

**Minutes of Meeting of the HOC GemLife Pacific Paradise  
Held in the Clubhouse Conference Room  
On the 14th of January 2025**

Chairperson Shane Storer welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.28 am.

**Present:** Shane Storer (Chairperson), Mary Earnshaw (Secretary), Tanneke Booth (Treasurer), John Harvey, Gary Savill, Amanda McDowell, Lyndell Armstrong (Bar Manager) and Lorei Blunden (Social Committee)

**Apologies:** Ian Nichol

**Committee Reports accepted:**

Disseminated prior to meeting

Accepted:	Moved: Tanneke Booth Seconded: John Harvey
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**Bar Managers (BM) Report**

Chairperson thanked the Bar Manager and her volunteers for a very successful December. Bar Manager thanked HOC for the purchase of the cupboard which was now being well used. The Bar Manager looked forward to meeting, liaising and working with the new Social Committee.

Discussion	Action	Who	Status
Cost Review	HOC to continue monitoring Bar Profits.	HOC	Ongoing
Glasses being damaged on the trays in the glass washer as unstable in the trays. Suggested purchase attached to Bar Managers Report.	After discussion, HOC agreed that the Bar Manager purchase one wine and one champagne tray to ascertain if it will minimise breakages before proceeding with the purchase of further trays. All in Favour. CARRIED.	Bar Manager	Ongoing

**Social Committee (SC) Report:** Discussion from Report.

Chairperson again thanked all those on the Social Committee who had done such a wonderful job. Lorei wished the new Social Committee every success moving forward.

Discussion	Action	Who	Status
Acceptance of December Quarterly Balance Report Report attached to Treasurers report.	Treasurer accepted the report and thanked Lorei for her work on the report.		Closed
SC Assets to be transferred to new SC.	Existing SC assets with the exception of tablecloths and numbers board are stored in the storeroom under the stairs in the pavilion. All assets will be boxed and labelled for the new social Committee.	HOC	Ongoing
Closure of existing SC Bendigo account	All monies held within the existing SC account to be transferred back to the HOC account, and the account closed by the 31 <sup>st</sup> of January 2025.	SC	Ongoing

Discussion	Action	Who	Status
Raffles: SC looking at a new ticketing system via the TV.	SC advise that the "randomiser" is in place and working well. Debbie Whitfield knows how to use the equipment moving forward	SC	Closed
Acknowledge Greg Blunden's request on behalf of the Coffee Team members for security in regard to the coffee machine coffee equipment and supplies in both the Pavilion and Country Club.	HOC to install a locked box for the cupboard under the Country Club coffee machine. New code has been reset for the locked box in the Pavilion Bar. Only Coffee Maintenance volunteers, HOC and SC will be privy to code. 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.	HOC/PM	Ongoing

SC and BM left the meeting at 09.49 am

#### Lawn Bowls:

Discussion	Action	Who	Status
Fans or air conditioning for Lawn Bowls area. This area is extremely hot and humid even with windows open as there is no through airflow. Residents are requesting GemLife consider installing industrial type ceiling fans or air conditioning to this area.	Secretary to follow up with PO as to the results of the temperature monitoring as there have been residents that cannot attend this area due to the heat. HOC consider this could be a health risk and will address with the PO as a matter of urgency.	Secretary	<b>Ongoing</b>

Gardening Gems: No Report

#### Acceptance of Previous Meeting Minutes.

Accepted: Minutes of HOC Meeting 10 <sup>th</sup> December 2024.	Moved: Amanda McDowell Seconded: John Harvey
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#### Treasurer's Report

Moved that the Treasurer purchase a safety step for the library at a cost of \$200.

ALL IN FAVOUR Carried

Accepted: Treasurers Report	Moved: Mary Earnshaw Seconded: Shane Storer
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#### Secretary's Report

Send dart board proposal to PO and again discuss shifting of the cue rack to accommodate dart board.

Accepted: Secretary Report	Moved: Gary Savill Seconded: John Harvey
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## Update from Previous Meeting

Discussion	Action	Who	Status
Bar Fridge on the rooftop area.	In Place		Closed
Drinks & Snacks in 10 Pin Bowling Area PM Approved and residents advised.	Approved by PO. Email sent to all residents advising.		Closed
Drinks & Snacks in Golf Simulator Area PM Approved and residents advised	Approved by PO. Email sent to all residents advising.		Closed
Exercise classes survey. Pilates & Yoga preferred	Pilates classes commence 30 <sup>th</sup> January. Email sent to all residents advising.		Closed
DVD Storage in Cinema Temporary DVD storage cabinet in Cinema unsightly. Need a permanent solution. Gary Savill supplied a very cost effective solution.	Request PM to update as to permanent storage cabinet and take suggested cabinet to PM meeting.	Secretary	Open
Country Club Guidelines Still waiting on Guidelines from Park Manager.	Secretary to follow up again with PO.	Secretary	Ongoing
Update on full liquor licence application.	Secretary has been following up with GemLife. No confirmed answer as yet.	Secretary	Ongoing
Relocation of Cue Rack PM advised Head Office has said that the pool cue storage rack cannot be moved due to the damage the removal will do to the wall paper. HOC would like confirmation from GemLife PO as to why this is the case.	Seek clarification from PO.	Secretary	Ongoing
Workshop Set Up. Still waiting on updates from PO. Suggest PO look at alternative accommodation for the Gardening crew.	Discuss with PO and seek feedback.	Secretary	Ongoing
Arts & Crafts Area set up	As above	Secretary	Ongoing
Resort Buggy Use	Very popular now. Up to 30 each Friday night. Monitor use.	Chairperson	Ongoing
Asset Register Still waiting on response from PO.	Follow up again with PO.	Secretary	Ongoing

## New Agenda Items

Discussion	Action	Who	Status
EOI for interest in formation of 2025 Social Committee .	Interviews to be conducted 16 <sup>th</sup> January. Advise residents of new committee after that date.		Closed
Process for Selection of 2025 SC Suggested process included in Secretary Report.	Proposed process for the installation of the 2025 Social Committee discussed and accepted ALL IN FAVOUR. CARRIED		Closed
Increase in cost of Microsoft suite for laptop. Up \$50.	None required		Closed
Secretary laptop given to Treasurer for temporary use. Has information been deleted from public computer?	Treasurer has deleted information from public computer		Closed
Residents Forum After discussion, decision was to delay any Forum until a later date.	All information gained by HOC is transmitted to residents via Owners Updates, Bulletins and emails etc.		Closed
Use of lap pool by Park Manager. After discussion, the HOC declined the request for the Park Manager to use the lap pool as it was for residents only.	Advise Park Manager	Secretary	Closed
Insurances due in March. Expected outlay approx. \$5,000.00	Prepare documents for insurance broker and submit.	Secretary	Ongoing
Electrical Planning for Workshop Remodelling.	Sent to PO for consideration.	Secretary	Ongoing
HOC Country Club Storage With storage at a premium, HOC has requested storage room in Country Club be available to HOC and key issued accordingly. No response from PM at this stage.	Follow up with PM and agenda item for PM Meeting	Chairperson	Ongoing
Request for HOC to be issued a master key as there have been occasions where the PM is not available, and residents could not access certain areas. Eg: The cinema.	Follow up with PM and agenda item for PM meeting.	Chairperson	Ongoing
Submission from John Kirkby as to positioning and cost of installation of Dartboard in Games Room.	Send to PO for consideration.	Secretary	Ongoing
Condition of kitchen. Report that kitchen was poorly cleaned, the cooktop needed seasoning as it was going rusty and the floors grubby.	Request that Matt (GemLife) visit to inspect the kitchen and advise HOC if any action needs to be taken.	Secretary	Ongoing
Sound System. Expressions of interest in how to use.	Gary advised that Lorei, Greg, Dee and Daz know how to operate the sound system. Gary to draft email calling for expressions of interest in learning how to use the sound system	Gary	Ongoing

GENERAL BUSINESS			
Discussion	Action	Who	Status
Benches for the Dog Park As more and more residents are using the dog park and some bringing their own chairs – some of which are not stable, residents requesting a couple of benches be installed.	Request to be made to PM and an agenda item for the Park Managers meeting.	Secretary	Open
Missing Golf Club Replacement	Follow up with PM in regard to the replacement of the no 4 golf club as advised by PM.	Secretary	Open

Meeting closed at 11.11 am

**Next meeting: Tuesday 11<sup>th</sup> February 2025 at 9.30am in the Clubhouse Conference Room.**

Minutes approved: Date 16<sup>th</sup> January 2025



*Shane Storer*  
Chairperson