

**MINUTES OF THE MEETING OF THE
RESIDENTS' COMMITTEE (RESCOM) OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD
ON THURSDAY, 24 FEBRUARY AT 15h00**

PRESENT:

Joan Misplon (JM); John Bester (JB); Ian McDonald (IMcD), Paddy Fordyce (PF); Rene Esson (RE); Ton Weber (TW); Jean van Rhyn (JvR); Christine Dempers (CD) and Shawn Ferreira (SF)

Item.	DETAILS	ACTION
1.	WELCOME	
	JM welcomed everyone to the meeting - JM reported that Dave Orton has resigned from the Rescom - Rene Esson (RE) had been co-opted onto the maintenance committee. - JM welcomed Shawn Ferreira (SF) to his first meeting.	
2.	Approval of Minutes	
	The minutes of the meeting held on 26 November 2020 were approved and signed.	
3.	Matters Arising from the Minutes	
3.1	House Rules - ResCom noted that they wished IMcD to continue with his correspondence and discussions about the House Rules and the Annexure B, as per minutes. - IMcD has confirmed that he will consult the ombudsman and report back to Rescom. - JM thanked IMcD for all the hard work he had done on this item	
4.	Finance and Legal	
4.1	- JB confirmed that he had received the management accounts for December 2020 and noted that budget savings were still being made as expenses for the village had been reduced due to COVID. He noted savings and expenses with regards to Security and Gardening. - JB to set up a meeting with Dylan Pienaar to discuss management accounts/budget. - JB to set up appointment for CD and JM to sign bank documents for Rescom association at Standard Bank. - JB/JvR to arrange that Rescom funds be deposited into account.	
4.2	Estate Sales	
	CD reported that some sales had been made in the Village since the last meeting: houses. Apartments #05, #107 (Ms. Hossack) - 2 houses are still for sale – Units 23 & 65. - 5 apartments remain for sale.	
4.3	Repairs & Maintenance/Village Improvement	
4.3.1	Heritage Village	
	TW/RE noted reported that a maintenance update meeting has been held on 4 Feb with CD, Patrick Maile (PM) ELV Facilities Manager to bring all parties up to speed on repairs, maintenance and projects in the village	
4.3.1.1	PBX transition/Fibre – Project 98% complete, it is noted that the new PBX system is operational and that the updated extension list will be sent to all residents.	

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4.3.1.2	Village Directional Signage - the signage at the new 4-bay visitors' parking (island) and directional signage through the village to the apartments has been completed.	
4.3.1.3	List of Carports still needing refurbishment listed and quote submitted.	
4.3.1.4	Manhole Covers – it is noted that the manhole covers has been greased as a preventative measure and will be labeled. PF reported that Pest control for cockroaches and rats should be actioned.	
4.3.1.5	Paving –identified patches of paving throughout the village. A list of small areas in and around resident units will be attended to hen contractor is on site.	
4.3.2	Houses (13 – Phase 4)	
	No contractors have been onsite to address internal snags/latent defects. This will go ahead as soon as it's safe to do so.	
4.3.2.1	Residents' lists of snags/latent defects had been prepared for the contracts team to be undertaken in the new year. Project is currently in planning phase and will be undertaken.	
4.3.3	Apartments (22 – Phase 5)	
4.3.3.1	Apartment signage will be untaken by the month end (Feb) Next phase will be basement parking and additional directional signage will be undertaken in March	
4.3.3.2	External staircase handrails at the apartments, leading up the stairway in progress.	
4.3.3.3	Additional external lights – Electricians to quote on external lights to ensure safety on the pathways and the staircase in progress.	
4.3.3.4	Internal drying area – in progress	
4.3.3.5	Bird Spikes/Netting and other options – quotes received and are being considered.	
4.3.3.6	Apartment generator/noise levels – Project team met with Acoustic engineer, awaiting report.	
4.3.3.7	Apartment Water Temperature – Vortex Plumbing has tested and serviced the Plant room system. Design engineer is doing further tests on increasing water temperature.	
4.3.3.8	Apartments Passage Airflow - It is noted that passage airflow in apartments is an issue for residents. ELV to discuss options regarding HVAC with Projects team.	
4.3.4	Village Improvements	
4.3.4.1	It was noted that additional parking bays – a loading zone at the Clubhouse, add another bay at Unit 5 and at Units 60-63 had been proposed.	
4.3.4.2	It was noted that small areas of paving to be undertaken in village, namely Games room, pool area, boule court.	
4.3.4.3	Healthcare Clinic & Gym Floor (Clubhouse) – an updated quote to be obtained to replace parquet flooring with a vinyl floor in the clinic and gym.	
4.3.4.4	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.	

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4.3.4.5	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.	
4.4	Gardens, Trees and Irrigation	
4.4.1	PF noted that garden service was unsatisfactory and stated that she would like to reinstate the monthly meeting.	
4.4.2	CD had arranged for Proteas and other fynbos plants to be introduced into the common gardens. This would be an ongoing process.	
4.4.3	It was noted that the foliage on the paved area between Barn and Stark needs to be cut back and foliage behind Units 29 to 32 to be trimmed.	
4.4.4	Tree Trimming - It was noted that the palm trees at the pool had been topped. This will be followed by the Oak trees on the main road and the M3 berm area. - CD would arrange for the garden service to trim the smaller/younger trees in the village to allow street light visibility.	
4.4.2	Village Irrigation	
	Village Irrigation – Most of the issues has been resolved, Cape Irrigation Services (CIS) had been onsite to do repairs and have identified additional remedial work. This is being undertaken and should be completed shortly.	
4.5	Security	
	CD noted that an additional guard had been contracted to patrol the M3 until further notice as there had been reports of intrusions in the neighbourhood.	
4.6	Health and Safety	
4.6.1	Phase 4 Fire Hydrant (#78) CD noted that no action is required on the relocation of the fire hydrant located at Unit 78.	
4.6.2	Fire Panel and Equipment CD noted that a service of fire panel in the apartment building had been undertaken.	
4.6.3	Village Fire Drill An updated village evacuation plan should be drawn up and implemented in the next quarter.	
4.7	Catering, Events and Entertainment (CE&E)	
4.7.1	CE&E Funds: It was noted that no additional funds were available and the amount on hand remained the same.	
4.7.2	Catering - CD reported that new chef was settling in nicely and that the number of meals served each day had increased.	
4.7.3	Events and Entertainment Committee will commence with meetings from March to plan social events for the year.	
4.8	Evergreen Health/Healthcare Services	
4.8.1	It was noted that Evergreen health has been in communication with official bodies around the issue of a practice number and was awaiting approval.	

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4.8.2	<ul style="list-style-type: none"> - It was noted that all EH Healthcare workers have been registered to be vaccinated. - The second phase included Senior citizens and we will keep residents informed of the rollout. 	
4.8.3	It was noted that monthly meetings with Healthcare be reintroduced.	
5	General	
5.1	Gym equipment renewal has been scheduled for end March.	
5.2	DSTV package CD reported that a circular would be sent next week on the special package deal with DSTV which will commence on 01 April 2021.	
5.3	Cell Phone Reception –This project has been initiated and feedback will be provided as progress is made.	
5.4	Recycling <ul style="list-style-type: none"> - RE mentioned the challenge around recycling and the lack of bins at the apartments. SF reported that new bins had been ordered from COCT and delivered to village. These had been placed in the basement refuse room. - CD noted that the village has been in contact with Averda (recycling) regarding non-collection of recycling bins over the past three weeks and noted that it was resolved. 	
5.5	AGM – due to COVID the Annual General Meeting be held scheduled for August – details to be confirmed subject to the COVID situation.	
	Date of next ResCom meeting: to be advised	

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

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2020

CHAIRMAN _____