

Present: Paul Niblett (President & chairman) Bob Levis (Vice President), Rose Allan (Treasurer), Jenny Bussinger (Secretary and Minute taker), Susan Lawson (Events Co-ordinator), and Committee members Jackie Brady, Aileen Campbell, Geoff Symons

Absent: Stephen Pickles (illness)

Apologies: Stephen Pickles

Opening: As all that were present Paul declared the meeting open at 1.00 pm and welcomed all new Committee members.

1. Acceptance and Confirmation of Minutes of the HOC Meeting on 17th August, 2023.

Susan Lawson and Rose Allan confirm minutes of 17th August 2023

2. Business Arising from Previous Minutes:

- HOC Liability Insurance – **New policy paid on 29/6/23. From previous meeting Bob Levis was issued the policy as he has some questions and reservations as to whether Policy covers all that we require. Jenny requested to send Bob copy of Policy coverage again as he did not appear to have received email. Jenny sent it again 21/9/23 for his review.**
- GemLife Motorhome Relocation – **email sent to GemLife on 12/7/23 – to be followed up to see where this stands as of today**

3. Ratification of Out of Session Approvals

- Out of session meeting with Susan, Rose Jenny & Andrew in answer to email from Andrew 29th July, – Square System and web online event booking and the issue with the two different reports generated. Treasurer requires the reports generated to be more harmonious and the request is for Kent to see if the interface between the website and square booking system reports can be married i.e. categories opened in the back end of Database . Meeting to be had with Kent and Andrew to see if this can be achieved.

4. Correspondence – Acceptance and Confirmation

Inward & Outward Responses

- 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.**
- 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 everyone can or want to buy online. – **carried forward to next meeting for review.**
- **Lydia Nickels email 23/8/23** - Request for Bridge to be built outside of the Gemlife Grounds. Was told it was council matter and not a HOC matter by Tony & Leanne Managers, and that this issue has been brought up before and Council has squashed request for bridge over ditch. HOC discussed this matter decerning that this is a matter that should be addressed to Council as a Safety Issue as it is an emergency exit point – anyone with disability walking – wheelchair etc... could be at risk. Was a Hazard Risk Assessment done and who signed it off. Motion to committee as to whether we should persue this further - **Motion in Favour - Jenny Bussinger / Rose Allan seconded**

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- **Glenn Thompson email 28/8/23** – Purchase of timer and Guard for the Sauna. Paul Niblett did some research on these items by ringing the manufacturer of the heater in sauna and found that there is in fact a guard available for the unit. Manufacturer was surprised that this was not purchased when sauna was being installed. Safety and hazard risk. Requested a quote for these items from manufacturer. Once quote is received; Photos of Guard and timer, a letter is to be prepared and forwarded to Gemlife Management for consideration as this is in fact a Hazard risk.
- **Andrew Spencer – Trivia Night** - Concern about Trivia night and other events overriding the Trivia nights allocated on the 2nd & 4th Thursdays of the month. Discussion around the table in committee meeting concluded and motion passed that - 2nd & 4th Thursday will stand and be respected, however in certain circumstances when a Thursday night may be compromised, there would be adequate notice and discussion had with Trivia Team. **Paul to discuss this with Andrew and explain the decision made.**
- **Lawn Bowls** - Email sent out to community about getting a Leader for the Bowls club after Ron Formica leaving and Andrew Spencer as stand in Bowls Leader wishing to stand down - Excellent result in that now the Bowls club has a leader along with five assistants to lighten the work load. Tony Lennie to lead the group – **item closed**
- **Cinema - Jackie Brady - Foxtel - noticed all movies are locked and unable to be viewed.** – How many access points to Foxtel and movie channel - follow up with Barry Borlase - **Paul Niblett to discuss with Barry – 21/9/23 Paul Spoke to Barry about the films on Foxtel and as far as he can remember the package that we have does not include films. To have the films package is about \$40 to \$50 more.**
- **Dog Wash request – 12/9/23** – Dog wash request to be built whilst car wash is being considered - If this is being considered, plumbing, grey water, electrics, then dog wash could be costed along with the car wash.
Approach Gemlife for what approved plans are in place for the far corner. Also to see where access will be in that corner for i.e cars / caravans and access to the car wash. Possibly enquire about this with Leanne/Tony to have this proposition added to plans.
- **Elvis Extravaganza** – Evening event is timed for 6 – 8pm. Proposal put forward that after the event some canned music be played as this is an early finish. People will be hyped up and not ready to end the evening so early – so should canned music be played afterwards? Also will need to approach the bar about the possibility of extending bar staff after 8pm. **Paul Niblett to discuss this option of music with Andrew and then follow through with the bar manager and staff.**
- **14/9/23 – HOA vs HOC** - Email regarding the misuse of the term HOC. He feels that it should be HOA and that HOC is mislabelling the Home Owner Association. He feels that misusing the acronym could place the association in legal difficulties. Matter discussed and examined and Committee feels that with regard legality difficulties, we have all avenues covered as all documentation refers to HOA and the incorporation number. Noting goes out in the name of HOC. We are the committee representing the HOA. – **Committee member to follow through with Brian Cahill.**
- **15/9/23 Vicki Dalgleish - Construction Faults** - Outstanding construction repairs. Committee to source who is our site team – person of contact at PCS Gemlife – who handles major issues. **Letter to be drawn up by committee on behalf of community.**

5. Treasurer's Report - Financial Management

- Treasurer's Report 3 x interest Group Financial requests : -
 - Quilting Group \$1000 - motioned that \$670 will be allocated to spend till next financial budget.
 - Bingo - \$400 for Bingo Cards - Motion – approved
 - Library - \$500 - Purchase of Books – Motion – approved.
- Monthly Financial Reporting was covered in this meeting –
The Treasurer provided a brief summary of Monthly Cash Flow, Budget, and Events reports.
Term Deposit review date was 11th September - This has been rolled over.

6. Acceptance of HOA Opt in Forms from New Residents

Accepted 23/8/23: Villa 136 – Andrew Tulloch, Irene Elgueta
Accepted 4/9/23: Villa 149– Barry & Lynda Roberts
Accepted 8/8/23: Villa 188 – Tony & Carmel Sudweeks;
Accepted 21/8/23 Villa 102 – Lesley Gordon
Accepted 01/8/23: Villa 194 – Kenneth & Barbara Cronin
Accepted 15/09/23: Villa 180 – Ian & Leonie Crane

Jenny has entered all new residents into database and sent confirmation to Managers office.

- **Events Coordinator – Susan Lawson**

Coordinator's Report 21/9/23:

Susan Lawson began her report:-

The Bar group would like to hand over the running of the Raffle Night (Previously Happy Hour) and the Villa Draw Nights in 2024. She would like to resurrect the Monthly Happy Hour Night – starting with December 2023 – with a Christmas Theme and Kris Kringle.

Organise a group for running raffles/villa draw nights only - Discussion amongst committee resulted in :

- Looking for Volunteers to run these events. Introduction of a budget.
- Also these would be thoughts for further discussion.

Have had some interest and suggestions for further 'Sunday Afternoon' light entertainment. Two Sessions have already taken place this year for FREE Sunday Sessions. It was planned by the previous HOC to charge residents \$5.00 for further session. Susan would like to see these free. Possible costs to be under \$500. Committee discussion resulted in – Acceptance from the group.

Offer from residents who are professional entertainers to have their groups perform for the residents, for themselves not to be paid but the other group members to be paid as they are not residents. Discussion around the table resulted in Committee agreeing not to go ahead with this proposal as it could be quite messy and open the doors to other issues

Susan would like to limit major Entertainment events (shows) to every three months. - Committee decided that this is an undecided point at the moment and will discuss further, as some enjoyed having the entertainment on a more regular basis. What did come to the table; is that there should be a greater variety of shows. One committee member suggested more Food Truck events.

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Susan proposed that we limit Charity events to a certain number per year and a call for thoughts:
Eg:-

- Biggest Morning Tea (Supported by Gemlife Management)
- MND Big Freeze day
- Christmas Craft Market – Woodend Neighbourhood House Food Bank
- ANZAC DAY

Susan plans to call for residents who might like to be part of a group to be involved in future Event Planning and Organising, with support. Susan feels that residents are keen to be involved or offer their services, but do not want to, or they feel they may not have the skills to take on the total event. Will see what the interest is in this option.

Current Approved events for September:

1. Friday 1st September - Raffle Night
2. Saturday 16th September – Villa Draw/Raffles
3. Thursday 28th September – Elvis Extravaganza

Upcoming event proposals:-

Thursday 2nd November	The Two John's (Issy Dye) Olivia Newton John & Elton John Tribute Show	<i>Approved to proceed by previous HOC</i>
Organiser:	David Crockett	

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.

Monday 7th November	Melbourne Cup	Calcutta (could be incorporated with Melbourne Cup Sweep Sales)
Motion Requested;	Accepted – Jenny Bussinger & Paul Niblett	Sweep proposed Monday Night Calcutta for Groups/couples/individuals – on Cup Eve

Friday 12th January 2024	Music of the Beatles by Come Together (Tribute Show) \$20.00 p/h
Organiser - David Crockett Cost of show \$3000	

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Upcoming Dates to celebrate:

As yet no Proposals have been received to celebrate these additional upcoming occasions but happy to organize with the help of volunteers, the following occasions **if approved:-**

Saturday 30th September	AFL Grand Final Day	Decorations in team colours AFL Trivia (Pau Niblett volunteered) Handball Competition
Budget:	\$100-200 for decorations + Food	Aileen Campbell Volunteered to help this event.

Tuesday 7th November	Melbourne Cup Day	Suggestions are:- Decorations for Race Day Fashion on the field Fun Horse Races
Budget:	For decorations \$TBD	Bring own food.

Sunday 31st December	New Years Eve	Themed Fun Night with music
Saturday 25th November	Christmas Craft Market & Afternoon Tea	

Christmas Function:- JBL Catering - Two seatings on:- (to cover 300 homeowners over two nights)

Tuesday 5th December	Tuesday 12th December	5.00pm to 8.30pm
Food service from 6pm	\$20p/hd	Champagnes Cocktail + 1 drink Voucher. Door prize included

There was discussion about the charge for homeowners and it was decided \$20.00 per head would cover costs.

As of this meeting 21/9/23 : Discussion of offering Champagne Cocktail and 1 drink vouchers along with a door prize included for this nights dinner. **Committee agreed.**

From previous meeting request for dates to be discussed with JBL if they have any flexibility and are able to change. Susan has discussed this with JBL and unfortunately dates cannot be changed. Dates will remain as planned.

*Further the entertainment for the Christmas event - Duo Father and Son,- Deposit for the duo has not been paid as yet. Discussion with committee – it has been decided that we will not go ahead with the Duo Sun of a Gun. **Christmas Carols to be played instead.***

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

a) Requests for Funding

• **First Aid Training:**

Numbers for training to be 12 in number and quote received to be \$95/h 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.

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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.*

d. License Agreement - Kent Spry - *New Ageement signed and witnessed 21/9/23. Copy to be sent to Kent for his keeping.*

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 was 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. (previous meeting notes)*
- *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.*

*21/9/23 - Window tinting from Gemlife outstanding matters – GemLife wont fund it but the intention was to get a quote, as the curtains do not block out the sun glare on the bar area in the late afternoon / early evening, and If the HOC was willing to fund it, to request Gemlife's permission to proceed. – Has a quote been sourced - **To be followed up by Jenny Bussinger – Paul Niblett***

The Chairman declared the meeting closed at 4:45pm

Dated: 17th August 2023.

Next Meeting: 16th October, 2023 @ 3pm
20th November 2023 @3pm
11th December 2023 @ 3pm

Paul Niblett President / Chairman