

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET
HELD AT BERGVLIET ON WEDNESDAY, 28 APRIL 2021 AT 15h00**

PRESENT: Joan Misplon (JM) in the chair; John Bester (JB); Ian McDonald (IMcD); Garry Reed (GR); Shawn Ferreira (SF), Celeste Van Graan (CvG) and Michael Liffmann (ML)

Apologies: Dylan Pienaar (DP)

1.	WELCOME AND APOLOGIES	Action/ Date
	<ul style="list-style-type: none"> JM welcomed everyone to the meeting. 	
2.	APPROVAL OF PREVIOUS MINUTES	
	The minutes of the previous meeting, held on 11 February 2021, 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 he has been in communication with Celeste van Graaf, Evergreen Head of Legal and will send through all correspondence regarding Annexure A via email. CvG noted that she will revert back once she has received the Annexure A. 	IMcD/ CvG
4.	SUB-COMMITTEE REPORTS	
4.1	Finance & Legal	
4.1.1	<ul style="list-style-type: none"> JB confirmed that he had submitted the AGM financial report. It was noted that there was a positive variance and that this should be taken into consideration with the next Levy increase. GR noted that this will be discussed. JB noted that he was awaiting the March management accounts 	JB/DP
4.1.3	<ul style="list-style-type: none"> JM reported that she had received a request from Jo Nixon regarding the reduction in her Monthly levy based on Geoff Nixon's move to Woodside Frail Care. GR noted that this will be authorized and resolved. 	
4.2	Estate Sales	
	<p>It was noted that:</p> <ul style="list-style-type: none"> Phases 1-3 – units 23 and Unit 65 have been sold; and Phase 5 – Apartments for sale: A9, A10. 	
4.3	Repairs & Maintenance & Village Improvement	
4.3.1	<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 	

	<p>gate, that humps be installed. GR noted that a plan should be drafted and residents need to decide on the location of the Speed humps.</p> <ul style="list-style-type: none"> SF to consult with relevant residents. 	
4.3.4	<p>Visitors' Parking</p> <p>Owing to the increased number of residents and visitors as a result of the larger village and as raised in previous discussions additional visitors' parking bays will be built at Unit 5 (2 bays), Clubhouse (2 x loading bays) and opposite Units 60-62 (6-8 bays)</p> <ul style="list-style-type: none"> GR noted that he is consulting with EPI 	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	<p>Improvement/Replacement of Fence on M3</p> <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	<p>Widening Entrance Access</p> <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	<p>Health Care Clinic Floor</p> <ul style="list-style-type: none"> SF to follow-up with the installation of a new floor. 	
4.3.9	<p>General Maintenance</p> <ul style="list-style-type: none"> SF 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. The re-furbishment of the tables and chairs was an asset. 	
4.3.10	<p>Phase 4 – Houses (66-78)</p> <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. SF noted that the process has been escalated and that he would be in communication with the relevant residents with feedback. 	SF
4.3.11	<p>Phase 5 – Apartments</p> <p>It was noted that:</p> <ul style="list-style-type: none"> 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"> the stair balustrade/railings and lights leading to apartments located at the basement exit were in progress; SF noted that the quotes have been approved and work will commence soon. a deterrent to be finalised for Starlings in the basement. SF noted that the ELV team is doing continuous work to keep area free of debris. Apartment Generator noise – It was noted that GR will be meeting with Stewart Fisher in connection with existing vibration problem. Apartment Passage Airflow – options to be discussed with Projects team. 	
4.4	Gardens & Irrigation	
4.4.1	Village Gardens <ul style="list-style-type: none"> JM reported that the main avenue trees, recently topped, were a vast improvement. SF confirmed that the trees along the M3 would be done next. JB requested that extra paving be placed on the pathway in Starke and Barn Roads. Whitecliffs have made improvements regarding attention to garden maintenance. Jean van Rhyn to meet up with Markus once a month. 	
4.4.2	Irrigation <ul style="list-style-type: none"> It was noted that the water feed/pressure to the Apartments, Starke Rd, Firgrove Rd and Barn Rd has improved. Continuous work will be done by C.I.S (Cape Irrigation Systems) to further improve the system. 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"> The attentiveness and sense of urgency of the guards needed to be addressed. JM noted that the staff compliment at night needed to be re-assessed and that one guard at the Guard House was insufficient. 	
4.6	Catering, Events & Entertainment	
4.6.1	JM reported that there was a balance of R9,073.17 in CE&E funds.	
4.6.2	Kitchen Stock & Equipment <p>It was noted that the new kitchen layout and installation of industrial appliances was in progress to enhance service and preparation. To this end:</p> <ul style="list-style-type: none"> a new gulley/waste had been installed; and the new dishwasher/scullery area would be fitted by the end of May 	
4.6.3	Events & Entertainment	

	It was noted that events have resumed and proving most popular but social distancing still a priority. Letter from Felicity Walker regarding inadequacies of dining facilities etc. handed to GR	
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. At the present moment the vaccine can only be administered at special locations/clinics/hospitals. 	
5	GENERAL	
5.1	AGM <ul style="list-style-type: none"> It was noted that the Bergvliet AGM will take place on 12 May 2021 	
5.2	Cell Phone Signal <ul style="list-style-type: none"> GR reported that an arrangement is being finalised with a service provider to install boosters to improve cell phone signal. Their recommendation has been sent back to be re-assessed as it did not meet the village specifications. 	
5.3	Gym Equipment <ul style="list-style-type: none"> GR confirmed that the supplier has had a delay and that the equipment would be sourced from another supplier. SF to look into alternate supplier for replacement as soon as possible. 	
5.4	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 _____ 2021

CHAIRMAN