

**Minutes**  
**Minutes of Meeting of the HOC GemLife Pacific Paradise**  
**Held in the Clubhouse Conference Room**  
**on the 11<sup>th</sup> of March 2025.**

Secretary opened meeting at 9.28am.

Secretary welcomed Social Committee representative Debbie Marcelis to the Meeting and explained Meeting procedure.

**Attendees:** Tanneke Booth (Treasurer), Mary Earnshaw (Secretary), Committee Members: Ian Nichol; Amanda McDowell, Gary Savill, Debbie Marcelis (Social Committee) and Lyndall Armstrong (Bar Manager).

**Apologies:** Shane Storer (Chairperson), John Harvey

Reports as disseminated prior to meeting.

**Bar Manager (BM): Discussion on Report.**

Discussion	Action	Who	Status
Cost Review	Continue monitoring Bar Profits.	Treasurer	Ongoing
Request for the appointment of an Assistant Bar Manager.	BM provide a job description for distribution to residents seeking expressions of interest from residents.	Secretary	Ongoing
Glass Washer not working properly. Not picking up rinse aid. Numerous reports to PM have not rectified the problem.	Send request to PM requesting repair.	Secretary	Ongoing
Request the SC Committee advise the BM of upcoming function ahead of time to allow for rostering to accommodate.	BM advised this issue had been resolved and BM and SC working well together		Closed
BM advised cleaners were at the Country Club at 6.30pm.	PM advised HOC cleaners have been asked to clean at a more suitable time.		Closed
Bar Closing Times	Residents advised via Owners Update.		Closed

**Social Coordinator (SC) Discussion on Report**

Secretary passed on thanks to the new Social Committee and for the great work they are doing and stated that the HOC would support the SC in their endeavours. The Secretary asked that the SC work with the HOC in regard to large spending amounts that may be considered.

Discussion	Action	Who	Status
A raffle every week is considered too many by residents.	SC advised many residents were happy with a raffle each week. 5 tickets for \$5. The SC will also be doing a meat raffle at the end of each month.		Closed
Use of tickets instead of the Numbers Board for raffles.	SC advised numbers board no longer used. Coloured tickets used instead.		Closed
Training for Social Committee in the use of the hand held till.	SC advised BM had conducted training as required.		Closed

Bar Manager and Social Coordinator left meeting at 9.44am.

**Other Reports:****Lawn Bowls:** Discussion on Report

Discussion	Action	Who	Status
Cooling for the Lawn Bowls Area. After inspection and temperature monitoring, the PO agreed that the area did need some sort of airflow device to cool the area down.	PO still to advise of firm intentions. LBC advised.	Secretary	Ongoing
Seating in Lawn Bowls area.	PO has advised additional seating would not be provided in this area at this stage.	Secretary	Ongoing
Request for HOC Subsidy for Bowls Uniforms. No proposal or submission at this stage.	HOC again requested LBC present proposal with artwork and costing to the HOC for consideration.	Secretary	Ongoing
Lack of catering when inviting guests from other Resorts. This should not be a problem as the Bar can be opened with consultation with the BM, each Lawn Bowls member can bring a plate, or the kitchen is available to those who have been trained and hold a Food Handling Certificate. HOC, BM and SC happy to assist to ensure the event is a success.	Advise LBC accordingly.	Secretary	Ongoing
LBC changes: Thanks for advising Keith Smith is joining the Committee and David Turk has resigned			Closed

**Gardening Gems:** No Report.

Discussion	Action	Who	Status
Gardening Gems have a balance of \$687.36 in their working account.			Closed

**Acceptance of Reports above.**

Accepted: SC, Bar, Bowls and Garden Gems Reports	Moved: Ian Nichol Seconded: Tanneke Booth
---	--

**Acceptance of Previous Meeting Minutes.**

Accepted: Minutes of HOC Meeting 11 <sup>th</sup> February 2025	Moved: Gary Savill Seconded: Amanda McDowell
--	---

**Treasurer's Report: As submitted**

Accepted: Treasurers Report	Moved: Gary Savill Seconded: Ian Nichol
--------------------------------	--

**Secretary's Report: As Submitted**

Accepted: Secretary Report	Moved: Tanneke Booth Seconded: Amanda McDowell
-------------------------------	---

### Update on Previous Meeting Minutes.

Discussion	Action	Who	Status
Facilities Guidelines HOC's version of Guidelines approved by GemLife. PO working with Marketing to incorporate Pacific Paradise branding.	Advise all residents via paper copy and email once final version has been sent to the HOC.	Secretary	Ongoing
Discussion on implementation of SQUARE system for residents to pay on line for tickets to events.	HOC agreed to move forward with implementation of the SQUARE system and provide details as required once the new Chairperson is in place and the webmaster is back from holidays. Residents to be advised when the system is up and running.	Secretary	Ongoing
Roof cover for upstairs outdoor patio. At PM meeting, PO advised Jen Kyle has requested quotes and is awaiting feedback on both design and costings.	Continue to follow up with PO.	Secretary	Ongoing
Installation of Dart Board in Games Room. Waiting for PM to relocate items to allow dart board to be installed. John Kirkby has infrastructure ready to be installed.	PM to be asked to liaise with Gary Savill and John Kirkby to ensure the dart board is placed in a suitable position once the items on the wall have been removed to accommodate. Advise residents when Dart Board is in place.	Secretary	Ongoing
Position of proposed residents and PM Workshop HOC requested drawings and a commencement date for works. PO advised Development Manager is awaiting final details and 'certified' drawings so that QA Build can plan the works.	Follow up with PO on regular basis.	Secretary	Ongoing
Allocated Sewing/Arts & Crafts Area	As above	Secretary	Ongoing
Electrical Planning for Workshop Remodelling Extra power point outlets for Workshop have been submitted via an electrical diagram to the PO. Awaiting response from PO.	Follow up with PO on regular basis.	Secretary	Ongoing
Asset Register Awaiting final response from PO.	Follow up with PO on regular basis.	Secretary	Ongoing
Sound System. Gary advised Debbie & Phil Marcelis have shown interest	Gary to draft email calling for expressions of interest in learning how to use the sound system. A5 Signage <b>"Only authorised persons to use this system"</b> to be placed on the sound panel.	Gary	Ongoing

Discussion	Action	Who	Status
<b>Missing Golf Club Replacement</b> PM advised that a full set of clubs were provided at the time of installation, however as one is missing. In good faith PO will arrange a replacement.	Follow up with Park Manager.	Secretary	Ongoing
<b>Construction of Green space area.</b> From the PO: The larger area will be the green space, and the smaller area will be the dog run. The Park Owner will not be able to accommodate further changes to this area of the resort.	HOC to follow up as to the progress.	Secretary	Ongoing
<b>HOC Premium You Tube provided in Pavilion and Country Club.</b>	Tanneke to liaise with Gary to ensure correct use. Once confirmed, Secretary to advise residents that this is a restricted service.	Treasurer & Gary	Ongoing
<b>Dry storage for the kitchen</b> Refer to Secretary Report	Sent submission to PO with request to install a metal cabinet attached to the wall to PO and awaiting response.	Secretary	Ongoing
<b>Resident concern re installation of silt traps as advised by PM.</b> Email sent to PO	Still awaiting response.	Secretary	Ongoing
<b>Cost of repair to Pavillion Coffee</b> Repair was expensive.	Advise Coffee Team that if expenses such as the last repair occur again, the HOC should be advised in writing with the associated quote for repairs before repairs take place.	Secretary	Ongoing
<b>Installation of new Flagpole:</b> PM advised the flagpole, and associated Cenotaph will be in place prior to Anzac Day. The area to be utilised will be at the end of the Boulevard. Lana has the key to the flagpole.	Follow up with PM in regard to the promised works allocate to ensure in place prior to Anzac Day.		Ongoing
<b>Insurances due in March.</b> Costings received, accepted and paid. Question as to what is covered by GemLife Public Liability Insurance.	PO advised GemLife's public liability covers the bricks and mortar of common areas. HOC public liability covers events, activities etc organised by the HOC/ Social committee. As per site agreement, individual events/activities are the responsibility of the resident.		Closed
<b>Request for more room for sewing groups.</b>	HOC suggestions sent to sewing group.		Closed
<b>Liquor Licence Update.</b> We now have a full liquor licence			Closed
<b>Request for additional Gym</b> Pull down straps and adjustable stepped approved by PO. Flat bench not approved as one already installed.	Secretary advised residents.		Closed
<b>Poor and interrupted internet reception in the Pavillion</b> PO has installed new modem.	Residents have been advised.		Closed

Discussion	Action	Who	Status
Signage when floors are wet. PM has provided 2 “Slippery When Wet” signs .	Bar Manager and Kitchen Supervisors advised.		Closed
Lack of storage space in the Country Club.	Area in discussion has been cleared, shelving included and acceptable to the HOC.		Closed
Resort Buggy procedures Amended version submitted as requested.	Map of Buggy Route sent to residents.		Closed

### New Agenda Items

Discussion	Action	Who	Status
Resignation of Chairperson effective 6 <sup>th</sup> April 25 and nominations for interim Chairperson. John Harvey has agreed to take on the interim Chairperson position without any objection from the Committee.	Thank you to John Harvey for taking on this position effective 6 <sup>th</sup> April 2025 until the AGM in August 2025. Call for expression of interest from residents who wish to join the HOC from April 25 till the AGM in August. Secretary to send out EOI accordingly	Secretary	Ongoing
Pavilion BBQ filthy and no cleaning material.	Amanda McDowell volunteered to check the cleaning products on a monthly basis and purchase as required. Residents to be reminded of their responsibility to clean after use in next Owners Update.	Secretary	Ongoing
Need to upgrade HOC gmail email sending capacity Gmail has also put a limit on the number of free user emails sent on a daily basis. Some days the Secretary sends more than the 500 limit and as such sent emails are rejected. Note: Capacity has not been reached.	Investigate a solution to both problems and advise the next HOC meeting or before, if possible.	Secretary/ Treasurer	Ongoing
Rejected Bigpond Users Many providers are now introducing methods to reduce scammers. As a result Bigpond emails are being rejected.	A list of Bigpond users to be sent to Tanneke who will contact them personally to suggest a solution as present in Secretary report. Secretary to test method to fix problem with a couple of residents before sending to all Bigpond users.	Secretary/ Tanneke	Ongoing
Better use of Bocce Court Request for installation of seating, Bocce Ball storage and shelter.	PO has advised that requests for seating and shelter at the Bocce area will be visited once priority items have been completed, however can make no commitment at this time, but in due course will investigate this further. In consultation with the PO, the HOC will revisit this request once the workshop is completed and is prepared to look at providing seating, storage and shelter. Resident to be advised.		Closed

Discussion	Action	Who	Status
Nominations for 2026 committee	Advise residents that the HOC will be calling for nominations in May/June		Closed
Mike Banning request Spice it Up 4 <sup>th</sup> April.	Secretary advised Mike Banning that the HOC has approved the setup of Spice up in the Country Club on Friday 4 <sup>th</sup> April. 2 hampers will be provided to the SC as raffle prizes.		Closed
The service gate on Menzies, what access will there be for residents after the resort is completed? (emergency, vehicle, pedestrian ?)	PM advised this is for emergency vehicles only. Advise residents accordingly in March Owners Update.		Closed

GENERAL BUSINESS:

Discussion	Action	Who	Status
Electricity queries. A resident has approached a member of the HOC with questions, the answer to which most are given in the document circulated at the Prospecta Forum in November 24.	Ian Nichol to compile a list of questions to be presented to Prospecta for comment if required. Prospecta document sent to all HOC members. Residents encouraged to speak directly to Prospecta with electricity queries as per details in every Owners Update.	Ian Nichol/ Secretary	Ongoing
General cleaning concerns: Cleaners arriving to clean at midnight and disturbing residents. BBQ cleaning. Every 6 months. Old library not being cleaned  Pavilion: general cleaning poor.	Need a consistent time that does not disturb residents sleeping. Seek advice as to what months. PM has spoken with cleaners in this regard and rectified. PM has spoken with cleaners in this regard and rectified. Discuss at PM meeting at end of month.	Secretary	Ongoing

Meeting closed at 11.25 am

Next meeting: Tuesday 8<sup>th</sup> April 2025 at 9.30am in the Country Club Board Room.

*M Earnshaw*  
Mary Earnshaw  
HOC Secretary