

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

PRESENT:

Joan Misplon (JM); John Bester (JB); Jean van Rhyn (JvR); Brian Dalton (BD), David Walker (DW), Shawn Ferreira (SF), and Bronwyn Davis (BMD)

APOLOGIES:

Rene Esson (RE)

Item.	DETAILS	ACTION	DATE
1.	WELCOME		
	JM welcomed everyone to the meeting.		
2.	Approval of Minutes		
	The minutes of the meetings held on 17 June 2021 and Rescom Portfolio meeting held on the 17 th April were approved and signed. DW noted that deadline times needed to be added to minutes in the future for accountability.		
3.	Matters Arising from the Minutes		
3.1	House Rules. - JM noted that a consensus has been reached and that the House Rules are available at the office. - DW noted that the House Rules needs to be circulated to the Village. JM noted that she will re-address this and revert back.	JM/D W	
4.	Finance and Legal		
4.1	- JB noted that a complete review of the costs has been done. The positive variance based on unallocated costs has now resulted in a negative variance. - JB noted that his recommendation is that on the resale of every unit, a portion of the gain must be allocated back into the village budget to level any future levy increase.	JB	
4.2	Estate Sales		
	SF reported sales made in the Village since the last meeting: All apartments have been sold. Apartment 10 will be occupied by the first weeks in October. - Unit 33 will be placed on the market once refurbishments are done.		
4.3	Repairs & Maintenance/Village Improvement		
4.3.1	Heritage Village		
4.3.1.1	DW gave summary of the walkabout that took place on Tuesday, 7 th September with Garry Reed, Cobus Bedeker and Jason Panter. - PAVING: Contractors are on site and work continuing on a number of areas around Apartments and in the Heritage Village section. - Leaks at the apartment basements were in the process of being addressed by water pressure testing.		

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	<ul style="list-style-type: none"> - Window at the clubhouse needs to be replaced, SF noted that he will address and resolve. - Possible damp in Unit 49 was looked at and decision made to re-assess in the future. - DW noted the concern about the number of snags on re-sale units that needs to be addressed. 		
4.3.1.2	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 end September.	SF	30/9
4.3.1.3	<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 process will be finalized in the upcoming weeks. 	SF	10/10
4.3.1.4	List of Carports still needing refurbishment has been approved and will be an ongoing project that has started.	SF	10/10
4.3.1.5	Paving – A list of small paved areas has been noted in and around resident's units. Project is currently under way.		
4.3.1.6	JM noted that oil spills need to be attended to. SF noted that he has obtained contractors that will now undertake this project.	SF	20/10
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 has been noted by EPI and work to start asap.</p> <p>Residents will be kept informed as to when this project will commence. Jason Panter advising BMD on start date.</p>	SF/ PM	
4.3.3	Apartments (22 – Phase 5)		
4.3.3.1	Basement parking leaks, Bay 42 has been affected and will be looked at by contractors.	SF	
4.3.3.2	<p>Additional external lights – SF noted that the walkway is not a fire/emergency walkway hence the need for additional lights is not needed.</p> <p>Entertainment area lights have been installed.</p> <p>Additional tables for entertainment area has been approved – being actioned by BMD</p>	SF	
4.3.3.3	<p>Internal drying area</p> <ul style="list-style-type: none"> - Fencing completed. - Electrical and plumbing to be completed by end of September. - Coin operated machines will then be installed. 	SF	30/9

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4.3.3.4	Bird Spikes/Netting and other options – quotes received and are being considered. This has been referred to Mancom. Garry will revert back with a definite answer from EPI. Suggestion made for plastic owls/snakes to act as a deterrent. BMD actioned and ordered.		
4.3.3.5	Apartment generator/noise levels SF noted that all work has been finalized and generator relay is now functioning.	SF	
4.3.3.6	BD noted that some feedback needs to be given with regards to the variation request for a sky light at apartment 107. JM to consult with Garry Reed	JM	
4.3.3.7	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. Enquiry by residents to have louvre windows installed. Referred to Mancom. Garry will revert back with a definite answer from EPI.		
4.3.3.8	BD noted that lighting in the lift passage is insufficient, this needs to be resolved. Quote needs to be obtained. BMD actioned with Jason Panter.	SF	
4.3.3.9	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 was referred to Mancom. Garry will again consult with EPI and revert back.		
4.3.3.10	BD noted that Apartment 2 & 4 has a crack that needs to be looked into. DW confirmed that recommendation from Cobus Bedeker (MD of EPI) was that the cracks are not structural and that a list of areas needs to be flagged and then seen to by the Development team		
4.3.3.11	Paving Apt.4. Sinkage at down pipe drain. Was not on original walkabout, but has been checked and confirmed with DW.		
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 21 and 60-63 had been proposed. To be further discussed at Mancom.		
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. Placed on hold based on future renovation proposal that is pending.		
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. Garry will revert back with feedback from EPI.		
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. Garry will revert back with feedback from EPI.		

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4.3.4.6	Movement of panels along berm area – referred to EPI		
4.4	Gardens, Trees and Irrigation		
4.4.1	JvR noted that there have been improvements in the general state of the gardens in the village. Monthly meetings are being planned with Markus, Philemon, Jean Van Rhyn and Bronwyn. JvR will follow up with regards to a quote from Markus at Whitecliffs with regards to Unit 6.		
4.4.2	Village Irrigation		
	Village Irrigation - Cape Irrigation Services (CIS) has repaired additional remedial work. System is operating much better.		
4.5	Security		
	SF noted that monthly meeting will be held with BD and management of Grinnell. BMD noted that significant changes has been seen in the security team, patrols are being monitored. SF noted that additional guard (M3 berm area) has been cancelled as patrols are covering this area.		
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. Urgent request for Apartment block – actioned by BMD and PM – scheduled for 5 October at 10:00.	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 R11 191.00.		
4.7.2	Events and Entertainment Committee has commenced with meetings. All social gatherings have resumed and Tuesday/Social dinners will not have a seating restriction.		
4.7.3	Kitchen Refurbishment project – all items have been ordered and will be installed upon arrival. New Industrial Extraction will be placed on hold based on future proposed renovations.		
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. It was noted that feedback will be obtained from Elize Porter. Garry and Elize are in communication with relevant stakeholders to finalize a plan of action.		
5	General		
5.1	Gym: All equipment has been replaced and a TV will be installed.		
5.2	DSTV package SF confirmed that this process has been handed over and is running.		

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5.3	Cell Phone Reception –This project has been initiated and feedback will be provided as progress is made. GR in communication with Town Council and will update.		
5.4	Library: Shelving completed – Compliments to Julie Phillips for her hard work on filling the shelves with excellent books.		
	Date of next ResCom meeting: to be advised		

Without any further business to discuss the meeting closed at 17h30.

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2021

CHAIRMAN _____

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