

Meeting of the HOC GemLife Pacific Paradise
Held in the Clubhouse Conference Room on the 11th of February 2025

Chairperson to open meeting.

Attendees: Shane Storer (Chairperson), Tanneke Booth (Treasurer), Mary Earnshaw (Secretary), Committee Members: Ian Nichol; John Harvey; Gary Savill, Amanda McDowell and Lyndall Armstrong (Bar Manager).

Apologies:

Reports as disseminated prior to meeting.

Bar Manager (BM): Discussion on Report.

Discussion	Action	Who	Status
Cost Review	Continue monitoring Bar Profits.	Treasurer	Ongoing
Bar Closing Times Some residents appear not to respect the closing times and as such volunteers Bar staff feel the need to stay on beyond their 2 hour shifts to accommodate.	BM to advise HOC of Bar closing hours which will be transmitted to residents via the Owners Update with the request to respect those hours as they will not be served after the Bar is closed. Bar staff will advise residents 10 minutes before closing time.	Secretary	Ongoing
Request the SC Committee advise the BM of upcoming function ahead of time to allow for rostering to accommodate.	HOC will request that the SC liaise with the BM to ensure adequate coverage of functions and events.	Secretary	Ongoing
Request for the appointment of an Assistant Bar Manager before Mach 25.	BM to provide a job description to the HOC for distribution to residents for their consideration and support.	Secretary	Ongoing
BM advised cleaners were at the Country Club at 6.30pm on a Sunday evening which was not normally the case. Who authorised the early clean?	HOC to ask PM as to why the cleaners were in place as early and who approved the change of times of cleaning?	Secretary	Ongoing
Glasses being damaged on the trays in the glass washer.	Glass protecting trays purchased. Bar Manager advised very successful. Request 3 more wine trays and 1 more champagne tray. HOC advised BM to purchase accordingly.	Bar Manager	Closed

Social Coordinator. (SC)

No report this month as new committee still settling in.

Discussion	Action	Who	Status
SC Assets to be transferred to new SC. Asset list to be provided to HOC.	Assets have been transferred.	Previous SC	Closed
Closure of existing SC Bendigo account	Bank account closed.	Previous SC	Closed
Treasurer has organised a Debit card for Social Committee use.	Debit Cards issued.	Treasurer	Closed
Coffee Team members request for security in regard to the coffee machine equipment and supplies in both the Pavilion and Country Club	Locked Box installed under the Country Club coffee machine. New code has been reset for the locked box in the Pavilion Bar. Only Coffee Maintenance volunteers, HOC	HOC/PM	Closed

	and SC will be privy to code. Pavilion main bar door to remain unlocked for all residents to access ice machine, plastic glasses and utilise fridges if desired. Downstairs Pav storage to be limited to HOC and SC. Coffee team advised.		
Cheryl Waldock SC Resignation. Attached to Secretary report	Thank Cheryl	Secretary	Closed

Bar Manager left the Meeting at 9.52am.

Other Reports:

Lawn Bowls (LBC): 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 to investigate options for wall fans. Secretary to follow up with PO at next PM Meeting.	Secretary	Ongoing
Seating in Lawn Bowls area	Advise LBC that the HOC would like to discuss this. Further with PM at meeting at end of month.	Secretary	Ongoing
Request for HOC Subsidy for Bowls Uniforms.	Request LBC present proposal with artwork and costing to the HOC for consideration.	Secretary	Ongoing

Gardening Gems: Discussion on Report.

Discussion	Action	Who	Status
Has been a very hot couple of months. Impacting on planting. Thanks to the Compost gurus Deb and Amanda who have been putting compost into the beds in the last month. Mural ideas shared. Thanks to residents who contributed \$39 last month.	Thank Gardening Gems for their tireless work. In Owners Update, remind residents of the product available and new members welcome.	Secretary	Closed

Acceptance of Reports above.

Accepted: SC, Bar, Bowls and Garden Gems Reports	Moved: John Harvey Seconded: Tanneke Booth
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Acceptance of Previous Meeting Minutes.

Accepted: Minutes of HOC Meeting 14 th January 2025	Moved: Shane Storer Seconded: Gary Savill
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Treasurer's Report

Discussion	Action	Who	Status
Training for Social Committee in the use of the hand held till. Some members unsure of correct use and mistakes are being made.	Tanneke has volunteered to train Social Committee on the use of the hand held machine. Advise Social Committee and arrange training.	Tanneke	Ongoing
Use of tickets instead of the Numbers Board for raffles.	Discuss with Social Committee.	Secretary	Ongoing
A raffle every week is considered too many by residents. Suggest one big raffle per month.	Revisit Raffle situation and discuss with Social Committee.	Secretary	Ongoing

Accepted: Treasurers Report	Moved: Mary Earnshaw Seconded: Amanda McDowell
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Secretary's Report

Discussion	Action	Who	Status
Emails being sent to the social Committee address glppsc@gmail.com instead of hocpacificparadise.com causing confusion and miscommunication.	Advise Residents in Owners Update as to the correct email address for the Social Committee and the HOC to try and prevent Social Committee Coordinator having to receive emails that should be referenced to the HOC.	Secretary	Closed

Accepted: Secretary Report	Moved: Ian Nichol Seconded: John Harvey
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Update on Previous Meeting Minutes.

Discussion	Action	Who	Status
Clubhouse Rules 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
Liquor Licence Update. PO advised the application is awaiting approval and is being pushed through as soon as possible.	PO to purchase and instal a Db monitor/reader to ensure compliance. This should not hold up the issue of licence. Follow up with PO .	Secretary	Ongoing
Roof cover for upstairs outdoor patio. HOC advised PM and PO that it is disappointed that this area is unusable as it is in all weather conditions. Again, requested update on installation and how far out the roof cover extends?	HOC asked that this request be given priority as the area is not usable as is. Jen Kyle has requested quotes and is awaiting feedback on both design and costings – will continue to follow up.	Secretary	Ongoing

Discussion	Action	Who	Status
<p>Installation of Dart Board in Games Room.</p> <p>Dart board installation has been approved by PO and will be placed on the wall by GemLife. HOC will pay for materials and residents to construct the dart board infrastructure for installation.</p>	<p>Follow up with PO and PM Meeting. Advise residents in Owners update.</p>	Secretary	Ongoing
<p>Position of proposed residents and PM Workshop</p> <p>PO provided outline of the proposed area which was shared with residents.</p> <p>PO advised: Drawing costs have been approved. Currently preparing build costings.</p> <p>PO advised correct and basic design drawings will be provided to the HOC for general awareness only prior to works commencing.</p> <p>The PO is the entity managing these works and reserves the right to manage this project, as needed, noting these works are conducted within a PO building asset.</p>	<p>HOC to monitor progress and liaise with PO during the month.</p>	Secretary	Ongoing
<p>Allocated Sewing/Arts & Crafts Area</p>	<p>As above.</p>	Secretary	Ongoing
<p>Insurances due in March.</p>	<p>Documents submitted to Brokers. Awaiting costings based on information provided.</p>	Secretary	Ongoing
<p>Electrical Planning for Workshop Remodelling</p> <p>Extra power point outlets have been submitted via an electrical diagram to the PO. Awaiting response from PO.</p>	<p>Secretary to resend document to the Park Owners and request response.</p>	Secretary	Ongoing
<p>Lack of storage space in the Country Club.</p> <p>HOC and PO review of areas suggested by PO were acceptable.</p> <p>PM to remove items not relevant to the area and instal shelving as discussed with HOC.</p>	<p>HOC has three keys to the allocated storeroom. A lockbox has been installed inside the first cupboard on entering the Clubroom.</p> <p>Follow up with PM re shelving at PM Meeting.</p>	Secretary	Ongoing
<p>Asset Register</p> <p>PO advised: Discuss and prepare a plan to provide accurate list of items. This may consist of managers carrying out an Asset Register audit to provide details.</p>	<p>PO and PM asked to provide a register to the HOC for insurance purposes as soon as possible but in any case, within 2 weeks.</p>	Secretary	Ongoing

Discussion	Action	Who	Status
Sound System. Suggested Signage for sound panel. "Only authorised persons to use this system".	Gary advised that Lorei, Greg, Dee, Phil Marcelis and Daz are trained in the use of the current sound system set-up, with new procedures in its new Clubhouse environment. A5 sign to be attached to the sound panel.	Gary	Ongoing
Missing Golf Club Replacement	Waiting on response from PM.	Secretary	Ongoing
Resort Buggy procedures Suggested procedure attached to Secretary report for discussion.	Send to residents and also to webmaster for inclusion on the website.	Secretary	Closed
DVD Storage in Cinema	Gary Savill purchased a more suitable cabinet for the cinema. Gary has installed.		Closed
Damaged Flagpole	PO advised: Have received quotes and will have a replacement prior to Anzac Day.		Closed
Condition of kitchen. Report that kitchen was poorly cleaned.	Matt (GemLife) inspected the kitchen and advised there were some areas that needed attention, but these would be covered by the requirement to clean all surfaces before and after use. Kitchen Supervisors to monitor.		Closed
Purchase of a small "safety smart" step ladder with locking wheels to enable the librarian and residents to get to books beyond their reach.	HOC purchased Safety step for the library.		Closed
EOI for interest formation of 2025 Social Committee positions. Applications closing date 14 th January 2025.	Interviews conducted and new Social Committee formed.		Closed
Process for Selection of 2025 SC Suggested process included in Secretary Report.	All in Favour. Adopted		Closed
Use of lap pool by Park Manager.	PO has advised the approval of the Manager to use the lap pool.		Closed

New Agenda Items

Discussion	Action	Who	Status
Construction of Green space area. HOC requested an update as to a completion date. PO Development Manager has design completed and is preparing to tender for landscape costs. Expect to be a few weeks to completion.	HOC to follow up as to the progress at PM Meeting.	Secretary	Ongoing
Premium YouTube in Pavilion and Country Club. HOC has provided Premium U Tube in Pavilion and Country Club.	Tanneke to liaise with Gary to ensure correct use. Residents to be advised if necessary.	Tanneke Gary Savill	Ongoing
Request for additional Gym Equipment as per Secretary Report	Send request to PO attaching requested equipment list.	Secretary	Ongoing

Discussion	Action	Who	Status
Poor and interrupted internet reception in the Pavillion. HOC suggests that the Country Club might be a more suitable venue for You Tube residents to hold their classes given the issues experienced in the Pavilion. This is a Park Owner/Manager responsibility not HOC.	Extract from PM in response to HOC request: "Opticom attended, and the internet issue is apparently the internet provider. We need a new modem. This matter should be resolved shortly". Follow up with PM at Monthly meeting if not resolved prior.	Secretary	Ongoing
Equipment to fit out kitchen Suggested equipment needed attached to Secretary report. Suggest metal cabinets instead of wire racking as storage at a premium and not workable.	Ian Nichol to liaise with Kitchen Supervisors and purchase the equipment as needed. Request to PO and Chef Matt as to viability. Must have PO approval before any installation of alternative equipment.	Ian Nichol Secretary	Ongoing
Ideas for the practical use of the Music Room.	To be discussed at next meeting.	Chairperson	Ongoing
Resident concern re installation of silt traps as advised by PM. Email attached to Secretary Report and will be sent to PM/PO.	Send resident email and photos to Park Manager and discuss at next PM meeting, if no response beforehand.	Secretary	Ongoing
Responsibility for replacement of Country Club equipment Advise from PO attached to Secretary report.	None required. Hold on File under Assets.		Closed
Signage when floors are wet. PM has provided 2 "Slippery When Wet" signs which are kept in the closet where the vacuum cleaner is in the Country Club.	Advise Bar Manager and Kitchen Supervisor.		Closed
Suggestion Box for residents One side for social committee and the other for HOC.	Was not supported by the HOC.		Closed
Request for more room for sewing groups. HOC suggestion to be sent to sewing group after meeting.	Response and suggested options sent to sewing group		Closed

General Business:

Discussion	Action	Who	Status
Suggested Implementation of system for residents to pay on line for tickets to events. HOC agreed this was an alternative and more efficient means by which residents could buy a ticket to events.	Motion: That the HOC adopt and add the "square" system to the current website booking system to cater for on line purchase of tickets to events. ALL IN FAVOUR. CARRIED Secretary to liaise with the webmaster re implementation and training for residents.	Secretary	Ongoing
Cost of repair to Pavillion Coffee Machine 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

Meeting closed at 11.27am.

Next meeting: Tuesday 11th March 2025 at 9.30am in the Clubhouse Conference Room.