

MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD AT BERGVLIET ON THURSDAY, 23 MAY 2019 AT 15h30

PRESENT:

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

1.	WELCOME AND APOLOGIES	<u>Action/Date</u>
	<p>JM welcomed everyone to the meeting.</p> <p>Apology received from Garry Reed who was attending a Board Meeting of Evergreen Holdings in Stellenbosch.</p> <p>The chair expressed her disappointment that GR was not in attendance having had prior notice of same in previous minutes.</p> <p>DD explained that ManCom as per the house rules consists of two members from Evergreen villages. If it requires additional Evergreen representatives it should be requested by the ManCom chairman.</p>	
2.	MANCOM/RESCOM (Item 2 . meeting 14/03/2019)	
	<ul style="list-style-type: none"> - JM stated that no circular had been sent out to residents as noted in minutes of the previous meeting. - JM proposed that a detailed document explaining the reasons/outcomes behind reverting to Rescom be outlined for resident's consideration and that this is sent to all residents by the end of June. - JM felt it necessary for each resident to be made aware of the reason (refer to meeting held on 14 March 2019) and if there were any misgivings or questions, these could be addressed to everyone's satisfaction, prior to the AGM were it will be ratified. JB proposed that at least one Residents Meeting is held prior to the AGM. - TW noted that Rescom had certain responsibilities protecting the interests of residents and these are to be outlined clearly when communication to residents. - IMcD noted that Rescom, who meet monthly, acted on items for and on behalf of residents (portfolio members) and Mancom, who meet quarterly, resolved items and undertook decisions. 	JM
3.	APPROVAL OF PREVIOUS MINUTES	
	The Minutes of the previous meeting, held on 14 March 2019, were accepted and signed as a correct record of the proceedings.	
4.	MATTERS ARISING FROM PREVIOUS MINUTES	
4.1.	<p>FTTH (item 3.1. – Meeting 18/05/2017, item 4.1. Meeting 11/10/2018, item 4.1. meeting 17/01/2019, Meeting 14/03/2019)</p> <p>CD reported that Frogfoot were on site on 24 April to undertake the installation of fibre infrastructure in village. There are a few remaining issues and some houses have not yet been completed. The remedial work will be undertaken which may involve civils, road and tunnel works prior to completing project in June.</p>	

	<ul style="list-style-type: none"> - A presentation by IT to explain FTTH to residents took place 08 April 2019 and another presentation to residents by VOX, to present packages and costs was held on 16 May 2019. 	
4.2.	<p>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 11/10/2018 Item 4.2 – Meeting 17/01/2019, Meeting 14/03/2019)</p> <ul style="list-style-type: none"> - Discussion ensued about LRA and House Rules. DD reiterated that, as per previous minutes, the LRA is the contract between parties and should be referred to at all times. The House Rules were the general village rules, and that these do not supercede the LRA in any way. Specific village rules were to be included in Annexure A of the House Rules and these were yet to be proposed/agreed. - JM handed a document to DD which outlined points discussed by the committee with regards to the House Rules and Annexure A. - DD undertook to discuss these with GR and legal. In addition, a meeting would be set up with JM, JB, IMcD and ELV to discuss road forward. - 	DD/GR/ JB/IMcD
4.3.	<p>Fire Drill (Item 5.3. - Meeting 17/05/18, 3.2; Item 3.7. - Meeting 02/08/18, Item 4.3. - Meeting 11/10/2018 Meeting 17/01/2019, Meeting 14/03/2019)</p> <p>The only item outstanding is that a current map of the village (including the new houses) and a list of the fire marshals must be sent to all residents.</p>	CD
4.4.	<p>Senior Citizen Rates Rebate (Item 4.1.2. - Meeting 02/08/18, Item 4.4 - Meeting 11/10/2018 Meeting 17/01/2019, Meeting 14/03/2019)</p> <p>CD will set up presentation by City of Cape Town's representative regarding rates rebate applicable to senior citizens.</p>	CD
4.5.	<p>CE&E Bank Account (Item 4.4.1 – Meeting 02/08/18, Item 4.5. - Meeting 11/10/2018, Meeting 17/01/2019, Meeting 14/03/2019)</p> <p>The opening of a bank account was put on hold until further notice.</p>	JvR/JB
4.6.	<p>Halogen Lights (Item 4.3. – Meeting 17/5/18; Item 3.4 – Meeting 02/08/2018; Item 4.6. – Meeting 11/10/2018, Meeting 17/01/2019, Meeting 14/03/2019)</p> <ul style="list-style-type: none"> - There was a slight delay on the installation of lights due to staffing changes and additions in the maintenance department. - The start date and cost of bulbs and schedule to be included in circular to resident confirming the above project. 	CD

5.	SUB-COMMITTEE REPORTS	
5.1.	Finance & Legal	
5.1.1.	CD to set up meeting between JB and AK to get clarity on Management accounts to discuss 2020 budget	JB
5.1.2.	DD reverted on a proposal for those residents affected by the building of phase 4/5 by offering 15 residents (units), a two night 'get-away' at the A C Marriott on the Waterfront. In addition, a "spring clean" of units including furniture, carpets and curtains will be undertaken by ELV at residents' convenience. CD to put together a schedule.	CD
5.2.	Estate Development	
5.2.1.	Planning Schedules – Phase 5 Apartments (22) <ul style="list-style-type: none"> - The handover of Apartments has been delayed to June. Regular updates will be sent to residents to inform them of progress of building. - GR had proposed the suggestions made in previous meeting for visitor parking in Phase 3, in the current gardens area opposite Units 21/60/61 and parking at the Oak tree outside Units 40/41. Awaiting plans and timing - In addition, road to be widened and cars forced to go around the Oak tree outside of 41 to avoid collisions was being considered. EPI to revert. - It was decided that enlarging the security entrance to cope with the additional influx of cars would be reassessed once the Apartments were completed and all had been sold. - A new street light was requested to be added/installed outside of Unit 41 as it was very dark in the corner. - 	GR/DD GR/DD GR CD
5.2.2.	Units Sold/Vacant <ul style="list-style-type: none"> - CD reported Units 9 and 40 were for sale - Unit 21 still needs to be refurbished. - All units in Phase 4 (new houses) have now been sold, three were conditional. - Apartments would be put on the market as soon as these were available. - 	
5.2.3.	New clubhouse renovations DD noted that there was nothing to report on clubhouse. ELV's focus was to complete the apartments and to sell them before committing to any new build, renovation of clubhouse or berm area.	
5.2.4.	Traffic Signage <ul style="list-style-type: none"> - Traffic signage has been installed and covered. CD to send out notice as soon as this is put into effect, dependant on completion of apartments. - A quote had been received 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. (Phase 1) These have not yet been installed. - TW proposed adding convex mirror to the top of first road be included as well. - 	

5.2.5.	Vibracrete Wall (Unit 67) <ul style="list-style-type: none"> - There were issues with neighbour on the wall (#67) and so CD will install trellis and creeper as soon as possible. - IMcD also reported that the boundary vibracrete walls need attention, CD/DD to make an appointment to view wall at Unit 18 belonging to IMcD. - 	
5.2.6..	Road Names A list of road names for the village handed to members of committee for consideration and comment. Alternatives were welcome.	
5.3.	Village Maintenance & Gardens	
5.3.1.	Village Maintenance <ul style="list-style-type: none"> - CD noted that a new assistant maintenance manager has been appointed by ELV, Danvor Snygans. He will be responsible for Bergvliet and Diep River. Roshaan Solomons will report directly to him. - CD reported that Blackland Painters, who has been contracted to do all external cracks and painting of units, are nearing completion of their contract. The band around windows are being painted and the snags at each unit will be attended to by a different team. Danvor Snygans, will ensure that this is undertaken and that residents are not inconvenienced. - Blackland have been given the go-ahead to paint the external walls of the clubhouse which they will start at the end of the month, once the resident units have been completed. - The upright fans have been purchased on the recommendation of the CE&E committee members. - Solar lights have been installed in the garden alongside the main road. - Lighting on external clubhouse walls have been installed. - 	
5.3.2.	Village Gardens <ul style="list-style-type: none"> - The quote submitted by Alan Dawson for consideration has not been approved, the price was 80% more than the current service provider. - A meeting was set up early in April with Whitecliffs and garden committee (JvR/PF and Jill Dower) to discuss the common gardens and requirements. PF was of the opinion that, to date, there has been little improvement. - CD confirmed that Topfell cut and trimmed the trees outside of Unit 5, the palm trees outside of Unit 13 and the four palm trees at the pool. - CD noted that the big Norfolk Pine outside of Unit 65 would be cut next week. - JM noted that the gum trees on Firgrove Road presented a safety issue. CD reminded the meeting that following a string of email and meetings with the City Council and arborist, their recommendation is to keep the trees on Firgrove. As they belonged to the City Council, there seemed little ELV can do. 	

5.3.3.	Irrigation <ul style="list-style-type: none"> - JM requested that CD coordinate a schedule to commence the filling of jojo tanks from the village water tanks immediately. - A feasibility study has been done to link village irrigation to residents' gardens and a decision was taken not to proceed at this time. In time, there was a plan to link the second borehole in Phase4 to serve the village. - The focus for the village was on water saving efforts and not on providing irrigation for gardens but rather for residents use, in the event of drought and restrictions. - TW/DO expressed their dissatisfaction at this course of action. TW noted that he had spent a large amount of money on his garden which required irrigation. He stated that EPI had installed irrigation for Phase 4 at the new houses and this should have been done in the old village. 	
5.4.	Catering, Events & Entertainment	
5.4.1.	Entertainment & Events: <ul style="list-style-type: none"> - JM reported that there was an amount of R12428 in CE&E funds. - The Jazz concert hosted by the O'Connell family (Unit 62) at the end of March was a huge success and all residents enjoyed the afternoon. - JM reported that the functions arranged for residents to date (March/April) were well attended. - The Pub evenings were very successful. - The photographic presentation by Donald Campbell on Tuesday, 21 May was well done. - A presentation was planned with Maya Albrecht, who is happy to do a talk on the Sonnenhof Manor House (Clubhouse) on the property where she lived and was raised. - The Men's Breakfast is not doing well and numbers had decreased substantially. 	
5.4.2.	Catering: <ul style="list-style-type: none"> - JM noted that WPC have settled in well and have improved the quality of catering in the clubhouse. - The last three Tuesday night dinners have proved successful and numbers have increased to around 35 residents. - Sunday lunches will continue with Yvonne Whitford. - 	
5.5.	Security <ul style="list-style-type: none"> - CD reported that the new scanner system at the security gate for access control to the village by visitors, workers and contractors introduced last month was working out well. The village had taken delivery of a second scanner to circumvent delays at the entrance/exit. - PF complained about the female security guards' sullenness, in her experience, whilst on duty. CD to investigate and discuss their attitude with Grinnell. 	

	- Security Personnel Board in clubhouse to be kept up-to-date.	
5.6.	Healthcare <ul style="list-style-type: none"> - Staff Nurse Zuko Mkalipi was proving to be an asset to the village and residents. - Regular meeting were being held with CD, Healthcare committee and Mercia Jay from Unique Health. - CD to investigate Telecare unit at #52 (PF) and Blue button at Unit #18 (IMcD). 	
6.	GENERAL	
6.1.	Generator - It is noted that ELV had procured a 60KVA diesel generator which will be installed outside the clubhouse on 3 rd June and should be completed by 15 June. It will service the guard house, telephone system, cameras, street lights, security fence and spot lights on M3 as well as water treatment plant and borehole. CD will send out circular to residents.	CD
6.2.	Duty Manager - It is noted that a duty manager has been appointed to cover the village after hours and on weekends. Nomfundo Moletsane will be joining Bergvliet on 3 June. She has a Hospitality degree and good hotel experience.	
6.3.	Transport Shuttle - It is noted that ELV has procured a company to provide a Transport Shuttle for the village, which will be in operation by June. It will transport residents to Meadowridge shopping centre, Constantia Village shopping centre, Constantia Medi-Clinic at a nominal fee, twice per week. Timing and routes to be evaluated and service take-up will be assessed in six months. CD will send out circular to residents.	CD
7.	Next meeting will held on Thursday, 18 July 2019 at 15h30.	
	Future Meetings <ul style="list-style-type: none"> - AGM – 01 August 2019 - 19 September 2019 	

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

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2019

CHAIRMAN