

**Minutes of Meeting of the HOC GemLife Pacific Paradise**  
**Held in Pavilion**  
**On the 11<sup>th</sup> of July 2023**

Chairperson Gerald Keatinge (Chairperson) welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.30am.

**Present:** Gerald Keatinge (Chairperson), Mary Earnshaw (Secretary), Tanneke Booth (Treasurer), John Green, Sonia Smithers, Jill Rickertt and Graham Butler.  
 Heather Cullinan (Bar Manager), Sue Story (Social Committee Coordinator) and Gary Savill to present information on Karaoke sound system and equipment.

**Apologies:**

**Social Committee's Report. As circulated prior to the Meeting.**

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	<b>Ongoing</b>
<b>Juke Box/Rock n Roll Night</b> 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	<b>Ongoing</b>
<b>Christmas in July</b> Maroochy Bridge Hotel as suggested venue	Confirmed and costings accepted.	Social Committee	<b>Closed</b>
<b>New Year's Eve 2023</b> Booking of Totally Charlie for the New Year's Eve function.	Booking has been made with Totally Charlie	Social Committee	<b>Closed</b>
<b>Use of the Website</b> Discussion on the content of the website and request that the Social Committee contribute to the Upcoming Events and send information to Graeme Simpson or the Secretary for inclusion. Could there be some website training given to residents and Social Committee members?	Social Committee to send information to the Webmaster for inclusion on the Website.	Social Committee	<b>Closed</b>
	Secretary to approach Graeme Simpson with the request and organise a suitable date and time	Secretary	<b>Open</b>

Discussion	Action	Who	Status
<p><b>Proposal for the purchase of a Karaoke/sound system.</b>  Gary Savill put forward a proposal with costings to the HOC. The proposed purchase would be a stand along portable blue tooth system that could be used not only for karaoke but for playing music, used as a PA system and much more. On information gained, the system could be integrated and in fact replace some of the equipment GemLife currently provide in their completed Clubhouse. Proposed cost as per quote \$10,245.00.  Would GemLife consider contributing to the purchase price as a replacement for equipment they may be considering installing in the PP Clubhouse?  The merits of purchasing the equipment. Would encourage more residents to the Pavilion and support the Bar. Chairperson thanked Gary for his proposal and address to the Committee.  Gary left the meeting at 9.45.</p>	Secretary sent Committee members a copy of the quote.	Secretary	<b>Closed</b>
	Committee to discuss the proposed purchase in General Business.	Committee	<b>Open</b>
	Ascertain what equipment is currently being used at Maroochy Quays.	Chairperson	<b>Open</b>
	Present a proposal to GemLife if purchase approved by Committee.	Secretary	<b>Open</b>

**Bar Managers Report.** As circulated prior to the Meeting.

Discussion	Action	Who	Status
<p><b>Piccolo Bottles of Bubbles.</b>  Piccolo bottles of bubbles are now available at \$6.</p>	Bar Manager to advertise prices on the Bar Price list	Bar Manager.	<b>Closed</b>
<p><b>Rescinding of free drinks for Bar Staff.</b>  Thank you drinks to Bar volunteers. Rescinded at the request of the Bar Manager after meeting with Bar staff who voted to not have a free drink after each shift.</p>	Bar Volunteers have been advised of the decision in an email from the Secretary.	Bar Manager & Secretary	<b>Open</b>
<p><b>Licensing Requirements for Pavilion.</b>  Residents are still unsure as to whether they can BYO to a downstairs private function when the Bar is operational.</p>	Secretary to reiterate the liquor licensing requirements as an inclusion in the owners update.	Secretary	<b>Open</b>

Bar Manager and Social Coordinator left the meeting at 10.17am.

### Gardening Group Report.

Discussion	Action	Who	Status
John Green advised: GemLife have completed garden bed construction including irrigation Gardens have been planted out. Meeting with Palmwoods 1.8.23 and Garden Party 6/9/23. John Green presented a request for funds to the HOC to the value of \$202.48 as per the document circulated.	After discussion, all members of the HOC were in favour of supporting the request. The request was carried. John Green did not vote as he is part of the Gardening Group making the request for funds. Treasurer to liaise with John Green re payment.	Treasurer	<b>Closed</b>
Accepted: Social Committee, Bar and Gardening Gems Reports.		Moved: Graham Butler Seconded: Sonia Smithers	

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 13 <sup>th</sup> June 2023.	Moved: Sonia Smithers Seconded: John Green
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### Treasurer Report. Tanneke Booth spoke to her report as circulated prior to Meeting.

Discussion	Action	Who	Status
<b>End of Year Financial Report.</b> Treasurer advised that the auditor had completed the end of year audit and was satisfied with the figures. Alan Sinclair (Auditor) fee was \$500.	Annual Report to be submitted to residents at the AGM.	Treasurer	<b>Closed</b>
Accepted: Treasurers Report		Moved: Gerald Keatinge Seconded: Jillian Rickertt	

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

Discussion	Action	Who	Status
<b>AGM Documents to be sent to residents.</b> As circulated to Committee. Need to let residents know there are some vacancies that need to be filled.	Secretary to include note in Owners Update. AGM documents will be emailed to residents and also a copy placed in all letterboxes on the 18 <sup>th</sup> of July.	Secretary	<b>Open</b>
Accepted: Secretary Report		Moved: Sonia Smithers Seconded: Tanneke Booth	

## Agenda Items

Discussion	Action	Who	Status
<p><b>Future Ladies Luncheons.</b> The HOC was most disappointed with the very poor and in bad taste response from some of the residents in regard to the venue choice for the July Ladies Lunch. Ladies luncheons are organised by resident who do not form part of the Social Committee who offer to organise these luncheons as a community service.</p>	<p>As at 11.7.23 there were 32 ladies registered to attend this month's luncheon.</p> <p>Residents to be asked to support the ladies lunch monthly initiative.</p>	Secretary in Owners Update	<p><b>Closed</b></p> <p><b>Closed</b></p>
<p><b>Visitors to Resort moving around unescorted.</b> As houses become available for resale, residents are seeing an increase in the number of "visitors" moving around the Resort either unaccompanied or without lanyards if they are not with the owner of the Villa. Owners have been advised by the HOC Owners Updates.</p>	<p>Chairperson suggested that the HOC approach GemLife to send a "To Whom it May Concern" letter to all residents that can be given to Real Estate agents who have been engaged to sell their villas.</p> <p>HOC to take to next Park Managers Meeting.</p>	Secretary	<b>Ongoing</b>
<p><b>Holding a Swap, Sell &amp; Buy event on the tennis Court.</b> The Committee agreed this was not a good idea and that if residents wanted to swap, sell or buy items they could always use the HOC website to advertise.</p>	None required		<b>Closed</b>
<p><b>Resort Induction</b> Jillian Rickertt has compiled a Resort induction document to be used to "show" new residents around the Resort and help them get to know what is available and where. Committee agreed it was a good idea and thanked Jillian for her work to date.</p>	<p>Committee to meet with Jillian at the Pavilion at 12.30pm on the 17<sup>th</sup> of July for a walk around and explanation of the Induction process.</p> <p>Jillian will send out an invitation along with a copy of the Induction forms.</p>	Committee & Jillian Rickertt	<b>Open</b>
<p><b>Suggested additions to Website</b> Secretary asked that a "Breaking News" pop up alert be added to the front page of the Website. Lynn Roper has agreed to take on the position of Booking Officer for the website. Thank you to Lynn.</p>	<p>Secretary to liaise with Graeme Simpson in regard to the addition and also ask that he liaise with Lynn Roper in regard to the role of the booking officer and how to manage the booking.</p>	Secretary	<b>Open</b>

Discussion	Action	Who	Status
<b>Welcoming new residents</b>	Apart from the email welcome, the committee will, after giving the new residents time to unpack, visit the resident and take them their free drink passes and also their villa cards, if they don't already have them. When issuing the Villa cards the Villa card register kept in the Bar MUST be signed off by the residents at time of issue.	Committee	<b>Ongoing</b>
<b>Rent Review Process.</b> 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.	HOC still waiting to hear if any residents have received notification from GemLife. Agenda item for next Park Managers meeting.	Gerald Keatinge	<b>Ongoing</b>
<b>HOC Regional Meeting.</b>	Gerald Keatinge to attend Meeting at Maroochy Quays 14.7.23.	Gerald Keatinge	<b>Ongoing</b>
<b>Cupboard to house equipment in upstairs toilet</b>	Agenda item taken to Park Managers meeting on the 25 <sup>th</sup> of May 2023. Follow up with GemLife again.	Secretary	<b>Ongoing</b>
<b>Use of Resort bus to pick up residents from other GemLife Resorts.</b>	Park Managers advised each request for the use of the bus would be on an individual basis after details of the proposed use had been given. All reasonable requests would be considered. Secretary to advise residents in Owners Update.	Secretary	<b>Closed</b>
<b>Bar Audit.</b> The HOC would like to conduct a Bar Audit prior to the AGM.	HOC to arrange a suitable date and time with the Bar Manager.	Secretary	<b>Ongoing</b>

Discussion	Action	Who	Status
<p><b>Annual General Meeting Dates</b> 18<sup>th</sup> of July 2023. Advice to residents 8<sup>th</sup> August 2023: Nominations Close 29<sup>th</sup> August 2023: Annual General Meeting (AGM)</p>	<p>18<sup>th</sup> July 2023: Secretary to send email to all residents which will include the nomination form and instructions on how to complete it. A copy of the email and the nomination form will be put in all mailboxes. Nominations will close on the 8th of August 2023. The AGM will be held of the 29<sup>th</sup> of August 2023.</p>	Secretary	<b>Ongoing</b>
<p><b>GemLife Magazine</b> Why do residents receive an email copy of the Magazine and then another in the mail? Is it necessary and can residents opt out if they choose?</p>	<p>Park Managers advise that all residents get an emailed copy of the Magazine, and a small number of paper copies would only be available in the Park Managers Office. Secretary to advise residents in Owners Update.</p>	Secretary	<b>Closed</b>
<p><b>Residents parking in visitor parking area.</b> Seeking some clarity and consistency applicable to all residents.</p>	<p>Park Managers advised they would be speaking with those residents who continue to park in visitors car parking areas.</p>	Park Managers	<b>Closed</b>
<p><b>Emergency Evacuation Plan</b></p>	<p>Secretary to contact Jacinta Fraser to discuss the content of the EMP.</p>	Mary Earnshaw	<b>Ongoing</b>
<p><b>Cleaning of Solar Panels</b> Could GemLife advise if and when the solar panels will be cleaned?</p>	<p>Park Managers advised the panels are self-cleaning when it rains, however a meeting held with Mark Langdon suggests that a cleaning programme would be put in place. HOC to seek clarification at next Park Manager meeting.</p>	Secretary	<b>Ongoing</b>
<p><b>Poor Visibility exiting the Resort.</b> Vehicles are being parked too close to the exit making it difficult to see oncoming traffic.</p>	<p>HOC to approach the Sunshine Coast Council and ask that yellow “no standing” lines be installed. Letter sent.</p>	Chairperson	<b>Open</b>

## General Business

Discussion	Action	Who	Status
<p><b>Agenda Items for Meeting with other HOC's.</b> After discussion there were two items suggested for discussion: The proposed purchase of a Karaoke PA system and a review of site rules.</p>	Gerald Keatinge to take to Meeting 14 <sup>th</sup> July 2023.	Gerald Keatinge	<b>Open</b>
<p><b>Volunteers "Thank You" get together.</b> All agreed that an event to thank all volunteers should be held prior to the AGM.</p>	The date set was 10 <sup>th</sup> August between 1 – 3pm. Bar Manager will be asked to open the Bar. Pavilion & Bar has been booked and calendar adjusted accordingly.	Secretary	<b>Open</b>
<p><b>Proposed HOC purchase of Karaoke Sound System.</b> After discussion on the proposal and a review of the costings, a decision was made to conduct further research prior to deciding on the proposal and request.</p>	HOC to conduct further research and also establish what equipment GemLife are planning to put in the Clubhouse and what other Resorts think of their existing systems.	Committee	<b>Open</b>

Meeting closed at 11.12am.

Next meeting will be held on **THURSDAY 10<sup>th</sup> August at 0930 hours** in the Tennis Room.

Minutes approved: 12<sup>th</sup> July.

Signed:



Gerald Keatinge  
Chairperson