

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD AT BERGVLIET ON THURSDAY, 17 JANUARY 2019 AT 15h30**

**PRESENT:**

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

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| 1.   | <b>WELCOME AND APOLOGIES</b>  | <b><u>Action/Date</u></b> |
|      | JM welcomed everyone to the meeting.  |                           |
| 2.   | <b>APPROVAL OF PREVIOUS MINUTES</b>   |                           |
|      | The Minutes of the previous meeting, held on 11 October 2018, were accepted and signed as a correct record of the proceedings.  |                           |
| 3.   | JM introduced Garry Reed to the meeting as the newly appointed Evergreen Managing Director  |                           |
|      | <p><b>MANCOM/RESCOM</b></p> <p>The subject of Mancom vs Rescom was discussed at length. The following was agreed:</p> <ul style="list-style-type: none"> <li>- Residents' issues and requests to be submitted in writing to Rescom and they may be invited to a meeting to put forward their case.</li> <li>- Rescom meet and discuss issues raised by portfolio members. Portfolio members to attend agreed meetings.</li> <li>- A ManCom meeting will be held every three months where the Chairman and Vice meet with two representatives of ELV. Both these parties have voting rights.</li> <li>- Should there be a split vote on any item, it is agreed that Evergreen (3<sup>rd</sup> Party) will have the casting vote as per the house rules.</li> <li>- Major items will be referred to the legal division.</li> <li>- Finance portfolio members to meet with KD as requested to discuss any issues. In addition, JM spoke to the committee about maintaining confidentiality of matters discussed in meetings until they had been announced/resolved.</li> </ul> |                           |
| 4.   | <b>MATTERS ARISING FROM PREVIOUS MINUTES</b>  |                           |
| 4.1. | <p><b>FTTH (item 3.1. – Meeting 18/05/2017, item 4.1. Meeting 11/10/2018)</b></p> <p>KD confirmed that FTTH would be available in the village around April 2019 when the Apartments had been completed. A firm installation date to be confirmed ASAP</p> <p>AK confirmed that EPI would carry the cost to set up in the village, but uptake would be for the cost of residents. Residents are free to contact any service provider they wish.</p>  | KD                        |

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|      | CD to set up a presentation for IT (Kyle Knight) to explain FTTH, packages and costs to residents and also get an idea of uptake.   | CD                             |
| 4.2. | <p><b>House Rules (Item 3.4. - Meeting 28/09/17, 3.2 - Meeting 17/05/18, Item 3.1. Meeting 02/08/18, Item 4.2. - Meeting 11/10/208)</b></p> <p>JB pointed out that no document had been made available for comment. DD noted that these had been sent to the previous ManCom. Both David Walker and Herman Poelmann had sent comments. Their comments together with all evergreen villages were considered. Annexure A – any further points that were of a material nature and specific to the Bergvliet Village, would be included.</p> <p>DD noted that house rules were a “code of conduct” for residents living in the village. It was noted that the LRA is the contract and that the House Rules do not supersede the contract in any way.</p> <p>AK / GR to discuss with Evergreen legal</p> | <p>DD</p> <p>AK/<br/>DD/GR</p> |
| 4.3. | <p><b>Fire Drill (Item 5.3. - Meeting 17/05/18, 3.2; Item 3.7. - Meeting 02/08/18, Item 4.3. - Meeting 11/10/208)</b></p> <p>It was noted that a fire drill had been held on 5<sup>th</sup> November, specifically aimed at staff after they had received training, to ascertain their take up. It was noted that the evacuation would in all probability be restricted to one section of the village, in the event of a fire.</p> <p>CD to set up evacuation for village with Eco Safety on Wednesday, 06 February at 10am. This is to be followed by a presentation to residents on fire safety, specifically new residents in Phase 4.</p> <p>It was suggested that a map of the village and a list of the fire marshals should be put up in the clubhouse.</p>                                  | <p>CD</p> <p>CD</p>            |
| 4.4. | <p><b>Senior Citizen Rates Rebate (Item 4.1.2. - Meeting 02/08/18, Item 4.4 - Meeting 11/10/208)</b></p> <p>AK reported that the rebate scheme was based on a gross income of R15000 per month. Applications could be made for the next cycle commencing July 2019.</p> <p>CD to prepare a circular for residents who qualify, as new applications are due on 01 July 2019.</p>   | CD                             |
| 4.5. | <p><b>CE&amp;E Bank Account (Item 4.4.1 – Meeting 02/08/18, Item 4.5. - Meeting 11/10/208)</b></p> <p>It was noted that JB has not yet opened a bank account so that residents could pay in advance for dinner/functions.</p> <p>There was some concern over the practicality of such an account. JvR/JB to meet and finalise.</p>  | JB                             |
| 4.6. | <p><b>Halogen Lights (Item 4.3. – Meeting 17/5/18; Item 3.4 – Meeting 02/08/2018; Item 4.6. – Meeting 11/10/2018 )</b></p> <p>DD reported that all units had been checked by Danie van der Merwe, the ELV electrician. A few problem areas had been identified and rectified immediately.</p>   |                                |

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|        | A quote had been received for LED lights and the electrician would be made available to replace halogen lighting in units. This would be a saving for residents and will also be cost effective in the long run. A circular to be distributed to residents regarding this and to prepare a schedule for installation.   | CD                            |
| 4..7   | <p><b>Security (Item 4.5.1. and 4.5.2. – Meeting 17/5/18, Item 3.4 – Meeting 02/08/2018; Item 4.7. – Meeting 11/10/2018)</b></p> <p>No further news on response from 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.</p>   | CB/DD                         |
| 5.     | <b>SUB-COMMITTEE REPORTS</b>  |                               |
| 5.1.   | <b>Finance &amp; Legal</b>  |                               |
| 5.1.1  | JB noted that Fincom were happy with the way the budgets were being managed and also the open communication with AK.  |                               |
| 5.1.2. | Budget 2020 will be made available at the AGM   |                               |
| 5.2.   | <b>Estate Development</b>   |                               |
| 5.2.1. | <p><b>Planning Schedules – Phase 5 Apartments (22)</b></p> <p>It was noted that building activities were on schedule for the Apartments. It was envisaged that they would be handed over in May 2019.</p> <p>AK to revert on some form of compensation for those houses that have been inconvenienced by building operations (i.e. units 29-35, 47-51 and no.64/65).</p> <p>Projects to revert on the number of parking bays in the complex that would be allocated to Village residents and visitors.</p> <p>Complaint received about cement vibracrete wall at Phase 4 parking bays to be change to red brick vibracrete as per other boundary wall between Unit 32– Unit 35</p> <p>Regular updates to be sent to residents and they are to be kept informed on progress of building.</p> | <p>AK</p> <p>CD</p> <p>CD</p> |
| 5.2.2. | <p><b>Capacity of Existing Clubhouse/Upgrade Renovation</b></p> <p>DD confirmed that no final decision had been made regarding a 'new' clubhouse and the opinion of current village residents were well-known. There were a number of different proposals. Residents to be consulted regarding this sensitive issue</p>   | DD                            |
| 5.3.   | <b>Village Maintenance &amp; Gardens</b>  |                               |
| 5.3.1. | <p><b>Maintenance</b></p> <p>External maintenance (outside walls, crack repairs and painting) of houses will commence by end February 2019 and residents are to be informed.</p> <p>Outside shower at pool to be reconnected.</p> <p>Ceiling fans in dining room to be installed.</p>   | CD                            |

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|        | <p>Pots at pool and outside bistro to be 'beatified' and to be painted where necessary.</p> <p>A quote to improve outside lighting around the club house had been sourced, waiting for sign off. In the interim, solar lights to be purchased and installed along main road.</p>  | CD                               |
| 5.3.2. | <p><b>Gardens</b></p> <p>PF reported that the gardens were not in the best condition and she noted that the gardeners were not properly trained. She would like to get an alternative quote from a garden service contractor. DD agreed. PF to arrange meeting with CD.</p> <p>TW requested that the trees outside of Unit 5, the palm trees outside of Unit 13 and the four palm trees at the pool to be trimmed.</p> <p>Irrigation on Barn Road to be addressed.</p> <p>A feasibility study would be done to link village irrigation to residents' gardens.</p> <p>It was noted that there was not enough water in the tanks to irrigate the village gardens and fill residents' tanks as well. An adjustment to the treated water plant was proposed that might solve this problem. The water restriction were at level 3 (105l p/p/day) and this allowed residents to use their municipal water to water their gardens on certain days each week.</p> | <p>PF/CD</p> <p>CD</p> <p>CD</p> |
| 5.4.   | <b>Catering, Events &amp; Entertainment</b>   |                                  |
| 5.4.1. | <p>JM reported that there was an amount of R12974 in CE&amp;E funds.</p> <p>JM reported that the functions were well attended and everything was going well.</p> <p>The CE&amp;E committee complimented ELV on a wonderful Sundowner evening.</p>   |                                  |
| 5.4.2. | <p><b>Entertainment &amp; Events:</b></p> <p>JM reported that the various events arranged for residents had all been very successful. These included a men's breakfast, movie night, pub night, bingo evening, theme dinner, end of year function and a New Year's Eve party.</p> <p>Future events in January and February included a Wine Tasting and live entertainment by a band named Mello &amp; Jive.</p> <p>JM referred to the incident of having to remove the Christmas décor from reception prior to the village end-of-year function. She noted that the Committee go to a lot of trouble and effort to create the ambience for their theme events and she was disappointed at the actions by head office staff. It was agreed that this must not be allowed to happen again.</p>  |                                  |
| 5.4.2. | <p><b>Catering:</b></p> <p>DD confirmed that Western Province Catering (WPC) would commence service in January. They would provide a coffee shop which included all day breakfast, toasties, a light meal and hot and cold beverages. Final date of opening to be confirmed. Two staff members would be in attendance and working hours would generally be 8am-5pm, Monday to Friday.</p> <p>It was noted that the contract with WPC allowed the Tuesday social dinners by Rambling Rose and Sunday Lunches by Yvonne Whitford, to continue.</p>  |                                  |

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|      | A circular would be sent to residents informing them of the new service.   |                               |
| 5.5. | <p><b>Security</b></p> <p>Concern was raised about access to the village now that the new phase had opened and noting that the apartments were to be occupied mid-2019. DD agreed that access control was an important part of security for the village and noted that various options were being considered.</p> <p>It was confirmed that the main gate was closed at 8pm.</p> <p>The issue of private carers' identification was raised, for example Unit 25. It was agreed that some measure should be put in place for private carers.</p> <p>It was agreed that an annual subscription be taken out with BKM Neighbourhood Watch.</p> | <p>DD</p> <p>CD</p> <p>CD</p> |
| 5.6. | <p><b>Healthcare</b></p> <p>The new Staff Nurse, Zuko Mkalipi was doing well and had been well received in the village by the residents.</p>   |                               |
| 6.   | <b>GENERAL</b>   |                               |
| 6.1. | It was noted that the arborist had done an assessment on the trimming of gum trees on Firgrove Road as well as the Norfolk Pines on Barn Road and had reported that they would not cut down the gum trees, but maintain them and that they would monitor the Pine trees.   |                               |
| 6.2. | <p>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>The one way (up to 47 and around to 21) and signage would be erected and residents informed as soon as it was available.</p>  | CD                            |
| 7.   | <b>Next meeting will held on Thursday, 14 March 2019 at 15h30.</b>   |                               |
|      | <p>Future Meetings (to be confirmed as this may change to every three months)</p> <ul style="list-style-type: none"> <li>- 02 May 2019</li> <li>- 18 July 2019</li> <li>- 19 September 2019</li> <li>- AGM – August 2019</li> </ul>  |                               |

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

APPROVED AND SIGNED AT CAPE TOWN ON \_\_\_\_\_ 2019

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**CHAIRMAN**

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