

October Agenda 16/10/23

Addendum to Minutes items:-

Emails & Correspondence reference:

Safety:-

- Request for Bridge to be built by Resident (Lydia Nickels) outside Gemlife grounds – HOC discussed and decided to approach Council on this subject basing it on a Safety Issue as it is an emergency exit point – anyone with disability walking etc.. at risk. Was a Hazard Risk Assessment conducted, who signed off on it. ***Follow through on this subject – who will champion this***
- **6/10/23** – Joy Simcox & others - **New safety Gate at the back door to the pool.** Access issues for those who have Wheelie Walkers / Walking aids and height/strength issue. Joy the other day went to use the pool and was entering via the back door entry – new safety gate installed. That entrance has a slight incline and the gate locking system is quite high for any height challenged people, let alone for those requiring a walking aid. She could not reach the release lock lever due to height. She was reaching up and the ability to remain stable and trying to hold onto her wheelie walker was putting her at danger of imbalance and falling. I went to investigate this issue, and it happened that another person with a wheelie walker was coming up that path. I asked him to try and open the gate and he could not without instability trying to hold his wheelie walker and reach at the same time, let alone the strength required to lift the lever and release it. Joy informed me that to try and enter via the clubhouse and negotiate two doors with a wheelie walker is also difficult. Informed me that you are not allowed to leave via the clubhouse if you are still wet from using the pool – hence that is why most leave via the back door. When you leave via the back door you have to negotiate the door and fit your walking aid in the small space and then try and reach the lock lever again.

Joy tells me she was told by management that it was a safety gate requirement, because kids run in and out of this area. It is my understanding that children are not allowed in the pool without adult supervision. She was quite distressed last week when she could not negotiate this gate. To get in she was assisted by a helpful gardener to open the gate. But to get out she was stuck and distressed. Fortunately someone came along and rendered her assistance. She is not the only height challenged person or the only one with wheelie walkers using the pool.

The pool is primarily for the use of the residents and not the use of children who come on occasions. In which case the safety of the residents is first and foremost in my opinion and the children must be supervised at all times by an adult. Why are our residents being compromised .

- Purchase of **Timer and heater Guard for Sauna** – Paul Niblett called manufacturer of the sauna and requested a quote for these items – Will approach Gemlife basing it on Safety and hazard risk. ***Once quotation is received will present this to Gemlife Management.***

- Switch Gear Box outside of Workshop – Paul Niblett discussion with resident – Discussion to be had at meeting

Capital Works Issue:-

- Window Tinting :- GemLife won't 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. *(Jenny spoke with Jeff Adams through the week on the subject of glare and in his opinion it does not need to be done, however, he will discuss with his other bar colleagues)*
- Exercise Bike – Sourcing suitable equipment and quote
- Cinema – Foxtel – How many Foxtel and movie channels - Paul spoke with Barry Borlase and as far as he can remember the package we have, does not include films. To have films we will need to pay \$40- \$50 more for film access.***(Is Barry looking into this or who will follow through?)***
- Dog Was Request - To include dog was in and along with the car wash request to Gemlife. Approach Gemlife for what approved plans are in place for the far corner to see where access will be in that corner – Possibly enquire about this with Leanne /Tony to have this proposition added to the plans – Upon Leanne and Tony's return from leave. ***(Decide who will approach and enquire)***

Construction – Resident issues:-

- Letter to PCS about the 12 month warranty outstanding construction issues sent 21/9/23 ***awaiting response.*** (Resident request from Vicki Dalglish)

Interest Group Funding Requests

- Workshop – Paul Niblett email- Just to clarify , my position on the payment of the \$206.95 is to vote yes and review workshop budget at the next HOC meeting . Rose has requested an out of session meeting to fund equipment for the workshop . As I have stated previously, I do believe that it is our role to advocate for the groups and support them when necessary. Many of us are new to our roles and when these issues occur it may take time whilst we evaluate how we proceed , so a bit of patience is required whilst we navigate our way through. ***I have been to the workshop and chatted with Steve to try to understand the way the workshop operates financially . It is apparent that the budgets that were set up were on past recorded expenditure and the fact that we have transitioned from January to December budgets to July to June has only complicated matters.***

I recommend that we pay the \$206.95 and review the workshop budget at our next scheduled meeting

- **2/10/23** – Marion Borlase email requesting confirmation that the HOC will be responsible for the payment of the first aid course – I rang treasurer to confirm we will be covering the costs - As per our discussion at last meeting she confirmed that a budget has been set aside for this. Based on approx. indication of \$95 per head. Marion is now confirming dates and final numbers for this course. ***Awaiting further updates from Marion***
- **5/10/23** – Marion Borlase – First Aid Training Course - Marion sent email to Kat informing the meeting will be held on the 9th October, to finalise numbers and dates for the upcoming first aid course, which will most likely be held on 1st December. Marion Requested if there is maximum number for the course – Currently we have 12 or can more attend approx. 13-14. Marion requested an updated quote from Kat based on the final numbers attending - 5/10/23 – Kat replied - No maximum number limits – if there are in excess of 18 participants they will provide an additional trainer free of charge.
- **4/10/23** – Mosaic Interest Group Support - Support form received and ***for review at next meeting for sum of \$500.00***

Website & Gemlife TV Channel:

- **10/10/23** - Website update notice from Web team - IT or Website additions or update will only be completed each Monday when the team meets. We want to avoid any last minute changes or additions as this has started to become very time consuming. Wish this to be added to meeting agenda so that all committee members are aware of this practice. If there is an urgent matter then they will act on that but do not want this to be a regular occurrence.
- **10/10/23** - The web systems events calendar and booking system requires the following minimum information before an event can be added to the calendar:
 - Event date
 - Start time
 - Finish time
 - Ticket prices (if applicable)
 - Maximum number permitted
 - Online bookings opening start date and time

If this information is not provided then the web team has to use their best guess for this info. If our guesses are wrong then residents are provided confusing info. The soon this info is provided the better for everyone. The feel that a months prior notice for an event is sufficient time for residents (though this is up to the HOC)

Treasurers Report – Financial Management;

- **9/10/23** - Joseph Wielens - Workshop Cash reconciliation was sent September. - *Forwarded to Treasurer for her cashflow bookkeeping*

Events correspondence:

- **25/9/23** - Trivia Night - Email sent out to all residents. Kent wanted to confirm that this will be a regular event. Responded saying yes it would be 2nd and 4th Thursday of month unless with considerable notice this night would have to be changed due to other event taking precedence.
- **25/9/23** - AFL Flier sent out to all residents upon Susans request. ***Completed Sent***
- **3/10/23** - Lawn Bowls Selection team email – Sent out on request of Tony Lennie. ***Item Closed***
- **28/9/23** – Ballroom dancing interest group email from Roger Dale – Sent this to Susan for her follow-up.
- **4/10/23** – Two Johns Event Flier - Sent out to all residents Group Email
- **4/10/23** – Gemlife Woodend Masters Golf Event - Jenny sent group email to residents – this notice was sent on behalf of the request of Managers office. Jenny was informed that she should have done this as this was not provided to HOC or Events Coordinator to hold or advertise this event. Jenny apologised for error and then an Email received from Susan explaining her perspective of this issue - ***Point of discussion at meeting***
- **4/10/23** – Music Session in club house lounge – Ken Cronin - Request for permission to have a session in the club house lounge - ***Susan responded with email.***

Other matters:

- **9/10/23** - Joseph Wielan – Wine tasting issue - Mary Hildebrant. Sue received email from Joseph and he would like the complaint reported to the resident who issued it, that :-

“This was a Private function not an open event. That he has a couple of resident who had paid to attend but were not able to do so on the day and therefore he followed up to offer their spots to a couple of other residents who had expressed interest at a later date and therefore they were able to come along and paid on the night.. As for the drunk and disorderly manner of some of the residents, as far as he was concerned this was not the case that they were enjoying themselves and it was but fun and laughter.” ***Sue considers the matter to be closed.***

Jenny would like to add that at the time Mary rang her – I had told her that this was not a HOC matter and that it would be best that she confront Joe herself to clear any grievance on a face to face basis. She was not keen to do so. Jenny told

her that this was not something that we HOC would persue as this was a Private Function.