night, and the need for them to cancel or reschedule that regular event.

A majority of members (6) voted in favour of sending the draft written response circulated to HOC members and an email was sent on 28 June 2023. Two members expressed a preference for further discussion with the organisers.

- On 29 June 2023 an out of session approval was sought for acceptance of the HOA insurance coverage organised by PSC Connect Pty Ltd, underwritten by Professional Risk Underwriting Pty Ltd trading as Pro Risk for and on behalf of SWISS Re International SE Australian Branch (ABN 38 138 873 211), and immediate payment of the new Insurance Policy AL-000917-2023 in the sum of \$1,295.00 for the period from 10 July 2023 to 4:00pm 10 July 2024.

A majority of members approved the insurance coverage and payment of \$1,295.00.

- On 3 July 2023 an out of sessions approval was sought to grant one extra Bar Voucher for each of the two July Trivia Nights as a best dressed award. A majority of members approved this request.

There was discussion regarding accounting for the cost of bar vouchers. It was decided to continue with the current process.

4. Correspondence – Acceptance and Confirmation

Inward & Responses

- 19/6/23 – email from U & I Designs, ladies mobile fashion business. *Responded on 7/7/23 that details to be kept on file.*
- 20/6/23 -email re provisional approval for Elvis Extravaganza on 28/9/23. *Refer to Events.*
- 21/6 – 30/6/23 – emails re HOA insurance renewal or new policy(s) including new proposal and quote (28/6/23); Insurance Broker's response on 29/6/23 to queries re Insurance cover and documentation; and confirmation of payment of HOA Liability policy sent to Insurance Broker on 30/6/23.
- 23/6/23 & 23/7/23– Information re proposed Pop Up Bar received. *Refer to Other Business.*
- 26/6/23 – Request to increase data storage size for the website and HOA email addresses. *Refer to Other Business.*

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Inward & Responses (cont'd)

- 26/6 & 28/6/23 (reply) – Emails regarding Events Planning information in Newsletter, and HOC decision to approve a major event on a recurring event night.
- 28/6/23 – Draft letter of support for battery / grants funding received from GemLife for HOC review. GemLife Operations Manager to contact HOC to discuss the letter – **awaiting contact.**
- 28/6 – 8/7/23 – Communications regarding donations collected at the Cabella Mia event, the Organiser's review of the event, and dates available for summer range.
- 28/6/23 – Received copy of Public Liability Insurance for Abbasession.
- 30/6 & 3/7/23 – Request for additional two bar vouchers for Trivia Nights in July, to use as best dressed awards. **HOC approved 3/7/23 and advised organiser by email on 3/7/23.**
- 30/6/23 – Enquiry regarding the result of Special Resolutions at last year's HOA AGM. **Reply sent 6/7/23.**
- 2/7/23 – Resident raised two queries about Private Functions. **Replied 7/7/23.**
- 2/7 - 7/7/23 – Web Team objection to June 2023 HOC Minutes received.
 - On 4/7/23 the HOC Statement / Apology / Retraction was sent to the Web Team
 - The Web Team agreed to the release of the statement to all residents on 6/7/23.
 - The HOC replied on 6/7/23 with the actions to be taken to cover all avenues for distributing / notifying all residents, and the Woodend Managers, as recipients of the minutes of HOC meetings.
 - The HOC Statement / Apology / Retraction was emailed to all residents via the HOA database on 6/7/23, and hard copies placed in mailboxes for those without email. The Statement was emailed to Woodend Managers on 7/7/23.
- 3/7/23 – Quotes for Christmas function(s) from Harvest and Soul, and N & M Catering.
- 5/7/23 – Proposal from Bar Manager re processing entertainers' refreshments via Square system, and requests to consider using bar vouchers as rewards and to welcome new residents. *Refer to Other Business and Outward on 5/7 – 6/7/23.*
- 6/7/23 – Information about the solar battery for Woodend received from Managers, and reply sent to homeowner re progress of solar battery for Woodend.
- 8/7/23 – Enquiry received as to whether residents could be offered a lesson in using the defibrillators. *Response sent 13/7/23. Refer Other Business – First Aid Training.*
- Emails and enquiries regarding the AGM – apology, proxy, nomination, voting rights.
- Emails re existing and newly purchased sewing machines for the Craft room.
- Emails re First Aid volunteers, First Aid group meeting re new AED, and responses.
- HOA membership forms from Woodend Managers. **Actioned.**
- Updates from homeowners re their contact information. **Actioned.**
- 19/7/23 Email from Woodend Managers regarding the Jan – Mar 23 Gas Invoice issues and proposed calculations for homeowner invoices. **Replied 20/7/23** that HOC supports proposed calculations for invoices (8 HOC members responded they agreed to proposal).
- 21/7/23 – Email re taking up Ancestry membership.
- 24/7/23 – Correspondence re Private Function request.

Outward and Responses

- 16/6/23 – responses to nominations for Secretary role, and appointment to HOC vacancy.
- 19/6/23 – email confirming HOC decision not to donate any further funds to Fight MND. *Reply received 20/6/23.*

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Outward and Responses (cont'd)

- 22/6 & 27/6/23 – Minutes of meeting issued to HOC members. Copy emailed to Managers and Web Team.
- 23/6/23 – Updated HOC Portfolio allocation emailed to Managers.
- 23/6/23 – Workshop Interest Group Policy V2 emailed to Workshop liaison and co-ordinator, following approval at last HOC meeting.
- 23/6/23 – First Aid Group meeting notice sent, re familiarisation with new AED.
- 24/6/23 – Newsletter sent to all homeowners.
- 29/6/23 – Notice of the HOA Annual General Meeting (AGM) – 10 August 2023 sent to all HOA members via email or hard copy delivery to mailboxes for those without email. Copy of notice sent to Woodend Managers on 30/6/23.
- 5/7 – 6/7/23 – email to Committee Members re use of Square System to process entertainers' refreshments, as a trial at the Abba Tribute Night. Confirmation to Bar Manager on 6/7/23 re use of the Square System discount key on Friday, 7/7/23 as a test run, with feedback to the HOC before the next meeting. Other proposals to be considered at the next HOC meeting. *Refer to Other Business.*
- 6/7/23 – Notice of AGM and attachments sent to new residents of three villas.
- 7/7/23 – Email to all homeowners re new Single Use Defibrillator (AED).
- 12/7/23 – Sent Request to Consider Return of Motorhome to Woodend to Managers. *Refer to Other Business.*
- 14/7/23 – Group email re AGM and Nominations for HOC.
- 20/7/23 – Notice re No Special Resolutions at AGM, sent to all HOA members (email & mailbox).
- 19/7 & 21/7/23 -Group emails re August Event and Update (DJ Event and Ticket Sales).
- 21/7 – 22/7/23 – Correspondence re Trivia Nights.
- 22/7/23 – AGM – End of Year Financial Statements sent to residents (email & mailbox).
- Welcome emails to new members.
- Requests to web team to upload documents.

5. Treasurer's Report - Financial Management

- Treasurer's Report.

The balance at bank as at 1 July 2023 was \$34,007. The Treasurer thanked Susan for assisting as Treasurer while she was on holiday.

- Monthly Financial Reporting.

The Treasurer provided the Monthly Cash Flow, Budget, and Events reports.

The President noted the deficiency in revenue for the month and financial year was expected, and after a short discussion about the Cash Flow and Budget spreadsheets:

A motion was moved by Barry Borlase and seconded by Kerry Humphreys to accept the financial reports tendered by the Treasurer. **The motion was passed.**

There was discussion about having a budget item for ongoing repair of sewing machines. Whilst GemLife owns the original two sewing machines and overlocker, any repair costs arising from misuse of the machines will have to be paid by the HOA, as will the maintenance and repair costs for the two new sewing machines purchased by the HOA.

The President put the motion to allocate \$500 per annum as a budget for sewing machine maintenance and repairs. Seconded by Kerry Humphreys. **All in favour – motion passed.**

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The President advised Web expense payments to one entity are being investigated and may relate to the previous website. If so, the direct debit will be cancelled.

There was discussion about setting a budget for AED replacement / parts as a contingency. The motion to allocate \$1,000 per annum as a budget for AED replacement or purchase of parts was moved by Jo O'Connor and seconded by Kerry Humphreys. **All in favour – motion passed.**

There were no overspends or unbudgeted expenditure requiring approval reported by the Treasurer.

The Secretary advised the Ancestry.com membership expense, approved earlier this year, should be taken up soon.

6. Acceptance of HOA Opt in Forms from New Residents

In accordance with the motion passed at the HOC meeting on 16 June 2023, the membership acceptances processed by the Secretary and ratified at this meeting are:

Accepted 21/6/23: Villa 189 – Murray & Cathy Blaskett

Accepted 29/6/23: Villa 229 – Robert Read; Villa 224 - Neil & Linda Moorhouse

Accepted 6/7/23: Villa 31 – Joan Cahill; Villa 187 - Lynette Barnett;

Villa 226 – Greg & Lorraine Cocks

Accepted 13/7/23: Villa 171 – Cathie O'Shannessy

7. Events Coordinator

Coordinator's Annual Report & Annual Financial Report.

David summarized his reports to the committee noting all events, including the Issi Dye shows, Abba Tribute Night and Steve Falcon and the Kingswoods, were successful. The only disappointment was the Sri Lankan dinner but that was due solely to catering issues, and it was an enjoyable event for many residents.

The major events were all very good: the Food Van was very popular, as are the Trivia Nights; the raffle nights are successful, and the Bar continues to be profitable. All other events and speakers were well received, if not always well attended, but we are providing a good range of events for the community.

The Event Financial Report is an internal document for the HOC. All Members receive the annual financial statements.

Abbasession – Abba Tribute Night Restrictions Review

Feedback from the Bar Manager regarding bar service and capacity for events indicated the bar coped extremely well with around 160 in attendance and could cope with up to 200 with some service delays in peak periods. Therefore, an additional fridge and Pop-Up Bar are not necessary at this time as most residents seem happy to wait a short time for service.

It was established members' nights would not have an attendance limit. There was discussion about children attending events and the possible health and safety implications of having children on a crowded dance floor or elsewhere in the clubhouse.

The following motion was moved by Susan Lawson and seconded by Kerry Humphreys, that all night time ticketed events may only be attended by persons 18 years and older. **All in favour – motion passed.**

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DJ Saturday Night Fever

The DJ Saturday Night Fever event is open to guests and attendance is not capped, but the Secretary is to send a group email to all members to advise that children cannot attend this event.

Event Proposals for Consideration:

- **Elvis Extravaganza** –propose event for Thursday, 28/9/23. Provisional approval was given on 16/06/23, pending agreement with organiser on ticket prices, for an amount of \$1,250 for the entertainer and refreshments. On 20/6/23 provisional approval was sought from the HOC for 50% of the profits to be donated to Five Freedoms Animal Rescue, as the organiser agreed to increase ticket prices to \$20 for residents and \$30 for visitors.

There was discussion about setting attendance numbers and ticket cost for the event. There was also discussion about limiting tickets to two per villa, instead of one per HOA Member, and whether ticket sales should be restricted to residents only for the initial sales. The allocation of two tickets per villa would allow a single villa homeowner to invite one guest.

A motion was put to restrict this event to a maximum of 200 attendees, and that a maximum of two tickets per villa would be sold for residents only up to 20 September and, if tickets were still available, sales could be opened to guests. As this is a night time event, attendance is only open to guests aged 18 years and older. The motion was proposed by Barry Borlase and seconded by Jo O'Connor. **All in favour – motion passed.**

All agreed to the proposed donation and to the HOA underwriting this event.

The event restrictions for this event have formed the basis for the HOA Event Ticketing Policy, which recognizes that some events will be open to residents only for the initial ticket sales and then open for guests at a later date if tickets are available, and some events will be open for sale to residents and guests with no restrictions on the number of tickets sold for guests.

- **The Two Johns - Elton John & Olivia Newton John Tribute Event (Issi Dye)** - proposed for 2/11/23. This event will be capped at a maximum of 200 attendees and ticket sales will be limited to residents only, with a maximum of two tickets per villa until 23 October, after which time guest tickets may be sold.

A motion was put to approve an amount not to exceed \$2,700 for an Elton John and Olivia Newton John tribute night to be conducted on Thursday, 2 November 2023. Ticket prices will be \$20 for homeowners and \$30 for guests. The HOA will also underwrite the event.

The motion was proposed by John Eckel and seconded by Rose Allan. **All in favour – motion passed.**

It was decided the Event Ticketing Policy will apply to this event.

- **Guest Speakers – Volunteering in the Macedon Ranges**, proposed for Tuesday, 12 September, at 2:00pm. David Crockett is the organizer. Macedon Ranges council employees will attend to present options for volunteering in this area.

It was proposed that an amount not exceeding \$50 be approved for the cost of afternoon tea. **All in favour.**

- Private Event request for activity in Clubhouse (email sent 24/7/23).

There was discussion regarding this request for band practice in the clubhouse stage area on Sunday, 13 August, at no cost for attendees. It was decided to seek advice from the HOA Insurers before progressing this request. The HOC will convene an out of sessions meeting to vote on this request after liability queries are resolved.

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Events – Review

- Cabella Mia Winter Fashion Show on 28 June. An email from the organizer on 8 July advised 71 people attended the event and the donations, including the percentage of sales donated by Cabella Mia, totalled \$443.25.

Christmas Event(s)

The HOC did not receive any expressions of interest to participate on a Sub-Committee for organising this year's Christmas function so, given the need to book catering and entertainment sooner rather than later, the HOC obtained three quotes for catering and sourced entertainment.

Quotes from three caterers for a similar buffet style main meal and dessert per person were: JBL Catering at \$35; N&M Catering at \$47; and Harvest and Soul at \$62 (including separate charge for wait staff)

JBL Catering has dates available in the evening on Tuesday, 5 December and Tuesday, 12 December. Both dates would be limited to 150 residents per night. If JBL was the caterer, Barry advised the total cost for 300 attendees would be \$13,000 for the caterer, entertainment, tablecloths, decorations etc.

The Chairman proposed the HOC engage JBL Catering for the evenings of 5th and 12th December 2023 from 5:00pm to 8:30pm (food service from 6:00pm) to cater for approximately 300 homeowners over the two nights at a cost of \$35 per head. The deposit payable is \$300 per night. **All voted in favour.**

The Chairman proposed the duo, Father and Son, be engaged for entertainment on each night. **All voted in favour.**

Previously the HOC has approved an amount not to exceed \$7,000 for a Christmas Party Function. There was discussion about the charge for homeowners and it was decided \$20 per head would cover costs.

The Chairman proposed the charge to Homeowners be \$20 per head, and the HOA will underwrite the event. Guests are not included in this function. **All voted in favour.**

The meeting was adjourned at 3:10pm for a break and resumed at 3:15pm.

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

a) Requests for Funding

- **Interest Group (Craft) request to pay for repairs to the two sewing machines provided by GemLife (\$258)**

It was clarified that GemLife has paid for maintenance of the original sewing machines but would not be responsible for repair costs due to misuse of the machines.

The Chairman moved the motion to approve an amount not to exceed \$258 for the repair of two sewing machines in the Craft Room. **All voted in favour – motion passed.**

- **Upgrade data storage space for website and HOC email addresses.**

The HOA has recently paid \$182.00 for storage of 5GB for 12 months. A request was made on 29/6/23 to increase the data storage size from 5GB to 10GB at an extra cost of \$48.50, due to ongoing issues with storage capacity.

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The Chairman propose the HOC approve an additional amount of \$50 per annum to increase the secure storage capacity to 10 GB. **All voted in favour.** The Secretary is to advise the Web Team.

- **First Aid Training:**

The quote for First Aid Training is to be reviewed to determine total cost for participants.

The number of expressions of interest to be a First Aider is in excess of the number of training places to be funded by the HOA. Therefore, all homeowners in stages 2, 3 and 4 who have expressed interest in being new First Aiders, will be invited to attend the next First Aid Review meeting and participate in a short CPR session to assist with determining eligibility of the training participants. Only one member of a household will be trained by the HOA, to avoid losing two First Aiders when the homeowners go on holiday.

The number of residents to be trained will be advised to the HOC after the next First Aid review meeting.

Familiarising Residents in CPR / use of Defibrillators

A suggestion was received to inform / train more residents about the use of CPR and Defibrillators. The First Aid Coordinator is willing to do this, and dates / times will be advised to residents. There is no cost to the HOC as the First Aid Interest Group has CPR training tools.

- **Quote for Lectern from Workshop**

It was determined a Lectern would be useful for a number of events. Barry advised that due to the cost of suitable wood to build a lectern, it was more cost effective to buy a lectern.

The Chairman proposed the HOC approve an amount not to exceed \$300 to purchase an off the shelf lectern. **All voted in favour.**

b) Bar Manager Proposal re “Manager’s Discretion” discount key on Square System, processing Entertainers Drinks, and complimentary drinks for volunteers and new residents.

The proposal to give bar vouchers as a reward for volunteers supporting the raffle and villa draw nights was discussed. It was noted the committee’s decision to a similar proposal earlier this year was not to provide bar vouchers, or any other form of compensation, for volunteering. The bar volunteers are an exception as they have requirements to complete training and an expectation of being rostered to volunteer on a regular basis.

The Chairman proposed that the Bar Manager have discretion in providing bar vouchers to volunteers supporting the raffle and villa draw nights. **The majority of committee members voted against this proposal.**

The suggestion to provide a complimentary drink to new residents was discussed, with members noting this was not offered to existing residents.

The Chairman proposed that a Bar Voucher be provide to each new resident for one complimentary drink. **The majority of committee members voted against this proposal.**

Processing entertainers’ drinks via the “Manager’s Discretion” discount key was discussed and it was noted the cost of refreshments for entertainers is usually included in the event cost approved by the HOC.

The Chairman put a motion to include the cost of a drink per entertainer and spouse/partner in the event allocation of cost, to be processed via the “Manager’s Discretion” discount key. Barry Borlase proposed an amendment to the motion to include two drinks per entertainer and spouse/ partner.

The amended motion was put to the committee members. **The majority of members voted in favour of this motion and it passed.**

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The "Manager's Discretion" discount key on the Square system was discussed. It was noted the three people authorized to use the key are not always on the bar, however, the register reports can be checked to ensure the key is used appropriately.

It was agreed the "Manager's Discretion" discount key on the Square system could be used for complimentary drinks. There was a very low risk that the function would be used incorrectly, and the process is auditable through the Square system records and login requirements.

- c) **Pop Up Bar** - Request withdrawn following feedback on the Abba Tribute Night. No further action.

However, it was noted by a Committee Member the bar was very busy on the Abba night. At times, four people were in the bar area, whereas it is usually a maximum of three for safety reasons.

d) **GemLife Update on Outstanding Matters**

- Return of motorhome to Gem Life Woodend for a 12-month trial period.
The HOC request on 12/7/23 has been forwarded to the 'Explore' team at GemLife Head Office by Woodend Managers.
- GemLife Games – *no further communications to HOC* – **No Further Action**. Some residents have received communications directly from GemLife.
- 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.*
The Committee discussed whether the HOC should get a quote and pay for the window tinting. The Chairman will consult with the Woodend Managers regarding their quote or obtain another quote for HOC consideration.
- Car Wash facility – *under consideration and planning ongoing.*
- Bowls Green – Blinds & Duck Poo damage to Green – *Blinds under consideration. Alternatives to be discussed with Woodend Manager.* **Funding for the Laser duck deterrent approved by the HOA. The Bowling Coordinator is to order the duck deterrent.**
- Exercise Bike for Gym – *refurbished bike recommended as most suitable. Awaiting advice as to whether GemLife will purchase.*
- Rectification of signage in the Games Room - *email from Managers on 8/5/23 advises the sign will be rectified to state the homeowner causing the damage is responsible, not the HOC. The proof for the sign has been authorised by the Woodend Managers.*

e) **HOA Database & Website**

- Secure storage of Logon details and passwords – **the Committee has not progressed this matter.**
- Key Register – *This was to be compiled in the Asset Register. However, it will be easier to manage as a stand-alone excel spreadsheet, which the Secretary will compile before the AGM. To be completed with Bar keyholders, AV keyholders, and meeting room cupboard keyholders.*

f) **AGM Preparation**

The Chairman advised the format of the meeting would be the same as previous AGMs.

AGM Preparation (Cont'd)

- Registration will commence at 3:30pm for the 4:00pm meeting.
- Every member will receive two voting slips – one for the committee executive positions and one for the four ordinary committee members.

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- The executive committee positions will be counted first, as some candidates have also nominated for ordinary committee member positions, if unsuccessful in the vote for an executive position.
- In accordance with the Constitution, HOA members have to write the name(s) of the candidates they are voting for on the voting slips.
- Ron Formica has been asked to be the Returning Officer.
- There will be a request for volunteers to act as vote counters – two from stages 1 and 2, and two from stages 3 and 4.
- Barry O'Connor will have the microphone for any questions or comments.
- Jenny Bussinger and Jo O'Connor will sign in the members attending and hand out the voting slips to each member, with additional slips for proxy holders.
- Candidates will be invited to give a short statement in support of their nomination if they want to do so.
- Any questions regarding the financial reports will be referred to the Treasurer.

The Committee Report was reviewed at the meeting. It will be sent within the timeframe on the notice of the AGM, and a reminder is to be sent to members regarding nominating for positions on the HOC.

The Chairman noted the current President nominees will be absent from the meeting. They will be asked if they want to provide a short statement in support of their nomination to be read to the meeting.

The Chairman thanked the committee and noted his appreciation for their input to the HOC.

There will be a meeting with the new committee members directly after the AGM to discuss the handover. The new President will be advised after the vote is counted but will not be declared until near the end of the meeting.

The next HOC meeting will be determined by the new committee.

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

Dated: 29 July 2023.

John Eckel, Chairman