

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M
MINUTES OF THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 18th APRIL 2024**

Present: Paul Niblett (President) Bob Levis (Vice President & Stand in Treasurer), Jenny Bussinger (Secretary & Minute Taker) - committee members Aileen Campbell, Jackie Brady, Stephen Pickels
Absent & Apologies: Geoff Symons – Geoff Symons – Stand In Event Co-ordinator.

Opening: Paul Niblett opened the meeting at 10.00am for all those present.

- **Acceptance and Confirmation of Minutes from Previous Meeting (07/03/24).**

Follow up items covered:

Safety items:

- **Clubhouse dance Floor / Stage scuff marks** – Geoff Symons, Bob Levis and Tony met at the clubhouse 22/3/24 – The dance floor and stage were observed and scuff marks appear on the floor surface and it was agreed that these marks were caused by the dance shoes of the Irish dancers on the Villa Draw Night dance event. In discussion and observation of the floors it was agreed that this is a HOC created problem and Geoff & Bob agreed to pay for the buffing/polishing of floor. Tony was obtaining a quote.
Update on this issue is that Tony will be looking for a buffer/polisher to fix the floor scuffs
- **Toilet Cisterns – David Bray** - Incorrectly installed cisterns deemed a safety/flooding hazard, photos supplied. Also requested where were the compliance certificates they should have been supplied.
Update on this issue - To put this issue back to Gemlife Management via Leanne/Tony expression concern. Independently get an inspector to look at this issue from the eyes of a plumber – HOC willing to pay up to \$500 for inspector or licensed plumber -also what about Compliance Certificate
- **Toilet tipping over on top of resident - Villa 86** – Toilet tipped over and fell on top of resident. Big mess. The plumber informed resident that the toilets are not fixed to the floor. They are just resting on the floor. O/T informed resident that this is serious safety hazard. Inside the cistern is all rusted out plus the valve is the wrong one. Photos attached to email 11/4/23
Update on this issue – To put this issue back to Gemlife Management via Leanne/Tony to present to PCS for review as to the safety issue this presented
- **Emergency gates locking:** Tony Liversidge mentioned that the emergency gates will be locked from now. Thus stopping entry into the village without fobs/keypad.
- **Road safety signs:** Portable light signage or give way signs to be considered to insist on 10Kpm safety limit. Group email to be sent out to residents to remind them of the speed limit.
- **Roller door where bins are kept:** Request that this door be motorized - Email to be put to Gemlife management for consideration of motorized door lifter be installed. Many are finding this door too hard to lift
- **Tree branches falling down:** More tree branches have come down and after discussion with Tony Liversidge about the impending danger and possible injury – Tony mentioned that there is nothing that can be done – He is waiting on an Arborist report and he cannot/will not do anything until he gets the official go ahead to doctor the trees.

MINUTES continued

Capital Works Issues:

- Dog Wash/Car Wash - Follow up on our thoughts as to what the Dog Wash aspect of this application will look like and what we would like. **Bob Levis to make contact with friend who deals with these items to get more details/costs.**

Discussion had with Gemlife Management on 20/11/23 - As per the meeting had with Gemlife Management we need to design and indicate what it is we would like this Car Wash / dog wash to look like an include. Have we made any designs/drawings?

Update on Car Wash/Dog Wash The demolition of the old Caravan Park storage area has begun – Filter Tank for car wash approved/purchased – Possibly 2-3 weeks away from starting new Caravan Park storage compound. We need to have a genuine look for what it is we would like in the way of car wash.

Construction – Residents issues:-

Heather Lloyd Villa 50 - Overflowing & Blocked Gutters -

Email sent back to Heather from Gemlife indicating that they will not reimburse her the cost of the gutter clean even though photos were provided showing the builders rubbish and tools left in the gutters. **Heather is not happy with this response string of emails dated 12/12/23** As of our last meeting January HOC were going to make enquiries on behalf of Heather - has this been followed through on?

8/3/24 – Paul compiling an email to Ben Livingstone about this issue and requesting follow through on this matter. 25/3/24 Ben has included James Drever National Construction Manager in on these construction matters and James says in his email he will investigate the list of home owners and advise outcome.

Vicki Dalgliesh – Villa 109 Construction issues -

Email received from Vicki Dalgliesh on 17/3/24 is there any news/update on repairs. Paul Niblett away on holiday and answered Vicki that upon his return on the 10/3/24 Paul sent another email expressing the frustration and disappointment of residents and lack of professional follow through on the outstanding matters, and expressed that he wanted these matters escalated to Gemlife management attention.

15/4/24 I would like to thank the HOC for their positive action dealing with Gemlife with regard to construction faults. After 4 years of trying to get some action to no avail, today Tim and Mike from PCS came and have fixed one problem and have another in progress. Of course another one didn't occur as it used to but they asked me to let them know if it recurs. All very positive and pleasantly helpful.

Again, a big Thankyou.

Regards

Vicki Dalgleish

Villa 10

MINUTES continued

Interest group funding requests:-

Bob to cover interest group support requests within Treasurers report. –

Other funding requests:

Cabella Mia event 22nd April - morning tea provisions to purchase – Jenny Bussinger - **Approved**

Pickle Ball - Had meeting with resident Denny – He wants to get a Pickle ball instruction day and coaching Leader organized - also to upgrade the current rackets/paddles that are there- they are in bad state of repair. Also the surface of the court has sand on it - wanted to research what the court surface should actually be like. Glenn Thompson and Mr Holgate are players in the Macedon ranges and they offered to be instructors for Gemlife Pickle Ball Group. David Wasell in Macedon Ranges group also can get equipment at a good price should we wish to purchase these. First we will request Gemlife for upgrade of paddles.

Item discussed with HOC and suggested that an Open day Interest Group be held. Also awaiting forms to be returned by Denny that was issued to him. Jenny to follow up.

Wine Tasting sessions: Denny has been given Event form to fill out and submit to Events Co Ordinator

Movies:- Kerry Humphries requested funding for purchasing new Movies \$400.00 – Discussion around the table it was decided that we would look into obtaining these movies with Netflix through our Foxtel subscription, possibly with another provider eg. Disney, Paramount etc....

Mosaics - Request for funding of \$200 – Lock up cabinet /Shelves. **HOC approved this funding**

Treasurer's Report - Financial Management:

- Treasurer's Report.
- Monthly Financial Reporting.
- Workshop reconciliation for March 2024
- Interest Group Financial requests

Summary for the month of March is below: Full details are in the attached Monthly cash flow report.

Income:

Bar Takings: \$12,794

Events: \$ 2,330

Expenditure:

Bar Supplies: \$ 8,923

Events: \$ 3,544

Surplus for March: \$831

Bank Balance: \$37,952

Term Deposit: \$10,272

Christmas Dinner: Will have 3 sittings payment made

Insurance is due again – Need to review this and cost of insurance this year.

MINUTES continued

**EVENT COORDINATOR REPORT –
REPORT ON PREVIOUS MONTH’S EVENTS**

<p><u>Glenn Thompson Band - 3rd May</u> HOC Approved Event</p>	<p><u>Free Aged Care Information Session –</u> When: 16th May Time: 10.30 Donna Lindridge – Intereach Aged Care Services A presentation will be held in the Club House presenting on how to navigate through the My Aged Care process from initial registration to CHSP & HCP. Ddiscussing home care and government support and accessing My Aged Care (MAC). She will explain in easy and understandable terms how to navigate through this often daunting process. Question and answer session will be held on the day and Donna has offered to help anyone navigate through this system on a one on one basis. Morning Tea Provided.</p>
<p>Country Care Presentation: 8th May @ 10.30 In Clubhouse – Robyn Holmes Ph 97447851 – Aide equipment presentation</p> <p><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)</p> <p>APPROVED</p>	<p><u>Retro DJ – Mark – 21st June:</u> Time: 6pm – 9pm HOC funded Event. Approved: \$650</p>
<p><u>Montgomery Rodeo – 12th July</u> Time: 6pm Cost: \$1000 HOC Funded - Free Night</p> <p>APPROVED</p>	<p><u>Big Freeze MND Event - Proposed for 10th June</u> Yet to be approved.</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:

- Villa 142– Christine Knapp
- Villa 134 – Russell Rickards
- Villa 140 – Graham Doyle
- Villa 215 – Glenn & Kym Salisbury

MINUTES continued

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. Check with those already on list if they are still willing to assist with sound system.

Update: Greg Allen, Roger Dale & Rod Hull's name be on list along with mobile numbers for contact add their names onto the Access list

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.

Update: Check to see if this has been done

Bar Vouchers: Drink Vouchers are to be made up and laminated and these will be recycled– 200 vouchers to be made. Jim Brooks has made up the vouchers and will give these to Terry McLean for hand out.

Food notice to be made up to sit on bar counter: Announcing any leftover food in kitchen that could be consumed whilst having afternoon drinks

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.

Events Nights: Bar will be working on 1hr Shifts – Jackie requested this and wants to change it to 1hr shifts so that the volunteers can also enjoy the event on that night

Meet & Greet /Happy Hour - 3rd May Light Nibbles provided, 7th June Happy Hour will not be on – cancelled

Library Cataloguing: 2900 library books have been catalogued and entered into database. Kent Spry would like to know how to market this library achievement and organise a training program on how to use database. HOC discussed this and we suggest advertising this achievement in our Newsletter. Jenny to work with Kent to make this happen.

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 1.30pm

Next Meetings: 9th May, 2024 @ 10 am