

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET
HELD AT BERGVLIET ON THURSDAY, 11 FEBRUARY 2021 AT 15h00**

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

Apologies: Dylan Pienaar (DP)

1.	WELCOME AND APOLOGIES	Action/ Date
	<ul style="list-style-type: none"> JM welcomed everyone to the first Mancom meeting since September 2020. Dylan <i>Pienaar</i>, the newly appointed Financial Director of Evergreen Lifestyle Villages sent his apologies. 	
2.	APPROVAL OF PREVIOUS MINUTES	
	The minutes of the previous meeting, held on 08 September 2020, were accepted and signed as a correct record of the proceedings.	
3.	MATTERS ARISING FROM PREVIOUS MINUTES	
	<p>House Rules (Meeting 18/07/2019; Meeting 19/09/2019; Meeting 24/11/2019; Meeting 20/02/2020 and Meeting 19/9/2020)</p> <ul style="list-style-type: none"> IMcD noted that the requested amendments to House Rules outlined in Annexure A, after meetings held with GR and correspondence (email 10/02/2021) had not moved forward as he had hoped. It was noted that a resolution should be made by the next meeting and the meeting requested that GR/IMcD go back to the drawing board. 	IMcD/ GR
4.	SUB-COMMITTEE REPORTS	
4.1	Finance & Legal	
4.1.1	<ul style="list-style-type: none"> GR reported that Adam Kajee (AK) had resigned to pursue his own family business as a consultant and Dylan Pienaar had been appointed as the new CFO immediately prior to the December break. In addition, the Evergreen Property Investments CFO had resigned. There had been a number of changes in staff and the financial department had been under pressure to produce the management accounts, FYE figures and approval of new 2021 budgets. AK had been appointed as a consultant to assist DP to meet deadlines. 	
4.1.2	<ul style="list-style-type: none"> JB confirmed that he had received the December management accounts and noted that there had been some additional costs incurred due to COVID-19. It was noted that some sales had been made, which was positive as this would affect levy income. 	JB/AK

	<ul style="list-style-type: none"> JB stated that the YTD balance was positive, noting that there had been few savings as the garden service, caterers and village repairs and maintenance expenses had resumed. JB noted that information on the percentage levy increases should be made available to residents as soon as possible. Following an enquiry, CD confirmed that cleaning/domestic and utility services, signed off by residents, were itemised on levy invoices/levy statements at R55/hour as well as maintenance purchases (with no mark-up) plus labour at R190/hour. 	
4.1.3	<ul style="list-style-type: none"> JB confirmed that a Residents' Association bank account had been opened with Standard Bank to bank moneys raised from events and to facilitate the DSTV special rate for seniors. 	JB
4.2	Estate Sales	
	<p>It was noted that:</p> <ul style="list-style-type: none"> Phases 1-3 – units 23 and 65 were for sale and on the market; and Phase 5 – Apartments for sale: A9, A10, A108, A110 and A111. 	
4.3	Repairs & Maintenance & Village Improvement	
4.3.1	<ul style="list-style-type: none"> CD reported that a Maintenance Meeting had been held with Ton Weber and Rene Esson in order to report back to the next ResCom meeting to be held on 24 February 2021. 	
4.3.2	<p>Traffic Flow, Signage/Parking</p> <p>It was noted that:</p> <ul style="list-style-type: none"> parking and directional signs had been erected in the village; apartment Entrance and Exit signs would be installed shortly; and three "visitor bays" in the basement parking had been allocated and signage would be installed shortly. 	CD
4.3.3	<p>Speeding in the Village</p> <ul style="list-style-type: none"> After discussion it was agreed that due to the number of continued 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, that humps be installed. CD to consult with residents. 	CD
4.3.4	<p>Visitors' Parking</p> <p>Owing to the increased number of residents and visitors as a result of the larger village, as raised in previous discussions, GR to report back on building additional visitors' parking bays in the village at Unit 5 (2 bays), Clubhouse (2 x loading bays) and opposite Units 60-62 (6-8 bays).</p>	GR
4.3.5	<p>'Vibracrete' Walling/Boundary</p> <ul style="list-style-type: none"> It was noted that the upgrade to the 'vibracrete' boundary wall on Firgrove Road would be considered in the future. 	GR

4.3.6	Improvement/Replacement of Fence on M3 <ul style="list-style-type: none"> It was noted that the installation of a new Clearvue fence on the M3 boundary would be considered in the future. 	GR
4.3.7	Widening Entrance Access <ul style="list-style-type: none"> GR informed the meeting that discussions had been held around plans to remove the island at the entrance and feedback would be provided once plans had been approved. These changes would be considered in the future to create a wider road for residents/recognised vehicles to move in/out freely as well create a shoulder/lane for contractors/delivery vehicles; as well as to integrate a waste management plan. 	
4.3.8	Generator Area (Clubhouse) <ul style="list-style-type: none"> CD reported that paving inside the generator area had been completed and that the latch had been repaired. Interior gravel to be undertaken. 	
4.3.9	Clubhouse Paving <ul style="list-style-type: none"> CD confirmed that the small lawned area outside the new lounge would be paved by the end of February to offer additional space for resident entertainment. 	
4.3.10	3-Phase Power Installation (M3 Security) <ul style="list-style-type: none"> It was noted that the plan for the installation of three-phase power in the "berm area" would be taken up in order to upgrade cameras, energisers, electric fences and the security lights. 	
4.3.11	Health Care Clinic Floor <ul style="list-style-type: none"> CD to follow-up with the installation of a new floor. 	
4.3.12	General Maintenance <ul style="list-style-type: none"> CD to attend to oil spills on the road at the entrance and in residents' carports. Village Pool – It was noted that the pool was working well. CD confirmed that paving would be added to the pool area and new garden furniture would be purchased in the future. 	
4.3.13	Phase 4 – Houses (66-78) <ul style="list-style-type: none"> It was noted that, owing to the pandemic, building contractors were still not allowed on-site to complete contracts, residents' snags and latent defects as reported by residents. 	
4.3.14	Phase 5 – Apartments <p>It was noted that:</p> <ul style="list-style-type: none"> external and internal issues, as well as residents' snags and remedial work had been completed in October 2020; the external drying area had been completed; the internal wash lines had been installed and that a screen fence was being considered (quotes sourced) to block off area from general parking; 	

	<ul style="list-style-type: none"> ▪ a paved area with seating had been created in the gardens at the apartments for residents and their families; ▪ the stair balustrade/railings and lights leading to apartments located at the basement exit were in progress; ▪ a deterrent to be finalised for Starlings in the basement; ▪ the generator exhaust and cowl cap had successfully been changed to cope with windy conditions; and ▪ CD reported that a specialist had been contracted to conduct an acoustic test. ELV was waiting on further information and advice on what steps needed to be taken. ▪ JM noted that an additional “snag” list drawn up by RE was handed to ELV 	
4.4	Gardens & Irrigation	
4.4.1	Village Gardens <ul style="list-style-type: none"> ▪ JM reported that the palm trees, recently topped, were a vast improvement. CD confirmed that tree maintenance was being undertaken in the village and that trees along the M3 and the oak trees would be done next. ▪ It was noted that the garden contractor needed to spend more time in the village to oversee garden staff and improve “look and feel” of the estate gardens. ▪ Compost had been delivered to the village and put into the gardens. ▪ Additional indigenous plants and proteas had been ordered to be planted in the village. ▪ JM requested that extra attention be given to verges in Starke and Barn Roads. 	
4.4.2	Irrigation <ul style="list-style-type: none"> ▪ CD reported that CIS, the contractor who installed the irrigation at the Apartments, had been called in to test pressure/review irrigation installation. ▪ Both Markus Elmau (Whitecliffs) and Peter Sweatman (Auto Irrigation) then undertook an audit of the village irrigation, control boxes and water flow; repaired and fixed pressure valves and reported that everything was in working order. This however, had not improved the water feed/pressure to the Apartments, Starke Rd, Firgrove Rd or Barn Rd. ▪ A meeting had been set up with all parties to identify and resolve the issues. 	
4.5	Security	
	<p>It was noted that:</p> <ul style="list-style-type: none"> ▪ an additional night security guard had been contracted temporarily, bringing the number to four guards. His main function would be to patrol 	

	the M3 fence at night, as the Bergvliet area had experienced an increase/spike in break-ins and thefts; and	
	<ul style="list-style-type: none"> ELV had changed the armed response contract from BH Security to ADT. 	
4.6	Catering, Events & Entertainment	
4.6.1	JM reported that there was a balance of R11858.87 in CE&E funds.	
4.6.2	Kitchen Stock & Equipment It was noted that the new kitchen layout and installation of industrial appliances was in progress to enhance service and preparation. To this end: <ul style="list-style-type: none"> a new industrial 5-burner gas stove and gas installation had been fitted to replace the broken domestic gas stove; 3-phase electricity and new kitchen DB had been installed to cope with the increased load; a new gulley/waste had been installed; and the new dishwasher/scullery area would be fitted by the end of the month. 	
4.6.3	Catering – WPC: It was noted that: <ul style="list-style-type: none"> WPC had appointed a new chef from 01 November 2020. The lunch-time meals had gone from strength to strength and residents were enjoying daily specials and take-away meals. 	
4.6.4	Events & Entertainment It was noted that: <ul style="list-style-type: none"> owing to the pandemic, no functions or special events had been arranged by CE&E committee since October 2020; resident activities, put on hold in October, would resume from next week, 15th February 2021; and the lounge had successfully been moved to the games room. It had been fitted with a sound system and a TV and had proved popular with residents to date. 	
4.7	Healthcare – Evergreen Health	
4.7.1	<ul style="list-style-type: none"> It was noted that every resident who wished to get the new COVID-19 vaccine must register themselves on the Electronic Vaccination Data System (EVDS) Self Registration Portal, which could only be administered at special locations/clinics/hospitals. 	
4.7.2	<ul style="list-style-type: none"> It was noted that the flu vaccine and pneumonia vaccine would be available from the health clinic if ordered by residents ahead of time as per circular sent out. As indicated in previous discussions, no new practice numbers had been issued – GR to confirm alternatives, so that residents could claim from their private medical aids. 	EH

5	GENERAL	
5.1	AGM <ul style="list-style-type: none"> It was noted that the Bergvliet AGM may only take place in August 2021 It was agreed that the current Rescom remain in office. Dave Orton (Maintenance Portfolio) had tendered his resignation owing to his other commitments. 	
5.2	Cell Phone Signal <ul style="list-style-type: none"> GR reported that an arrangement was being finalised with a service provider to install boosters to improve cell phone signal and he would finalise plans/installation date as soon as this had been confirmed and signed off. 	
5.3	PBX/Fibre <ul style="list-style-type: none"> CD reported that almost all residents had been connected to the PBX switchboard. The final transition would take place by the end of February. New Extension lists would be sent out in due course. 	
5.4	Gym Equipment <ul style="list-style-type: none"> GR confirmed that the new equipment deal would proceed by mid-year. In the interim, CD would arrange for the current equipment to be serviced. 	
5.5	DSTV Package <ul style="list-style-type: none"> CD reported that a business package from Multichoice may no longer be available as these had changed. CD to pursue the option of a special retirement package and revert to Rescom. 	
5.6	Date of next mancom meeting – to be advised	

As there was no further business to discuss the meeting closed at 17h30.

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2020

CHAIRMAN