

**Present:** Bob Levis (Vice President and Chairman), Rose Allan (Treasurer), Jenny Bussinger (Secretary and Minute taker), Susan Lawson (Events Co-ordinator), and Committee members Jackie Brady, Aileen Campbell.

**Absent:** Paul Niblett (President), Geoff Symons, Stephen Pickles (On Leave)

**Apologies:** Paul Niblett.

**Opening:** As all that were present Bob declared the meeting open at 2:30pm and welcomed all new Committee members acknowledging Susan and Rose as returning members.

### 1. Acceptance and Confirmation of Minutes of the HOC Meeting on 24<sup>th</sup> July 2023.

Further to the updated Gemlife Private Function Policy – upon reading the paragraph Bob Levis would like the wording reviewed again to read :

*The Policy will be reworded to specify homeowners **are requested** to 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. **To be carried forward to next meeting for review by all committee members.***

### 2. Business Arising from Previous Minutes:

- HOC Liability Insurance – **New policy paid on 29/6/23.** Bob Levis would like to review the policy as he has some questions and reservations as to whether Policy covers all that we require. Jenny to send Bob copy of Policy coverage.
- Bird Control for Lawn Bowls Green – Approved on 16 June 2023. This has been purchased and installed.
- GemLife Motorhome Relocation – email sent to GemLife on 12/7/23 – Carry forward.
- Quote for Lectern – Decision to purchase material to build Lectern turned out to be cheaper option than purchasing a ready-made lectern. Rose treasurer has submitted funds for purchase of timber.
- Christmas Function – Sub-Committee and Quotes received – Refer to Events.
- First Aid Training – Refer to Other Business.
- Rectification of signage in the Games room - New sign installed 3/8/23.
- Key register completed. Lock box still to be purchased by secretary.
- Secure Storage of Logons and Passwords – Refer to Other Business.

### 3. Ratification of Out of Session Approvals

NIL

### 4. Correspondence – Acceptance and Confirmation

#### Inward & Responses

- Email July 29<sup>th</sup> - Andrew Spencer - important that Andrew Spencer's email re apparent issues with the interface between the website and square booking systems does not slip between the cracks in the HOC change over. For Rose Allan as the treasurer elect and Susan Lawson as the events coordinator elect, could you broker a meeting between the website group and the bar/square group to discuss the interface issue. It is noted that Jim Brook is on both sub committees so you may wish to coordinate through him.

- 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.**
- 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.*
- 21/7/23 – Email re taking up Ancestry membership. Refer to Treasurers report
- 3/8/2023- Query about ticket sales methods and response on 4/8/23 to confirm online is an option in addition to sales at bar and HOC aware not every can or want to buy online. – **carried forward to next meeting for review.**

#### Outward and Responses

- 20/08/2023– Minutes of meeting issued to HOC members. Copy emailed to Managers and Web Team. Placed on notice board.
- 17/08/2023 – Updated HOC Portfolio allocation emailed to Managers. *To be reviewed further upon return of new President and absent committee members from this first meeting.*
- 16/08/2023 – Welcome emails to new members
- 6/8/23 –Reply to resident regarding suggestion for training /information sessions on CPR and Defibrillators

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

- Treasurer's interim Report.
- Monthly Financial Reporting was not covered in this meeting – awaiting the new President and committee members and end of month to cover these issues. **Carried forward to next meeting**

The Treasurer provided a brief summary of Monthly Cash Flow, Budget, and Events reports.

The Vice President noted that as it is now a new Financial year Budgets need to be reviewed; that Rose Allen (Treasurer) was to write to existing Interest Groups of the new budgets that they would require, for new financial year; that these groups would have to apply for funds and approval using the proper form obtain from Website. Jenny has printed out some Interest Group Support forms and will place them at the notice board site for those that cannot access this form from Gemlife website.

A reminder was to be sent to all interest groups of funds available for this financial year and Rose to contact these groups. Next meeting will discuss this further.

A new interest group approached Rose and requested funds for startup costs – one off cost of \$200 for consumables/equipment. After committee discuss, some more questions were to be asked of the group – Rose to follow through and further discussion will be had at next meeting.

Rose requested in relation to the Line Dancing group - the money payments made that currently are going through to Rose and then paid out to Line dancing teacher – this transaction should be handled directly by the teacher herself as the class is not a HOA event.

The previous Secretary – Maureen, advised the Ancestry.com membership expense, approved earlier this year, should be taken up soon. **Rose has confirmed and advised that this has been taken up by the Ancestry group.**

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

Accepted 8/8/23: Villa 188 - Tony & Carmel Sudweeks.

**7. Events Coordinator – Susan Lawson**

**Coordinator's Report August 17/8/23**

Susan began her report with a summary of approved events already had in July and for the events had in August also future events for 2023 with all dates listed. She also submitted further possible events for 2023 that are to be investigated further.

**Current Approved events for August:**

- |                              |  |
|------------------------------|--|
| 1. Raffle Night              | 4 <sup>th</sup> August                   |
| 2. Abbassession concert      | 11 <sup>th</sup> August                  |
| 3. Watercolour Painting      | 2 <sup>nd</sup> , 9 <sup>th</sup> August |
| 4. DJ – Saturday Night Fever | 12 <sup>th</sup> August                  |
| 5. Villa Draw / Raffle Night | 19 <sup>th</sup> August                  |

**Future approved One-off Events for 2023**

- |  |                            |
|--|----------------------------|
| 1. Guest Speaker –<br>Volunteering in the Macedon Ranges             | 12 <sup>th</sup> September |
| 2. Elvis Extravaganza  | 28 <sup>th</sup> September |
| 3. Issy Dye – 2 John's – Tribute show<br>Elton John & Oliva New John | 2 <sup>nd</sup> November   |

**Future Events for 2023 for Approval**

Christmas Craft Market & Afternoon Tea 25<sup>th</sup> November

**Further Possible Events for 2023 to be investigated**

AFL Grand Final Day	30 <sup>th</sup> September
Halloween	31 <sup>st</sup> October
Melbourne Cup Day	7 <sup>th</sup> November
Xmas Themed Happy Hour / Raffle Night	1 <sup>st</sup> December
N.Y.E Celebrations	31 <sup>st</sup> December

***DJ Saturday Night Fever***

Jackie Brady commented on the DJ Saturday Night Fever Night – Successful and enjoyed by all.

**Christmas Function:-**

Quotes from JBL Catering at \$35/hd - Accepted dates proposed are Tuesday 5<sup>th</sup> December and Tuesday 12<sup>th</sup> December from 5.00pm to 8.30pm (food service from 6.00pm) to cater for approximately 300 homeowners over the two nights. Deposit has been paid to confirm this booking. -

**As of this meeting 17/8/23**– discussion on the two consecutive days being both on Tuesday's – some within the committee felt **if possible** that there should be two different days in the week i.e. Monday / Tuesday or Tuesday/Wednesday so that anyone who could not make it on a Tuesday evenings (due to work or related issues) they would at least have another day in the week to choose from. Request for dates to be discussed with JBL if they have any flexibility and are able to change.

*Further the entertainment for the Christmas event - Duo Father and Son, – committee asked whether this has been secured and if they have been engaged / where do this arrangement stand at present?*

Previously the HOC has approved an amount not to exceed \$7000 for a Christmas Party Function. There was discussion about the charge for homeowners and it was decided \$20.00 per head would cover costs.

**As of this meeting 17/8/2023** : *Discussion re reviewing the cover charge and/or offering drink vouchers this nights dinner.*

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

### a) Requests for Funding

- **First Aid Training:**

Numbers for training to be decided, final quote to be obtained and approved, and training session to be booked. May not have numbers until Mid/late September. Another meeting required with First Aid coordinator (Marion, Stephen)

#### ***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. In our last meeting Barry advised that due to the cost of suitable wood to build a lectern, it was more cost effective to buy a lectern.

**As of this meeting 17/8/2023** *the situation has changed as timber was able to be obtained cheaper than buying a Lectern. The Lectern will be built. Funds were approved and allocated for purchase of timber*

**b. Event Ticket Sale in Square** - *Suggested that Committee member Rose & Susan arrange a meeting with Andrew and Web team to get this matter sorted.*

**c. Signatories:** *New members need to visit Bank of Bendigo and register as new Signatories – Paul Niblett to be added – Barry Borlase to be removed. Jenny has form prepared in readiness upon their return from Annual Leave. Jenny has already registered as new signatory and Maureen has been removed.*

### b) 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. - **No response to date – Carried forward***

- 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.*

- *As of 17/8/2023 - Window tinting still awaiting from Gemlife response to our email for permission to install tinting if we decide to do it.*

- 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. This has been purchased and installed***
- Exercise Bike for Gym – *refurbished bike recommended as most suitable. Awaiting advice as to whether GemLife will purchase. – **Carried over***

**c) HOA Database & Website**

- Secure storage of Logon details and passwords – **to be completed.**
- Key Register – *This was to be compiled in the Asset Register. Excel spreadsheet completed. Web team to set up in Database.*

The Chairman declared the meeting closed at 4:25pm

Dated: 17<sup>th</sup> August 2023.

**Next Meeting:** 21<sup>st</sup> September, 2023 @ 1pm

Bob Levis, Chairman