

**MINUTES OF THE MEETING OF THE
RESIDENTS' COMMITTEE (RESCOM) OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD ON
THURSDAY, 16 JULY 2020 AT 15h30**

PRESENT:

Joan Misplon (JM); John Bester (JB); Ian McDonald (IMcD), Paddy Fordyce (PF); Dave Orton (DO); Ton Weber (TW); Jean van Rhyn (JvR) and Christine Dempers (CD).

		<u>Action/Date</u>
1.	WELCOME	
	JM welcomed everyone to the meeting and thanked them for making the effort to meet under such trying circumstances.	
2.	Approval of previous minutes	
	The minutes of meeting held on 9 June were approved and signed.	
3.	Matters arising from previous minutes	
3.1	JM noted that the minutes had incorrectly recorded that the sale of Unit 14 had been cancelled. It had not been cancelled and was on track.	
3.2	House Rules IMcD received the current house rules from CD. JM thanked IMcD for pursuing the matter with GR and the ELV legal team.	JM/GR/IMcD
3.3	Cell phone reception - JM undertook to raise this item with Mancom as ELV had clout with service providers and could possibly assist in the approach to service providers to provide a booster/cell tower for residents. - DO suggested that residents get together and advocate for a better signal from their cellular service providers by contacting/harassing them to review their offering and improve their signal in Bergvliet.	JM DO
4.	Finance and Legal	
4.1	JB confirmed that he had received the management accounts for May and was waiting on the June accounts to be forwarded. - He noted that there were large savings as expenses for village administration, catering and gardening services had been reduced as had maintenance expenses as contractors were not allowed in owing to the COVID virus regulations. - Sales had also been impacted and this had a knock-on effect on levy income, but the figures reflected a profit due to savings on costs.	JB
5.	Estate Development	
5.1	Village Sales – CD reported - <i>Phase 1-4:</i> No movement on house sales other than Unit 16 which is being marketed.- <i>Phase 5 (Apartments):</i> 12 sold and 10 apartments still on the market	
5.2	Visitors' Parking - CD confirmed that all parking projects had been put on hold. - CD confirmed that the trees and cement troughs would be planted/put in place as soon as they were delivered.	CD

5.3	Traffic Signage - Once contractors were allowed back into the village, CD would brief the signage company to proceed with traffic signage as quoted.	CD
5.4	Street Light (39-41) - CD reported that the installation of a street light at unit 41 had been completed. - CD confirmed that the three lights (39/40/41) were on a sensor and would be connected to the emergency generator as soon as possible.	
5.5	Improvement/Replacement of Fence on M3 - JM to pursue the installation of a new Clearvue fence on the M3 boundary with GR/EPI at next Mancom.	JM
5.7	Widening Entrance Access - There was no further news on this item. The 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
5.8	Apartment Braai Area It was noted that residents had requested that consideration be given to building a braai area in the gardens outside ground floor apartment 2 and exit from basement parking..	CD
6.	Repairs & Maintenance	
6.1	Swimming Pool - CD confirmed that a Barracuda would be purchased before summer and that new latches were scheduled to be installed by Roshaan.	CD
6.2	Carports - CD noted that as soon as the contractor was allowed onto the property, the side beam for unit #15 would be replaced.	CD
6.3.	Heighten Fence at 36/48 - CD confirmed that she had spoken to the resident and finalised installation, but that this had been put on hold until contractors were allowed back into village.	CD
6.4	Generator Area (Clubhouse) - CD reported that paving, gravel and landscaping as well as an gate would be installed as soon as contractors were allowed back onto the premises.	CD
6.5	PBX/Fibre - CD noted that there several residents were having problems with the fibre infrastructure, which prevented the transition to the PBX telephone system for the village. CD to follow up and resolve this matter by the end of the month. - CD noted that should a UPS be required or should residents wish to move the Frogfoot modem, ONT and the ISP modem to another location (out of sight), e.g. into a cupboard/drawer, that this would be for the residents' account. This would require a variation form to be completed and approved.	CD
6.6.	Apartments' Drying Area - CD noted that the panel fence for the drying area and the air dryers would be installed as soon as the contractors were allowed back into the village. - Trees to be planted and irrigation installed in the ready-made trough as planned. - A suggestion had been put forward by apartment residents to install an outside tap in the drying area.	CD

6.7	Flooding in Apartment Basement Parking Area - It was noted that after the big storm in late June water had flooded into the parking basement. The catchment canal could not cope with all the storm water. CD to discuss this matter with the project team and come up with a solution as it threatened to flood the residents' storage rooms next to the lift entrance/refuse room. - CD to follow-up with the project team on leaks coming through the basement ceiling and on the southern wall as well as to the right of the parking entrance.	
6.8	Repair of Transfer Beam and Expansion Joint Cracks - Scaffolding and cladding had been erected below the concrete beam in the apartments, in front of the lift. CD to keep residents informed as to developments on repair work to be undertaken shortly. CD noted that a structural engineer had been to investigate and the project manager had assured her that there was no imminent danger. Repairs would be undertaken soonest.	
6.9	Utilities Charges A Smart Meter charging system had been installed at the apartments for residents to purchase utilities on-line, both water and electricity. CD noted that although the electricity element was up and running and residents could purchase same, the water part of this system was not working and plans were being put into place to repair it.	CD
6.10	Generator (Apartments)	
	CD reported that residents close to the generator had complained about the chimney cowl flapping on the roof when the wind blew and about the noise emanating from the generator room when the emergency power kicked in/started up.	
6.11	HVAC	
	CD noted that a resident had complained about the apartment HVAC (air system) system being too loud. This had been fine-tuned to lower noise levels.	
7	Gardens & Irrigation	
7.1	Irrigation to private gardens - CD reported that there were a few residents who had yet to finalise their overflow pumps for irrigation. CD to follow-up with Peter Sweetman and organise access as soon as contractors were allowed back into the village. - It was noted that the village should consider installing rain sensors to avoid watering common gardens in the village after rains.	CD
8.2	Gardens - PF noted that the village was looking a little unkempt and that a concerted effort should be made to keep the common area gardens and lawns tidy. - TW reported that the garden refuse from the garden service and storm had not been collected. CD to arrange collection asap. - CD confirmed that a basic lawn cutting service provided by the utility workers had been scheduled for residents requiring assistance as no garden service was allowed to operate in the village. - CD to action removal of weeds in the village. - CD noted that the bee-keeper would be moving the beehive in the oak tree.	CD

8.	Security & Safety	
8.1	<p>JM noted that there were a few residents who needed clarity on the security item raised at the last Rescom meeting and had requested that a circular be sent out.</p> <ul style="list-style-type: none"> - A circular outlining information on patrols, shifts and other security measures had been sent out to update residents and this had been well-received. - The committee debated the question of security for a larger estate, with the apartments now fully operational. JM suggested that management consider the possibility of increasing the number of security guards on both day and night shifts. - CD to send out a circular on speeding. It was noted that there were still residents who, despite several warnings, continued to speed through the village. 	CD
9.	Events/Entertainment and Catering	
9.1	<p>Catering</p> <ul style="list-style-type: none"> - All functions and catering events were cancelled until further notice. 	
9.2	<p>EE&C Funds:</p> <ul style="list-style-type: none"> - It was noted that there was still an amount of R11986 in the kitty. No expenses had been undertaken in the last month. 	
9.3	<p>Events & Entertainment</p> <ul style="list-style-type: none"> - CD proposed that a few events be arranged should residents wish to socialise, for example, music evenings, bingo nights, movie nights, etc. in the clubhouse. The committee motivated that social events remain on hold until further notice. - Library - the library was open and a few residents were coming into the clubhouse after 6pm and on weekends. Returned books were to be placed on the table and would be packed away by management. (Note: the books would not be sorted alphabetically or by author) - Gym - It was agreed that gym equipment could be used, but that residents sanitise the equipment before and after use. 	
9.4	<ul style="list-style-type: none"> - "Share the Warmth" was a charity drive aimed at residents to collect warm clothes, blankets, toiletries and masks. These items would be donated to the WC Department of Health to benefit the under-privileged and vulnerable who were recovering from being treated for COVID-19 in hospitals. 	
9.5.	<p>Kitchen Stock & Equipment</p> <ul style="list-style-type: none"> - CD confirmed that the new kitchen layout and industrial dishwasher/stove/oven was currently on hold and would be considered in the future to enhance service and preparation. 	
9.6.	<p>Games Room/Lounge</p> <ul style="list-style-type: none"> - CD confirmed that the move of the lounge/reading room to the games room was on hold for the moment, but would be revisited when the clubhouse opened again. 	
9.8	<p>DSTV Special Rate</p> <ul style="list-style-type: none"> - JB Confirmed that he had approached Standard Bank to open a Residents' Association bank account in order to facilitate the DSTV special rate for residents. - JB would require full details of bank signatories. 	

10.	Healthcare	
	<ul style="list-style-type: none"> - TW reported that he had met with Elize Porter (EP), MD of Evergreen Health (EH) after the last Rescom meeting to discuss his grievances. She had noted that no practice numbers had been issued by the Department of Health for over a year and that although this would be advantageous, it was not a prerequisite for EH to operate at Muizenberg as a Frail Care. - EP conceded that basic services provided by the clinics at Bergvliet could not be claimed from medical aid. - JM suggested that a circular outlining and updating services, charges and costs be sent to residents. 	
11.	General	
11.1	AGM – JB suggested that consideration be given to setting a date for the AGM. In terms of the Companies Act, the AGM should take place no more than 15 month's after the previous AGM. JB stated that, while Rescom was not a company, it would be good corporate governance to hold the AGM timeously. It was suggested that Microsoft Teams Meeting/Webinar be considered for residents during the pandemic.	
11.2	Apartment Committee <ul style="list-style-type: none"> - JM noted that she had been approached by residents who had moved into the Apartments and who were experiencing problems with snags and building issues: they wished to form a residents' committee for the apartments or have representation on the Rescom. - After much debate, it was noted that a Residents' Committee elected at the AGM existed for the whole village. Each committee member had a portfolio to handle queries relating to requests and issues from residents and they in turn worked with management to ensure that these problems were addressed. - JM/JB to arrange to meet with residents to discuss problems. 	
12	Next Meeting: to be advised once AGM date set	

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

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2020

CHAIRMAN _____