

## MINUTES OF THE MEETING OF THE RESIDENTS' COMMITTEE (RESCOM) OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD ON THURSDAY, 12 March 2020 AT 15h30

### **PRESENT:**

Joan Misplon (JM); Ian McDonald (IMcD), Paddy Fordyce (PF); Dave Orton (DO); Ton Weber (TW); and Christine Dempers (CD).

Apologies: John Bester (JB); Jean van Rhyn (JvR)

		<b><u>Action/Date</u></b>
1.	<b>WELCOME</b>	
	JM welcomed everyone to the meeting and submitted apologies from John Bester and Jean van Rhyn	
2.	<b>Approval of previous minutes</b>	
	The minutes of meeting held on 23 January 2020 were approved and signed.	
3.	<b>Matters arising from previous minutes</b>	
3.1	<b>House Rules</b> IMcD had sent an email to GR to resurrect discussions and would follow-up and report back asap. JM noted that these discussions will be taken up at next Mancom meeting.	GR/IMcD
4.	<b>Finance and Legal</b>	
4.1	JM Noted that JB had had a meeting with Adam Kajee to discuss final budgets which had been approved. JB to report back when current audit had been completed.	JB/AK
5.	<b>Estate Development</b>	
5.1	<b>Sales</b> – CD reported that: Phase 1-3: Unit 65 was sold subject to and Unit 14 had been sold. Unit 23 was being refurbished and would go on the market by end of month. Phase 4: Unit 75 was for Sale. Unit 78 had been purchased. Phase 5: 12 sold – (Apartments: 01, 02, 03, 04, 06, 011; 101, 103, 105, 106, 108, 109) and 10 still for sale	
5.2	<b>Visitors Parking</b> - CD confirmed that visitors parking is being discussed with the project team. The first project was in progress at the island opposite 40/41 – four bays have been created which should be completed by end March. - The following locations were being discussed and quotes and drawings/plans are in progress: Unit 5/8 – 3 bays to be created in this area	CD

	(including current); Clubhouse – 2 bays for loading/collection positioned between oak trees; and Unit 60-64 – 4/6 bays (lawn area parallel to 57)	
5.3	<b>Traffic Flow ( One Way)</b> – CD confirmed that a laminated A4 had been handed visitors by security, who also informed them of the traffic flow as well as speed limit (20km). Signage would definitely help. Quote for signage in progress - CD reported that in some instances the speed limit it had been ignored by the residents and not by sales prospects or visitors to the village. CD to continue to send communication out in this regard.	CD
5.4	<b>Street Light (41)</b> CD reported that the installation of street light opposite the island at unit 41 has been undertaken. CD noted that the wrong “light” had erroneously been ordered and this is what caused the delay. She had been assured that the correct fitting would be delivered and the work completed by next week.	CD
5.5	<b>Improvement/Replacement of Fence on M3</b> JM to pursue installing a new clearvue fence on the M3 boundary with GR/EPI at next Mancom.	JM
5.6	<b>Generator</b> JM noted that the generator area is to be “finished off” with a paving path, gate lock. CD reported that this was in hand.	CD
5.7	<b>Village Access (Main Gate)</b> - CD noted that village access at the main gate and remotes were being discussed and various options considered. - CD to report back on decision to install LPR (licence plate recognition) system when available. - CD confirmed that the exit boom gate had been shortened.	GR/CD  GR/CD
5.8	<b>Widening Entrance Access</b> – No further news on this item. Development team were to discuss requirements with GR/CB and draw up plans to remove the island to create a wider road for residents/recognised vehicles to move in/out freely and a shoulder/lane for contractors/delivery vehicles.	CD
5.9	<b>Cell phone reception</b> - Item on hold for the moment. To retain in minutes	
5.10	<b>Drying Area (Apartments)</b> - CD reported that the outside drying area for apartments had been started and was almost complete bar the fence panels which had to be slotted in. - JM enquired about the internal drying area in basement raised by residents. CD noted that this had been put on hold until further notice	CD
5.11	<b>Road Names</b> – CD reported that she had sent off enquiries for quotes on signage to erect road names. CD to action and then revert with installation dates.	CD

6.	<b>Maintenance</b>	
6.1	<b>Pool</b> <ul style="list-style-type: none"> <li>- The pool temperature had been set to 27 degrees by pool company and checked last week and was stable.</li> <li>- CD to attend to Barracuda, it may need to be replaced.</li> <li>- JM noted that the alga had disappeared and the pool was clear.</li> <li>- The locks on both pool gates to be replaced.</li> </ul>	CD
6.2	<b>Carports</b> <ul style="list-style-type: none"> <li>– CD noted that Mr Poelmann (#15) side beam had been ordered and would be replaced asap. CD to follow up.</li> </ul>	CD
6.3.	<b>Heighten Fence at 36/48</b> <ul style="list-style-type: none"> <li>– CD to action soonest</li> </ul>	CD
6.4	<b>Internal Communication/Telecare</b> <ul style="list-style-type: none"> <li>- A move to upgrade the PABX telephone system is in progress to ensure that all residents need to be connected to the ONT (fibre).</li> <li>- TW asked CD to investigate the Frogfoot modem (connection to power) and the installation of a USB to ensure that the internal phone and Telecare were operational through longer lockdown periods.</li> </ul>	CD
6.5	<b>Entrance Gate Paving –</b> <ul style="list-style-type: none"> <li>- A company had been identified that would clean up oil spills from village and who could also do individual garage floors if required.</li> </ul>	CD
7.	<b>Gardens &amp; Irrigation</b>	
7.1	<b>Irrigation to private gardens</b> <ul style="list-style-type: none"> <li>- Installation of resident irrigation initiative driven by DO/TW has been completed and 44 residents participated in the project. Peter Sweetman of Auto Water, has been very helpful and offered special deals to residents' for pump and valves as well as irrigation systems, if they required same.</li> </ul>	CD
7.2	<b>Gardens</b> <ul style="list-style-type: none"> <li>- PF noted that the gardens, particularly at apartments on the verge of Starke road and areas on Firgrove road, were dry. CD noted that there was a problem in that the irrigation system feeding the outside gardens had been compromised. Whitecliffs and Cape Irrigation services were meeting in the next few days to identify a plan of action.</li> <li>- CD reported that the Barn road drip irrigation had been repaired. DO reported that there may be areas where the line has perished. CD to investigate.</li> <li>- PF noted that the Protea bushes that had been purchased looked great and that she had hoped more indigenous plants would be added to the gardens in future.</li> </ul>	 CD  CD
8.	<b>Security &amp; Safety</b>	
8.1	<b>Speed Limit</b> <p>JM reported that following the last meeting, there were still residents exceeding the 20Km/hour speed limit. It was noted that the one-way traffic</p>	CD

	flow and speed limit diagram has been provided to security to be explained to sales prospects and visitors. CD would follow up and endeavour to reinforce the message.	
8.2	<b>Load Shedding</b> TW noted that after load shedding the security lights on the M3 were still on in the early morning. CD reported that this problem had come to her attention and that she had instructed Accredilec Electricians to install an analogue timer as the digital timer was influenced by load shedding and did not reset.	CD
9.	<b>Events/Entertainment and Catering</b>	
9.1	<b>Events &amp; Entertainment</b> It had been noted that the events arranged for residents were for their enjoyment and prices charged would need to be maintained where possible. <ul style="list-style-type: none"> <li>- Jenny &amp; the James have been confirmed for 3 April</li> <li>- Quiz evening (16/4) and Bingo evening (17/4) scheduled for April</li> <li>- IMcD suggested a free night of entertainment in appreciation of residents support. A date to be set.</li> <li>- PF thanked ELV for the new sound system installed – the sound was much better and everyone enjoyed the March movie night.</li> <li>- Important to ensure staff are available to make sure dining area is cleaned/ cleared after an event held the evening before.</li> </ul>	CD
9.2	<b>EE&amp;C funds:</b> It was noted that R21986 had been raised to date	
9.3	<b>Catering</b> <ul style="list-style-type: none"> <li>- JM noted that it had been agreed the price of dinners would be increased and a circular had been sent out to residents advising same.</li> <li>- The Harvest Table Lunch held on Friday, 6 March and music concert had proved to very popular</li> <li>- It was noted that the monthly menus had improved and the quality was good</li> </ul>	
9.4.	<b>Kitchen Stock &amp; Equipment</b> <ul style="list-style-type: none"> <li>- CD confirmed that new cutlery, crockery and glassware had been ordered and delivered.</li> <li>- JM thanked ELV for the new bar cooler installed in the Bistro.</li> <li>- CD reported that an industrial dishwasher and stove/oven have been ordered to upgrade facilities in kitchen.</li> <li>- CD also reported that she had been in touch with Mac's, a professional hospitality kitchen design company, who had given a few suggestions about creating a more efficient kitchen layout. CD to action.</li> <li>- CD noted that additional dining room tables/chairs will be delivered by the end of the month to cope with the additional numbers of residents participating in functions and dinners.</li> </ul>	
9.5.	<b>Games Room/Lounge</b> <ul style="list-style-type: none"> <li>- The lounge/reading room would be moved to the games room and the pool table would be moved out and placed into storage until the new clubhouse/renovation is built, when it will be returned.</li> </ul>	

9.6	<b>Shuttle Transport</b> - CD noted that the Shuttle service has been reduced to Thursday morning only and will be shared with Diep River village. This would commence on 1 April 2020.	CD
11.4	<b>DSTV Special Rate</b> – DO would pursue this item and revert at next Rescom meeting.	DO
10.	<b>Healthcare</b>	
	- JM noted that information on the Flu jab was required by residents especially amid the corona virus outbreak. CD to investigate and revert. - It was noted that the new floor in the clinic looked much better and more welcoming. - First Aid Boxes to be checked regularly	CD
11.	<b>General</b>	
	CD announced that there had been a few HR appointments: - Melvinita Safodien had been promoted and would become the receptionist to assist Management. - Nicole Roman had been made a permanent general worker. - Danvor Snygans had resigned and left Evergreen, a suitable replacement would be appointed. Patrick Maile was currently interviewing candidates. - A handyman had been appointed, Angeline Roman, who would commence on 01 April, she was currently at Muizenberg doing her induction. She would assist Roshaan with his duties. - New Gym equipment put on hold but all present equipment to be serviced and repaired as necessary. - New Internal Telephone Directory requested.	
	<b>Next Meeting:</b> RESCOM Meeting: Thursday, 14 May at 3.30pm	

Without any further business to discuss the meeting closed at 18h30

APPROVED AND SIGNED AT CAPE TOWN ON \_\_\_\_\_ 2020

CHAIRMAN \_\_\_\_\_

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