

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M
MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 15th FEBRUARY 2024**

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

Absent & Apologies: Paul Niblett (President) & Stephen Pickles

Opening: Bob Levis opened the meeting at 10.00am for all those present.

- **Acceptance and Confirmation of Minutes from Previous Meeting (15/02/24).**

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. ***Follow through from previous meeting due to Paul being away on leave.***

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. ***Follow through from previous meeting due to Paul being away on leave.***

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. ***Follow through from previous meeting due to Paul being away on leave.***

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. ***Follow through from previous meeting due to Paul being away on leave. Update us on request dated 18/1/24***

Fallen tree crashing through fence opposite Villa 208 – Email sent to Toy & Leane regarding yet another tree falling crashing through fence 12/01/24 - Response from Tony and Leanne 16/01/24 - They have been in contact with council over a 4 year period and are awaiting an arborist report to attain permits for the appropriate lopping of trees in question.

With regard the latest trees fallen – arborist will be onsite to inspect and also 6 other trees to gain a permit to lop. All work carried out must be approved with a permit. The large tree in stage 6 is currently with Council and permits should be allocated soon.

Also received a call from Karen who is conservation coordinator for Macedon Ranges confirming that she is meeting with Tony and an arborist to determine a strategy for the trees within Gemlife.

MINUTES continued

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). **Bob Levis will contact a friend who can assist us with details of dog washes and costings.**

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. **Still waiting on feedback for this item (some residents expressed their objections to having a smoking 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. **Follow through from previous meeting due to Paul being away on leave. Has Paul received any feedback.**

Vicki Dalglish – Villa 109 Construction Issues - PCS responsibility for Construction Faults - PCS shirking responsibility and telling Vicki to get these issues corrected by private builder – used excuse of this being out of the 12 month warranty even though this was reported a year ago. Email from Vicki 28/01/24.

Email has been forwarded to Tony & Leanne from Secretary 28/01/24 on behalf of the HOC and Vicki. Leanne has forwarded this onto head office with note that this has been escalated for head office representative to reach out the relevant home owner - 31/01/24

Bar Manager Replacement:-

HOC developed sub committee to interview current candidates who have shown EOI. Jackie Brady and Bob Levis have interviewed candidates below and they are now onboard conducting these duties officially approved;

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

Jackie Brady has been officially Approved as the Bar Manager.

Kent Spry to arrange/set up of Jackie Brady as Bar Manager within the Square System.
Cashless transition at Bar - By the 29th February we will be Cashless – A Gentle wording up of this transition to be transmitted to patrons/residents

Interest group funding requests:-

What has been Approved/Declined

- Motion Approved for 16 extra Vouchers for Lawn Bowles club for the extra games now being played

MINUTES continued

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

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

Bank Balance as of 15/02/24 \$33,467.51

Term Deposit - \$10,272.53

The Treasurer provided a brief summary of Monthly Cash Flow, Budget and Events reports.	
Income:	\$15977.38
Bar Takings:	\$14055.12
Events:	\$760
Expenditure:	\$14216.09
Bar Supplies:	\$7551
Events:	\$4023.79
Revenue:	\$1761.29
Bank Balance:	\$33893.91
Term Deposit:	\$10272.53
Cash Assets:	\$44166.44

EVENT COORDINATOR REPORT – JANUARY 2024

Event Coordinator’s Report – Susan Lawson

FEBRUARY CALANDER:-

Friday 2nd Feb	Meet & Greet/ Raffle Night
Thursday 8 th & 22nd Feb	Trivia Night
Wednesday 14th Feb	Valentine’s Day – Music ‘The Metcalfe Boys’
Friday 16 th Feb	Flight Centre ‘Travel Expo’
Saturday 17 th Feb	Villa Draw

REPORT ON PREVIOUS MONTH’S EVENTS

<p>Music of the Beatles – Com Together (Tribute Show) Organiser: Dav Crockett Budget: \$3000 Ticket Sales: \$3210 ? EXTREMELY WELL RECEIVED EVENT. FEEDBACK WAS THAT IT WAS AN EXCELLENT SHOW.</p>	<p>Morning Melodies – Brendan Scott Organiser: Eric Nothard V 200 Budget \$600 Ticket Sales: Event covered Costs</p> <p>FEEDBACK RESIDENTS ENJOYED THE SHOW VERY TALENTED</p>
<p>Australia Day Celebrations: Organiser: Rick Mortellaro Cost: \$600.00 Expenditure: \$517.12 HOA sponsored event</p> <p>Fantastic day enjoyed by all who attended. Great Job.</p>	

MINUTES continued

UPCOMING APPROVED EVENTS:	
<p><u>Wednesday 14th February – Valentine’s Day</u></p> <p>Time: 6pm to 9pm – Clubhouse Lounge Bar Open 5.30pm Organizer: Geoff Symons Cost: \$500.00 - Band Only APPROVED – HOA Sponsored Event</p>	<p><u>Friday 16th February – Flight Centre Travel Expo</u></p> <p>Time: 10.00am – 2.00pm approx. Organiser: Paul Niblett – Susan Lawson Budget: NIL Flight entre to Provide Morning Tea.</p>
<p><u>Thursday 7th March - Musical Entertainment Show – Dave Allen – Rock around the World</u></p> <p>Time: 6pm – 9pm – Clubhouse Lounge Bar Open 5.00pm Organiser: Val Duffy-Bridger Cost: Show – (\$990.00 + Refreshments \$50) = \$1040.00 APPROVED</p>	<p><u>Friday 22nd March – BAND – The Substitutes</u></p> <p>Time: 7pm to 10pm – Clubhouse Lounge Bar Open 6.00pm Organizer: Geoff Sumons Cost: Band – (\$2500 + Refreshments \$150) + \$2650 APPROVED</p>
<p><u>Friday 10th May – Wild Dreamer – Linda Ronstadt Show</u></p> <p>Time: 7pm to 9.20pm – Clubhoue Lounge Bar Open 6.00pm Organizer: Geoff Symons Cost: Band – (\$3600 + Refreshments \$150) = \$3750 Ticket cost: \$20 – Residents & \$30 Guests (Agreed upon & Motioned by HOC) APPROVED</p>	<p>For our next Raffle Night / Meet & Greet Night – It will be Nibbles Provided – 1st March, 2024 HOC to fund.</p>

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 - Event will be held 28th/2/24 @ 10.am in Club House to inform us of their services.

MINUTES continued

Treasurers Appointment:

Discussion of who will take the position upon Rose Allen's departure and formal resignation. Bob Levis will take the role for approx. 4mths upon Rose's resignation until next AGM when EOI for the role will be put out to community.

Received from Rose Email dated 23/2/24 Please find my Letter of Resignation for the position of HOC Woodend Treasurer coming into effect as of 29th February, 2024.

I will be handing over the position to Bob Levis as of the 1st of March, 2024 as he has volunteered to take over until the next AGM.

Scooter & Wheelchair Travel Pass: Email received from Karen Marshall V87 - If you use a scooter or wheelchair when travelling you may be eligible to travel for free with a scooter and Wheelchair Travel Pass. Link for this information & application form –

<https://www.ptv.vic.gov.au/tickets/myki/concessions-and-free-travel/scooter-and-wheelchair-travel-pass/>

Ticket Refund Policy:- Need to make clear that there will be no refund on event tickets - in response to email from Heather Lloyd V50 - As of last meeting it was decided that the No Refund policy will Stand and a statement now appears on the website as part of our policy.

Wannabees – Band Practice: Proposed that they would like to formally hold practice sessions once a month on Sunday Afternoon. Free invitation for residents to attend. Jackie will trail Bar Open for this event next time. Bar open from 4pm. They need to put this event into the Private Functions Booking Diary.

Pie Warmer: A Pie warmer was borrowed for an event and it proved to be very successful – Jackie Brady was offered to purchase this Pie Warmer, however we have been advised that if we wish to have this type of equipment it must be New purchased equipment. We approached Gemlife management and they have no objection to us obtaining a Pie Warmer. We will look into this and costs etc...

Bowls: - Change of Age limit on Bowls court: Approached Leanne/ management - It was indicated that if we want to have the policy changed – this must be put in writing to Gemlife Management. Rob Lawson will put this forward to Management.

It was also mentioned to Rob & HOC Member - if any other changes / amendments to written Policies this must be put in writing at the same time for consideration.

Change of Bar opening Hours for Raffle Night & Trivia Night: -

Raffle Night - 1st Fri of each month – 5pm in lieu of 4pm

Trivia Night – 2nd & 4th Thurs of each month - 5pm in lieu of 4pm.

Meet & Greet /Happy Hour - It is decided that HOC will take control of this event i.e. MC role & other associated roles - Bob Levis will confirm this with previous conductors.

MINUTES continued

Meeting Attendance next month: Susan Lawson will be away and having surgery & Stephen Pickles still recovering from surgery – Apologies expressed.

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 Bob Levis declared the meeting closed at 12.30pm

Next Meeting: 7th March 2024 @ 10am