

**Minutes of Meeting of the HOC GemLife Pacific Paradise  
Held in the Clubhouse Conference Room  
On the 8<sup>th</sup> of October 2024**

Chairperson Shane Storer welcomed Committee Members, thanked everyone for their attendance and opened the meeting at 9.27am.

**Present:** Shane Storer (Chairperson), Mary Earnshaw (Secretary), Tanneke Booth (Treasurer), John Harvey, Ian Nichol, Gary Savill, , Sue Story (Social Committee) and Simon Hoffer (Kitchen Supervisor)

**Apologies:** Lyndall Armstrong (Bar Manager), Amanda McDowell

**Committee Reports accepted:**

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

**Address by Simon Hoffer:** Chairperson thanked Simon for his work in regard to getting the kitchen rules etc in order and also assisting both Janet Fawcett & Carol Nichol with getting their Food Supervisors certificates.

Simon gave an overview as to what was required in regard to the use of the kitchen.

- Outside caterers will have their own insurances and equipment but the Kitchen Supervisor must ensure they are following the kitchen rules and clean up accordingly.
- Sign in documents will be located at the entry to the kitchen and users will be required to sign in and out accordingly. That includes residents who use the kitchen.
- Simon will send electronic copies of kitchen rules etc to Secretary.
- Simon questioned the need to clean the air vents and lights and suggested the HOC ask GemLife how often they clean those items in the kitchen. **Secretary to address.**
- Simon suggested that once a booking had been made, supervisors be advised via the website, so as to ensure supervision is in order. **Secretary to address.**
- Sue Story advised that in some other Resorts, the HOC engages a cleaner to assist with the cleaning of the kitchen. HOC to revisit if needed.
- Training on equipment. **Secretary to refer to Matt GemLife Chef**
- Insurance in the event of an incident. Who is responsible? **Secretary to refer to Matt GemLife Chef**
- Conduct of 2 practical assessments. Simon can do. Does Matt want to do them. **Secretary to refer to Matt GemLife Chef.**
- The kitchen does not have a temperature probe. **Secretary to refer to Matt GemLife Chef.**
- Planned events. Is Matt going to Supervise? **Secretary to refer to Matt GemLife Chef**
- Social coordinator asked that Simon attend a social committee meeting. **Sue Story to organise and advise Simon.**

Simon away from 21/11/24 until 12/12/24. Matt or other supervisors should be able to cover. Simon Hoffer left the Meeting at 9.58.

**Bar Managers Report No report as Bar Manager away. From Previous Meeting**

Discussion	Action	Who	Status
<b>Rostered Volunteers for busy nights and events</b> Need for trained and competent persons to be rostered on busy nights.	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	<b>Open</b>
<b>Need for second Till</b>	Use the lap top and hand held. Revisit if required.		
<b>Cost Review</b>	HOC to continue monitoring Bar Profits.	HOC	<b>Ongoing</b>

**Social Committee Report: Discussion from Report.**

Discussion	Action	Who	Status
Emptying of Bins within Clubhouse. Full Bins within the dining room after pizza night. User responsible to empty.	Clubhouse function room bins left full after pizza night. Sue Storey advised the Pizza night was a private function and not a SC organised event. Residents to be reminded in Owners Update of the need to empty bins after a function.	Secretary	Open
Curing of upstairs BBQ.	Social Committee to cure before use. Method discussed with Sue Storey.		Closed
Pavilion BBQ plates are poor quality. Request replacement.	Users and cooks on the BBQ nights have suggested the issue is not with the plates but the amount of fat in the meat being cooked. Plates will not be replaced. Users will again be reminded via Owners Update they need to clean the BBQ after every use. This includes replacing the kitty litter/sand in the tray under the BBQ.	Secretary	Closed
HOC requires copies of all Food Handling/ Food Supervisor certificates. No certificate – no kitchen.	Food Handling Certificates for <b>any</b> resident that is planning to prepare and/or serve food in the kitchen must be sent to HOC Secretary. Copies to be kept in kitchen area once up and running.	Sue Storey Secretary	Closed
Cleaning and maintenance of the BBQs	As has been the case for some time, GemLife deep clean BBQ's every 6 months.		Closed
Use of the old bar fridge to house the sauces and equipment.	HOC unsure as to what fridge the SC is making reference.		Closed
Extension of Bar hours for events as requested.	HOC has applied for extensions as requested.		Closed
SC asked can Bingo & LCR to be removed from Social Committee responsibility? Social Committee sending out information that is not SC related. Non SC events and functions such as: Pink Lady Event, Movember & Pizza Night are all private events that have been advertised both via email and the social newsletter.	Need further clarification from Social Committee as to what they advertise. In the meantime, Secretary has advised that LCR and BINGO advice will be sent out via the HOC. Secretary to advise LCR & Bingo reps accordingly. All other non-social committee events will also be sent out via the HOC Secretary to advise residents in Owners Update.	Secretary	Open
Need for clarification as to what is said and offered to patrons at the Clubhouse.	HOC to speak to the MC regarding Friday Night MC procedures. No more birthday or anniversary announcements. No free drinks announcements. Free drinks vouchers are given by the HOC and can only be redeemed via voucher.	Chairperson	Open

Music Volume in Clubhouse inconsistent. Gary suggested a couple of dedicated nights for music lovers. Maybe 2 a month.	Residents to be asked for their thoughts in Owners Update	Secretary	Open
Temperature in Clubhouse dining room. Far too cold.	Ask PM to set the temperature to 25 degrees and see what happens. Contact PM with request.	Secretary	Open
NON Social Committee events being advertised to all residents.	Residents can have a private get together, however it can't be advertised to all residents. HOC & SC both agree on this. Residents to be advised in Owners Update. Home owners must advise HOC prior to arranging any larger functions.	Chairperson	Open

Sue Storey left the meeting at 10.31 am

#### Lawn Bowls:

Discussion	Action	Who	Status
Some issues from Bowls report may have been addressed with the visit of the Bowls professional.	Follow up with Ross Sloane as to the outcome of that meeting.	Chairperson	Open

#### Gardening Gems:

Discussion	Action	Who	Status
Thanks to the Garden Gems for all their hard work. Noted that the garden Gems income sits at \$481.09. Request for a small shade pergola has been approved.	Advise Garden Gems accordingly.	Secretary	Open

#### Acceptance of Previous Meeting Minutes.

Accepted: Minutes of HOC Meeting 17 <sup>th</sup> September 2024.	Moved: Tanneke Booth Seconded: Ian Nichol
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#### Treasurer's Report

Discussion	Action	Who	Status
Bar takings and coffee token sales going well.			
Purchase of Balls for Joker Draw Not approved by HOC but agreed to write the cost off.	Balls are still needed for the Joker Draw. App will be used moving forward.		

Accepted: Treasurers Report	Moved: Gary Savill Seconded: Mary Earnshaw
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#### Secretary's Report

Accepted: Secretary Report	Moved: Ian Nichol Seconded: Tanneke Booth
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## Discussion from Previous Meeting

Discussion	Action	Who	Status
Kitchen Management & Supervision. Still more discussion and clarification needed.	Liaise with Matt re list of equipment, training on equipment and supervision of events.	Secretary	Open
New residents Orientation.	John Harvey to conduct the monthly orientation sessions. Draft orientation information accepted.	Secretary	Open
Clubhouse & Pavilion Rules Still No Rules given	Follow up with Park Managers Suggest residents refer to their Site Rules.	Secretary	Open
Update on GemLife full liquor licence application.	Liaise with GemLife and seek update.	Secretary	Ongoing
Request the purchase of a sewing table.	Requested granted however sewing group to be advised they must seek HOC approval before purchasing. Need Invoice before reimbursement. No further monies will be outlaid by HOC.	Secretary	Open
Sound System Implementation  Trolley for transportation of sound system.	Payment of materials approved. Invoices to be submitted. Gary to make trolley. Has purchased a Mig welder which could be available to the workshop once up and running. Committee thanked Gary for his input.	Gary Savill	Open
Positioning of Pool Tables.	Pool Table provider to attend site. Park Manager to liaise with HOC re meeting date & time.	Secretary	Open
Cinema Operation & Training.	Send User Manual to all residents	Secretary	Closed
Workshop Set Up.	Still no definite decision on where either workshop is to be located.	Chairperson	Ongoing
Allocated Sewing/Arts & Crafts Area is unsuitable for both.	HOC & PM/PO reps viewed 3 areas under consideration.	Chairperson	Ongoing
Installation of Bike Racks	On Order. Markings for scooters in the pipeline. Awaiting Adam Lynch to return from holidays. Park Managers to follow up.	Secretary	Ongoing
Clock with second hand for lap pool/Sauna area.	Ordered through Interior Designer. Awaiting an ETA. Follow up with PM.	Secretary	Open
No Gas Bottles nor Bar Fridge on the rooftop area.	BBQ operational. Searing of BBQ is up to Social Committee BBQ members. Park Owner to order fridge. Awaiting ETA.	Secretary	Open

## New Agenda Items

Discussion	Action	Who	Status
Cost of operating and servicing Coffee Machines. Both belong to the HOC.	Keep both machines. Request Greg & Tony see if they can find a better price for the servicing of both.	Secretary	Open
Bar: Need for extra hand held or similar. Current devices under contract with EPOS until March.	Tanneke to liaise with Lorei Blunden and approval given to go ahead and organise another device.	Tanneke	Open
More training of Bar staff required not only on the Till but distribution of orders	Liaise with Lyndall in regard to staff training methods and how we might help.	Chairperson	Open
John Kirkby request for payment of purchased items for pool table.	Approved. Advise John not to purchase items and try and fix things without prior approval. May void warranty.	Secretary	Closed
Exercise classes survey. Survey sent to all re preferences for extra paid exercise classes.	Awaiting results. Closing date 18 <sup>th</sup> October. Source Instructor if possible & advise residents.	Secretary	Ongoing
Pool tables left in poor state. Covers left in a pile, not folded, tables not brushed.	Note of disappointment to be sent to residents in Owners Update <i>Pool Table condition of use instructions. printed and laminated for John to leave on Tables.</i>	Secretary	Closed
Mike Banning Spice it up request.	Advise Mike Banning & Social Committee of decision.	Secretary	Closed
Request to purchase 2 <b>professional</b> table tennis Bats and reimburse cost of table Cover. <i>Cover already purchased, but seeking reimbursement.</i> Request rejected as the Table is for all residents not just professional players.	As only 2 Bats available for residents, approval is granted to purchase 2 more beginners bats to the value of not more than \$50. Reimbursement of cover approved but advise that items must not be purchased without HOC approval and receipts are necessary prior to payment. Advise Jim Walsh of decision.	Secretary	Open
Bin Area responsibility. Who cleans the bin storage area?	Liaise with GemLife Managers at Park Managers Meeting.	Secretary	Open
Resident induction. Draft on table for discussion	Approved. Print and distribute.	Secretary	Closed
Pets in and around Clubhouse. Site agreement 8e.	Refer to Park Manager	Secretary	Closed
Asset Register Update kitchen and other HOC owned equipment.	John Harvey & Ian Nichol to undertake audit. Current asset list to be sent to both. Still awaiting asset list from GemLife and Matt GemLife Chef.	Secretary	Open

Discussion	Action	Who	Status
Step for Buggy. Residents having trouble getting in and out of buggy. No element protection. Not user friendly and not being used.	Advise Park Manager that the Buggy is unsuitable and not required. Advise residents in Owners Update. Possibly use Bus in inclement weather.	Chairperson Secretary	Open
<b>General Business</b>			
Discussion	Action	Who	Status
Fault in pool Table. Park Owner has not responded.	Follow up with PM and PO.	Secretary	Open
Gary demonstrated a dice he wished to donate to the HOC.	HOC thanked Gary accordingly.		Closed
Keys to Kitchen	Still no keys given to HOC.	Chairperson	Open
Key to cupboard in Games Room. Why the need for a key and what is the purpose of that space? Need more information from Park Managers.	Follow up with Park Manager as to the purpose of the space and why it is kept locked. To be discussed at next HOC Meeting.	Chairperson	Open

Meeting closed at 12.01pm.

Next meeting: Tuesday 13<sup>th</sup> November 2024 at 9.30am in the Clubhouse Conference Room.

Minutes approved: Date 9<sup>th</sup> October 2024



*Shane Storer*  
Chairperson