



GemLife/ Resort Managers Meeting

Resort: Pacific Paradise

Date: 18th September 2025

Location: Clubhouse Boardroom

Homeowner Committee members: John Harvey (Chairperson) and Mary Earnshaw (Secretary)

Resort Managers (RM): Lana Reid, Tim Moore

John Harvey opened the Meeting at 09.01am

Agenda Items	HOC Comments	Resort Manager Comments	Follow up Comments
MPR Committee requests.	HOC requested MPR Committee provide details to be presented to the Park Owner as per email to MPR committee 13.09.2025. No response to date.	Park Owner will assess the use of existing shelving and will provide an alternative if these are not suitable. Will investigate at next visit.	Ongoing
Shelter for Shuttle and Buggy.	Update please. Outstanding for a long time.	Scope and design of the shelter is underway. The details will be shared when finalised. The delivery timeframe of this is not yet known as finalising scope, design and costs is not a quick turn-around.	Ongoing
Residents Workshop	Update please. Outstanding for a long time.	The electrical works are being quoted, and PO has advised the Resident Workshop Group that the equipment list need to be revisited to ensure they meet the \$10K limit.	Ongoing
Gardeners Workshop	Update please. Outstanding for a long time.	Scope and design of the shelter is underway. The details will be shared when finalised. The delivery timeframe of this is not yet known as finalising scope, design and costs is not a quick turn-around.	Ongoing



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Correction of inconsistent patches within Lawn Bowls Rink.	A lot of very unhappy residents seeking answers.	RM / PO has contacted Bioscapes who have committed to be on site to provide assessment within the next 2 weeks. One Lawn Bowls committee member to attend with Lana. Bioscapes have further advised that they should be able to attend to the issue by late September / early October. Will provide further updates regarding timing as available.	Ongoing
Construction of Green space area.	Updates as to completion date.	On hold due to Civil works. Landscaping of Green space should be completed by Friday 17 th October. Shade structure of Green Space is delayed due to the order time for steel and may not be completed until Christmas. RM will advise when the project is completed and opened to residents.	Ongoing
Reposition of Flagpole.	Update please. This small project has still not been undertaken. Please complete this very small project and sign off.	Landscape team have been advised and have provided directions to have this moved ASAP.	Ongoing
Completion and aesthetics of battery storage areas.	Prospecta update as to completion and aesthetic completion date please. Update as a minimum please.	Architectures have completed design. Will be installed in due course.	Ongoing
Cracks and crumbling road in road outside Villa 40.	From last meeting: RM to investigate and advise as to whether this is in fact a trip hazard that needs urgent attention.	Have raised this with the Civil construction team who are going to address the issue.	Ongoing



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From HOC Meeting 09/09/25: Windows in Country Club very dirty and need cleaning.	When will windows throughout both the Pavilion and Country Club be cleaned? Is there a window cleaning schedule for the resort facilities?	Have organised for Rhino to clean.	Ongoing
Repairs to the Clubhouse entry stairway lighting.	Update as to repairs.	RM has been in contact with the PO in regard to repairs to the lighting and will advise HOC accordingly.	Ongoing
Fire hydrant markers in stage 2.	Update as to installation if applicable.	RM has been in contact with the PO in regard to fire hydrant markers in Stage 2 (if applicable) and will advise HOC accordingly.	Ongoing
Removing FOB only from the Clubhouse and Pavilion	HOC to take RM request to the residents that the main doors of the Pavilion and the Country Club be reverted to auto opening between the hours of 7am and 7pm. If there are serious objections, HOC will advise RM accordingly.	RM's request that the access go back to what it was before as we have trades and maintenance constantly needing to access these buildings but require RM's to provide access. No other Resort has FOB access only.	Ongoing
From HOC Meeting 09/09/25: Condition of GemLife Bus.	Understand user has to clean interior, but some queries as to who is responsible for the exterior cleaning of the bus.	Tim will do the external of the bus. The internal is for the driver of the bus to do when they use. Once the bus shelter is complete, we will be arranging for the bus to have new decals. The sun has damaged the hood and the roof.	Secretary to advise residents in Owners Update. Closed
From HOC Meeting 09/09/25: Checking of batteries water levels in the shuttle.	HOC members agreed that checking and refilling the shuttle batteries should not be something residents should be asked to do as it could pose a OHS risk. Requested user checklist. RM thoughts on concerns.	Instructions for use are on the dashboard of the shuttle. The funnel for the battery to be topped up with water is missing this needs to be found to access water to the battery. RM will do the water.	Secretary to advise residents in Owners Update. Closed



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From HOC Meeting 09/09/25: A/C still leaking on to tennis court.	Suggest the issue may be more serious than just someone leaving the A/c on O/N. Request inspection and service to air conditioner to rectify any potential damage.	Air smart attending to address any potential issues. No issue found. RM will monitor the area.	Closed
Installation of Servery.	When will final trim and kick board be installed to complete this small project and close off?	Await final trim materials. Should be completed by Monday 22 nd September.	Closed
Rotate one of the speakers slightly to allow residents in bar area to hear what is happening in the main dining area.	Could this please be actioned?	Actioned.	Closed
Request for Test and tag on the old HOC owned pie warmer.	Test & Tag completed. Thank you.	Actioned.	Closed

Meeting closed at 09.41am

Next meeting: 30th October 2025 at 9am.