

Minutes of Meeting of the HOC GemLife Pacific Paradise
Held in the Tennis Room
On the 10th of August 2023

Chairperson Gerald Keatinge welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.27am.

Present: Gerald Keatinge (Chairperson), Mary Earnshaw (Secretary), Tanneke Booth (Treasurer), John Green, Sonia Smithers, Jill Rickertt and Graham Butler.
 Heather Cullinan (Bar Manager) and Glenda Larsen (Social Committee Representative).

Apologies:

Social Committee's Report as circulated prior to the Meeting. Glenda Larsen spoke to the Report.

Discussion	Action	Who	Status
Donated Christmas presents very much appreciated by Salvation Army.	Investigate collecting around July this year to help more homeless.	Social Committee	Ongoing
Juke Box/Rock n Roll Night Due to the fact that NYE was cancelled, Juke Box was not required. It has been paid for in advance.	Set a date in the near future for Rock n Roll night with jukebox.	Social Committee	Ongoing
Use of the Website Could there be some website training given to residents and Social Committee members?	Secretary to approach Graeme Simpson with the request and organise a suitable date and time	Secretary	Ongoing
2023 Christmas Party After discussion the HOC suggested that it might be a good idea to pursue a venue off site as it was our last Christmas before the Clubhouse is built and we can start utilising the space. Suggested options were the Loose Goose and the Twin Waters Golf Club. Both were considered suitable venues able to cater for numbers up to 160. HOC suggested that a booking needs to be made this month to secure a suitable venue.	Glenda to take information back to the Social Committee for their comment.	Social Committee	Ongoing

Discussion	Action	Who	Status
<p>Proposal for the purchase of a Karaoke/sound system. The HOC presented a proposal to GemLife on the 31st of July with only one response from Adrian Puljich indicating he had forwarded the request to Ben Livingstone & Jacinta Fraser. To date the HOC has not received any further correspondence from GemLife. Some other Resorts are not happy with the sound system installed in their Clubhouses.</p>	To be discussed again at next Meeting if no response from GemLife.	Committee	Ongoing

Bar Managers Report. As circulated prior to the Meeting.

Discussion	Action	Who	Status
<p>Piccolo Pricing Whether the Bar Committee could source bottles at a reasonable price to keep the cost to residents down.</p>	Gerald Keatinge to investigate the current pricing of the piccolo bottles and purchase if at the right price.	Gerald Keatinge	Ongoing
<p>New EPOS system Bar Manager advised she was not comfortable with some of the Till set up. Treasurer assured all that the Till information was getting to EPOS and all was in order.</p>	Bar Manager to liaise with Lorei Blunden to seek clarification and assistance.	Bar Manager	Closed
<p>Bar Manager Position Heather Cullinan advised that her 6 month tenure was up, and she would not be continuing as Bar Manager. Heather however said she would stay until a new Bar Manager was secured. The Committee thanked Heather for her hard work in managing a very successful Bar over the past 6 months.</p>	<p>Committee to discuss securing a new Bar Manager in General Business.</p> <p>Secretary to send thank you letter to Heather on behalf of the Committee and residents.</p>	<p>Committee</p> <p>Secretary</p>	<p>Ongoing</p> <p>Closed</p>

Bar Manager and Social Committee Representative left the meeting.

Gardening Group Report as circulated prior to the Meeting.

Discussion	Action	Who	Status
<p>John Green thanked the HOC for providing funds for the purchase of covers for the garden beds.</p> <p>John advised the Gems would be holding a Garden Party on the 6th of September and invitations would be going out to the gardening Group and GemLife representatives shortly.</p> <p>The Gardening Gems will also be inviting new residents to join the Gardening Group.</p>	Secretary to send updated Villa list to all Committee at the end of the Month and prior to the AGM if possible.	Secretary	Closed
Accepted: Social Committee, Bar and Gardening Gems Reports.		Moved: Sonia Smithers Seconded: Gerald Keatinge	

The Chairperson called for discussion on the Minutes of the previous meeting and reviewed action items.

There being no amendments to the Minutes, the Chairperson asked for the Minutes to be adopted.

Accepted: Minutes of HOC Meeting 11 th July 2023.	Moved: Tanneke Booth Seconded: John Green
---	--

Treasurer Report. As circulated prior to the Meeting.

Discussion	Action	Who	Status
General discussion as to the figures presented. Committee happy with the overall results for this year.			Closed
Accepted: Treasurers Report		Moved: Mary Earnshaw Seconded: Sonia Smithers	

Secretary's report. As circulated prior to the Meeting.

Discussion	Action	Who	Status
There were no nominations for the position of Secretary. Suggested that the Secretary role be divided in two to reduce the workload. All in agreeance.	Sonia Smithers and Jillian Rickertt are considering taking on the roles and will advise the Chairperson and Secretary shortly.	Jillian Rickertt and Sonia Smithers	Open
Accepted: Secretary Report		Moved: Gerald Keatinge Seconded: John Green	

Agenda Items

Discussion	Action	Who	Status
<p>AGM Preparation The Returning Officers have received and reviewed all nominations. Residents will be advised of the final nominations via email and the website in the next 2 days. Postal votes will be available prior to the 15th of August.</p>	Secretary to advise residents of the nominees.	Secretary	Ongoing
<p>Changeover to New Committee There will be some documentation that will need to be handed to the new Committee, such as change of banking details and Fair Trading.</p>	Outgoing Secretary to liaise with incoming Secretary	Secretary	Closed
<p>Purchase of Laptop for Secretary use. This will make it a lot easier with change of Committees and Secretaries.</p>	Jillian Rickertt to source information and pricing on the best laptop to purchase	Jillian Rickertt	Open
	All in Favour: Carried	Moved: Jill Rickett Seconded; Gerald Keatinge	
<p>Summary of last Regional HOC Meeting. Gerald explained that many of the issues that we face here are also faced by other HOC's. Discussions, amongst other things included site agreements, licensing requirements, use of facilities, visitors, poor PA system and the GemLife Games. Gerald stated he hoped the next Committee would continue to attend these meetings as they are most informative</p>	Secretary to remind residents in the Owners Update about the GemLife Games on the 8 th of September at Maroochy Quays. HOC encourages residents to attend and support contestants.	Secretary	Closed
<p>QMHOA update Gerald said he had been trying to get an application form but was having trouble sourcing any constructive information. As it is a merger between two groups Gerald suggested that the new Committee revisit this item when more information may be forthcoming from the QMHOA.</p>	New Committee to consider the merits of becoming a member at next meeting.	Committee	Ongoing

Discussion	Action	Who	Status
<p>Rent Review Process. Discussion was held in regard to the Rent Review process as the HOC understands from GemLife that there will be some Villas up for review later this year as per the timing in their site agreement.</p>	HOC still waiting to hear if any residents have received notification from GemLife.	Gerald Keatinge	Ongoing
<p>Cupboard to house equipment in upstairs toilet</p>	Follow up with GemLife again.	Secretary	Ongoing
<p>Community Education presentation on services available on the “Seniors Enquiry Line”. John Green spoke to the subjects and outlined some of the topics that would be covered which residents may find interesting. Committee agreed a presentation would be of value to residents.</p>	John Green to liaise with Seniors Equity Line to set a date and time for a presentation to residents.	John Green	Open
<p>Website Password protection Some residents are concerned that the website is not password protected could be open to security concerns. Committee agreed the website should be password protected.</p>	Secretary to liaise with Website Manager to have the site password protected. Secretary to advise residents accordingly.	Secretary	Closed
<p>Resident Induction Process HOC Residents Induction papers are complete. Thank you, Jillian Rickertt. After discussion, it was decided that the HOC would firstly confirm with GemLife as to whether they are conducting any sort of Induction with new and re sales residents prior to starting the HOC induction.</p>	Agenda item for Park Managers Meeting	Secretary	Open
<p>Emergency Evacuation Plan</p>	Secretary to contact Jacinta Fraser to discuss content of the EMP.	Mary Earnshaw	Ongoing

General Business

Discussion	Action	Who	Status
Appointment of Bar Manager With Heather Cullinan stepping down, the HOC will now have to source a new Bar Manager.	Gerald Keatinge to send an email letter to residents seeking expressions of interest in the position.	Gerald Keatinge	Open
Last Meeting for current Committee	Gerald Keatinge thanked the Committee for all their work throughout the past year.		Closed

Meeting closed at 11.15am.

Next meeting to be advised by the new Committee.

Minutes approved: 14th August 2023.



Signed:
Gerald Keatinge
Chairperson