

**MINUTES OF THE MEETING OF THE
RESIDENTS' COMMITTEE (RESCOM) OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD ON
THURSDAY, 01 October 2020 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	
2.	Approval of Minutes	
	The minutes of the meeting held on 16 July 2020 were approved and signed.	
3.	Matters Arising from the Minutes	
3.1	House Rules - IMcD noted that ManCom had met with Garry Reed and the legal team at ELV head office to resolve this long outstanding item and to reach consensus. - It was noted in the last Mancom meeting that any subsequent amendments should be made in writing to the Chairman. - it was noted that should residents wish to discuss issues around the subject of House Rules they should contact IMcD or Mancom for details.	GR/IMcD
3.2	Cell phone reception JM reported that GR/Evergreen would assist in the approach to cell phone service providers to motivate a booster/cell tower to improve signal for residents.	
3.3	JM noted that the numbering on minutes was incorrect as point 5.6 was missing and 8.2 had been included as 7.2 under Gardens.	
4.	Finance and Legal	
4.1	JB confirmed that he had received the management accounts for August 2020: - He noted that budget savings were still being made as expenses for village administration, catering and gardening services had been reduced due to COVID. He noted that this would change once Evergreen re-introduced all the services - JB noted that he had reviewed the 2021 budget with Adam Kajee (AK). - JB reported that AK had resigned as Financial Director of Evergreen as he was opening up his own business as an investment consultant.	JB
4.2	Bank Account - JB reported that he had set up a meeting with the bank to open a Residents' Association bank account in order to facilitate payments such as the DSTV special rate for residents or banking resident fundraising monies. He would follow-up and revert.	

5.	Estate Development	
5.1	Village Sales CD reported that no sales had been made in the Village since the last meeting but noted that sales interest had increased. - Houses for sale were 16, 23 and 62 - Apartments – 10 ten apartments were for sale.	
5.2	Visitors' Parking - CD confirmed that trees/shrubs had been planted in the cement troughs to finish off the area and parking signs had been ordered. - Additional visitors' parking areas had been proposed and feedback would be given to ResCom as and when these were approved.	CD
5.3	Apartments – Paved Area The project had been approved to create a paved area at the apartments and quotes would be sourced for approval.	CD
5.4	Widening of Main Entrance It was noted that this had been put on hold as it was not deemed a priority at this stage.	
6.	Repairs & Maintenance	
6.1	- CD reminded the meeting that no work had been undertaken for seven months owing to the COVID pandemic. All projects, repairs, service and maintenance work had been put on hold as no contractors had been allowed into village. - Consequently, there was a large amount of repair and maintenance work which had to be undertaken as well as new projects, previously put on hold, that had to be resuscitated and re-scheduled It was noted that Danvor Snygans, the assistant maintenance manager, had resigned and had not yet been replaced and that this exacerbated the backlog. - CD reported that a maintenance update meeting had been held with Patrick Maile, ELV Facilities Manager, TW/DO Maintenance Sub-Committee and Earl Hargreaves [representing residents in the apartments] who had been invited to attend, to bring all parties up to speed on maintenance in the village. - CD noted that the snags at the apartments had been addressed and contractors were in the process of completing their work to achieve final completion. - CD noted that the snags or Phase 4 (13 new houses) were being finalised and would be scheduled for attention soonest. CD reported that an updated maintenance schedule for all items logged was being prepared, with the intention of getting as much done by the end of the year as possible.	
6.2	Swimming Pool - CD reported that the swimming pool was being prepared for summer. A decision had been made to bring this service in-house and the pool was being maintained/cleaned by the Utility staff. - Having repaired the pool we noted that the “kreepy-crawly” was not performing optimally and the system was sluggish. A contractor was scheduled to test the system as there may be a leak. - CD stated that the pool is clean and can be used at any time – it is just not heated until the problems are resolved.	CD

6.3	Carports CD noted that the side beam for unit #12/15 was scheduled to be replaced. In addition, a quote and approval was to be sourced for any other beams in the village that required refurbishment/replacement.	CD
6.4	Heighten Fence at 36/48/69 CD reported that this was in hand and would be undertaken as and when the contractors were next in the village. It was not deemed an emergency and would be tied into other work planned for the village.	CD
6.5	Generator Area (Clubhouse) CD reported that paving/gravel would be installed and, as this was not deemed an emergency, it would be tied into other work planned to take place in the village. (See 6.3.)	CD
6.6	Generator (Apartments) CD reported that this item was being investigated by contractors and the facilities manager, to come up with a solution to reduce noise levels.	CD
6.7	Apartments' Drying Area - CD noted that the external drying area was scheduled to be completed within the next few days. - CD had motivated the internal drying area with the EPI project team and would follow-up with them on status.	CD
6.8	Flooding in Apartment Basement Parking Area CD reported that this item formed part of the final completion work that had been undertaken to be finished off in October.	
6.9	Repair of Transfer Beam and Expansion Joint Cracks CD reported that this item formed part of the final completion work that had been undertaken to be finished off in October.	
6.10	Apartments: Utilities Charges (Water & Electricity) It was noted that the Smart Meter charging system to purchase electricity and water by residents had been resolved.	CD
6.11	Street Light (39-41) CD confirmed that the three lights (39/40/41) were currently on a day/night sensor and would be connected to the emergency generator by mid-October.	
6.12	PBX/Fibre - CD noted that the village was on track to transition to PBX and had been in touch with the IT division to confirm a date. CD noted that management had been in touch with residents to retain the status quo until all changes had been confirmed. - 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' accounts. This would require a variation form to be completed and approved.	
6.13	CD reported that management had found a contractor, Skyvoice (Llewellyn Freeks), who offered residents assistance to resolve fibre issues/connection and to understand various fibre package options.	
7.	Gardens & Irrigation	
7.1	Gardens & Trees - CD confirmed that a weekly garden service had been put into place. A "clean-up" team of eight gardeners would come through each week, on a Monday.	CD

	<ul style="list-style-type: none"> - Whitecliffs would focus on the common gardens in the village and external gardens (Barn Road, Starke Road and Firgrove) as well as the M3, to ensure that they were properly maintained. - CD had been requested to arrange the trimming of the smaller/younger trees in the village as well as the bigger Palm trees at the pool and Oak trees on the main road. - CD had been requested to arrange for Proteas and other fynbos plants to be introduced into the common gardens. 	
7.2	Bee Hive at Clubhouse CD noted that the bee-keeper would be moving the beehive in the oak tree as soon as it was cooler weather/early evening to ensure that the bees did not attack residents as they were quite aggressive.	
7.3	Village Irrigation CD reported that a fault had been reported with the irrigation at the apartments just prior to lockdown, which was to be investigated by Cape Irrigation and Whitecliffs.	
7.4	Irrigation to private gardens DO requested that any outstanding work by Auto Irrigation (Peter Sweatman) be undertaken in order to finalise the account.	
8.	Security & Safety	
8.1	JB noted that crime was on the increase and that opportunistic break-ins were on the rise. He recommended that the security revert to status quo prior to COVID and that an additional security guard be appointed at night for the apartments. This was agreed and CD to follow up.	
8.2	Despite several warnings there were still residents who continued to speed through the village. CD to send out a circular.	
9	Catering, Events & Entertainment (CE&E)	
9.1	CE&E Funds: It was noted that there was still an amount of R11986 in the kitty. No expenses had been incurred in the last month.	
9.2	Catering All functions and catering events would be subject to COVID/Lockdown regulations: <ul style="list-style-type: none"> - CD reported that a new chef would be appointed to provide light lunches in the Bistro - WPC to prepare menus for the re-introduction of Tuesday night dinners. 	
9.4	Kitchen Stock & Equipment CD confirmed quotes had been received for a new kitchen layout and equipment to enhance service and preparation in the Bistro. It was a huge renovation and an expensive undertaking and would need to be managed carefully to maximize the benefit from the proposed changes.	
9.4	Events & Entertainment The sub-committee motivated that social events remain on hold until further notice, however it was noted that some events were taking place with social distancing and health protocols being put into place – these were all dependent on COVID: <ul style="list-style-type: none"> - Art Classes had been restarted each Tuesday/Thursday at 2pm; - Canasta in the Bistro each Monday at 3pm; - Scrabble to commence next Tuesday at 2.30pm; - a flower workshop scheduled for Wednesday, 21 October at 3pm; 	

	<p>- the Year End Function had been confirmed for Friday, 11 December with live entertainment;</p> <p>A committee meeting was scheduled to take place the following week and additional events would be planned and finalised.</p>	
9.5	<p>Games Room/Lounge</p> <p>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 for social events.</p> <p>- CD noted that it was currently being used as an office and would be linked the above move.</p>	
9.6	<p>Charity Drive</p> <p>- It was agreed to advertise for the collection of Christmas Gifts for children to be donated to Hope House.</p> <p>_ CD had motivated for a Senior Santa Box. Details to be distributed.</p>	
9.7	<p>DSTV Special Rate</p> <p>Once a bank account had been set up, CD would follow-up on a special package deal with DSTV or other.</p> <p>- CD noted that the current Multichoice packages would all migrate to the “DSTV Basic” retirement special deals at the end of October.</p> <p>- CD advised the committee that a company called SkyVoice had approached ELV and been made aware of a streaming option where the DSTV Package was loaded onto a SKyVoice smart box that gave residents full access to all the DSTV channels with all the latest TV shows, series and movies as well as sport. CD to obtain full details and discuss with DO and JB for input and consideration.</p>	CD
10.	Evergreen Health/Healthcare Services	
10.1	CD confirmed that Evergreen Health had taken over the frail care centre at Muizenberg from 01 October 2020. They would be responsible for the care of residents in future. They would also be running the new care centre at the Noordhoek Care Centre when it opened next year.	
10.2	Guin Lourens (EH) met with the health committee (PF and JvR) and concurred that not having a practice number presented a constraint in utilisation of services and claiming benefits from medical aids. However until the Department of Health commenced issuing new numbers there was not much that EH could do at this time. The committee were reassured that EH were continuously looking for solutions to this issue.	
10.3	CD noted that, should Bergvliet residents have concerns about the healthcare service being provided by the village clinic or the frail care centre, now managed by EH, they were free to contact a healthcare committee member or the village manager in this regard.	
10.4	<p>The professionalism of nursing/care staff had been raised by the committee in terms of “style” of uniforms. This had been addressed by EH management. It was hoped that there would be an improvement.</p> <p>EH confirmed that the general feedback had been positive and SN Mkalipi was well-liked amongst residents.</p>	
10.5	As EH was a separate entity, CD confirmed that the clinic would not accept cash as payment for services or that it could be added onto ELV levy accounts. She suggested that, either a debit order for EH be put into place or an EFT payment be made direct to the EH account on presentation of their invoice. This matter to be followed up.	

10.6	A discussion around Covid19 concurred that caution would be the best way forward as the second wave should be prevented as far as possible.	
11.	General	
	AGM – The date for the Annual General Meeting had been scheduled for Thursday, 26 November at 2pm. Details to be confirmed and would be subject to COVID situation.	
12	Next ResCom Meeting: to be advised once AGM date had been confirmed.	

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

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2020

CHAIRMAN _____