

**Minutes of Meeting of the HOC GemLife Pacific Paradise
Held in Pavilion
On the 13th of June 2023**

Chairperson Gerald Keatinge (Chairperson) 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, Graham Butler.
Heather Cullinan (Bar Manager) and Sue Story (Social Committee Coordinator).

Apologies: Jill Rickertt.

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

Date change made to report to reflect Bingo was held on the 20/5 as requested.

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
Christmas in July Maroochy Bridge Hotel as suggested venue	As yet not confirmed but in discussion as to costing and logistics. Social Committee to advise HOC of costings as soon as available.	Social Committee	Ongoing
New Year's Eve 2023 Booking of Totally Charlie for the New Year's Eve function.	Social Committee advised they have made a tentative booking for Totally Charlie to entertain at a cost of \$850. Suggested cost to residents - \$20 per head.	Social Committee	Ongoing
State of Origin 21.06.23	After discussion, it was decided that the Bar should be opened for this event, and everyone welcome to attend. Opening times suggested 7pm till closing.	Social Committee	Ongoing
Pampering Evening Raffle 18.06.23	Raffle tickets will be sold at 3 for \$5.00	Social Committee	Ongoing
Residents Art Exhibition 22.6.23	Social Committee to organise event and advise residents accordingly.	Social Committee	Closed

Resignation of Newsletter Editor	Dee has stepped down from the role of editor of the newsletter. Secretary to approach Greg & Lorei Blunden to ascertain their interest in taking on this role. Post Meeting, Greg & Lorei Blunden have agreed to take up that role.	Mary Earnshaw	Closed
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Bar Managers Report. As circulated prior to the Meeting.

Discussion	Action	Who	Status
Excess stock. Bubbles & Guinness. Original Great Northern.	Bubbles not selling. 6 bottles to be donated to the Social Committee to include in raffles etc. Rest to be sold at \$8 per bottle. Guinness to be left to be sold as is. Treasurer to be advised of any transfer/donation of stock.	Bar Manager	Closed
Purchase of piccolo bottles of bubbles	Committee agreed with the Bar Manager that piccolo bottle of bubbles should be purchased to ascertain popularity and avoid wastage.	Bar Manager.	Closed
Thank you drinks to Bar volunteers	Committee agreed that Bar volunteers should be offered one free drink at the end of their shift. All free drinks MUST go on the HOC card and tickets submitted to the Treasurer for audit purposes. Bar Manager to advise Secretary of current volunteer names for the purpose of advising them of the decision. Treasurer advised there had not been any errors with the EFPOS machine this month.	Bar Manager & Secretary	Open
Servicing of Dishwasher	As it has been some years since installation, does it need servicing? HOC to take to June Park Managers Meeting.	HOC	Open

Gardening Committee Report. As circulated prior to the Meeting.

Discussion	Action	Who	Status
Completion of new Garden Beds	Still waiting for completion date from GemLife. Hope to hold a "Garden Party" upon completion. Update request from GemLife if not completed by next Park Managers meeting.	HOC	Open
Accepted: Social Committee, Bar and Gardening Gems Reports.		Moved: Gerald Keatinge Seconded: Tanneke Booth	

Bar Manager and Social Coordinator left the meeting.

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 9 th May 2023.	Moved: Gerald Keatinge Seconded: Tanneke Booth
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Treasurer Report. Tanneke Booth spoke to her report as circulated prior to Meeting.

Discussion	Action	Who	Status
Creative POS issues and change of providers.	The HOC has engaged "EFPOS Now" which has cut out the middle person and saved money in the process.	Treasurer	Closed
Accepted: Treasurers Report		Moved: Mary Earnshaw Seconded: Sonia Smithers	

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

Accepted: Secretary Report	Moved: Gerald Keatinge Seconded: Sonia Smithers
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Agenda Items.

Discussion	Action	Who	Status
Speeding within the Resort.	Park Manager advised more 10K signs would be installed and also a stop sign at the exit from the Resort. Follow up with Park Manager at Next Meeting.	Mary Earnshaw	Ongoing
Visibility turning corners due to growing vegetation and exiting the Resort	Park Manager did not see the need to remove any vegetation. Could GemLife approach the Council re yellow lines to prevent vehicles being parked so close to the exit thus blocking view to oncoming traffic? Take to Park Managers Meeting.	Mary Earnshaw	Ongoing
Helping Hand Initiative.	Sonia Smithers to collate and manage resident requests.	Sonia Smithers	Ongoing

Discussion	Action	Who	Status
Welcoming new residents	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	Ongoing
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.	HOC still waiting to hear if any residents have received notification from GemLife. Agenda item for next Park Managers meeting.	Gerald Keatinge	Ongoing
HOC Regional Meeting.	It was agreed that HOC's from GemLife Resorts should meet on a quarterly basis.	Gerald Keatinge & Mary Earnshaw	Ongoing
Queensland Manufactured Home Owners Association Registration.	Chairperson and Treasurer to arrange the HOC registration. There will be a community review held on the 21 st of June at the North Shore Community Centre Mudjimba.	Moved: Gerald Keatinge Seconded Graham Butler That the HOC join the Association. All in favour. Carried. Secretary to advise residents.	Ongoing
Cupboard to house equipment in upstairs toilet	Agenda item taken to Park Managers meeting on the 25 th of May 2023. Follow up with GemLife again.	Secretary	Ongoing
Resort Induction	Jillian Rickertt to present draft to the July Meeting.	Jillian Rickertt	Ongoing
Visitors Tags in vehicles when parked in the Resort	Park Manager advised GemLife would not be issuing visitor tags. HOC suggested that maybe a Villa lanyard could be left on the dashboard of the vehicle instead.	Mary Earnshaw	Open
Access to Resort Bus Getting keys for the Bus as the office has not been attended or on weekends.	Taken to Park Manager who advised due to possible insurance issues, the keys could not be left. Residents need to obtain the keys during office hours.	Mary Earnshaw	Closed

Discussion	Action	Who	Status
Joker Draw Each week, the draw will continue until a resident is in the Bar. Fred Watkins to again take on the MC role commencing 21 st June 23 Only residents are eligible to participate in the Joker initiative.	Advise MC of the change in the drawing procedure and also ask the MC to advise patrons that the draw is for residents only.	Gerald Keatinge & Fred Watkins	Closed
Use of Resort bus to pick up residents from other GemLife Resorts.	Take to Park Managers meeting 29 th June 2023.	Secretary	Open
Bar Audit. 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	Open
Website Update. All being equal, the website will go live on Monday 19 th June.	Secretary to send email advice to all residents.	Secretary and Chairperson	Open
Annual General Meeting Dates 18 th of July 2023. Advice to residents 8 th August 2023: Nominations Close 29 th August 2023: Annual General Meeting (AGM)	18 th 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 8 th of August 2023. The AGM will be held of the 29 th of August 2023.	Secretary	Ongoing

General Business

Discussion	Action	Who	Status
GemLife Magazine 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?	Agenda item for Park Managers meeting 29 th June 2023.	Secretary	Open
Residents parking in visitor parking area. Seeking some clarity and consistency applicable to all residents.	Agenda item for Park Managers meeting 29 th June 2023.	Secretary	Open
Emergency Evacuation Plan	Secretary to contact Jacinta Fraser to discuss the content of the EMP.	Mary Earnshaw	Ongoing
Cleaning of Solar Panels Could GemLife advise if and when the solar panels will be cleaned?	Agenda item for Park Managers meeting 29 th June 2023.	Secretary	Open

Meeting closed at 11.15.

Next meeting will be held on **Tuesday 11th July at 0930 hours** in the Tennis Room.

Minutes approved: 14th June 2023.

Signed:

A handwritten signature in black ink, appearing to read 'Gerald Keatinge', written in a cursive style.

Gerald Keatinge
Chairperson