

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M
MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 7th MARCH 2024**

Present: Paul Niblett (President) Bob Levis (Vice President & Stand in Treasurer), Jenny Bussinger (Secretary & Minute Taker) - committee members Aileen Campbell, Jackie Brady, Geoff Symons
Absent & Apologies: Susan Lawson (Event coordinator) & Stephen Pickles

Opening: Paul Niblett 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. *To be made by Woodwork shop. Motioned to commission construction*

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. *Paul Niblett has spoken with Ian Coleman 60Ltr container at around \$1250. HOC will pay for it and then send the bill to Gemlife safety dept, in hope that they will honor payment. Decision motioned by HOC.*

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. *Paul has approached Leanne previously, he is now following through again to find out if this will be installed. Emphasising the need for this.*

Blinds/Screens BBQ area near pickle court: *This has been approved but not given date yet for installation.*

Awning over Alfresco over BBQ outside of clubhouse: *This has been approved but not given date yet for installation.*

Gemife TV Channel: *Paul Niblett to send email to Ben Livingstone about the access to these channels. Advised by Leanne that these systems were set up several years ago and were disabled and there were no plans to reconnect the system .*

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 made investigation and a basic unit dog wash will cost \$12750 with extra additions on top of that price. We will continue to make further investigations.*

MINUTES continued

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. **It has been made clear in our Gemlife General Information sheet - No smoking is permitted anywhere within the Gemlife resort and Clubhouse facility – with the exception of your own villa**

Construction – Residents issues:-

In light of the issues raised by many residents and having no satisfactory resolution to date to these issues; after many attempts to have Gemlife Management communicate with us and address our residents' concerns, the HOC President and Vice President have now followed this up again with a very pointed email expressing the frustrations and disappointment at the lack of action. We are requesting that they take seriously our concerns and take the necessary actions promptly. . We will report back to the HOC on the progress or lack of progress on these issues

Interest group funding requests:-

New Interest groups –

Wannabees – Gemlife Woodend Musicians Appreciation Group

Contact: Charles Chetcuti -. Mobile: 0403 374 411 Villa 135

- Group objective: A gathering of those wishing to play/perform music
- Meeting:
 - Every second Sunday (with the exception of March) and perform to ourselves or anyone wishing to hear us from about 2.00pm to about 4.00pm. To be included in Newsletter.

Ball Room Dancing: Roger Dale - Saturday mornings between 10-11 am. Clubhouse

Treasurer's Report - Financial Management:

Handover of treasurer's role to Bob Levis was witnessed by Paul Niblett and Jenny Bussinger on 7th March 2024 at 9.30. All information handed to Bob Levis by Rose Allen at 9.30am.

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

Summary for the month is below. Full details are in the attached Monthly Cash Flow report.

| | |
|---------------------|-------------------|
| Income: | \$14401.09 |
| Bar Takings: | \$10659.27 |
| Events: | \$1675.53 |
| | |
| Expenditure: | \$11173.4 |
| Bar Supplies: | \$6969.65 |
| Events: | \$450 |
| | |
| Revenue: | \$3227.69 |
| Bank Balance: | \$37121.6 |
| Term Deposit: | \$10272.53 |
| | |
| Cash Assets: | \$47394.13 |

MINUTES continued

Message from Rose Allan:-

This is my last report as Treasurer. Thanks to those people who helped me perform my role along the way.

I wish to give special thanks to Kent who developed the cash flow system for me. His assistance reduced the number of hours (from 20 hours to about 1 hour per month) I was spending on my reports each month.

I also wish to thank Jeff who also assisted me along the way with reports and figures generated via the Square system.

I wish the HOC all the best in the future.

Bob Levis will be the new Stand -In Treasurer until the next AGM from this point forward.

EVENT COORDINATOR REPORT – REPORT ON PREVIOUS MONTH’S EVENTS

Due to Susan Lawson being away on leave, we did not receive any updates from her in regards to February events. We also have no updates for our upcoming events at this point in time. Susan will no doubt update us upon her return.

| UPCOMING APPROVED EVENTS: | |
|---|---|
| <u>Thursday 7th March - Musical Entertainment Show – Dave Allen – Rock around the World</u> Time: 6pm – 9pm – Clubhouse Lounge Bar Open 5.00pm Organiser: Val Duffy-Bridger Cost: Show – (\$990.00 + Refreshments \$50) = \$1040.00 APPROVED | <u>Friday 22nd March – BAND – The Substitutes</u> Time: 7pm to 10pm – Clubhouse Lounge Bar Open 6.00pm Organizer: Geoff Sumons Cost: Band – (\$2500 + Refreshments \$150) + \$2650 APPROVED |
| <u>Friday 10th May – Wild Dreamer – Linda Ronstadt Show</u> Time: 7pm to 9.20pm – Clubhouse 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 | For our next Raffle Night / Meet & Greet Night – there will be Nibbles Provided – 5th April, 2024 HOC to fund. |

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:

Villa 12 - Kenneth & Lynette Murchison

Villa 139 - Ian & Robin Bishop

Villa 192 – M. Crook & P. Radford

Other Business / Reports / Requests / Items for Discussion

Access to Sound System: Email from Susan regarding access to sound system due to the number of day time presentations i.e. keys and the names on the list of residents who have access needs to be updated. Suggesting that list is outdated and that President and Events Co-ordinator also Bar Manager be added to this list. Also suggested that there be a training session organised to operate the AV System for those who have AV key and have a list of those available to assist when events are being held.

Bar Door Keys: Jackie Brady brought up the issue of the Bar Door access. Requesting that we have 7 more bar door keys cut. Currently we have 13 and would like 7 more. Bob Levis will organise these.

Heating & Cooling Incident in clubhouse:-

Complaint from Greg Allen V 150 - Issue discussed amongst HOC and we will have to address this with Susan Lawson upon her return from Leave. We request patients from Greg so that this matter can be addressed with Susan and then a course of action will be taken.

Proposal for Reflexology - Cosmic Cocoon Reflexology - Item discussed with HOC members – HOC will send out to residents an expression of interest and then base upon the response we will get back to Maureen Wilson reflexologist. 0427 355 525.

Wheel Chair Purchase: HOC Motioned to purchase a Wheelchair and it will then be housed within the Consulting room for any emergency situation within the Clubhouse. Secretary will make purchase in the next week.

Request for Yoga for Seniors & Chair Yoga - Diana Kozicki - HOC discussed this offer and approved this to go ahead based on availability of time within the Clubhouse. To discuss this with trainer. Secretary to make contact with Diana and Leanne.

Cabella Mia - Would like to hold another fashion show at Gemlife - We will require a Volunteer to assist the organiser of the Cabella Mia show. Secretary will make contact with the organiser and set a date.

Iain Macrae Procedures email: HOC discussed his email sent to us on February 28th regarding procedures for clubhouse. It was brought to our attention that such procedures are not within the realms of the HOC to produce - this is a matter for Gemlife management, and therefore needs to be addressed and produced by Gemlife management. Secretary will communicate this to Iain and thank him for his efforts.

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.

MINUTES continued

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.

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 Paul Niblett declared the meeting closed at 12.30pm

Next Meetings: 11th April 2024 @ 10am
9th May, 2024 @ 10 am