

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M
MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 27TH NOVEMBER 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: Susan Lawson - Bob Levis to act as proxy for Events Coordinator

Opening: Paul Niblett opened the meeting at 7pm for all those present.

- **Acceptance and Confirmation of Minutes from Previous Meeting (16/10/23).**

Safety:

- **Back gate at the bottom of Amber Avenue – Lydia Nickels - Email dated 2/10/23
Gates at the Proposed Caravan Park site**

This matter has been addressed with Gemlife Management QLD representatives - They are currently taking up these safety issues with Macedon Ranges Council & the HOC are committed to supporting them if and when required

- **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.

This matter has been addressed with Gemlife Management QLD representatives - They are currently taking up these safety issues with Macedon Ranges Council & the HOC are committed to supporting them if and when required

- **Sauna - Guard – Timer – Glenn Thompson email 28/3/23**

This matter has been addressed with Gemlife Management QLD representatives - It was agreed to put a proposal in for the funding of a guard. We put forward a recommendation for this to be constructed by the workshop team – thus being a more cost effective solution. Also Gemlife will be sending down a Health & Safety representative so that all our safety issues can be assessed and progressed.

- **Switch Gear Box outside Workshop -** Sitting in a pool of water after rainfall. –

Gemlife Management QLD agreed that this is an issue and this is to be taken up with the Construction Team and safety officers. A Safety officer will be visiting in the New Year.

- **Solar Battery Installation -**

HOC Meeting with Mark Langdon on 29th November 1pm - Information to be discussed possible follow up visit to Gemlife and seminar to be held in February 2023 – Will keep you updated.

MINUTES continued

Capital Works Issues:

- **Blinds:-**

This was a discussion revolving around the type of blind and the proposal that came back from Gemlife Management was that they would prefer slatted screens as the position that this would be erected in due to environmental conditions would be better suited. - They are committed to completing this

Awning at BBQ area. Gemlife were committed to constructing a fixed awning and will come back to us regarding a proposed date for this installation HOC responded that we would prefer the slats running North -South and to the veins being movable if possible.

- **Exercise Bike - .**

Discussions were had with Gemlife Management. Week ending 1/12/23 we were notified that the bike originally ordered has arrived and installed in the Gymnasium. HOC will consider what our next steps will be.

- **Bench seats for Bus stop area outside complex & Bench seats within complex**

These two items will be presented for further discussion with Gemlife Management as they are construction issues. As for the Bus stop area – we request residents to be patient, as when the Sales Office is closed shortly the parking area out front will be reconsidered for possible Bus Stop Bench seat. This will have to be passed by Management.

- **Cinema – Foxtel -**

This matter has been finalized and billing details up dated so that all accounts are to be addressed to the Treasurer.

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

In our recent discussions with Gemlife Management -HOC to provide documentation for the type of Car Wash/Dog Wash facility that we would require. We will send our thoughts through to Gemlife Management for them to pursue these options through Council.

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

In our recent meeting with Gemlife Management QLD – Lengthy discussions were had. They are committed to getting a better response time for all PCS issues and asked us to encourage residents to continue to inform the PCS of issues that they have and for some of the major issues raised. If the responses are being delayed to raise these issues again with Tony & Leanne, and they will follow through with PCS

MINUTES continued

Interest group funding requests:-

What has been Approved/Declined

- Drill for Lawn Bowls Group for winding down blinds \$165– [Approved](#)
- Rick & Ian Davis requested we purchase two flags for Remembrance Day events – purchase of Ensign Navy flag and RAAF Ensign Flag each cost \$50.00 - [Approved](#).
- Paper Craft Group \$300 – [Approved](#)
- Quilting group requested a further \$500 – [Request denied](#).

Gemlife TV Channel

- Gemlife station access for information to residents.

The response regarding the Gemlife TV channel was looked upon favourably by Gemlife management as they have put a lot of work and infrastructure into this system. It was agreed to progress this so long as we in Gemlife Woodend agree to do the programming for the online content.

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

- Treasurer's Report.
- Monthly Financial Reporting.
- Workshop reconciliation for October

Interest Group Financial Requests

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.
Donation from the Remembrance Day Event went to "Soldier On" - \$517.55

MINUTES continued

EVENT COORDINATOR REPORT – NOVEMBER 2023

**Event Coordinator’s Report – Susan Lawson
Event Proposals for Consideration**

NOVEMBER CALANDER:-

Monday 6 th Nov	Melbourne Eve
Tuesday 7 th Nov	Melbourne Cup
Thursday 9 th & 23 th Nov	Trivia Night
Saturday 11 th Nov	Remembrance Day
Saturday 25 th Nov	Christmas Craft Market

REPORT ON PREVIOUS MONTH’S EVENTS

<p>Tuesday 7th Nov <u>MELBOURNE CUP</u> <u>AFTERNOON</u></p> <p>Time: 2.00pm – 5.00pm Clubhouse Lounge – Bring your own food. Bar Open Budget: \$150.00 Expenditure: \$133.28</p> <p>Both Melbourne Cup Events were well received. Approx. 50-60 attended the Calcutta and similar numbers for the Melbourne Cup Afternoon. Sweeps also run and well received.</p>	<p>Both Melbourne Cup Events were well received. Approx. 50-60 attended the Calcutta and similar numbers for the Melbourne Cup Afternoon. Sweeps also run and well received.</p>
<p>Saturday 11th Nov <u>Remembrance Day</u></p> <p>Time: 10.30pm – 1.00pm Clubhouse Lounge – Sausage Sizzle sales. Bar Open Budget: \$400.00 Expenditure: Unknown Funds Raised: Unknown</p>	<p>Donation to : Soldier On - \$517.55- as per Treasurer’s report</p>

UPCOMING EVENT PROPOSALS:

<p>3/12/23 -SUNDAY SESSION 2-5pm – CALLAN TURNER</p> <p>Guitar player/singer – Bring own nibbles- Bar open. Pop, Rock, Country, R&B \$310 – Entertainer & refreshments cost</p>	<p>FUNDING APPROVED – Paul Niblett / Geoff Symons.</p>
<p>Tuesday 5th & Tuesday 12th Dec. <u>CHRISTMAS DINNERS</u></p> <p>5th Dec still some vacancies – 120 Residents at present. 12th Dec full booked to capacity of 150 Residents. All items organised and waiting to confirm details with caterers. \$20 P/H Champagne cocktails + 1 drink voucher. Door Prize included. (3 prizes per night)</p>	<p>FUNDING APPROVED FOR PRIZES</p>

MINUTES continued

<p>Saturday 16th Dec <u>CRAZY CHRISTMAS IN CONJUNCTION WITH VILLA DRAW</u> Time: 5.00pm – 8.00pm Clubhouse Lounge –. Bar Open Organizer: Event Coordinator with Volunteer assistance Budget: \$200.00 Bring your own food. Christmas Games/Prize. Best Dressed</p>	<p>FUNDING APPROVED - Paul Niblett / Jenny Bussinger</p>
<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 \$785.00 + refreshments \$40.00) BAR Open – FREE EVENT - DRESS UP – Bring your own Nibbles. No Children. \$175 – Decorations, etc..</p>	<p>FUNDING APPROVED - Paul Niblett/Jenny Bussinger</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>
<p>JAN OR FEB 2024 <u>MORNING MELODIES – BRENDAN SCOTT</u> Singer/musician who performs ‘Morning Melody’ shows at many of the Victorian venues. Time: 10.00am – 12noon Clubhouse Lounge (2 session of 45 Min) Organizer: Eric Nothard V200 + Event Coordinator Budget: \$440 + Entertainer refreshments + \$160.00 Morning Tea supplies Ticket Sales: \$10.00 to Residents & Guests (Expected numbers 60-100)</p>	<p>** Several dates have been supplied by Entertainer. Either Wed or Thursday morning Once approved will confirm date for late Jan or early Feb. Plan to provide morning tea via Volunteer support. FUNDING APPROVED - Paul Niblett/Jenny Bussinger</p>

MINUTES continued

The Bar Group would like to hand over the running of Raffle Night (Previously Happy Hour) and the Villa Draw Nights in 2024.

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.**

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 22/11/23: Villa 143 – Eric Hull & Deborah Peterson

Accepted 22/11/23: Villa 150 – Gregory Allen & Valerie Allen

HOC Accepted entries of New Residents.

- **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

This matter has been acted upon and paid. The sum charged was greatly discounted to what would normally have been issued.

- 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. Response from Explore team received 2/11/23:

Explore Motorhome will only be available from its Caboolture location QLD. We have to travel to QLD to obtain motorhome however a discounted hire rate has been offered to offset travel expenses to QLD

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

- Bill for the call out of Fire brigade on the evening has been received by HOC and paid.

The Chairman declared the meeting closed at 9.40pm

Dated : 27th November 2023

Next Meeting:

11th December 2023 @ 7pm

Paul Niblett – President / Chairman.