

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET
HELD AT BERGVLIET ON WEDNESDAY, 8 SEPTEMBER 2021 AT 15h00**

PRESENT: Joan Misplon (JM) in the chair; John Bester (JB); Garry Reed (GR); Shawn Ferreira (SF), Bronwyn Davis (BD), and Aletha Du Plessis (ADP)

Apologies: None

1.	WELCOME AND APOLOGIES	Action/ Date
	<ul style="list-style-type: none"> GR welcomed everyone to the meeting. GR formally welcomed Aletha Du Plessis as Financial Manager for Evergreen Lifestyle Villages. 	
2.	APPROVAL OF PREVIOUS MINUTES	
	The minutes of the previous meeting, held on 28 April 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> <p>JM confirmed that a consensus has been reached with regards to the House rules.</p> <p>GR noted that House rules are available at the Village Manager's office for perusal by residents.</p>	
4.	SUB-COMMITTEE REPORTS	
4.1	Finance & Legal	
4.1.1	<ul style="list-style-type: none"> GR noted that there is current work being done on levy structures and that communication will be sent out as soon as possible. 	JB/DP /GR
4.2	Estate Sales	
	<p>It was noted that:</p> <ul style="list-style-type: none"> Phases 1-3 – unit 33 is vacant and refurbishment will start Monday, 13 September 2021 All apartments have been sold. 	
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 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. SF noted that further consultation needs to be done as per feedback received. 	
4.3.4	Visitors' Parking	

	<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 will consult with EPI to get the final decision. 	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 noted that he will consult with EPI to get the final decision. 	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 noted that he will consult with EPI to get the final decision. Movement of panels along the berm area to be resolved by EPI 	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. GR noted that he will consult with EPI to get the final decision. Extension to Clubhouse – Evaluation and on-site inspection by James Wilson, JB and JM to take place 	GR
4.3.8	<p>Health Care Clinic Floor</p> <ul style="list-style-type: none"> SF to follow-up with the proposed installation of a new floor. GR noted that based on the potential future developments, these items be revisited in the future. 	
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. SF noted that he will relook into getting professional contractors to find a resolution. 	
4.3.10	<p>Phase 4 – Houses (66-78)</p> <ul style="list-style-type: none"> It was noted that, owing to the pandemic a number of building contractors had not been 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 noted that all contractors are back and work will commence. 	SF
4.3.11	<p>Phase 5 – Apartments</p> <ul style="list-style-type: none"> a deterrent to be finalised for Starlings in the basement. SF noted that the ELV team are doing continuous work to keep area free of debris. 	

	<ul style="list-style-type: none"> Internal drying area – fence completed, electrical and plumbing will be done in the next two weeks. Coin operated drying machines by end September. Additional external lights (walkway) – SF noted that this walkway is not an emergency evacuation route. Generator noise – SF noted that all work has been finalised and relay is fully operational. Apartment Passage Airflow- GR noted that EPI has given the technical reason that this cannot happen. JM noted that there were numerous requests for the installation of Air conditioning in the apartments. GR noted that he has been in consultation with EPI before and will revisit this request and revert back. JM noted that there is a request for additional tables for the apartment entertainment area. SF/BD to look into this. 	
4.4	Gardens & Irrigation	
4.4.1	Village Gardens <ul style="list-style-type: none"> Whitecliffs have made improvements regarding attention to garden maintenance. Jean van Rhyn to meet up with Markus once a month. BD noted that meetings are happening regularly JM noted a request had been made for the removal of the poplar trees on the berm area. GR noted 	
4.5	Security	
	<ul style="list-style-type: none"> SF noted that regular meetings were being held with the management of Grinnell and challenges are being resolved and goals met. JM noted that the staff compliment at night needed to be re-assessed and that one guard at the Guard House was insufficient. SF noted that patrols have been revised and that there are now two guards at the guardhouse. BD noted that patrols are being monitored and weekly feedback given. 	
4.6	Catering, Events & Entertainment	
4.6.1	<p>JM reported that there was a balance of R11 190.00 in CE&E funds.</p> <p>GR paid compliment to the excellent presentation of The Village Times.</p>	
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 All outstanding equipment has been ordered and has a delivery date of 8 weeks. 	

	<ul style="list-style-type: none"> GR noted that the final extraction installation needs to be relooked at as potential for future developments. 	
4.6.3	Events & Entertainment It was noted that events have resumed and proving most popular but social distancing still a priority. JM noted communication regarding residents booking in advance for social dinners. GR suggested that we attempt to add an additional evening. SF to revert back with feedback. JM noted that requests had been received to have the dining room chairs re-upholstered. GR noted that this can be done.	
4.7	Healthcare – Evergreen Health	
4.7.1	<ul style="list-style-type: none"> JM noted the gratitude from residents for the vaccination drives at the village. Evergreen Health practice number – GR noted that further progress has been made in this regard, feedback will be sent out in the near future. 	
5	GENERAL	
5.2	Cell Phone Signal <ul style="list-style-type: none"> GR reported that progress has been made and that plans are with town council, progress reports will be sent as soon as received. 	
5.3	Gym Equipment <ul style="list-style-type: none"> JM thanked all involved for the new Gym equipment. SF noted and confirmed that the smaller TV will be removed from the lounge and placed in the Gym area. GR requested that exercise balls be purchased for the Gym. BD will look into this. 	
5.4	Date of next Mancom meeting – to be advised	

As there was no further business to discuss the meeting closed at 16h30.

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2021

CHAIRMAN