

GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M
MINUTES OF MEETING FOR THE HOME OWNERS' COMMITTEE (HOC) MEETING ON
8th August, 2024

Present: Paul Niblett (President) , Jenny Bussinger Secretary & Minute Taker), - committee members Aileen Campbell, Geoff Symons, Jackie Brady, Bob Levis (Vice President & Stand in Treasurer)

Absent & Apologies: Stephen Pickels

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

- **Acceptance and Confirmation of Minutes from Previous Meeting (18/07/24).**

Follow up items covered:

- **Acceptance and Confirmation of Minutes from Previous Meeting .**

Follow up Items we will cover –

Safety:

- **Toilet Cisterns – David Bray - Incorrectly installed cisterns deemed a safety/flooding hazard, photos supplied. villa. – Arrange Independent inspection from plumber approved by Committee.**
Awaiting the test case - Bob Levis cistern assessed by VBA. Will update upon receipt of VBA assessment.
8/8/24 Bobs application is to be sent in
- **Access Gates. - ANY UPDATE - Will have to win over the Environ Dept to have any hope of applications for gates to be successful. 8/8/24 Paul had a meeting with Macedon Ranges below is the outcome of this meeting**
- Meeting with Danielle Chiron and Emily Hardy from Macedon Ranges Planning on 26/6/24 to discuss the issue that residents had regarding access gates onto Sullivans Road. As I reported to you all after that meeting it was clear that the Environment department were strongly against any resident access onto Sullivans Road. I requested a meeting with the Environment Department and after several telephone calls and emails I finally had a phone call from Danielle Chiron.
- Danielle informed me that she had made efforts to set up a meeting but during this process she had found that Gemlife had withdrawn the application that had included the resident's gates and on 26th June had submitted a new application that included just the pedestrian gates and double access gate and had taken out all the resident gates from the new application. This means that the new application had taken away the complication of the resident's gates but more importantly has taken away the possibility of the council being taken to VCAT. Obviously, this suits both Gemlife and the council but has a negative outcome for all the residents.
- I am sorry that I do not have more positive news and I am not sure if there is anymore that the HOC can do to resolve this issue.

MINUTES continued

Capital Works Issues:

- Paul sent an email to James Drever / Ben Livingstone– Gemlife Management – to organize a meeting with us to discuss the ongoing construction issues. James Drever failed to come to Melbourne to openly discuss these issues. He sent an email which was largely information given to him and that information was not entirely correct. **ANY UPDATE FROM GEMLIFE**
- **8/8/24 Paul Sent an email to Adrian Pulich expressing our disappointment at the minimal action from Gemlife Management. To date we have had no reply**

- **Interest Group Financial requests:**

- Bob Levis sent email to interest groups to request their budget needs for the new financial year Budgeting.

The list of Interest Group Budgets approved at the recent HOA meeting on 13/6/24 for next year is below – This covers period 1/7/24 to 30/6/25:

	Monthly Expenditure	Capital Expenditure
Workshop	\$1500	\$3300
Quilters	\$600	
Mosaics	\$720	\$ 280
Library	\$500	
Genealogy	\$500	
Embroidery	\$300	
Cards	\$ 50	
Wine appreciation group	Book and Posters to be purchased	Price to be confirmed

Treasurers report:-

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

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

Income: \$12,997.23

Bar Takings: \$ 9,761.40

Events: \$ 1,845.00

Expenditure: \$17,485.34

Bar Supplies: \$ 4,931.37

Events: \$ 2,525.30

Net Cash Outflow: \$-4,488.11

Bank Balance: \$33,793.57

Term Deposit: \$10,394.79

Cash Assets: \$44,188.36

Cinema upgrade: Shane from IT to make contact with us so we can proceed further.

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Email sent to Ben to get him to follow up on Shane to make contact with us.

Printer has been fixed - Glenn Hegarty will come out to set console – TV's showing Apps in Lounge
Shane Gemlife's IT person, assured that all IT issues have been corrected allowing Glenn Hegarty to continue with upgrades. The lounge TV has all apps connected.

Prospecta Utilities: - Cost effective energy & connectivity. How does this effect us in Gemlife?

Arrange to get someone in to teach us the optimisation usage. Paul to investigate further

Event Coordinator's Report

Refer to Event coordinators report

UP COMING EVENTS
August 9 th ... Songs of Farnham. A tribute to John Farnham. Time: 7pm-9.30pm Organiser: Geoff Symons Cost: \$3500 APPROVED TICKETS: Residents: \$20.00 Guests \$ 25.00
August 16 th - Gin Tasting – Big Tree Distillery Time: 2pm Cost \$20 per head (Book your spot – Limited numbers avail) Put your name, money & Villa Number into V.156 letterbox Geoff Symons
August 24 th – Retro DJ - Mark Jayasekera Time: 6pm Cost \$650 HOC funded APPROVED
September 13 th ... Frankie Vallie and The Beach Boys. Time: 7pm-9pm Organiser: Geoff Symons Cost: \$2900 APPROVED TICKETS: Residents: \$20.00 Guests \$ 25.00
Grand Final Day – 28th September 1pm HOC Suggestions for the day: Invite residents to dress their tables up Dress themselves in team colours Sing their team song Trivia Questions Sausage Sizzle \$2.00 Buy Sausages, serviettes, Balloon in team colours Approved \$250

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October 5th - **The Substitutes – music of the 60's, Classic music from UK, US, & Australia**

Time: 6pm – 9pm

Organiser: Geoff Symons

Cost \$ 2500

APPROVED

November 8th... **9 piece Frank Sinatra band.**

Time: 7pm – 9pm

Organiser: Geoff Symons

Cost: \$3300

APPROVED

TICKETS: Residents: \$20.00 Guests \$ 25.00

1st March 2025 - Fleetwood Mac

Time: 7pm

Organiser: Heather Lloyd/Geoff Symons

Cost: \$4200 Online/Bar Sales \$20 Residents \$25 Guests

CHRISTMAS DINNER:

December 13th xmas lunch 11am -3pm

December 18th xmas dinner 5pm 8pm

December 20th xmas lunch 11am – 3pm

Organiser:

Cost: \$20 /person

APPROVED

Ticket Sales at Bar Only. Will be up for sale by late October

At least 100 per seating max 120 per seating.

Free champagne upon arrival

Bob to pay Deposit

Jackie to source Champagne

Other Matters:

Email to Tony & Leanne – Road Safety Issue and near misses. Reminder of Kmph and possible road signs. Quotation for electronic signage sent for review Northtech Security - Who is paying query – Paul to follow through with Management. – awaiting Paul to get response.

Privacy Policy adoption: The web team has been doing some work with Padrick from Element13 who are the hosts/developers of our web site. Padrick has refreshed the web site and we are looking to provide a Google login capability which we believe will make it much easier for residents to login to the web site. **Jenny Spoke with Kent 22/7/24 this is something that needs to be put in place – Paul to discuss with Kent to get a better understanding of how this Policy will not impact anyone, This discussion has been had between Paul and Kent – explained at meeting and upon explanation the Policy has been approved and put in place. Kent has been notified.**

Consideration for HOC to pay for Fuel for residents Outings. - It is a chore collecting a few dollars from each person, each trip and then having to refuel a few litres each time. Bob felt there must be a better way. **Committee reviewed this request and it is under consideration. Another issue raised in relation to the bus is that lately it has been parked in the disabled spot. Request that the Bus**

MINUTES continued

has a designated spot marked for it down past the workshop, so as not to take up a disabled spot. Has this been followed through? 8/8/24 Resident Bus now has a designated spot. This matter completed.

New Bike & Leg Press Gymnasium - Most they are in favour of this piece of equipment. Tony & Leanne to come back to HOC with their input. **Paul has been informed that the Leg Press has been by Gemlife. 8/8/24 New equipment for the gym requires that the current equipment be shuffled around to accommodate the new. Paul is to follow through on the invite for the professional Gemlife Trainers to come and make a presentation to our residents. Will follow through with Leanne.**

Treasurer's position - Bob indicated that he will not be standing as treasurer at the next AGM. He believes it is time to upgrade our accounting system to Xero (or similar) to cope with the growing reporting and data requirements especially now with GST applicable. Cost is \$70 per month for Xero including support. **Bob requested to get an Audit done on the Financials with independent Accountant. Update of this from Treasurer at this meeting.**
8/8/24 Financial Audit was conducted and Roger Dale Signed off the Report for the AGM.

Client Agreement Letter providing with external Accountant:

BAS/Lodgement
Annual Audit
Xero Accounting package

Xero Package will be \$714 Yearly Fee

Accountants fee:

BAS Quarterly	\$ 250.00
End of Financial Yr Report	\$1000.00

HOC signed off on Accountant proposal - **Approved**

Audiology Seminar round two - 22 – 23 August – Clubhouse Presentation and Registration

ADT Security to make presentation on personal alarm system 26/8/24 @ 11am

16th October ProActive Health to make presentation on the exercise physiology and its benefits. – Geoff Symons has information please send to Jenny for input to events form.

Sleep Health Presentation / Sleep Sophie - Sent this to committee for comment/input 23/7/24 - Should we approve this - Adjustable Beds for sale and their benefits. **8/8/24 Send email to them declining visit. Approved by committee.**

Proud Mary Presentation - Roz Miler – She will be flying in from Adelaide and would like opportunity to make presentation on 5th September - Committee input please.

8/8/24 Send email saying that Travel Expo to be held possibly in October and invite her to attend that expo rather than separate presentation by Roz

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Skin Health – Skininformative presentation offer - Committee to review

My name is Amelia Maillet, a local business owner in Woodend.

I have recently opened a new skin clinic inside the new Skin GP practice and would love to chat about the opportunity of coming in to the Woodend Resort to leave some brochures and extend complimentary skin consultations to the residents of Gem Life.

I'd also love to talk about the potential of coming in and organising a time to offer this service at Gem Life for convenience of the residents!

*I look forward to hearing from you to see if this is something that could be accommodated! Warmest,
Amelia Maillet Dermal Clinician*

ASHWIN – SKIN CANCER DOCTOR - He also contacted me today and would like to team up with Amelia and do a presentation here on Skin Checks and Mapping. He could also do consultations in our Consultation room.

8/8/24 Committee suggested that a presentation be done dependant on resident response and thoughts. Jenny to send out group email to residents to get feedback.

Retro DJ invoice - Treasurer to make payment - Follow through

AGM 2024 DATE: 3rd September – 3pm

AGM – Group email to all residents including Nomination forms and Proxy forms to be sent out –

- Jenny sent email to residents 26 July 2024 Notice of AGM with forms attached
- Paul has prepared Committee Report
- Geoff Symons has prepared Events Report
- Bob to prepare Annual Financial report – Audit report – Signature sign off by 2 committee members.
- Jenny to prepare Powerpoint presentation once all above received.
- Jenny to send follow up email to residents once all above received.
- Jenny to print out
- Paul to nominate Returning officer – **8/8/24 suggested Peter Campbell**
- Arrange volunteers at reception entrance for form collections **8/8/24 Liz & Aileen suggested**
- Arrange Scrutineer and nomination counters
- Inform nominees that they can support their nomination with a statement either in person or by written paragraph or two.
- Jenny to prepare Executive Nominee ballot forms & committee position ballot form to be handed out at AGM **8/8/24 to be handed to Liz and Aileen**
- Bank Signatories will have to be readdressed

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DB2:F14ate	Activity	dys betw	Dys fr AGM
26- Jul-24	Issue notice of AGM and include:	0	38
	* Request for any special resolutions N/A for 2024		
	* Nominations for positions by	26-Aug-24	8
	* Proxy forms by commencement of AGM	03-Sep-24	
09-Aug-24	Special resolutions received. Considered by HOC N/A this year		28
09-Aug-24	EOY financial Statements Complete		26
16-Aug-24	Finance audit complete, Finance statement and audit report issued to homeowners		19
12-Aug-24	Issue special resolutions received and any counter special resolutions by HOC	3	21
23-Aug-24	Committee activities report issued to homeowners		13
27-Aug-24	Final Nominations received		6
28-Aug-24	Nominations notify to homeowners		5
03-Sep-24	Conduct AGM		0
<p>30 Annual general meetings (1) The Committee must convene an annual general meeting of the Association to be held within 5 months after the end of each financial year.</p>			
<p>33 Notice of general meetings (1) The Secretary (or, in the case of a special general meeting convened under rule 32(3), the members convening the meeting) must give to each member of the Association— (a) at least 21 days' notice of a general meeting if a special resolution is to be proposed at the meeting; or</p>			
<p>51 Nominations (1) Prior to the election of each position, the Committee must call for nominations to fill that position at the same time as the Annual General Meeting is called for in accordance with Rule 33(1), (2) The closing date for nominations must be at least 5 days prior to the Annual General Meeting date. (3) Nominations must be submitted in writing to the Secretary via the Committee mailbox.</p>			
<p>34 Proxies (5) Notice of a general meeting given to a member under rule 33 must— (a) state that the member may appoint another member as a proxy for the meeting; and (b) include a copy of any form that the Committee has approved for the appointment of a proxy. (6) A form appointing a proxy must be given to the Chairperson of the meeting before or at the commencement of the meeting.</p>			

So far we have received a nomination form from Ian McCrae – nomination for Vice President and alternatively a nomination form for Committee member. Greg Allen – nomination for President and Tony Lennie – nomination for Treasurer - alternatively a nomination for committee member, Geoff Symons – nomination for Events Co-ordinator - alternatively a nomination for committee member Jenny Bussinger – nomination for Secretary/Assist Secretary alternatively a nomination for committee member

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List of Direct Debits hitting our current Credit Cards. This information to be provided by Treasurer.
New Credit Cards to be organised upon new committee commencement

The Gemlife buggys – For Resident use.

Have to find out how to get Access to them and how to book them. Email to Management for the keys etc..

Require Rules and regulations on use of.

Storage of Buggys - Garaging ?? Get this information sorted.

Homeowner Occupancy

Currently there are 238 Villas occupied with 389 homeowners.

HOC opt in forms from new residents accepted:

New residents V 47 Trevor & Marita Cooke

Meeting Close 12pm

Next meeting after AGM - Date will be organised by new committee