

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M  
MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 15<sup>th</sup> JANUARY 2024**

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**Present:** Paul Niblett (President & Chairman), Bob Levis (Vice President), Rose Allan (Treasurer), Jenny Bussinger (Secretary & Minute Taker) and Susan Lawson (Events Coordinator) - committee members Aileen Campbell, Jackie Brady, Geoff Symons & Stephen Pickels.

**Absent & Apologies:**

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

- **Acceptance and Confirmation of Minutes from Previous Meeting (11/12/23).**

**Follow up items covered:**

**Safety items:**

**Sauna Guard** – Requesting Woodwork shop to go ahead and make the Sauna Guard. Paul to supply photo/specs of Guard and will email these to Geoff.

**Pool Gate:** Paul to email Gemlife to follow up on status

**Dumpster / Bottle recycle issue:** Approach Leanne to follow through with email to all residents.

**Special Solvent Cupboard/fire retardant cupboard in workshop:** - Gemlife safety representative Ian Coleman raised this issue on his last visit that this is required to comply with health and safety rules - HOC to email Gemlife Safety officer as to who will be purchasing this cupboard Gemlife or HOC as this cupboard would be in the region of \$1100 to \$1300.

**Electrical Cables test and tagging:** The electrical tagging and testing was initiated by Paul Niblett and Steve Whitford. - We need to determine the areas that will be covered/ paid by HOC eg. Workshop, craftroom, Bowls area and those areas that are Gemlife responsibility areas. Discussion as to how long ago test and tagging actually took place. Should be every 12 mths.

**Fallen Tree Branch opposite Villa's 222 & 208** – An email has been sent to Tony Liversidge, Macedon Ranges Council & Safety Manager Gemlife in Queensland requesting that this matter be taken seriously and dealt with.

**Wheelchair request:** Request made to Gemlife for Wheelchair - Response was that we could have a foldable wheelchair (NEW for safety reasons) and it can be housed in the consulting room. HOC to cost and then purchase - research shows cost can be between \$199 - \$350.

**Speed Limit & Road Signs** - . Reminder to all residents about the 10km speed limit. Also to send through to Managers a request / submission to site managers about give way signage.

**Capital Works Issues:**

**Car Wash/Dog Wash:** Discussion had as to what Gemlife's plan is with Caravan spaces and where Car Wash is to be situated. Also discussion had as to who will draw up the plan as to what the Car Wash/Dog Wash would look like and possible cost (as discussed when Gemlife Representatives visited us in November).

## MINUTES continued

**Bench Seats for Bus Stop area outside complex & Bench seats within Complex:** As for Bench seat outside complex for bus stop – Nothing will be done until the Sales Office is closed and then this matter will be considered and raised again. We request residents to be patient a little longer.

As for **Bench seats within the complex** Bench seats within the Village. Residents will have to apply for bench seats through Site Managers Leanne and Tony. Residents will have to be aware that after the recent issues with tree falls, proposed bench locations near fences will be hard to facilitate due to Health and Safety issues.

**Smoking Area to be set aside for smokers attending clubhouse:** HOC discussed this issue and it was unknown if there is a designated smoking area. We need to find out from Leanne and get clarification as to where if any area has been set aside for smokers. If there is an area, we would want clear signage and ashtrays supplied within that area.

### Construction – Residents issues:-

Heather Lloyd Villa 50 – Shirley Marshall V xxx:- With regards to these two issues HOC are making enquiries on their behalf.

### Bar Manager Replacement:-

HOC developed sub committee to interview current candidates who have shown EOI. Jackie Brady and Bob Levis are going to reach out and interview -

- Kerry Humphreys & Val Bridger – Coffee Machine Maintenance.
- Rob Rowe – Procurement role

We also need to keep reaching out to possible candidates and encourage people to step up and take on a role.

### Interest group funding requests:-

#### What has been Approved/Declined

**Mahjong:** Request for \$180.00 for new Mahjong set + \$96.00 for 6 Books – Once these books have been purchased by individual residents the sum value of each book will be reimbursed to treasury. Total of \$276 – Motion approved – Geoff & Rose

Aileen Campbell - **PI@n B Group** Music 60's, 70's & 80's – booking to be approved and deposit paid.

### Library:- Living Legends Book -

- Graeme has submitted a request for contribution towards publishing of the Living Legends Book - This proposition is being considered and a discussion will be had once full information is forthcoming. Bob & Paul to discuss further with Graeme.

**Bowling Green Group:** Request for the purchase of a Special Bowling Arm \$350.00 - This item has been purchased. Request now that this item be engraved with “Property of Gemlife Bowls Club”

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

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

**MINUTES continued**

|   |                     |
|---|---------------------|
| The Treasurer provided a brief summary of Monthly Cash Flow, Budget and Events reports. |                     |
| Monthly Summary:  |                     |
| <b>Income</b>   | <b>\$ 17,803.45</b> |
| Bar Takings:  | \$ 11,868.95        |
| Events:   | \$ 2,650.72         |
| <b>Expenditure:</b>   | <b>\$ 26,265.14</b> |
| Bar Supplies  | \$ 6,990.07         |
| Events  | \$ 10,338.40        |
| <b>Revenue</b>  | <b>-\$ 8,461.69</b> |
| Bank Balance  | \$ 32,132.62        |
| Term Deposit  | \$ 10,127.01        |
| <b>CASH ASSETS</b>  | <b>\$ 42,259.63</b> |

**EVENT COORDINATOR REPORT – JANUARY 2024**

**Event Coordinator’s Report – Susan Lawson**

**January Calendar:-**

|   |                                      |
|---|--------------------------------------|
| Friday 5 <sup>th</sup> January                      | Meet & Greet / Raffle Night          |
| Thursday 9 <sup>th</sup> & 23 <sup>rd</sup> January | Trivia Night                         |
| Friday 12 <sup>th</sup> January                     | Come Together – Music of the Beatles |
| Wednesday 17 <sup>th</sup> January                  | Morning Melodies – Brendan Scott     |
| Saturday 20 <sup>th</sup> January                   | Villa Draw                           |
| Friday 26 <sup>th</sup> January                     | Australia Day Celebration & BBQ      |

**REPORT ON PREVIOUS MONTH’S EVENTS**

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|--|--|
| <p><b>Saturday 16<sup>th</sup> Dec – Crazy Christmas / Villa Draw</b><br/> <b>Budget: \$200.00</b><br/> <b>Villa Draw extended to \$500.00 to be won on the night.</b><br/> <b>Expenditure: \$204.50</b></p> <p><b>The Evening was well received. Record attendance. Extremely successful event.</b></p> | <p><b>Thursday 21<sup>st</sup> Dec – Pied Piper Carol Singing 4pm – 6-pm</b><br/>                 To travel around Gemlife Village ending in Clubhouse lounge<br/> <b>Budget: \$100 – Budget extended out to \$300</b><br/> <b>Expenditure: TBA</b></p>  |
| <p><b>Sunday 31<sup>st</sup> Dec – New Years Eve – Country &amp; Western Night</b><br/> <b>Budget: \$1000.00</b><br/> <b>DJ Retro (\$785.00 + refreshments\$40) + 175</b><br/> <b>Decorations \$127.41</b><br/> <b>Expenditure: \$912.41</b></p>   |  |
| <p><b>APPROVED EVENTS TO BE HELD:</b></p>  |  |
| <p><b>Wed 17<sup>th</sup> Jan 2024</b>    <b><u>MORNING MELODIES – BRENDAN SCOTT</u></b></p> <p>Singer/musician who performs ‘Morning Melody’ shows at many of the Victorian venues.</p>   | <p><b>Time:</b> 10.00am – 12noon<br/> <b>Clubhouse Lounge</b> (2 session of 45 Min)<br/> <b>Organizer:</b> Eric Nothard V200 + Event Coordinator<br/> <b>Budget:</b> \$440 + Entertainer refreshments + \$160.00<br/>                 Morning Tea supplies (\$600)</p> <p><b>Ticket Sales:</b> \$10.00 to Residents &amp; Guests (Expected numbers 60-100)</p> |

**MINUTES continued**

| <b>UPCOMING EVENT PROPOSALS:-</b>  |   |
|--|---|
| <p><b><u>Friday 26<sup>th</sup> January – Australia Day Celebration</u></b></p> <p>Time: 12.30pm to 3.30pm Clubhouse Lounge<br/>Bar Open @ 12.30pm<br/>Organizer: Rick Mortellaro<br/>Cost: \$600 BBQ supplies, Decorations &amp; Game Prizes<br/><b>APPROVED – HOA Sponsored Event</b></p>  | <p><b><u>Wednesday 14<sup>th</sup> February – Valentine’s Day</u></b></p> <p>Time: 6pm to 9pm – Clubhouse Lounge<br/>Bar Open 5.30pm<br/>Organizer: Geoff Symons<br/>Cost: \$500.00 - Band Only<br/><b>APPROVED – HOA Sponsored Event – due to change in plans.</b></p>   |
| <p><b><u>Thursday 7<sup>th</sup> March - Musical Entertainment Show – Dave Allen – Rock around the World</u></b></p> <p>Time: 6pm – 9pm – Clubhouse Lounge<br/>Bar Open 5.00pm<br/>Organiser: Val Duffy-Bridger<br/>Cost: Show – (\$990.00 + Refreshments \$50) = \$1040.00<br/><b>APPROVED</b></p>  | <p><b><u>Friday 22<sup>nd</sup> March – BAND – The Substitutes</u></b></p> <p>Time: 7pm to 10pm – Clubhouse Lounge<br/>Bar Open 6.00pm<br/>Organizer: Geoff Sumons<br/>Cost: Band – (\$2500 + Refreshments \$150) + \$2650<br/><b>APPROVED</b></p>  |
| <p><b><u>Friday 10<sup>th</sup> May – Wild Dreamer – Linda Ronstadt Show</u></b></p> <p>Time: 7pm to 9.20pm – Clubhouse Lounge<br/>Bar Open 6.00pm<br/>Organizer: Geoff Symons<br/>Cost: Band – (\$3600 + Refreshments \$150) = \$3750<br/><b>APPROVED</b></p>   | <p><b>Pl@n B - Music 60’s, 70’s &amp; 80’s - 2<sup>nd</sup> May Thursday - 6- 9pm</b></p> <p>(As there is no function in April Aileen to approach group to see if they can do a date in April rather than May – TBA) <b>HOC approved event awaiting update of dates.</b></p>  |
| <p><b><u>BAR MANAGER &amp; ASSISTANTS ROLE;</u></b></p> <p>The HOC are seeking out Expressions of Interest from people interested in Assisting with the Bar Managers Role. It is to be said that this role has been <i>broken down into several sections thus making the role not so encompassing</i> – i.e. several people carrying out certain roles. We need to fill these roles as soon as possible so expressions of interest is of great importance to getting these roles filled as soon as possible - There will be training and handover.</p> | <p>The type of roles that need to be filled are people with the following:</p> <ul style="list-style-type: none"> <li>• Financial knowledge,</li> <li>• Purchasing knowledge,</li> <li>• Inventory control,</li> <li>• Consumables e.g Beer,wine,spirits.</li> <li>• Good management &amp; People skills</li> </ul> |
| <p>Confirm that Barry O’Connor is the Fire Warden for the Club house during Events</p>   | <p>For our next Raffle Night / Meet &amp; Greet Night – It will be <b>BYO Food</b> – 2<sup>nd</sup> February, 2024</p>  |

## MINUTES continued

### **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 16/01/2024: Villa 112 – Joe & Julie Ritchi to be removed from database and new resident Greg Stone to be replaced.

Villa 74 resident to be removed from database – new resident election form TBA soon

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

**Kathryn Donkin - New Age Care** - Email 3/1/24 - This service is located 1.2km from Gemlife and they would like to provide services and support to clients across the Macedon Ranges – they would like to meet and show how they can provide care to the residents within the community - HOC discussed this proposal and Bob Levis volunteered to follow up and make contact with Kathryn Donkin to find out more information.

**Susan Doyle:** Request that all regular activities/interest groups with all details (dates/times/place/contact person etc...) be included in the Newsletter - This will be included from next Newsletter onward.

**Clubhouse event Age limit policy:** HOC discussed this matter again and the Age limit policy will remain without change. Policy will remain the same.

**Ticket refund policy:** HOC will continue to have the “NO TICKET REFUND POLICY” If residents cannot attend the event – onus is upon them to find another person to purchase their ticket via Gemlife facebook page or through their own personal method of recompense.

**First Aid Group:** Request to have the dates of their meetings put on the website page and to be entered in the next Newsletter - this item will be addressed by Jenny and Web team.

**Bingo Group:** Request to change the notice to read - The Last Friday of the Month and dates to be added to webpage and Newsletter - this item will be addressed by Jenny and Web Team.

**Holiday Expo by Flight Centre** - Request by Flight Centre to hold an expo within our Club house for interested residents who wish to plan travel & adventures. HOC discussed that possible date to present to Flight Centre would be 16<sup>th</sup> February between 10-2pm. HOC committee approved this upcoming event. Paul to make contact with Flight Centre to confirm if this date is suitable for them.

**Roger Dale:-** Ballroom Dancing Lessons offer - To be further investigated and more information required by HOC.

**Next AGM Meeting Month 2024:-** HOC discussed this matter and decided that we will nominate September to be the Month for our 2024 AGM. Date to be set closer to this time.

the Chairman declared the meeting closed at 9.35pm

Next Meeting: 15<sup>th</sup> February 2024 @ 10am

Paul Niblett – President / Chairman.