

**GEMLIFE WOODEND HOME OWNERS' ASSOCIATION INCORPORATED NO. A0109666M
MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 16TH OCTOBER 2023**

Present: Paul Niblett (President & Chairman), Rose Allan (Treasurer), Jenny Bussinger (Secretary & Minute Taker) Susan Lawson (Events Co-ordinator) and committee members Aileen Campbell, Geoff Symons.

Absent & Apologies: Stephen Pickels, Bob Lewis, Jackie Brady – Unable to attend

Opening: Paul Niblett opened the meeting at 3pm for all those present.

- **Acceptance and Confirmation of Minutes from Previous Meeting (21/09/23).**
Susan Lawson and Aileen Campbell confirmed minutes of 21st September 2023

Please refer to the emails and correspondence (Addendum to the Minutes) in relation to the issues mentioned below for further clarification of the issues.

Safety:

- **Back gate at the bottom of Amber Avenue** – Lydia Nickels - Email dated 2/10/23
Currently waiting for Tony & Leanne to return to progress this issue – Hazard & Safety Risk

Paul spoke with Leanne about letter from Lydia Nickels. Email to raise a formal request to Management. Then await response to take this further.
- **Pool gate recently installed at back door of the pool.** Locking mechanism and access issue for those with disability (refer to Addendum for further explanation) - Joy Simcox - *Waiting Tony & Leanne to progress this issue.*

Paul Niblett - Paul spoke with Leanne about letter from Joy Simcox. Email to raise a formal request to Management. Then await response to take this further..
- **Sauna - Guard – Timer** – Glenn Thompson email 28/3/23 Verbal Quote received – relay conversation and follow through

Paul Niblett was in touch with manufacturer of Guards. Obtained pricing. Email to be sent to Gemlife to await approval and funding.
- Switch Gear Box outside Workshop - Sitting in a pool of water after rainfall. – **Discussion with group – thoughts.**

To be raised with Leanne and Tony based on it being a possible safety issue. Will follow through on this matter and find out if Gemlife are addressing this issue.

Capital Works Issues:

- **Window tinting** – Paul Niblett checked cost/ quotation for tinting.

Quotation obtained by several window tinting providers: Ranging from \$900 - \$1500 for tinting the windows opposite bar area. Will obtain further quotes from the providers that did the windows by the stage side and then compare the costs. Upon discussion with Jeff Adams, we also will take further note from Jeff and his bar team as to whether we really need to go ahead with this.
- **Exercise Bike** - Danielle Formica looked into bikes and quotes. A Suitable bike for our residents. – *Danielle following up on this.*

Danielle has done a lot of research on the preferred exercise bike and obtained quotations. HOC has decided that we will support her in the approach to Gemlife as they have suggested a bike already (but this bike is not suitable in Danielles opinion); Danielle is looking to source a more suitable one for the residents. **HOC to back Danielle's request.**
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AGENDA continued

- **Cinema – Foxtel** - and upgrade to include movies.-

Possible new Contract required – Equipment upgrade

Jackie Brady/Barry Borlase/Paul Niblett to meet and renegotiate contract with Foxtel and what is included to obtain a reasonable rate per month. To have the contact details i.e. bill to go to treasurer.

- **Dog Wash/Car Wash** - Follow up on application and request –

Paul Niblett to speak with Leanne to find out who we speak/write to in relation to the application already made for Car Wash so that we can request further application to include Dog Wash – follow up on our original application for Car Wash.

Construction – Resident Issues:-

- PCS Letter sent - Awaiting Response
- Residents Issues: Major construction issues, floors, plaster crakes, plumbing issue, skirting, insulation, heating, cracks in tiles 2

We have sent a letter to PCS and to date we have had no response from them. We have lost our point of contact with them due to a reshuffle of business departments. We would like a name to approach. We will follow up with another email. We will continue to persue this issue as it is of serious concern to our residents.

Interest group funding requests:-

What has been Approved/Declined

- Workshop – Approved
- Quilting finishing Approved /
- Quilting Market items- Need to obtain further information on this – Treasurer will check
- Mosaic - Approved
- Library - Approved
- Bingo - Approved
- First Aid - Approved

Website and Gemlife TV Channel

- Website team new schedule request and updates to site - all committee member to try and stick to this schedule. Some exceptions will be handled, but keep to minimum.

This was discussed and agreed upon. HOC will keep exceptions to a minimum

- Gemlife station access for information to residents. Awaiting Tony and Leanne return to discuss further – Paul N to follow up.

Paul Niblett will discuss with Leanne about the Gemlife TV Channels. Find out how we can use and access this media and if there will be a cost involved. Will carry over to next meeting

AGENDA continued

Treasurer's Report - Financial Management: (reports attached)

- Treasurer's Report.
- Monthly Financial Reporting.
- Workshop reconciliation for September
- Interest Group Financial Requests (Mosaic, Library, Quilting group, Bingo Cards) (Workshop)

Monthly Financial Reporting was covered in this meeting:-

The Treasurer provided a brief summary of Monthly Cash Flow, Budget and Events reports. The Account Balance and the Term Deposit – both healthy accounts. Discussed the Interest Group Financial Requests & HOC approved these requests refer to above item Interest Groups.

Event Coordinator's Report – Susan Lawson

Event Proposals for Consideration:

PREVIOUS MONTHS EVENTS:

AFL Grand Final afternoon expenditure request	APPROVED reimbursement of monies
Elvis Extravaganza – Well attended and as arranged 50% of profit to be donated to Five Freedom Animal Rescue	Susan will follow up the details of who to send this donation to

UPCOMING EVENT PROPOSALS:

7/10/23 - MELBOURNE CUP AFTERNOON – Bring your own food – Bar Open \$150 (Decorations, Prizes for Competition, Printing etc...)	FUNDING APPROVED - Jenny Bussinger/Aileen Campbell.
3/12/23 -SUNDAY SESSION 2-5pm – CALLAN TURNER Guitar player/singer – Bring own nibbles- Bar open. Pop, Rock, Country, R&B \$320 – Entertainer & refreshments cost	FUNDING APPROVED – Paul Niblett / Geoff Symons.
Tuesday 5th & 12th December - CHRISTMAS DINNERS - \$20 P/H Champagne cocktails + 1 drink voucher. Door Prize included. (3 prizes per night)	FUNDING APPROVED FOR PRIZES
16/12/23 CRAZY CHRISTMAS IN CONJUNCTION WITH VILLA DRAW – 5-8PM BAR OPEN Possible performance by newly formed Gemlife Musical Group Christmas Bingo/TRIVA/Games \$200 (Decorations, Prizes for Competitions, Printing)	FUNDING APPROVED - Paul Niblett / Jenny Bussinger

AGENDA continued

<p>21/12/23 - PIED PIPER CAROL SINGING – 4-6pm Sue Barnes, Jean Dinsdale & Karen Usher organisers – To Travel around Gemlife Village ending in Clubhouse Lounge \$100 (Mince Pies Fruit Cake etc..)</p>	<p>FUNDING APPROVED – Jenny Bussinger/Rose Allan</p>
<p>31/12/23 – NEW YEARS EVE – COUNTRY & WESTERN NIGHT – 8PM – MIDNIGHT Clubhouse Lounge DJ RETRO (Cover entertainer cost/ deposit & refreshments) BAR Open – FREE EVENT - DRESS UP – Bring your own Nibbles. No Children. \$175 – Decorations, etc..</p>	<p>FUNDING APPROVED - Paul Niblett/Jenny Bussinger</p>
<p>11/11/23 – REMEMBERANCE DAY - Rick Mortellaro organizing with Assistance. He has placed on Facebook this event. - Rick will hold a meeting on the 27th October in Clubhouse to finalise assistant duties & Roles</p>	<p>Event Form needs to be filled out for this event. Paul Niblett to follow through with Rick.</p>

UPCOMING APPROVED EVENTS:

<p>12/01/24 - MUSIC OF THE BEATLES BY ‘COME TOGETHER’ (Tribute show) Organiser - Dave Crockett Cost Agreed upon Ticket costs: Residents \$20 - Guests\$30 Bar Open - Bring own Nibbles. Door open 5.30, Show 7pm Bar closing 10pm.</p>	<p>Booking Agreement Signed 16/10/23 COST OF TICKETS AGREED UPON.</p>
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<p>The Bar Group would like to hand over the running of Raffle Night (Previously Happy Hour) and the Villa Draw Nights in 2024. Will follow through further in next meeting after discussion with Jeff Adams to clarify when he will finish/handover etc.. Susan Lawson will follow through on these issues.</p>	<p>Suggestion that for Raffle nights in 2024 we will Trial a Buffet Night on the 5th January 2024 to see how this goes – Jenny Bussinger to organize with assistants. Funding of \$500 APPROVED.</p>
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HOC opt in forms from new residents accepted:

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

Accepted 21/9/23: Villa 146 – Greg & Julie Sturges

Accepted 21/9/23: Villa 135 – Charles & Julie Chetcuti

Accepted 29/9/23: Villa 147 – Jan Culinan

Accepted 10/10/23 Villa 222 – Lynette Graham

<p>Susan Lawson & Paul Niblett Accepted entries of New Residents.</p>

AGENDA continued

- **Other Business / Reports / Requests / Items for Discussion**

- a) **Requests for Funding**

- **First Aid Training:**

- Marion has a quote for the First Aid responders for up to 12-16 people \$137/ph

Marion has sent of to Kat at ITS the final numbers of 15 first aiders and requested that Kat send to Jenny Bussinger her final quote based upon these numbers.

- Quilt making - Marion requests \$500 for Quilt making for November Market.

Rose to enquire further information about this funding request and get back to us for discussion and subsequent approval.

- Rose covered interest group support requests within Treasurers report. – Mosaic, Quilting finishing, Library, Bingo, Workshop – **All of these requests have been APPROVED**

- b) **GemLife Update on New & Outstanding Matters**

- Return of motorhome to Gem Life Woodend - *Request on 12/7/23 has been forwarded to the 'Explore' team at GemLife Head Office by Woodend Managers. **Sending another email to the Explore team for update.***

28/9/23 - Elvis Event – Smoke Alarm set off – Discussion.

- Series of events and what should have been done upon setting of alarms.
- Entertainers proforma sheet update regarding smoke machines or any equipment that might affect fire alarms.
- What will be the procedure moving forward, Fire Wardens on the night, Evacuations.
- Possible bill for the call out of Fire brigade on the evening.
- We might like to offer a contribution to them in thanks for their services. Committee discussion.

From the series of events that took place on the night: (HOC to follow up)

- HOC would like a list of Nominated Fire Wardens in village and ensure that at least one of the Wardens is present at a planned event.
- Is there a Drill formulated for the evacuation of the CLUBHOUSE
- What are the list of duties that must be adhered to in an evacuation

As the fire department had to come out; as a gesture of good will the HOC have decided to make a donation to \$250.00 to the Fire department for the services rendered that night. If this happens again we could be charged heavily.

The Chairman declared the meeting closed at 5.20pm

Dated : 16th October 2023

Next Meeting: 20th November 2023 @ 3pm

11th December 2023 @ 3pm

Paul Niblett – President / Chairman.