

**GEMLIFE WOODEND HOME OWNERS ASSOCIATION INCORPORATED NO. A0109666M  
MINUTES FOR THE HOME OWNERS' COMMITTEE (HOC) MEETING ON 14<sup>th</sup> OCTOBER 2024**

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**Present:** Greg Allen (President) , Iain Macrae (Vice President) Jenny Bussinger (Secretary & Minute Taker), Jeff Adams (Treasurer), –

**Committee members:-** Aileen Campbell, Kerry Humphreys, Paul Niblett, Tony Lennie

**Absent & Apologies:** Geoff Symons ( Events Coordinator)

**Opening:** Greg Allen open the meeting at 10.00am for all those present.

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

**Follow up Items we will cover –Paul & Iain ACCEPT**

**New committee requirements:**

- Banking - New Credit Cards, Change signatories, forms to fill in, visit to Bank

**(Have all credit card issues been resolved & associated payments from cards)**

Still need to resolve Youtube in the cinema. New Credit card received, we have set up Pam Drummond's YouTube playlist on the new YouTube premium account linked to the Treasurer's credit card. Geoff Symons can use Jeff's credit card for any purchases. Two cards in use. We are limiting the number of credit cards.

- Bob Levis to conduct a handover to Jeff Adams – induction to the Xero program

**(Has a handover and proper training on program been conducted – Update)**

**(Laptop with numeric keyboard to be handed to treasurer)**

Jeff is still working with Tony on Xero program. Handover help is currently acceptable. Laptop received and handed to Jeff. Third laptop in cupboard for use on other matters. Little Acer computer will be in the cupboard at bar for Bingo & Villa draw.

- **Interest Group Financial requests: Jeff Adams:-**

<b>Bingo Group</b>	<b>\$400 YES approved</b>
<b>Quilters</b>	<b>\$400 (Christmas market) YES approved</b>
<b>First Aid</b>	<b>\$110 (Bibs for first aiders) Ask Marion why we need these bibs. Organize Marion to do a presentation on where all equipment is and advise all residents.</b>
<b>Christmas Carol Singing</b>	<b>\$350 (Karen Usher / Sue Barnes) YES approved Jeff get break down on funding</b>

**Gemlife Hackers interest group:** 32 week period \$640 bar voucher team for the year. Defer Golf group funding until we set up the review of how the allocation is done.

**Aqua Group - Funding per head subsidy \$4000 \$5.00 per head TV in the pool area.**  
100 wk for 40 weeks. **TV NOT Approved – Weekly fee - User pays - NOT agreed**

**Tai Chi - subscription - YouTube Premium account.** Action: Paul to contact Pam Drummond to set up the Tai Chi playlist on the new YouTube Premium account. **APPROVED: YES.**

**MINUTES continued**

**Interest groups funding - Budgets are required** - Submissions are not locked in as they should be. We need to make sure they go to Kerry for her to enquire further on their funding. Most groups have ongoing funding by budget.

Iain put together a proposal on how the funding is to be assessed. We need to establish what the funds were for all groups. The budget will then be set for each of the groups.

Decisions we make for all groups as to their funding should be recorded so that new committees down the track have a history of decisions.

Make a set of conditions on how HOC assess these requests. Eg. Bingo can have over 200 people to group, but 12 at aqua aerobitc. This is to benefit the maximum residents in the decision that funding is agreed to.

Interest group sheet developed with 32 groups on it with approved funding. We need to approach each group and ask what the funding budget is for each them.

Decide the Eligibility criteria.

Consider the Size of request.

What is the threshold.

Kerry to ask the group what their funding will require.

**Iain to send the excel sheet 2024-2025 funding**

**Iain to send the draft process for funding request**

**Look through the excel sheet and see what is historical.**

**Move the defibrillator that is in hallway** – To be shifted to outside of Gym.

Do we need another defibrillator. Write to Gemlife to supply external defibrillator.

Approach Marion discussing the need for the defibrillator elsewhere in the village.

A List to be put by defibrillator of who are qualified first aiders.

This list need to be in every atlas location of the village.

**From Jeff Adams:** Additionally, I wish to propose a change to the monthly villa draw prize in that I would like it to be a prize of \$200 every month and drawn until a winner is present. My intention is to fund it via \$100 per month from HOA funds and \$100 from the very generous sponsorship from Harrison Motor Group. I will meet with Joan (if approved) and discuss what she and her sons expect/require in terms of exposure from their ongoing sponsorship for this event. The annual cost to HOA will be \$1200 (obviously) except for maybe a special Villa Draw prize of an amount in excess of \$200, i.e. last Year’s Christmas draw of \$500. The annual cost under this method will be less than it is currently, where we have allowed it to jackpot each month, and will be more attractive to our residents. ***If time is not sufficient to discuss this meeting – happy to discuss in future meetings. NEXT Meeting deferred. Jeff Adams***

Workshop Monthly Cash Reconciliation			Sep-24		
Date	Information	Receipt No.	Cash In	Cash Out	Balance
1/9/2024	Brought forward				141.60
2/9/2024	Cathie V 171	365501	210.00		335.60
4/9/2024	Supplies			16.20	335.40
8/9/2024	Sale of Planner	503	600.00		935.40
8/9/2024	Plumbing Work			40.00	895.40
13/9/2024	Return to HOC			600.00	295.40

Please note receipt 365502 was missed in book and will be next issued.

## MINUTES continued

### Treasurers report:-

Please find below the Monthly Cash Flow reports for the month of September -2024.

A summary for the month is below.

## Profit and Loss

Gemlife Woodend Home Owners Association Inc  
For the month ended 30 September 2024

SEPT 2024

<b>Trading Income</b>	
Bar Takings	9,392.18
Coffee Takings	1,287.28
Events Income	3,727.28
Interest Income	126.07
Miscellaneous Revenue	600.00
<b>Total Trading Income</b>	<b>15,132.81</b>
<b>Gross Profit</b>	
	<b>15,132.81</b>
<b>Operating Expenses</b>	
Bar Admin	139.09
Bar Supplies	5,430.56
Bingo	264.55
Bus Expenses	223.81
Coffee Supplies	1,861.30
Event (Charged) Expenses	2,703.86
Event (Free) Expenses	200.00
Group Equipment	59.09
Maintenance General	440.00
Mosaics	175.75
Pay Tv Expenses	67.24
Quilting	85.23
Web Internet & Software Fees	12.72
Workshop	104.55
<b>Total Operating Expenses</b>	<b>11,767.75</b>
<b>Net Profit</b>	<b>3,365.06</b>

**Treasurers report on Events** - Showing that we made a profit on Events. - Tony Lennie generated the report and Great job.

### Event Coordinator's Report

Refer to Event coordinators report

#### Proposed Events

Geoff to speak of any new items brought to the table.

#### Craft Market – Christmas

Susan Lawson

#### Christmas Carol Singing – December 22<sup>nd</sup> 2024

Funding request of \$350.00

Karen Usher / Sue Barnes V 181 Approved

**ABBA** - HOC approved event 28/8/24– Geoff Symons to update on this booking

## MINUTES continued

### UPCOMING EVENTS

November 8<sup>th</sup>... **9 piece Frank Sinatra band.**

Time: 7pm – 9pm

Organiser: Geoff Symons

Cost: \$3300

**APPROVED**

TICKETS: Residents: \$20.00 Guests \$ 25.00

**1<sup>st</sup> March 2025 - Fleetwood Mac**

Time: 7pm

Organiser: Heather Lloyd/Geoff Symons

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

### **CHRISTMAS DINNER:**

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: \$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

**Calcutta - Cup EVE Melbourne cup event. - volunteers required. - Geoff has a group to help him with the smaller items to assist the events. Geoff's angels.**

### **Other Matters:**

- 1. Iain is developing a survey for residents. For review and comments. Letter box drop**
- 2. Iain Macrae's email** - Communications channels / Website review 09/09/24  
*Email received – Draft presentation pack*  
*Communication Channels : Which channels are best for what sought of messaging information*  
**Web Site review:** *My quick observations and questions about the structure/content of website. Greg, Jeff & Iain met with IT team - Web site review – security issue URL was able to log into the website without login. - Kent is going to fix this issue. Security hole to be addressed.*
- 3. Iain Macrae's email** – DRAFT Presentation pack - GST, Xero, Accountant – Subsequent meeting held - Outcome of meeting. **Meeting went well. Information basically accepted by community. More positive response to program and only small negative response.**

## MINUTES continued

4. **Iain Macrae's – Interest group Contacts & Funding** - Email 13/09/24 – Interest group contacts and approved funding worksheet Excel **COVERED**
5. **Electricity Tariffs** - Paul Niblett Email 18/09/24 sent to Leanne and Leanne responded on same day with - Requesting Prospecta an explanation regarding the tariffs. **No feedback from Leanne & Tony - Paul not confident that we will have feedback from Tony & Leanne.**
6. **Morning Tea/Lunch @ Sunbury Social Club** - Email from Greg to Geoff 18/09/24 – Has this progressed and have we responded to Nicole Macartney **Organised at 52 people 28<sup>th</sup> October booked in – Organs coaches \$15 per head. Meal package sent out.**
7. **ITS Pty Ltd – First Aider training Quotation** - Email From Marion Borlase – 02/10/24 Quotation sum of \$950 GST Free. 10 refresher courses CPR 11<sup>th</sup> December course date **This has been covered.**
8. **Wine Room Table Request:** Email 27/09/24 Denis Sterley - Iain Macrae, Denny along with workshop team had a review of this proposal and sent onward to Gemlife Design team for consideration - **Proposal on the layout of room. Design team coming down to review proposal. Sitting with Gemlife Design team decision.**
9. **New Pedestrian Bridge request:** Email from Brian Cahill 01/10/24 – Review of email and discussion as to whether approaching Gemlife management for this construction works **This is not a cheap episode. He would have to build develop his proposal to Gemlife overall design team. Brian to submit this directly Gemlife. We need to respond to Brian to escalate this to Gemlife.**
10. **New Aged Care Volunteer Scheme in Macedon Ranges** - email forwarded from Leanne to HOC for consideration - 24/09/24 refer to email - **Invite her to come along with more information – Leave brochures for us. Greg to discuss after 24<sup>th</sup> October. Indicative Dates**
11. **Gemlife Mail Boxes security camera request** - email from Graham & Janine & response from Leanne Management. Email dated 27/08/24 NOT GOING TO HAPPEN
12. **Pro-Active Health Information visit** - David Crockett is requesting assistance on the 16<sup>th</sup> October. Could Aileen and another meet David in clubhouse rooms to set up for this event. Jenny will be overseas and cannot assist. Afternoon Tea will be served after presentation. **Aileen Campbell will assist David in set up.**
13. **Request for Locks in Consult room and Hair salon** for Beauty Therapist equipment – Email 10/09/24 - Leanne will organise a locksmith upon return if we wish to go ahead and she will invoice back the cost to HOC. On cupboard in Consult room and bottom cupboard in display shelf in salon. **Approved.**
14. **RSA CERTIFICATE** – Nick Goldsmith V 137 - Sent to Treasurer the certificate completion and Treasurer offered to pay cost – Nick Goldsmith did not request reimbursement. Jeff offered to pay the sum. **This matter is CLOSED OUT.**
15. **Cabella Mia Fashion show** – 7<sup>th</sup> February 2025 @ 11am Start  
*Door Prizes on the day - Will need to organise models for the date. Organise assistants for set up on the day. 9am arriving for 11am start of show. FOLLOW THROUGH NEXT MONTH*

## 16. Iain Macrae email Points 1 – 5 Email dated 30/9/24

Review of Minutes & Newsletters

Guidelines to approving requests for HOC Funding

Is there a confirmed schedule of dates for future HOC Meetings

Printed copies of HOC Newsletter & Minutes to be available in Library

**-Thoughts on how where to put these Minutes / Newsletters.**

## **MINUTES continued**

Interactive info session for residents on use of the new AV services/apps - Hold a session to advertise when this will be held –

**Review what we have there . Looking at the usage now, Netflix Apple Disney regularly used. Paramount, Kayo, Amazon Prime not getting much value of these. Re-evaluate these programs. Apple Music – let this one go.**

### **17. Funding for Sound Equipment – Music Interest Group**

Ken Cronin with a request for funding of sound equipment for the music special interest group . - **Deferred this request.**

**WE need to List the AV equipment and review. We may need to improve the project /screen. Daylight projector cost approx \$7 – 9,000**

**Let set up sub committee to review the AV equipment. APPROVED**

**Paul, Iain & Greg to be AV review group. Someone independent needs to be sitting on the group who does not have much knowledge to ask questions that assist in the decision of which equipment . Consider a system that is compatible with hearing aids.**

**Greg to approach Management : Age restriction on events - Is our Insurance policy the reason we have this Age restriction**

What do other Gemlife villages do in this regard.

**Bowling Alley – policing Tuesday night activity. Outsiders coming in and large numbers in Bowling Alley. Greg to check again this Tuesday night. May have to put a stop to this.**

**Jeff Adams would like \$600 float at the bar. Cover the prizes villa draw, meat raffle, prize money. This will not shown on books . Cash on hand. Approved.**

**Tag and Testing: \$495 each time – 6 monthly – Option to have someone trained and signed up on a course costs \$495. Plus test unit – total \$1500. If we get someone trained then we are covered going forward – it is more cost effective. Have spoken to Laurie and he is interested to do this testing course and obtain a Certificate to do this test and tag - We could partner up with Tony Gemlife and go halves in the test equipment. Resident also mentioned that she has relative who is test and tag – e.g. maybe we can offer voucher**

**Jean Heddington – Vison Australia - 1.30 start Charity Auction Finish 4.30**

March and April Months available for this Mystery Auction.

Several of residents including president meet with HOC. Approved Private Event

### **Homeowner Occupancy**

Currently there are 238 Villas occupied with 389 homeowners.

Close of meeting: 1 pm

Next meeting – Out of sessions interest group meeting 10 am 31<sup>st</sup> October