

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE  
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET  
HELD AT BERGVLIET ON TUESDAY, 01 SEPTEMBER 2020 AT 15h00**

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

Apologies: Adam Kajee (AK)

| 1     | <b>WELCOME AND APOLOGIES</b>  | <b>Action/Date</b> |
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|       | <p>JM welcomed everyone to the meeting and noted that the COVID-19 pandemic had delayed the meetings and she was pleased that the country had lifted the State of Disaster to Level 2, which allowed for most activities to resume.</p> <p>This meeting notes and records its appreciation of the sterling work being done by Evergreen management and staff, and in particular the staff at the Bergvliet Village, in looking after the welfare, health and security of all our residents, during the current protracted pandemic situation.</p> |                    |
| 2     | <b>APPROVAL OF PREVIOUS MINUTES</b>   |                    |
|       | The minutes of the previous meeting, held on 20 February 2020, were accepted and signed as a correct record of the proceedings.   |                    |
| 3     | <b>MATTERS ARISING FROM PREVIOUS MINUTES</b>  |                    |
| 3.1   | <p><b>House Rules (Meeting 18/07/2019; Meeting 19/09/2019; Meeting 24/11/2019; and Meeting 20/02/2020)</b></p> <p>IMcD noted that the requested amendments to House Rules outlined in Annexure A, after meetings held with GR and as per changes effected and presented to Mancom by the legal division, would be considered. It was noted that any subsequent amendments should be made in writing to the Chairman.</p>  | IMcD/GR            |
| 4.    | <b>SUB-COMMITTEE REPORTS</b>  |                    |
|       | The meeting noted and confirmed that there had been a huge backlog due to the pandemic. Every effort was being made by Management to work as fast and as efficiently as possible to complete the outstanding tasks.   |                    |
| 4.1   | <b>Finance &amp; Legal</b>  |                    |
| 4.1.1 | JB confirmed that the YTD balance was positive, noting that there were large savings as expenses for village administration, catering and gardening services had been reduced as had maintenance expenses, due to contractors not being allowed into the village owing to the COVID virus regulations.  | JB/AK              |

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|       | <p>It was noted that:</p> <ul style="list-style-type: none"> <li>sales had also been impacted and that this had had a knock-on effect on levy income, but the figures reflected a profit due to savings on costs; and</li> <li>this would be levelled out as repairs and maintenance costs were being incurred, as were catering and gardening services, which would be resumed in the next moth.</li> <li>It was noted that the nett loss for the village since its inception was R4 000,253</li> </ul> |    |
| 4.1.2 | 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 |
| 4.2   | <b>Estate Development</b>  |    |
| 4.2.1 | <p><b>Units Sold/Vacant</b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>Phases 1-3 – Units 16, 23 and 62 were for sale and on the market; and</li> <li>Phase 5 – Apartments for sale: A7, A9, A10, A102, A104, A108, A110 and A111.</li> </ul>  |    |
| 4.2.2 | <p><b>Traffic Flow, Signage/Parking</b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>Signage to direct traffic through the village as well as parking and directional signs had been confirmed and would be processed;</li> <li>"Visitor Bays" in the basement parking of the Apartments to be marked and permanently allocated.</li> </ul>  | CD |
| 4.2.3 | <p><b>Speeding in the Village</b></p> <ul style="list-style-type: none"> <li>JM noted that there had been many complaints from residents about speeding in the village, specifically up the road leading to the apartments and on the main road to/from the main gate.</li> <li>It was noted that the speed humps had not been effective and that another method of "taming" speedsters needed to be considered.</li> </ul>  | CD |
| 4.2.4 | <p><b>Visitors' Parking</b></p> <ul style="list-style-type: none"> <li>Four bays had been completed at island outside of Units 40 and 41 and were awaiting "visitor parking" signage</li> </ul>  | CD |
| 4.2.5 | <b>Road Names – On Hold</b>  |    |
| 4.2.6 | <p><b>Street Light (39-41)</b></p> <ul style="list-style-type: none"> <li>It was noted that the installation of a street light at Unit 41 had been completed and that it had been connected to the two additional lights and would be controlled by an analogue day/night switch until connected to the emergency power.</li> </ul>  |    |

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|        | <ul style="list-style-type: none"> <li>It was confirmed that the newly installed street lights would be connected to the emergency generator.</li> </ul>   |    |
| 4.2.7  | <b>‘Vibracrete’ Walling/Boundary</b><br>It was noted that the upgrade of the ‘vibracrete’ boundary wall on Firgrove Road would be considered in the future.  | GR |
| 4.2.9  | <b>Improvement/Replacement of Fence on M3</b><br>It was noted that the installation of a new Clearvue fence on the M3 boundary would be considered in the future.  | GR |
| 4.2.10 | <b>Widening Entrance Access</b><br>GR informed the meeting that discussions around plans to remove the island at the entrance to the Village to: <ul style="list-style-type: none"> <li>create a wider road for residents/recognised vehicles to move in/out freely; and</li> <li>create a shoulder/lane for contractors/delivery vehicles; as well as</li> <li>integrate a waste management plan;</li> </ul> Feedback would be provided once plans had been discussed and approved and these changes would be considered in the future. |    |
| 4.2.11 | <b>Generator Area (Clubhouse)</b><br>CD reported that paving/gravel inside the generator area would be completed as per decisions taken prior to coronavirus.  |    |
| 4.2.12 | <b>Clubhouse Paving</b><br>It was agreed that the small lawned area outside the games room would be paved to offer additional space.   |    |
| 4.3    | <b>Phase 4 – Houses (66-78)</b>  |    |
|        | It was noted that a full inspection of issues and residents’ snags reported on houses in Phase 4 still needed to be undertaken, to list snags and latent defects by the end of September. Once this had been done, work would be scheduled and dates confirmed with contractors as they were allowed back to work in the village under Level 2 restrictions.   | CD |
| 4.4.   | <b>Phase 5 – Apartments</b>  |    |
|        | CD reported that a meeting had been held with residents to discuss snag issue on 24 August to which residents had been invited in order to receive feedback from Patrick Maile, the ELV Facilities Manager.<br>It was noted that a full inspection of external and internal issues, as well as residents’ snags reported on the Apartments building, had been undertaken by Projects and that the relevant remedial work would be commence in September, now that contractors were allowed back to work under Level 2 restrictions.      |    |

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| 4.4.1 | <b>Sewer Line Remedial Works</b><br>It was noted that there was a suspected break/blockage in the sewer line, which would be repaired, which should take approximately two weeks and should be completed by 20 September.   |  |
| 4.4.2 | <b>Basement Beams</b><br>It was noted that: <ul style="list-style-type: none"> <li>the transfer beam had been repaired and a shift plate installed; and</li> <li>the beam and the construction joints at the basement entrance would be repaired.</li> </ul>  |  |
| 4.4.3 | <b>External Drying Area</b><br>It was reported that this was in the process of being completed. The fence panels had been fitted, brick paving laid and the garden area would be revitalised. Residents had also requested an outside tap in the drying area.   |  |
| 4.4.4 | <b>Internal Drying Area</b><br>It was noted that the residents had motivated for an enclosed internal drying area in the basement.  |  |
| 4.4.5 | <b>Paved Area Outside</b><br>It was noted that residents had requested a paved area with wooden benches/seating in the gardens located at the apartments.   |  |
| 4.4.6 | <b>Garden Stairs (Unit 65)</b><br>It was reported that stair railings and lighting leading to apartments located at basement exit would be installed as a safety measure for residents.   |  |
| 4.4.7 | <b>Apartments' Generator</b><br>It was noted that residents had complained about noise levels, specifically residents living above the generator room. It was agreed that a specialist should be contracted to conduct an acoustic test and to advise what steps needed to be taken. It was also noted that the generator exhaust and cowl cap needed to be changed to cope with wind conditions. This was to be attended to as part of the final completion by the project team. |  |
| 4.4.8 | <b>External Wall Lights</b><br>It was noted that all light fittings would be investigated as part of the final completion inspection. It was agreed that alternative exterior light fittings should be considered/suggested to the projects team.   |  |
| 4.4.9 | <b>Smart Matter (Water &amp; Electricity Meters)</b><br>It was noted that: <ul style="list-style-type: none"> <li>a Smart Meter charging system had been installed at the apartments for residents to purchase utilities on-line, both water and electricity;</li> <li>a few issues had been experienced by residents in the apartments, with the Smart Matter meters apropos consumption and payment up to</li> </ul>  |  |

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|        | <p>and including 20 August 2020 and that the identified issues were being resolved by management;</p> <ul style="list-style-type: none"> <li>▪ backdated accounts, from occupation to 20th of August, were being recovered via village monthly levy accounts and thereafter, on a daily basis via Wallet; and</li> <li>▪ it had been confirmed that the meters still recorded all the daily water and electricity consumption values and reported these to the system.</li> </ul>   |    |
| 4.5    | <b>Village Maintenance and Gardens</b>  |    |
| 4.5.1  | <p><b>Village Maintenance</b><br/>The following was noted:</p> <ul style="list-style-type: none"> <li>▪ Carports logged for repair – Unit 15 side panel and Units 71/ 73 fascia boards;</li> <li>▪ Unit 36 Fence – it was noted that the wooden fence would be raised as requested by the resident;</li> <li>▪ Oil spills in the road at the entrance and in residents' carports would be attended to asap;</li> <li>▪ Birds in Apartment Basement – investigate options to clean up the mess created by starlings; and</li> <li>▪ Pool Service: It was noted that the utility crew would be responsible for cleaning the pool and chemicals in the future.</li> </ul>  | CD |
| 4.5.2. | <p><b>Village Gardens</b><br/>It was noted that:</p> <ul style="list-style-type: none"> <li>▪ Whitecliffs, the gardening contractor, had been given the go-ahead to work in the village gardens on Mondays as from 1 September, weather permitting; and</li> <li>▪ it was agreed that residents could schedule a service for their private gardens on the same day, by appointment, and that this would be billed direct to residents by Whitecliffs.</li> <li>▪ It was further noted that composting and mulch would be purchased for the gardens and spread in September.</li> <li>▪ It was noted that the bee hive at the clubhouse would be moved by a beekeeper to a safe location within village on the boundary of the M3 zone.</li> </ul> |    |
| 4.5.3  | <p><b>Irrigation</b><br/>CD reported that there was an issue with the installation and pressure of the irrigation system that had been installed for the apartment gardens and the verge gardens on Starke and Firgrove Roads and that this would be investigated and the status of repair confirmed.</p>   |    |
| 4.6    | <b>Catering, Events &amp; Entertainment</b>   |    |
| 4.6.1  | JM reported that there was a balance of R11,858.87 available in CE&E funds.   |    |

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| 4.6.2 | <p><b>Kitchen Stock &amp; Equipment:</b></p> <p>CD confirmed that the new kitchen layout and industrial appliances were being pursued to enhance service and preparation. It was noted that the current space was sufficient, but required the shifting of some items to allow good work- flow.</p> <p>It was further noted that:</p> <ul style="list-style-type: none"> <li>▪ new crockery, cutlery and glassware had been ordered; and</li> <li>▪ a new chiller had been delivered and fitted into the Bistro.</li> </ul>  |    |
| 4.6.3 | <p><b>Catering – WPC:</b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>▪ WPC had resumed their service as a coffee shop in the Bistro from Monday, 24 August; breakfast, toasted sandwiches. cakes/muffins and hot/cold beverages would be served; and</li> <li>▪ functions would be re-introduced, with the proviso that, due to social distancing, only 24 diners per area – dining room, lounge and patio – would be allowed per sitting, depending on the popularity of the function/event.</li> <li>▪ D noted that Chef Chris would unfortunately not be returning to Bergvliet as he had been re-deployed to another WPC unit.</li> </ul>  | CD |
| 4.6.4 | <p><b>Events &amp; Entertainment</b></p> <p>It was noted, subject to confirmation, that:</p> <ul style="list-style-type: none"> <li>▪ a Ladies Brunch would be held on Wednesday, 16 September at 11am; seating would be limited to 24 pax, depending on uptake;</li> <li>▪ a heritage picnic braai would be held (weather permitting) on either the Thursday, 24 September or the Sunday, 27 September (residents would braai);</li> <li>▪ a Men’s Breakfast with speaker to be planned for Thursday, 8 October;</li> <li>▪ a Flower Workshop would be held on Wednesday, 21 October and a Wreath Making Workshop on Wednesday, 2 December; and</li> <li>▪ the End of Year Dinner to be held on Friday, 11 December.</li> </ul> |    |
| 4.6.5 | <p><b>Games Room/Lounge</b></p> <p>CD confirmed that the move of the lounge/reading room to the games room was still on hold and would be revisited when the clubhouse opened for events such as music evenings, bridge and scrabble.</p>  |    |
| 4.7   | <p><b>Security</b></p> <ul style="list-style-type: none"> <li>▪ It was noted that the plan for the installation of three-phase power in the “berm area” would be taken up again in order to upgrade cameras, energisers, electric fences as well as security lights; and</li> </ul>  |    |

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|       | <ul style="list-style-type: none"> <li>It was agreed that apartment residents have three bays allocated to visitors in the basement. Visitors would be given remotes to open the basement parking boom. These remotes would be kept at security and issued to visitors when they sign in, as per instruction by resident. This would allow visitors to make their own way up to residents independently. These should be returned to security when their visitors departed and are signed out. In the event that remotes were not returned, they could be charged to resident.</li> </ul>  |  |
| 4.8.  | <p><b>Healthcare – Evergreen Health</b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>Unique Health had been given notice by ELV at the Muizenberg Frail Care Centre and that Evergreen Health had been providing the service as part of their business from 01 September 2020;</li> <li>Evergreen Health was a separate business entity to Evergreen Lifestyle Villages – it was registered for VAT and a separate payment by debit order for medical services and charges was required; and</li> <li>no practice numbers had been issued by the Department of Health since 2016 and that although this would be advantageous, it was not a prerequisite for EH to operate at Muizenberg as a Frail Care.</li> </ul> |  |
| 4.8.1 | It was agreed that CD should attend to the neatness and tidiness of staff and uniforms.  |  |
| 4.8.2 | CD confirmed that a new vinyl floor would be fitted in the clinic as it had been discovered that there was dampness on the floor. Carpet tiles had been fitted temporarily to allow the cement to dry out and installation of the new floor was expected in the next quarter.  |  |
| 5.    | <b>GENERAL</b>   |  |
| 5.1   | <p><b>PBX/Fibre</b></p> <p>CD reported that 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.</p>   |  |
| 5.2   | <p><b>UPS/Inverter.</b></p> <p>CD noted that, should a UPS be required or should residents wish to move the Frogfoot, ONT and ISP modems to another location (out of sight), e.g. into a cupboard/drawer, this would be for the residents' accounts and would require a variation form to be completed and approved.</p>   |  |
| 5.3   | <p><b>Cell Phone Signal</b></p> <p>It was noted that the cell signal in the general Bergvliet area was abysmal. Further enquiries to improve signal to be explored.</p>  |  |

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| 5.4 | <b>Gym Equipment</b><br>It was noted that Technogym would be upgrading all gym equipment at Bergvliet in the new financial year starting 1 March 2021 and CD would send out a circular as soon as details had been finalised.  |  |
| 6.  | <b>AGM</b><br>It was noted that: <ul style="list-style-type: none"> <li>the Bergvliet AGM was scheduled for Monday, 19 October 2020 at 3.30pm and that, as social distancing protocols remained in force, a communication strategy would need to be finalised for the AGM;</li> <li>a suggestion to have a Microsoft Teams Meeting/Webinar would be considered for residents during the pandemic. Management would revert with details in the AGM notification, to be sent out at the beginning of October; and</li> <li>a means to vote for a Residents' Committee would need to be conveyed to residents as well.</li> </ul> |  |

As there was no further business to discuss the meeting closed at 17h00.

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

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**CHAIRMAN**