

**MINUTES OF THE MEETING OF THE
RESIDENTS' COMMITTEE (RESCOM) OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET HELD
ON 17 JUNE 2021 AT 15h00**

PRESENT:

Joan Misplon (JM); John Bester (JB); Rene Esson (RE); Jean van Rhyn (JvR); Brian Dalton (BD), David Walker (DW), Shawn Ferreira (SF), Michael Liffmann (ML) and Patrick Maile (PM)

APOLOGIES:

None

Item.	DETAILS	ACTION	DATE
1.	WELCOME		
	JM welcomed everyone to the meeting.		
2.	Approval of Minutes		
	The minutes of the meetings held on 21 April 2021 and Rescom Portfolio meeting held on the 21 st May were approved and signed. DW noted that deadline times needed to be added to minutes in the future for accountability. DW requested that the AGM Minutes be distributed.		
3.	Matters Arising from the Minutes		
3.1	House Rules. - JM noted that a compromise has been reached. Celeste Van Graan will send through a revised document. JM will follow-up with Celeste Van Graan.	JM	
4.	Finance and Legal		
4.1	- JB noted that monthly management accounts will be sent out on the 21 st or 22 nd of the month. - JB noted that based on the information received, regarding the summary of the accounts, is that we have broken even for the first two months of the year. - JB noted levy surplus is still outstanding. - Fincom will be meeting with Dylan Pienaar Thursday, 24 th June 2021	JB	
4.1.1	BD noted and read letter received by resident with regards to communication and levy surplus. JB noted his objections to statements made in letter regarding Rescom interventions to surplus matter JM noted that a response will be sent out to the relevant resident.		
4.2	Estate Sales		
	SF reported sales made in the Village since the last meeting: Apartments #09, Mrs Penelope Marek - Unit 33 will be placed on the market once refurbishments are done. - 1 apartments remains for sale. (Apartment 10)		
4.3	Repairs & Maintenance/Village Improvement		
4.3.1	Heritage Village		
4.3.1.1	PBX transition/Fibre – Project is complete, it is noted that the new PBX system is operational and only 1 resident (Unit 12, Mr Levine needs to be actioned by IT). SF will resolve this by Friday 25 th June	SF	25/06

Item.	DETAILS	ACTION	DATE
4.3.1.2	<p>Village Directional Signage – next phase to be completed.</p> <ul style="list-style-type: none"> - Apartment signage and the correction of the directional signage - Relook at directional signage at the island near Unit 52 - JM noted the request from residents in Units 36 to 39 re a left turn sign at the top of their road. - SF noted that final phase has been reached and that the signage project will be undertaken in the upcoming weeks. <p>It was noted that there is constant neglect of the one-way traffic by some residents. Formal letter will be sent to relevant residents that ignore the signage. SF to make contact with residents regarding speed bumps in street from 41 to 47.</p> <p>JM noted that a circular will be sent out to all residents about speeding in the village.</p>	SF	
4.3.1.3	List of Carports still needing refurbishment has been approved and work will commence on the week of the 26 th April. Ongoing project that has started.		
4.3.1.4	<p>Paving – A list of small paved areas has been noted in and around resident's units.</p> <p>External contractor has provided the quote and will start with project in week starting 21st June.</p>		
4.3.1.5	JM noted that oil spills need to be attended to. PM has noted that he will make contact with the contractor that will look into all spills.		
4.3.2	Houses (13 – Phase 4)		
4.3.2.1	<p>Residents' lists of snags/latent defects had been prepared for the contracts team. Contractors have repaired snags regarding roof leaks and window leaks. Outstanding items like cornices and cracks will be next step in process. Residents will be kept informed as to when this project will commence.</p>	SF/ PM	
4.3.3	Apartments (22 – Phase 5)		
4.3.3.1	Next phase will be the basement parking and additional directional signage is in progress. This is part of the Village signage project. Approval pending.	SF	
4.3.3.2	<p>Additional external lights – Electricians have quoted on external lights to ensure safety on the pathways and the external staircase at the outside drying area and also entertainment area.</p> <p>PM noted that quotes have been submitted but declined, new motivation to be drafted and re-submitted.</p> <p>JM noted that this will be taken to Mancom.</p>	SF/ PM	
4.3.3.3	Internal drying area – fencing to be done, quote has been submitted. SF noted that he is in communication with a Tumble-dryer Rental company to get proposal with regards to tumble-dryer rental.	SF	
4.3.3.4	Bird Spikes/Netting and other options – quotes received and are being considered. This has been referred to Mancom.		
4.3.3.5	<p>Apartment generator/noise levels</p> <p>BD noted that electricity needed to be present all the time as part of Health & Safety.</p> <p>PM noted that the relay timer installed at the generator will override in the event of an emergency. Quotes are being obtained for alternate sources of power.</p>	SF/ PM	

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	This project is currently being monitored by the Development team.		
4.3.3.6	Apartments Passage Airflow - It is noted that passage airflow in apartments is an issue for residents. ELV still needs to discuss options regarding HVAC with Projects team. Referred to Mancom.		
4.3.3.7	BD noted the allocation of parking bays to village residents needs to be in consultation with the apartment residents. SF will consult with Sales and Legal for clarity on conditions of sale.		
4.3.3.8	BD noted that there is an ongoing bird problem at Apartment 109, SF to relook at Eagle Eye quote that needs to be motivated.	SF	
4.3.3.9	BD noted that lighting in the lift passage is insufficient, this needs to be resolved. Quote needs to be obtained. SF to action and resolve.	SF	
4.3.3.10	It was noted that the air-conditioning variation requests that was declined at the apartments needs to be relooked at by Property Management. This item will be taken to Mancom.		
4.3.4	Village Improvements		
4.3.4.1	It was noted that additional parking bays – a loading zone at the Clubhouse, and another bay at Unit 5 and at Units 60-63 had been proposed. It was suggested that additional parking bays in the area of Units 21 and 63 be discussed at Mancom.		
4.3.4.2	It was noted that repair to small areas of paving in village is still in progress. Pool and Clubhouse area has been completed.		
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. To be referred to Mancom.		
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. To be referred to Mancom.		
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. To be referred to Mancom.		
4.3.4.6	RE noted the units at the berm area has wall panels that are moving due to the movement in the ground. PM noted continuous efforts from all relevant parties to resolve this challenge. Matter to be referred to Mancom.		
4.4	Gardens, Trees and Irrigation		
4.4.1	JvR noted that the garden service is improving. JvR noted that meetings have commenced with Whitecliffs and will continue to take place twice a month. SF will be advised of items brought up at these meetings. RE questioned the management of the bees – SF to investigate actions of beekeeper.		
4.4.2	Village Irrigation		

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	Village Irrigation - Cape Irrigation Services (CIS) has repaired additional remedial work. System is operating much better. Few adjustments need to be made.		
4.5	Security		
	SF noted that monthly meeting will be held with BD and management of Grinnell. JM noted issues with regards to security reported by residents. SF noted that these issues had been resolved by strict amended Standard Operating Procedures and disciplinary actions.		
4.6	Health and Safety		
4.6.1	Village Fire Drill An updated village evacuation plan should be drawn up and implemented in the next quarter. Eco Safety Audit has been conducted, PM noted that a plan of action will be finalized during the upcoming weeks. PM noted that a briefing will be held in the upcoming weeks with the Apartment residents to discuss the fire evacuation plans.	PM/ SF	
4.7	Catering, Events and Entertainment (CE&E)		
4.7.1	CE&E Funds: It was noted that the amount on hand was R 9746.00.		
4.7.2	Events and Entertainment Committee has commenced with meetings. No social gatherings are currently taking place based on the increase in COVID-19 cases.		
4.7.3	JM noted request from Events committee regarding space for all event items. Space in lounge cupboards will be looked at when Library books are moved into new shelves.		
4.8	Evergreen Health/Healthcare Services		
4.8.1	JM noted that Yvonne Jackman has been co-opted to assist with the health portfolio. Monthly meetings to be scheduled in the upcoming months.		
4.8.2	It was noted that Evergreen health has been in communication with official bodies around the issue of a practice number and was awaiting approval. It was noted that feedback will be obtained from Elize Porter. Referred to Mancom.		
4.8.3	BD noted appreciation from residents regarding the Vaccination roll-out.		
4.8.3	Vaccines - The second phase of the Vaccine Roll-out will be communicated to all residents as soon as the dates are finalized. BD noted appreciation from residents regarding the smooth running of vaccination rollout.		
5	General		
5.1	Gym equipment renewal – no set date. Present equipment to be kept in working condition. - To be referred to Mancom.		
5.2	DSTV package		

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	It was noted that DSTV package needs to be handed over to SF. SF to set up meeting with Christine to facilitate this process.		
5.3	Cell Phone Reception –This project has been initiated and feedback will be provided as progress is made. Referred to Mancom		
5.4	Library – request has been made by Julie Phillips to increase shelving in the Bistro. SF has obtained quote and awaiting approval.	SF	
	Date of next ResCom meeting: to be advised		

Without any further business to discuss the meeting closed at 18h10.

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2021

CHAIRMAN _____

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