

**MINUTES OF THE MEETING OF THE
RESIDENTS' COMMITTEE (RESCOM) OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET
HELD ON THURSDAY, 26 NOVEMBER 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).

Item	Detail	Action
1.	WELCOME	
	JM welcomed everyone to the meeting.	
2.	Approval of Minutes	
	The minutes of the meeting held on 01 October were approved and signed.	
3.	Matters Arising from the Minutes	
3.1	House Rules <ul style="list-style-type: none"> - JM informed the meeting that IMcD/JB had received correspondence from Garry Reed (GR). JM stated that she would pursue this enquiry and requested that IMcD put together salient points for discussion at Mancom on 8 December. - ResCom noted that they wished IMcD to continue with his correspondence and discussions about the House Rules and the Annexure B, as per minutes. - JM thanked IMcD for all the hard work he had done on this item. 	ResCom
4.	Finance and Legal	
4.1	<ul style="list-style-type: none"> - JB confirmed that he had received the management accounts for September 2020 and noted that budget savings were still being made as expenses for the village had been reduced due to COVID. He noted that this would change as services were reintroduced. - JB noted that Dylan Pienaar was the new Financial Director of Evergreen and he would set up a meeting with him in due course. 	JB
4.2	Bank Account – Residents' Association <ul style="list-style-type: none"> - JB confirmed that a Residents' Association bank account had been opened with Standard Bank, as agreed. - JvR/JB to arrange to deposit all available ResCom funds into the account. - JB confirmed that there were no tax implications and that bank charges were fixed. 	
5.	Estate Sales	
5.1	<p>CD reported that some sales had been made in the Village since the last meeting: houses - #16 – Mr/s Woof; #62 – Mr/s Twigg and apartments - A107 Mr/s Mockford; A102 Mr/s Bryant; and A104 Mr/s Prideux.</p> <ul style="list-style-type: none"> - One house, #23, was still for sale. - Seven apartments were still for sale. 	
6.	Repairs & Maintenance/Village Improvement	
6.1	TW/DO reported that a maintenance update meeting had been held on 20 November with CD, Patrick Maile, ELV Facilities Manager, and Rene Esson [representing residents in the apartments] who had been invited to attend, to bring all parties up to speed on repairs, maintenance and projects in the village.	

	<ul style="list-style-type: none"> - CD noted that a large amount of repair and maintenance work had been undertaken since 01 September on projects that had previously been put on hold and had since been re-scheduled, once contractors have been allowed to return to the village. - The maintenance report, which includes updates on the items listed below under Paragraphs 6.2 to 6.5, was discussed as indicated. 	
6.2	Heritage Village	
6.2.1	Village Generator - Gothic latch to be fitted and Whitecliffs to level ground around the generator area.	
6.2.2	Pool Area Repair – the modification to the pool pump and the installation of a non-return valve have been undertaken to improve cleaning/heating and circulation.	
6.2.3	<p>PBX transition/Fibre – the Village was planning to move across to a new switchboard asap and was eager to finalise completion of the installation.</p> <ul style="list-style-type: none"> - It was noted that a proposal/quote should be obtained on behalf of residents who wished to install an inverter as a variation option, should they wish to. 	
6.2.3	Village Directional Signage - the signage at the new 4-bay visitors' parking (island) and directional signage through the village to the apartments has been actioned and will be delivered shortly.	
6.2.4	Carports – the repair/refurbishment/replacement of carport beams at unit 15 and other units, e.g. #12, 13, 71 and 77, which required attention, has been actioned.	
6.2.5	Manhole Covers – these covers to be attended to/closed and greased as a preventative measure.	
6.2.6	Boom Gate Access – it was noted that the digidoor remotes were not able to be replaced. This item was pending a decision on access control/widening of the main entrance (Refer item 6.5).	
6.2.7	The repair to the Boule Court and scoring system had been undertaken/refurbished.	
6.2.8	The repair of leaking roofs at units 10, 13, 31, and 42 had been completed.	
6.2.9	The linking of streetlights (39-41) to emergency power had been undertaken.	
6.2.10	The beehive in the oak tree had been removed.	
6.3	Houses (13 – Phase 4)	
6.3.1	Residents' lists of snags/latent defects had been prepared for the contracts team to be undertaken in the new year.	
6.3.2	Water seepage (#69/71 and #68/70) and paving/storm water catch pit to be investigated and remedial work actioned.	
6.3.3	The vibracrete wall (#69) had been lowered and completed.	
6.4	Apartments (22 – Phase 5)	
6.4.1	<p>Apartment signage to be actioned and should include:</p> <ul style="list-style-type: none"> - apartment basement Entrance & Exit (Height Restrictions); and - No Entry/No Exit. 	
6.4.2	External staircase handrails at the apartments, leading up the stairway, to be installed.	
6.4.3	Additional external lights – Electricians to quote on external lights to ensure safety on the pathways and the staircase.	
6.4.5	Internal drying area – finalise plan and obtain quotes for approval.	
6.4.6	Bird Spikes/Netting – options to be considered and quotes sourced and an action plan to be prepared for discussion.	
6.4.7	Apartment paving – the project to create a paved area at the apartments had been completed.	

6.4.8	Apartment generator/noise levels – adjustments to the generator to reduce noise levels had been undertaken by EPI. Residents in A1 and A101 to be consulted before signing off.	
6.5	Village Improvements	
6.5.1	It was noted that additional visitors' parking bays – at the Clubhouse, including a Loading Zone; at Unit 5 and at Units 60-63 had been proposed.	
6.5.2	Village Paving – A quote for clubhouse paving on the pathway as well as the small lawned area outside the games had been sourced and the project considered in the new year.	
6.5.3	Healthcare Clinic & Gym Floor (Clubhouse) – an updated quote to be obtained to replace parquet flooring with a vinyl floor in the clinic and gym.	
6.5.4	Widening Village Entrance Access – discussions were taking place around plans to remove the island at the entrance to the Village to create a wider road for residents/recognised vehicles to move in/out freely; and create a shoulder/lane for contractors/delivery vehicles. Feedback would be provided once plans had been discussed and approved and these changes would be considered in the new year.	
6.5.5	Boom Gate & Remotes at Village Entrance – options around access control were being discussed, based on widening the entrance access and the installation of LPR – Licence Plate Recognition.	
6.5.6	Apartment Water Temperature – it was noted that a Circon Valve/Temperature Audit needed to be undertaken to gauge the temperature of the water and to report back to Patrick Maile for action.	
6.5.7	Apartments Passage Airflow – a proposal to change the configuration of the windows had been requested as there was no airflow and the stagnant air was an issue for residents.	
6.5.8	Cell Phone Reception – Evergreen would assist in the approach to cell phone service providers to motivate a booster/cell tower to improve the signal for residents. It was noted that the installation of a Cell Mast was under discussion with cell phone providers.	
7.	Gardens, Trees and Irrigation	
7.1	Gardens and Trees	
7.1.1	Recreation and Parks It was noted that CD was following up on the request for the Gum trees and Norfolk Pine trees in Firgrove Road and Barn Road to be trimmed by the City of Cape Town.	
7.1.2	Garden Service CD confirmed that Whitecliffs, the garden contractors, would be resuming service at the Village from Monday, 30 November. Philemon Milla and a team of four gardeners would be returning to work on common areas.	
7.1.3	Compost CD would arrange for Proteas and other fynbos plants to be introduced into the common gardens this season and to get compost for the village gardens.	
7.1.4	It was noted that there were overgrowing plants that need to be trimmed on the paved walkway at the end of Barn Road and the connection to Starke Road. It is becoming dangerous and needs to be attended to.	
7.1.5	Tree Trimming - CD would arrange for the garden service to trim the smaller/younger trees in the village and, where not possible, would include this in the quote from Topfell (see below). - CD to obtain quotes from Topfell to trim and prune the palm trees at the pool and Oak trees on the main road and other larger trees in the village.	

7.2	Village Irrigation	
7.2.1	Village Irrigation – the irrigation issue at the apartments had been resolved – it was a leak which had been repaired and which had substantially improved pressure flow at the apartments. CD noted that there were some irrigation pipes (drip irrigation) with holes in them on the verge (29-65) in Barn Road that needed to be repaired to improve this area.	
7.2.2	Auto Irrigation (Peter Sweatman) who set up the irrigation to private gardens confirmed that all outstanding work had been undertaken. CD to arrange for monies collected from residents by ELV to be paid.	
8.	Security	
8.1.	CD stated that Grinnell security would reinstate three guards during the day from 01 December, to ensure that protocols for residents' safety and security were not compromised.	
8.2	<ul style="list-style-type: none"> - CD noted that all visitors and contractors would be asked to sanitise at the main gate and to follow strict COVID protocols. - In addition, all residents' visitors and family would be asked to do the same in order to protect residents and to ensure that no-one was exempt. It was noted that there would be delays, but management would ask residents to be patient and understanding. - All residents were to report to the sanitising station at the clinic prior to entering the Clubhouse and would need to adhere to "no mask/no entry". 	
8.3	PF reported that her security gate key had gone missing. CD undertook to replace it immediately. CD reassured the meeting that they were in the process of doing a full key audit and tagging everything to identify keys more easily in the different key safes. It may have been that this key had not had a tag and so had been destroyed.	
9	Health and Safety	
9.1	Phase 4 Fire Hydrant (#78) CD noted that the relocation of the fire hydrant located at Unit 78 to the common area gardens outside the unit was under discussion and that a decision regarding same would be finalised.	
9.2	Fire Panel and Equipment CD noted that a service of fire panels in the apartments and fire extinguishers in the village had been undertaken.	
9.3	Village Fire Drill An updated village evacuation plan should be drawn up and a fire drill needed to be implemented early in the new year.	
10	Catering, Events and Entertainment (CE&E)	
10.1	CE&E Funds: It was noted that no additional funds were available and the amount on hand was R11986.	
10.2	Catering <ul style="list-style-type: none"> - CD reported that the new chef, Chantelle, appointed on 1 November, was settling in nicely. The uptake on daily specials in the Bistro had increased and it was noted that residents were happy with the service offering and the good price of daily meals, including breakfasts, toasted sandwiches and beverages. - JVR noted that, in her opinion, the daily meals were not as good as they should be and she had had some complaints, e.g. fried fish. CD was requested to improve the quality of ingredients, especially meat and fish. - All functions and catering events would be subject to COVID/Lockdown regulations. - The new commercial gas stove had been ordered to replace the broken domestic stove and would be installed next month. 	

10.3	Events and Entertainment - Due to the resurgence of Covid-19 in the province, the sub-committee motivated that social events remain on hold until further notice. - It was noted that events such as art classes, canasta, scrabble, dance and ageless grace classes, as well as sewing groups, were still taking place with social distancing and health protocols in place – the staging of these were all dependent on Covid-19. - The Year-end Function, scheduled for Friday, 11 December, had been cancelled.	
10.4	Charity Drives - The collection of Christmas Gifts for children to be donated to Hope House had been successful and Hope House, Joy Strickland, were collecting on Monday morning. - The Senior Santa Box was gaining momentum and the presents would be distributed to old age home residents at a special lunch to be arranged by their management team.	
10.5	DSTV/SkyVoice Package CD reported that as the bank account had been set up to receive debit orders, CD would follow-up on a special package deal with DSTV or the SkyVoice option and put this into place with interested residents.	CD
11	Evergreen Health/Healthcare Services	
11.1	Uniforms – CD noted that services were running smoothly and that the issue of uniforms and tidiness had been addressed with staff.	
11.2	It was noted that the resurgence of Covid-19 had identified the Cape Metropole as a hot spot and that all residents should take care and wash hands, maintain social distances, wear masks and sanitise.	
12	General	
	Communication – The chairman stated that communication between management and residents needs to be improved, especially in terms of checking facts before disseminating any information.	
	AGM – the date for the Annual General Meeting had been scheduled for early next year, tentative date Thursday, 28 January 2021 – details to be confirmed subject to the COVID situation.	
13	Next ResCom Meeting: to be advised once the 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 _____