

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

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**Present:** Paul Niblett (President) Bob Levis (Vice President & Stand in Treasurer), Jenny Bussinger Secretary & Minute Taker), - committee members Aileen Campbell, Stephen Pickels

**Absent & Apologies:** Geoff Symons, Jackie Brady

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

- **Acceptance and Confirmation of Minutes from Previous Meeting (09/05/24).**

**Follow up items covered:**

**Follow up Items we will cover –**

**Safety:**

- **Toilet Cisterns – David Bray** - Incorrectly installed cisterns deemed a safety/flooding hazard, photos supplied. **Paul Niblett to obtain pictures of Cisterns from bathrooms in Stage 1 & 2 Before visit from James Drever. – Arrange Independent inspection from plumber approved by Committee.**
- **Toilet tipping over on top of resident - Villa 86** –Photos attached to email 11/4/23 *Email was sent to Gemlife management suppling photos –. Present this to James Drever upon his visit June 28<sup>th</sup> 2024*
- **Tree branches falling down:** *Email was sent to Gemlife management suppling photos expressing the concern of injury to either resident or a trades person to which end Gemlife would be held responsible if it should go to workcover. - 28/5/24 Paul rang Macedon Ranges on this subject, Gates and Fences. Advised that he needs to speak with Environment & Planning Dept. File started with a Reference No. We need to find the name of the person in this department who wrote the report.*
- **Insulation Photos to show the inconsistency of the installation of batts within the roofs of villas.** Many without insulation and some with insulation still in bags and not laid out.
- **Roller Door where bins are kept:** *An email was supposed to be sent to Gemlife Management for a motorized mechanism to be installed so that this door is easy to manage. Leanne mentioned she will look at quotation for Motorised mechanism*

**Capital Works Issues:**

- Paul to send an email to James Drever / Ben Livingstone– Gemlife Management – to organize a meeting with us to discuss the ongoing construction issues. They responded with email stating management will be organizing a visit. Ben Livingstone is arriving on the 17<sup>th</sup> June at 12pm and James Drever will be in Village on the 28<sup>th</sup> June, 2024. Meeting time to be confirmed.

**Interest Group Financial requests:**

- Bob Levis sent email to interest groups to request their budget needs for the new financial year Budgeting. He received interest group responses from:

Workshop Capital Spend amount

Quilting \$600                      Library \$500

Mosaic \$720                      Genealogy \$500

These have been **APPROVED**

## MINUTES continued

### Treasurers report:-

Please find below the Monthly Cash Flow reports to the end of May -2024.

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

Cash Inflow: \$14066.69

Bar Takings: \$11314.45

Events: \$954.90

Cash Outflow: \$16418.13

Bar Supplies: \$8477.29

Events: \$4289.71

**Net Cash Outflow: \$-2351.44 ??**

Bank Balance: \$42584.98

Term Deposit: \$10394.79 **(2 SIGNATORIES REQUIRED for increase to term deposit)**

**Cash Assets: \$52979.77**

**Bob Levis wants Stocktake of Bar Assests (assume approx. \$11,000 for projected profit) to be done before 30<sup>th</sup> June – 4<sup>th</sup> July.**

**Cinema upgrade:** Upgrade to cinema with new providers being installed – Netflix, Disney, Paramount and others. Instructions were given last week on how the system works. Monthly payment for the set top box and apps. Spent \$2800. Need to phase out Foxtel.

**Pickle Ball** - Professional Paddles request - Storage box for Paddles with lock - **APPROVED**

**Wine Appreciation** - Reference Book Request – Only some books **APPROVED** - Bob to notify Denny

**Fitness Gym Equipment:** 1. Leg Press recommended price \$3499 including installation & delivery  
2. Bike recommended Price \$ 2848 including installation & delivery

Reply to Quotation that we will offer \$6000 (both quotes included installation delivery – should only have to pay this once) including only oner installation cost. This to be confirmed.

**Insurance:** Insurance renewal and cost. 9<sup>th</sup> July expiration date.

## MINUTES continued

### Event Coordinator's Report

Refer to Event coordinators report

June 10 <sup>th</sup> ... <b>MND Fundraiser</b> - Clubhouse Organiser: Andrew Spencer <b>From this event in total \$3000 Raised</b> - Fantastic Effort by all. MHIA Insurance donated \$1000 upon recent discussion with Bob Levis regarding Insurance for Villas in Lifestyle Village they kindly donated to this event.
<b>Anzac Day \$600 raised.</b>
<b>UP COMING EVENTS</b>
June 21 <sup>st</sup> - <b>Retro DJ</b> - Clubhouse Time: 6pm-9pm <b><u>Jenny to request poster from Mark to upload to Web</u></b> Organiser: HOC Cost: HOC Funded \$650.00 APPROVED
July 12 <sup>th</sup> ... <b>Montgomery Rodeo Band</b> Time: 7pm-10pm Organiser: David Crockett Cost: \$1000 HOC Funded Free Event APPROVED
August 9 <sup>th</sup> ... <b>Songs of Farnham. A tribute to John Farnham.</b> Time: 7pm-9.30pm Organiser: Geoff Symons Cost: \$ APPROVED TICKETS: Residents: \$20.00 Guests \$ 25.00
September 13 <sup>th</sup> ... <b>Frankie Vallie and The Beach Boys.</b> Time: 7pm-9pm Organiser: Geoff Symons Cost: \$ APPROVED TICKETS: Residents: \$20.00 Guests \$ 25.00
November 8 <sup>th</sup> ... <b>9 piece Frank Sinatra band.</b> Time: 7pm – 9pm Organiser: Geoff Symons Cost: \$ APPROVED TICKETS: Residents: \$20.00 Guests \$ 25.00
<b>CHRISTMAS DINNER:</b> - 120 PER SEATING  December 13 <sup>th</sup> xmas lunch 11am -3pm December 18 <sup>th</sup> xmas dinner 5pm 8pm December 20 <sup>th</sup> xmas lunch 11am – 3pm Organiser: Cost: \$ APPROVED

## MINUTES continued

### Other Matters:

Villa Draw Poster to be prepared for – SUPER DRAW – \$500 IN AUGUST

Email to Tony & Leanne – Road Safety Issue and near misses. Reminder of Kmph and possible road signs. Quotation for electronic signage sent for review.

- **With respect to quote below Paul to speak with Glenn Hegarty to Clarify Quote below**
- **Need to understand who is paying for this equipment – HOC or Gemlife ? investigate**

Hi Tony, Paul,

Northtech Security & Technology Experts has prepared the following quote for you:

Regards,

Glenn Hegarty

Your Security is our priority

[View Quote](#)

### Digital Signage System - GemLife Woodend

Gem Life #32018

Thank you,

**Glenn Hegarty**

[glenn@northtech.com.au](mailto:glenn@northtech.com.au)

**Gemlife Bus Insurance Excess** for any claim is at fault is now \$700.

Responsible bus drivers/passengers would need to pay the excess on any insurance claim if they were involved in an at fault accident.

Could you please ensure this information is circulated via your resident newsletter and or advise if the HOC would accept the excess be paid out of HOC funds on behalf of residents?

- **On this matter above HOC discussed this and decided that the HOC would cover any excess in the event of a volunteer resident driver involve in an at fault accident,**
- **Jenny to send out email to all residents stipulating that HOC will take up this cost and also to put into the Newsletter.**

**Liquor License for New Years Eve - When it comes close to midnight make announcement - say 11.50 to purchase your last drinks for evening as bar will be closing.**

**Cubes storage for Bowls Group:** Woodwork shop has built and installed. Appreciation from Bowls team. – Jenny to prepare cake expressing thanks for the Workshop efforts.

## **MINUTES continued**

**Fire retarding screens on exterior area fencing** - Investigate who to request this item- Area not covered beyond Shirley's – Ruby Ave. Why do we have delineated area - whose responsibility Gemlife or council.

**Refund of tickets purchased for events discussed and Approved. Policy has been replaced and updated on the web page.**

**CHANGE OF AGM 2024 DATE: 3<sup>RD</sup> September – 3pm (Gemlife games on 5<sup>th</sup> – 6<sup>th</sup> September)**

### **Homeowner Occupancy**

Currently there are 236 Villas occupied with 388 homeowners.

#### **HOC opt in forms from new residents accepted:**

New residents Villa 137 Nicholas Goldsmith &  
Villa 185 Darren & Gayle Young

**President closed 12.15pm**

**Next meeting :** 18<sup>th</sup> July 10.00 am