

**Minutes of Meeting of the HOC GemLife Pacific Paradise
Held in the Clubhouse Conference Room
On the 17th of September 2024**

Chairperson Shane Storer welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.30am.

Present: Shane Storer (Chairperson), Mary Earnshaw (Secretary), Tanneke Booth (Treasurer), John Harvey, Ian Nichol, Gary Savill, Amanda McDowell (facetime) Lyndall Armstrong (Bar Manager)

Apologies: Sue Story (Social Committee)

Committee Reports accepted:

Disseminated prior to meeting. Moved: Tanneke Booth. Seconded Gary Savill.

Social Committee Report: No discussion as Social Coordinator was an apology.

Bar Managers Report

Discussion	Action	Who	Status
<p>Rostered Volunteers for busy nights and events Need for trained and competent persons to be rostered on busy nights.</p>	Bar Manager to liaise with Heather who does the rostering to ensure the Bar has the necessary volunteers rostered. Bar Manager suggests 4 during the busy time.	Bar Manager	Open
<p>Need for second Till There is a hand held and a lap top which can be used as a backup if needed.</p>	Use the lap top and hand held, if necessary, until the initial excitement settles down and then revisit if required. Treasurer has the Lap top.	Bar Manager	Open
<p>Cost Review</p>	HOC to continue monitoring Bar Profits.	HOC	Ongoing
<p>Replacement of Nip Pourers and T Towels Are looking very poor and need replacing. HOC suggested that Bar Manager approach Dane from Star Liquor to get the best price on nip pourers. Bar Manager to ensure the towels are suitable for purpose.</p>	<p>Motion put forward: Bar Manager purchase Nip Pourers and T Towels. All in Favour. Carried Bar Manager to purchase.</p>	Bar Manager	Closed
<p>Bin compound which includes cleaning materials. Noted this area was locked and Bar staff could not get access. Hopefully this will be rectified shortly with the issue of keys as appropriate.</p>	Discuss at Park Manger Meeting.	Secretary	Open

Discussion	Action	Who	Status
Pink Lady Event We only have a restricted liquor licence; the Bar cannot open on a Thursday without liquor licensing approval. Suggest look at changing to a Saturday when the Bar can be opened.	Bar Manager to liaise with Wendy Potter and advise HOC of decision.	Bar Manager	Open
Locked Box for Bar Keys There is a locked Box in the Pavilion which could be transferred to the Clubhouse whereby giving Volunteers access to the Bar and associated areas as directed by the Bar Manager.	Bar Manager to investigate and if possible, move the locked box to the Clubhouse.	Bar Manager	Open
Guest Register Under the condition of Restricted Licence paragraph LP 83 all guests have to be signed in.	Secretary to purchase a guest Register to be placed in an appropriate place within the clubhouse.	Secretary	Open

Previous Meeting Minutes:

The Chairperson called for discussion on the Minutes of the previous meeting.

Change to Treasurers report to reflect: "Figures indicate a slight loss last month in part due to **higher excise costs imposed on liquor** "not liquor licensing costs" as was advised prior to the Minutes being sent out.

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

Accepted: Minutes of HOC Meeting 13 th August 2024.	Moved: Mary Earnshaw Seconded: Tanneke Booth
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Treasurer Report.

Discussion	Action	Who	Status
Need for Corporate White Card. Where cards are kept.	Continue to top up the Corporate card.	Treasurer	Closed
Accepted: Treasurers Report		Moved: Gary Savill Seconded: Shane Storer	

Secretary's report.

Discussion	Action	Who	Status
Importance of the contact information for homeowners form.	Committee to share information with new residents as to the importance of completing the form.	All	Closed
Accepted: Treasurers Report		Moved: Gary Savill Seconded: Ian Nichol	

Meeting halted at 9.49. Bar Manager attended meeting.

John Harvey left the meeting at 10.12am

Bar Manager left the meeting at 10.23am

Meeting reconvened at 10.25am

Agenda Items

Discussion	Action	Who	Status
<p>Kitchen Management & Supervision Need to get clear direction from GemLife Chef</p>	Contact Matt and arrange a date for interested persons to attend an orientation to allay any fears or misconceptions.	Secretary	Open
<p>New residents Orientation Glen Hall is not available to conduct further inductions.</p>	John Harvey to conduct the monthly orientation sessions moving forward. Secretary to update the orientation information to include the Clubhouse	Secretary	Open
<p>Training on Clubhouse Equipment Urgent need for Rules, procedures and training on how to correctly use the equipment provided. GemLife have not been able to produce any sort of protocols for the use of the equipment. Some dangerous habits and misuse already witnessed. HOC decision to shut down the golf simulator until protocols and procedures are put in place.</p>	Secretary to advise Park Manager of decision to close golf simulator. Secretary to again request update on training and Clubhouse Rules & Procedures. Secretary to advise residents of the Simulator closure.	Secretary	Open
<p>Home Insurance – Solar Panel queries Point raised: As the solar panels are owned by GemLife, who is responsible if there is an incident such as fire that is attributed to solar panels? Do residents need to insure solar panels?</p>	Still awaiting clarification from last month's Park Managers Meeting. Will revisit at this month's meeting.	Secretary	Ongoing
<p>Update on GemLife full liquor licence application Nothing heard from GemLife at this time. Need to follow up before December 5 which is when our Restricted liquor licence expires.</p>	Liaise with GemLife and seek update.	Secretary	Ongoing
<p>Purchase of 30 litre urn as per quote provided. As there is only a small hot water tap next to the coffee machine, it will not be suitable for private functions and social events that need to have hot water for tea & coffee.</p>	HOC to purchase a 30 litre urn as per quote from Pitchers Hospitality Supplies.	Chairperson & Treasurer	Closed
<p>Clubhouse Operation Overview Still very new and some teething problems that will be shared with GemLife at Park Managers Meeting at end of month.</p>	Discuss with Park Managers at monthly meeting.	Chairperson & Secretary	Ongoing

Discussion	Action	Who	Status
<p>Request to HOC to purchase a sewing table There is a sewing table in the old library that can be used. Suggest repurposing this piece of equipment.</p>	<p>Committee voted against the purchase. Secretary to advise Margie Smith.</p>	Secretary	Closed
<p>Sound System Implementation Gary is working closely with Park Manager in this regard. He has spoken with the provider, and we now have free downloads forever. Residents to be asked to let the HOC know as to what songs they would like to have available.</p> <p>Access to equipment HOC understands we need to work with the Park Manager, but our technical person does need access to equipment.</p> <p>Trolley for transportation of sound system Gary suggested there was a need for a trolley to move the sound system around as required. Gary happy to make the trolley but will need to purchase some items. HOC agreed to go ahead with the making of the trolley subject to the quote for materials.</p>	<p>Advise residents in Owners Update</p> <p>Agenda item for Park Managers meeting</p> <p>Organise quote and make trolley if acceptable to Committee</p>	<p>Secretary</p> <p>Secretary</p> <p>Gary Savill</p>	<p>Open</p> <p>Open</p> <p>Open</p>
<p>Cinema Operation Not very complicated but needs to be monitored. Gary Savill happy to supervise and also happy to train interested residents in its use. There has been some interest in assisting Gary.</p> <p>Gary put forward a motion: "The HOC purchase both Netflix and U Tube Premium at a monthly cost of \$30". This was put to the vote and all in favour. MOTION WAS CARRIED.</p>	<p>Train interested persons</p> <p>HOC to get back to those interested and advise residents</p> <p>Treasurer to organised.</p>	<p>Gary Savill</p> <p>Secretary</p> <p>Treasurer</p>	Open
<p>Positioning of Pool Tables Email has been sent to GemLife via Park Manager outlining the issues and suggesting a solution Still waiting for a response.</p>	<p>Follow up with Park Manager at Meeting at end of the month if nothing heard sooner.</p>	Secretary	Open

Discussion	Action	Who	Status
<p>Table Tennis placement Park Manager has advised in writing that the Table Tennis Table can be placed in the upper Pavilion.</p>	HOC to advise table tennis players that this area is for all residents and the table will need to be stored after use. It is not a designated Table tennis area.	Secretary	Open
<p>Villa Contact details to be taken off Website HOC agreed that as it was an open website and as such residents information should not be available.</p>	Advise Webmaster to take the information off the website.	Secretary	Closed
<p>Sunday Monthly BBQ</p>	Social Committee to organise as required.	Social Committee	Closed
<p>Gardening Gems request for a shade cover Whilst it is agreed that the area can get very hot during the summer months, a more than suitable pergola owned by the HOC is available for their use. As such the request for the HOC to purchase an addition shade cover was declined.</p>	Advise Gardening Gems of decision.	Secretary	Closed
<p>Workshop Set Up Still nothing heard back from GemLife following both written and verbal requests. Lots of chatter about but nothing in writing.</p>	Continue to follow up on written and verbal requests to GemLife and report to next meeting.	Chairperson & Secretary	Ongoing

Discussion	Action	Who	Status
CLUBHOUSE ISSUES TO DATE			
<p>Allocated Sewing/Arts & Crafts Area is unsuitable for both. Suggest a rethink of the available areas within the Resort.</p> <p>Bike Racks No bike racks installed. Suggest at least 2 needed as residents are parking their bikes and trikes in the entry to the Clubhouse which is unacceptable.</p> <p>Notice Board for Bowls Area No Notice Board in Bowls area. A notice board the same as that outside the gym needs to be installed in that area.</p> <p>Coffee Machine Free coffee was available at the opening. Moving forward the cost of a cup of whatever will be a \$2 token which can be purchased at the Bar. Tony Harnett & Greg Blunden have kindly agreed to "look after" the machine.</p> <p>Clock with second hand for lap pool/Sauna area Resident request for a clock with second hand be installed in the lap pool/sauna area to time laps and also let users of the sauna 'see" how long they have been in the sauna.</p> <p>No Gas Bottles nor Bar Fridge on the rooftop area</p>	<p>HOC to discuss suggestions and liaise with GemLife with solutions.</p> <p>Request bike racks be installed. Agenda for Park Managers Meeting. Advise trike owners that they need to park in a bay. Owners Update.</p> <p>Request to GemLife at Park Managers meeting.</p> <p>Advise Park Manager as to who will be looking after the machine and request a suitable qualified person instruct those persons on the operations., cleaning etc. Email has been sent to Park Manager requesting training.</p> <p>Request an appropriate clock with a second hand be installed, perhaps inside one of the life buoys? Agenda item for Park Managers Meeting.</p> <p>Agenda item for Park Managers Meeting.</p>	<p>HOC Committee</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p> <p>Secretary</p>	<p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p> <p>Open</p>

Meeting closed at 11.49am.

Next meeting: Tuesday 8th October at 9.30am in the Clubhouse Conference Room.

Minutes approved: Date 19th September 2024



Shane Storer
Chairperson