

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD AT BERGVLIET ON THURSDAY, 02 AUGUST 2018 AT 15h30

PRESENT:

David Walker (DW); John Bester (JB); Herman Poelmann (HP) Joan Mispion (JM); Jean van Rhyn (JvR); Elda Diana-Oliaro (EDO); Derek Drew (DD); Adam Kajee (AK) and Christine Dempers (CD)

1.	WELCOME AND APOLOGIES	Action/ Date
	DW welcomed everyone to the meeting.	
2.	APPROVAL OF PREVIOUS MINUTES	
2.1.	Correction of Minute 3.3. DC changed to DD	
2.2.	The Minutes of the previous meeting, held on 17 May 2018, were accepted and signed as a correct record of the proceedings.	
3.	MATTERS ARISING FROM PREVIOUS MINUTES	
3.1.	House Rules (Item 3.4. – Meeting 28/09/17 & 3.2 Meeting 17/05/18) DD is waiting on Evergreen legal for input. The recommendation was to make the House Rules more “ <i>user friendly</i> ” (less legalese).	DD
3.2.	Transport for Residents (Item 5.2 – Meeting 15/3/18 & 3.5. Meeting 17/5/18) CD reported that a circular had been distributed to residents and that a leaflet will be permanently placed on notice board.	
3.3.	Legal Opinion (Item 4.1.2. – Meeting 17/5/18) DW advised the meeting that he had not received a favourable response from Evergreen Management to his request for access to the legal opinions obtained by Amdec/Evergreen, despite his having undertaken to keep the contents of the reports confidential to himself. DW to brief newly elected chairman of Mancom on the matter of legal opinions and the future of Mancom.	DW
3.4.	Halogen Lights (Item 4.3. – Meeting 17/5/18) JB reported that there was an issue with his halogen down-lighters and transformers: the heat emitted had burnt the wooden batten. Evergreen to investigate the practicality of replacing Halogen bulbs and transformers with LED’s and to consider negotiating with Energy Partners for a reduced cost for multiple installations. Patrick Maile, of Evergreen maintenance, to set up an electrical inspection schedule for all homes.	DD Patrick Maile

3.5.	Catering Hygiene (Item 4.3. – Meeting 17/5/18) An application has been made to the City of Cape Town health department for a Certificate of Acceptability (COA). Rambling Rose will provide a copy of their 'trading licence' as soon as it is available; they have also applied for it to be renewed.	CD
3.6.	Security (Item 4.5.1. and 4.5.2. – Meeting 17/5/18) <ul style="list-style-type: none"> - A security 'scanning machine' is part of the requirements for a possible new security contractor. - DD and Cobus Bedeker have spoken to the owner of the neighbouring property with a view to leasing some of the corner area of their property to enlarge the entrance area to the village. 	DD DD
3.7.	Fire Drills (Item 5.3. – Meeting 17/5/18) A meeting was held on Monday, 27 July with fire marshals to review the revised evacuation plan. A circular outlining the plan will be circulated and a fire drill is to be set up for 22 August 2018.	
4.	SUB-COMMITTEE REPORT FEEDBACKS:	
4.1.	Finance & Legal	
4.1.1	New Levy Proposal Annual increases to resident levies are to be effected in September 2018. A new structure based on levy income derived from the completed development of 100 units was proposed by Evergreen (ELV). The philosophy is that no profit is derived from levies and that levy income is used to cover operational expenses. Although the 13 new houses are due to be occupied early in 2019 and the 22 Apartments a little later on in the year, ELV wanted residents to benefit from the additional levies as soon as possible. The proposal aimed to bring parity within the village, as many residents are currently on different levy structures. There were basically three broad groups on current LRA contracts. AK discussed each group in detail. An addendum would be made to the LRA's and signed by those residents who decide to opt for the new levy structure. DW commented that this proposal had been tabled at the meeting without prior notice and recommended that a meeting be held with residents, as soon as possible, to explain the proposals. EDO recommended that the proposed changes be put into place from the beginning October. This would give residents time to discuss the proposals with their financial advisers and family. JB also noted that the 2018/2019 budget has been prepared on the basis of 65 units and this should be updated. It was agreed that a meeting be set up on Wednesday, 8 August at 3.30pm to present the proposals to residents and to allow for a Q&A session with AK.	CD
4.1.2.	It was noted that the City of Cape Town had a rates rebate scheme for senior citizens which is 'means-based'. AK will investigate the scheme and report back to the Committee.	AK

4.2.	Estate Development	
4.2.1.	<p>Planning Schedules - Houses (13) Erf 1887 & Apartments (22)</p> <p>It was noted that building activities are on schedule; handback of the 13 houses to EPI is planned for the end of November and a practical completion of the 22 apartments has been programmed for 30 April 2019.</p> <p>Occupation of the houses is planned for January 2019.</p> <p>Regular updates will continue to be shared with residents on both projects until they are completed.</p> <p>DW recommended that some form of compensation be made to residents who are experiencing inconveniences arising from building operations are underway. Unit no's 29-35, 47-51 and no.65 are affected.</p>	DD
4.2.2.	<p>Capacity of Existing Clubhouse/Upgrade renovation</p> <p>EDO suggested that a discussion be held with Cobus Bedeker and Arthur Case regarding a new clubhouse or extension or upgrade of the existing clubhouse.</p> <p>DD confirmed that no final decision had been made regarding a 'new' clubhouse and the opinion of current village residents are well known.</p>	DD
4.3.	Village Maintenance	
	<p>External Maintenance (outside walls, cracks and painting) of houses in Phase 1 was confirmed for commencement in September.</p> <p>In response to a question from DW, DD confirmed that village maintenance is not subject to budgetary constraints.</p> <p>DW raised the internal telephone problem being experienced at Unit 30 (Kirkwood) where the resident is not able to call either neighbours or the guardhouse. CD reported that Telkom had come to fix their external telephone line and had cut the village's internal line to the switchboard,</p> <p>Additional cables require installation and the contractor will be on site next week to do installation of a new cable box.</p>	
4.4.	Catering, Events & Entertainment	
4.4.1.	<p>JM reported that there was R11000 in the kitty.</p> <p>CD reported that some monies collected for various functions/raffle in July had gone missing at reception. Evergreen would reimburse committee funds.</p> <p>JB had previously investigated opening an ABSA bank account (conveniently situated in Meadowridge) so that residents could pay in advance for dinner/functions.</p> <p>AK suggested that Capitec bank be considered as their bank charges were low.</p>	CD
4.4.2.	<p>Catering:</p> <ul style="list-style-type: none"> JM reported that the current arrangement with Yvonne Whitford was not proving financially viable for her and that she would prefer to do resident 	

	<p>functions such as the men's breakfast, ladies brunch; a weekly roast lunch, a monthly Sunday Roast and resident events.</p> <ul style="list-style-type: none"> - DD offered the services of a contracted caterer who would run a Coffee Shop service in the Bistro, similar to the service which had been supplied by Western Province Catering some years ago. The cost would amount to approximately R25 000 per month. This suggestion did not receive support because of the high cost and it was decided that the status quo should remain for the time being. - Amanda Norawana will be going on annual/maternity leave on 01 September and return in April .An arrangement will be made with Melvinita Safodien and Alison de la Cruz to alternate on Tuesday evening/theme dinner functions. - JvR requested that ELV provide bottled water for residents. CD noted that the policy is a BYO for events and functions. 	
4.4.3.	<p>Entertainment & Events:</p> <ul style="list-style-type: none"> - The Christmas in July dinner was a great success and the pub evenings were proving popular, with the last event drawing 40+ residents. - HP would run an evening music concerts as the lunchtime events weren't well supported. 	
4.5.	<p>Security</p> <p>DW thanked management for the installation of the motion sensor spotlight at the gate to light up the area. It has contributed to an improved sense of security for residents coming home after dark.</p>	
4.6.	<p>Healthcare</p> <ul style="list-style-type: none"> - JM reported that SN Yandeka Mkhize was friendly and clinic staff happy. The Clinic area is being kept neat and tidy. - CD reported back on the incident with Rose Kynoch who had a serious nose bleed during dinner on Tuesday, 31 July: <p>The ambulance, called from Cape Town was not on high alert as the incident was not reported as an emergency (stroke/heart attack or accident) As per the incident report, Nosipho, the ENA on duty, did everything she could to stop the bleeding. Mrs Kynoch recovered and was discharged from hospital the next morning.</p>	
5.	GENERAL	
5.1.	DW remarked on the water usage by residents noting that some residents have not made any meaningful effort to curb their consumption while others have achieved commendable reductions in their water usage.	
5.2.	DW recommended that the approved Mancom minutes be distributed to residents who had email and that a copy be placed on notice board for those not on email.	CD
5.3.	DW thanked the committee for their support during his term chairman of Mancom.	

6.	Next meeting on Thursday, 27 September 2018 at 15h30.	
	MATTERS HELD IN ABEYANCE:	
	Constitution – Minutes 3.2. dated 21 July 2016	
	Appointment of Managing Agent – Minute 3.1. dated 16 March 2017	
	Voting Rights – Minute 3.3. dated 16 March 2017	
	FTTH – Minute 3.1. dated 18 May 2017	

Without any further business to discuss the meeting closed at 18h00

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2018

CHAIRMAN

\\amdecpt\evergreen\Admin\Evergreen Bergvliet\ELV HO Bergvliet Files\MANCOM\2018\BV - Minutes 02 August 2018 - Final.docx