

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD AT BERGVLIET ON THURSDAY, 11 OCTOBER 2018 AT 15h30

PRESENT:

Joan Mispion (JM); John Bester (JB); Paddy Fordyce (PF); Dave Orton (DO); Jean van Rhyn (JvR); Ton Weber (TW); Ian McDonald (IMcD); Derek Drew (DD); Adam Kajee (AK) and Christine Dempers (CD)

1.	WELCOME AND APOLOGIES	<u>Action/Date</u>
	JM welcomed everyone to the meeting.	
2.	APPROVAL OF PREVIOUS MINUTES	
	The Minutes of the previous meeting, held on 2 August 2018, were accepted and signed as a correct record of the proceedings.	
3.	INTRODUCTION OF MANCOM COMMITTEE MEMBERS	
	JM introduced committee members and their portfolios to the meeting. It was noted that Jill Dower (JD) had been seconded to the sub-committee for Gardens.	
4.	MATTERS ARISING FROM PREVIOUS MINUTES	
4.1.	FTTH (item 3.1. – Meeting 18/05/2017) DD to confirm timeline of installation of FTTH in the village and revert. AK confirmed that EPI will carry cost to set up in the village but uptake will be for the cost of residents. A presentation to be set up for residents to explain FTTH, packages and costs.	DD CD/AK
4.2.	House Rules (Item 3.4. - Meeting 28/09/17, 3.2 - Meeting 17/05/18, Item 3.1. Meeting 02/08/18) DD is waiting on Evergreen legal for input and document should be available at the end of the month.	DD
4.3.	Fire Drill (Item 5.3. - Meeting 17/05/18, 3.2; Item 3.7. - Meeting 02/08/18) CD reported that staff training was underway and that a fire drill for the village would be set for the 05/11/2018.	CD
4.4.	Senior Citizen Rates Rebate (Item 4.1.2. - Meeting 02/08/18) AK reported that the rebate scheme was based on a gross income of R15000 per month. Applications can be made for the next cycle commencing July 2019. CD to prepare a circular for residents and arrange for City of Cape Town agents to come through to the village and meet residents.	CD

4.5.	CE&E Bank Account (Item 4.4.1 – Meeting 02/08/18) JB investigated opening a bank account so that residents could pay in advance for dinner/functions. JB to revert.	JB
4.6.	Halogen Lights (Item 4.3. – Meeting 17/5/18; Item 3.4 – Meeting 02/08/2018) DD confirmed that the inspection of homes had commenced by Danie van der Merwe (ELV Electrician) and a report would be compiled. In addition, it was agreed that an improved price for LED lights be pursued and options given to residents as an electricity saving option.	DD Patrick Maile
4..7	Security (Item 4.5.1. and 4.5.2. – Meeting 17/5/18) Cobus Bedeker has 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. Pending decision/further discussions.	CB/DD
5.	SUB-COMMITTEE REPORTS	
5.1.	Finance & Legal	
5.1.1	JB noted that a meeting would be set up with AK to discuss latest Management Accounts (August 2018)	JB/IMcD/ AK
5.1.2.	The new levy proposal increase has been taken up by a number of residents. AK confirmed that new addendums to LRA would be signed by these residents.	
5.1.3.	AK confirmed that ELV would be responsible for objecting to any property rates increase put forward by City of Cape Town.	AK
5.1.4.	JB/IMcD noted that there had been no progress on the development of a constitution since 2016. JB commented that a document was handed to James Wilson and Steve Williams at a meeting in Steenberg to which there had been no response to date. IMcD questioned the authority/responsibility of MANCOM i.r.o decision-making. JM suggested that the committee meet to discuss a way forward and to prepare a proposal for discussion with ELV management.	
5.2.	Estate Development	
5.2.1.	Planning Schedules - Houses (13) Erf 1887 & Apartments (22) It was noted that building activities were on schedule for both houses (November 2018) and apartments (April 2019). Regular updates would continue to be shared with residents on both projects until they had completed. It was noted that 8 houses had been sold to date. AK to revert on a levy reduction to those houses that have been inconvenienced by building operations (i.e. units 29-35, 47-51 and no.64/65)	AK

	CD reported that the vibracrete wall opposite Unit 10 will be removed to join up the developments. This will happen towards November and residents will be informed beforehand.	
5.2.2.	Capacity of Existing Clubhouse/Upgrade Renovation DD confirmed that no final decision had been made regarding a 'new' clubhouse and the opinion of current village residents were well-known.	DD
5.3.	Village Maintenance & Gardens	
5.3.1.	Maintenance External Maintenance (outside walls, cracks and painting) of houses has been delayed to 2 nd Quarter, 2019. There was discussion about using another contractor to do the painting and Mancom suggested ELV should not be limited to using only one contractor. This was unsatisfactory and Mancom expressed their concern and required action. IMcD noted that three years ago it was suggested that a survey be done of each house to report on cracks/painting and other preventative maintenance issues that required attention. This should be introduced. TW noted that maintenance issues were not being turned around quickly and this service should be improved.	DD/AK CD
5.3.2.	Gardens PF reported that the overall feel of the gardens was satisfactory but that there were pockets of areas that needed attention. A meeting is to be set up with Whitecliffs and garden committee. It was noted that the gardener who services private gardens required training as he did not offer good service. CD to discuss this with Whitecliffs.	CD
5.4.	Catering, Events & Entertainment	
5.4.1.	JM reported that Ronnie and Toetie van Reenen had resigned from the CE&E committee due to ill health and that Jacky Orton had stepped in. JM reported that there was approximately R10000 in CE&E funds. A query was raised regarding storage space in the clubhouse as it was needed. DD to revert when new clubhouse was being considered.	
5.4.2.	Catering: <ul style="list-style-type: none"> - Rambling Rose would be implementing an annual increase from December 2018. - CE&E committee had decided not to continue offering any meals in the Bistro. Tea/coffee would be available. 	
5.4.3.	Entertainment & Events: <ul style="list-style-type: none"> - JM reported that the various events arranged for residents had all been very successful. These included a pub night, quiz night, bingo evening, theme 	

	<p>dinners, ladies brunch, flower art demonstration as well as the popular monthly draw.</p> <ul style="list-style-type: none"> - A mic/amplifier had been purchased by the committee and a 50% contribution was being requested from ELV. DD/AK agreed. 	
5.5.	<p>Security</p> <ul style="list-style-type: none"> - Concern was raised about access to village once the additional 13 homes were opened early next year and the apartments were occupied mid-2019. - It was agreed to close the main gate at 8pm and lock it at 9pm. 	
5.6.	<p>Healthcare</p> <ul style="list-style-type: none"> - The Clinic area is being kept neat and tidy. - JM reported that the committee had asked Mercia Jay (MJ) to look into dressing healthcare staff in white jackets for easy identification. MJ to revert. - The invoices of Unique Health should display a Practice Number so that these costs, where applicable, could be claimed from medical aid by residents. 	MJ
6.	GENERAL	
6.1.	A request was made by residents to re-install outside water taps. DD re-iterated that we are still in a drought under Level 5 (70L/pp/pd). DD to revert.	DD
6.2.	IMcD suggested that neighbours of new residents be advised when movers' trucks arrived in village so that resident can make arrangements.	CD
6.3.	JM raised the trimming of Gum trees on Firgrove Road as well as the Norfolk Pines on Barn Road. CD explained that Arthur Case had contacted the Environmental Resource Management Department and that it was out of her control and was now in their hands. They were waiting for the Arborist to do an assessment. CD to follow-up.	CD
6.4.	CD confirmed that a new pool cover had been ordered. The pool would be uncovered in the morning and closed in the afternoon.	CD
6.5.	<p>CD to obtain a quote for convex mirrors to reduce the effects of "blind spots" on the road to #47/ #65 as well as #10 to allow motorists a maximal view of traffic.</p> <p>It was decided that the main road will become a one way (up to 47 and around to 21) and signage would be erected and residents informed.</p>	<p>CD</p> <p>CD</p>
6.6.	JB noted that the CSOS levy (R40) was no longer itemised on the Levy account. AK stated that it had been absorbed into the base levy.	
6.7.	A discussion on the Neighbourhood Watch ensued. ELV to join the BKM Neighbourhood Watch. CD to follow-up.	CD

7.	Next meeting will held on Thursday, 17 January 2019 at 15h30.	
	Future Meetings: -14 March 2019 - 02 May 2019 - 18 July 2019 - 19 September 2019 - AGM – August 2019	

Without any further business to discuss the meeting closed at 17h30

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2018

CHAIRMAN

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