

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET
HELD AT BERGVLIET ON THURSDAY, 20 FEBRUARY 2020 AT 15h30**

PRESENT: Joan Misplon (JM) in the chair; John Bester (JB); Garry Reed (GR); Christine Dempers (CD)

Apologies: Ian McDonald (IMcD); and: Adam Kajee (AK)

1	WELCOME AND APOLOGIES	Action/Date
	JM welcomed everyone to the meeting. Apologies sent by Ian McDonald and Adam Kajee	
2	APPROVAL OF PREVIOUS MINUTES	
	The minutes of the previous meeting, held on 14 November 2019, were accepted and signed as a correct record of the proceedings.	
3	MATTERS ARISING FROM PREVIOUS MINUTES	
3.1	House Rules (Meeting 18/07/2019; (Meeting 19/09/2019); and (Meeting 24/11/2019) IMcD requested that this item be held over until the next meeting.	IMcD/GR
4.	SUB-COMMITTEE REPORTS	
4.1	Finance & Legal	
4.1.1	JB confirmed that he has discussed 2020/2021 budget and would contact AK regarding a few queries after ELV audit.	JB/AK
4.1.2	IMcD would follow up on the house rules with GR.	IMcD/GR
4.2	Estate Development	
4.2.1	Phase 5 Apartments – CD confirmed that contractors have completed job.	
4.2.2	Units Sold/Vacant <ul style="list-style-type: none"> Phases 1-3 - Unit 23 to be refurbished and Units 14/ 65 on the market Phase 4 – Unit 78 Sold and Unit 75 on market Phase 5 – 12 apartments sold to date. (1, 2, 3, 4, 5, 6, 11 and 101, 103, 105,106, 109) and 10 units still for sale - 	
4.2.3	Traffic Flow, Signage/Parking and Convex Mirrors	
	<ul style="list-style-type: none"> One way signage has been introduced into the village to encourage vehicles around the island and into the apartments. It was noted that there have still be a few incidents as “visitors” and residents have ignored the speed limit; one way direction; did not park in the temporary parking area created; and that some came down the one way road. It was noted that CD is to send out a circular to remind residents about “sticking to the rules” and to ensure that the proper signage was install 	CD

	Visitors' Parking - Visitors' parking has been proposed - 4 Bays – at island. Currently being created. - 6 Bays – lawn area opposite 60/61 - 2 Bays – outside #5 (reconfigured) - 2 Bays – outside clubhouse (loading bay)	CD
4.2.4	Vibracrete Walling/Boundary - boundary wall on Firgrove as well as clearvue fence on M3 would be considered in this next budget year.	GR
4.2.5	Road Names - A quote to install same in the new year is being sourced for approval.	CD
4.3	Village Maintenance and Gardens	
4.3.1	Village Maintenance <ul style="list-style-type: none"> ▪ Carports – CD had logged #15 side panel. ▪ Generator – paving and finishing off inside the generator area was being attended to. ▪ Cable Fault – The fault in the power supply to the guard house had been resolved and repaired. ▪ Street lights - The street lights (39/40/41) would be connected to emergency power. ▪ Unit 36 Fence – It was noted that the wooden fence will be raised. ▪ Oil Spills - in road and resident carports would be attended to asap ▪ Basement Garage –mess created by starling birds to be attended to ▪ Clubhouse paving – a small area outside games room will take place shortly to offer additional space for planter boxes for salad plants, herbs and vegetables. ▪ Pool Gate – It was noted that the latches are rusty and need to be replaced. And it was noted that the DM and one security guard must close the pool each night at 8p 	CD
4.3.2.	Village Gardens <ul style="list-style-type: none"> ▪ It was noted that the gardens were looking good and that there was a general improvement in colour and texture from additional protea and indigenous plants being introduced into the village. ▪ JM noted that a there was query on gardeners working outside the village. CD stated that this was part of their longstanding duties – each week they all covered the M3 or Firgrove to cut bamboo away from electric fence and more recently to clean the verges and roads on Homestead, Barn and Firgrove Roads to enhance their appearance and create “kerb appeal the verges. 	CD

4.3.3	Irrigation <ul style="list-style-type: none"> CD reported that the proposed direct connection (tap), via a controlled valve off-take from the village irrigation system to each house had been completed and that 45 residents participated in the scheme. It is now fully operational. 	
4.4	Catering, Events & Entertainment	
4.4.1	<ul style="list-style-type: none"> JM reported that there was an amount of R20,650.44 in CE&E funds. Rescom are investigating opening a bank account. JB will follow up and revert. JM reported that regular SMS, posters, calendar of events and/or e-mails must be sent out more often to remind resident about events and encourage attendance. 	CD
	Events & Entertainment <ul style="list-style-type: none"> It was noted that the EPI sundowner event had been a great success and everyone thoroughly enjoyed the experience. Live show of Harry Curtis scheduled for 6 March had been cancelled. Jenny and the James's (band) – to be confirmed for 2020. The committee noted that the shuttle bus was working out very well and residents were grateful for the service. 	CD
4.4.2	Catering: <ul style="list-style-type: none"> GR reported that the meeting with WPC on the food quality provided to date had been a fruitful and that an additional person would be joining the WPC team; An increase in price was agreed to for Tuesday Dinners from R140-R150 and Theme Dinners from R165 to R175, effective 01 March. CD to send out circular. New crockery, cutlery and glassware had been ordered. A new chiller was on order and would be delivered and fitted into the Bistro, particularly for pub night. CD had requested a plan of the kitchen layout from MacBrothers, professional hotel kitchen specialists. They confirmed that the current space was sufficient but that it required shifting of some items to allow good flow. Plans to be discussed and reviewed. It was noted that WPC will reintroduce tastings of menu items to ensure expectations were met. It was noted that the Sunday Lunch Roast would be taken over by WPC as Mrs Whitford has given notice and would be moving out of the village in March. The "Bring & Braai" was a success and everyone enjoyed the social aspects of Village life. 	CD

4.5	Security <ul style="list-style-type: none"> The proposed change to the main access gate and island at the gate entrance to create a wider road for residents/recognised vehicles to move in/out freely, is on-going. A proposal is being given sideration Radios had been purchased for Maintenance and Utility personnel to keep in touch with reception and each other. 	
4.6.	Healthcare – Evergreen Health <ul style="list-style-type: none"> It was noted that Evergreen Health services have been well received since they took over in October 2019. Both Melanie Carstens and SN Zuko Mkalipi are running healthcare services in Bergvliet, more efficiently. Medical accounts/charges have been included on the ELV levy account and this has proved more efficient for residents. CD confirmed that the new vinyl floor could not be fitted as it was discovered that there was dampness on the floor which needed to dry out. Carpet tiles were fitted temporarily to allow the cement to dry out and review in the next quarter. 	CD
5.	GENERAL	
	<ul style="list-style-type: none"> CD reported the IT division was still working with the internal phones/ PABX would be upgraded shortly and that all residents would be required to keep their fibre modems connected and their modems on in order to transition to the new system. It was noted that Technogym would be upgrading all gym equipment at Bergvliet and CD will send out a circular as soon as details had been finalised. CD confirmed that an indemnity sign had been placed on the golf cart. 	CD
	Next meeting will held on Thursday, 16 April 2020 at 14h30.	
	Mancom meetings set for 2020: Thursday, 11 June, August (TBA) and October (TBA) and AGM date to be set.	

Without any further business to discuss the meeting closed at 17h00.

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2020

CHAIRMAN