

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE  
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET  
HELD AT BERGVLIET ON TUESDAY, 7 DECEMBER 2021 AT 15h00**

**PRESENT:** Joan Misplon (JM) Garry Reed (GR) John Bester (JB) Shawn Ferreira (SF), Bronwyn Davis (BD) Aletha Du Plessis (ADP) David Walker (DW)

Apologies: None

| 1.    | <b>WELCOME AND APOLOGIES</b>  | <b>Action/D<br/>ate</b> |
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|       | <ul style="list-style-type: none"> <li>JM welcomed everyone to the meeting.</li> </ul>  |                         |
| 2.    | <b>APPROVAL OF PREVIOUS MINUTES</b>   |                         |
|       | The minutes of the previous meeting, held on 8 September 2021, were accepted and signed as a correct record of the proceedings. Incorrect numbering on previous minutes has been noted.   |                         |
| 3.    | <b>MATTERS ARISING FROM PREVIOUS MINUTES</b>  |                         |
|       | <p><b>House Rules (Meeting 18/07/2019; Meeting 19/09/2019; Meeting 24/11/2019; Meeting 20/02/2020 and Meeting 19/9/2020)</b></p> <p>JM confirmed that a consensus has been reached with regards to the House rules and will be removed from the minutes. Will be relooked as/or and when required.</p> <p>GR noted that the House rules are endorsed by CESOS.</p>  |                         |
| 4.    | <b>SUB-COMMITTEE REPORTS</b>  |                         |
| 4.1   | <b>Finance &amp; Legal</b>  |                         |
| 4.1.1 | <ul style="list-style-type: none"> <li>ADP noted that in October profitability vs budget showed a profit with savings in various items.</li> <li>ADP also noted that Management accounts will be available from the 21<sup>st</sup> of every month. Waiting on October management accounts.</li> <li>GR noted that discussions with regards to budgets have been prioritized and he will revert back as soon as he receives feedback.</li> </ul>    | JB/ADP<br>/GR           |
| 4.2   | <b>Estate Sales</b>   |                         |
|       | <ul style="list-style-type: none"> <li>Unit 33 has been sold and handover will be in December. Unit 11 still remains unsold.</li> <li>All apartments have been sold.</li> </ul>   |                         |
| 4.3   | <b>Repairs &amp; Maintenance &amp; Village Improvement</b>  |                         |
| 4.3.1 | <p><b>Speeding in the Village</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> | SF                      |

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|       | <ul style="list-style-type: none"> <li>SF will source various speed bump options and present these at the next meeting. It was noted that some residents were unhappy with configuration of present speed bumps. Other residents not in favour of speed bumps going up from unit 41 to Apartments.</li> </ul>   |    |
| 4.3.2 | <p><b>Visitors' Parking</b></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 areas opposite 60-62 – however all on hold for time being.</p> <ul style="list-style-type: none"> <li>JM noted that residents from Units 60 – 63 would not be adverse to having parking bays allocated in the street.</li> <li>SF to make sure the bays are temporally marked and revert back with feedback at the next meeting.</li> </ul>   | SF |
| 4.3.3 | <p><b>'Vibracrete' Walling/Boundary</b></p> <ul style="list-style-type: none"> <li>It was noted that the upgrade to the 'Vibracrete' boundary wall on Firgrove Road would be considered in the future.</li> <li>GR will consult with EPI to get the final decision.</li> </ul>  | GR |
| 4.3.4 | <p><b>Improvement/Replacement of Fence on M3</b></p> <ul style="list-style-type: none"> <li>It was noted that the installation of a new Clearvue fence on the M3 boundary would be considered in the future.</li> <li>GR will consult with EPI to get the final decision.</li> </ul>  | GR |
| 4.3.5 | <p><b>Widening Entrance Access</b></p> <ul style="list-style-type: none"> <li>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 as to create a shoulder/lane for contractors/delivery vehicles; and integrate a waste management plan.</li> <li>GR noted that he will consult with EPI to get the final decision. Although considered of an urgent nature GR stated that extension to Lifestyle Centre took priority.</li> </ul> | GR |
| 4.3.6 | <p><b>Health Care Clinic Floor</b></p> <ul style="list-style-type: none"> <li>GR noted that based on the potential future developments the replacement of the clinic floor would be delayed.</li> </ul>   |    |
| 4.3.7 | <p><b>General Maintenance</b></p> <ul style="list-style-type: none"> <li>JM noted that residents have voiced their concern on lack of progress and time taken with maintenance in the village.</li> <li>DW noted frustration with regards to communication and also noted that</li> </ul>   |    |

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|       | <ul style="list-style-type: none"> <li>management structures need to be looked at.</li> <li>DW noted various items that have taken too long to be actioned and this is something that needs to be urgently followed up.</li> <li>GR clarified the roles and responsibilities within ELV and EPI structures with regards to Patick Maile and Jason Panter. He stated that progress has been made in that Jason Panter has been appointed as Liaison between ELV and EPI and that there will be positive outcomes based on this re-organisation.</li> <li>JM noted that monthly meetings are working well between DW, RE and management in regard to maintenance and “snag” issues.</li> <li>SF to attend to oil spills on the road at the entrance and in residents’ carports. SF stated that the challenge has been relooked at and that the contractors will now swop paving around and install new bricks to resolve the current oil spill at the entrance.</li> </ul> |    |
| 4.3.8 | <b>Phase 4 – Houses (66-78)</b> <ul style="list-style-type: none"> <li>SF noted that the process regarding repair work has been escalated and that he would be in communication with the relevant residents with feedback.</li> <li>Formal contract instructions have been given and management awaiting plan of action from the Main Contractor.</li> </ul>   | SF |
| 4.3.9 | <b>Phase 5 – Apartments</b> <ul style="list-style-type: none"> <li>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.</li> <li>Internal drying area – fence, electrical and plumbing all completed.</li> <li>Generator noise – SF noted that all work has been finalised and relay is fully operational.</li> <li>JM noted that there were numerous requests for the installation of Air conditioning in the apartments. GR stated that this has been approved and residents may now install their Air conditioners according to the process and plan put in place.</li> <li>JM noted that there is a request for additional tables for the apartment entertainment area. This has been completed. SF/BD</li> </ul>  |    |
| 4.4   | <b>Gardens &amp; Irrigation</b>  |    |
| 4.4.1 | <b>Village Gardens</b> <ul style="list-style-type: none"> <li>JM noted improvements to the garden maintenance and that the gardens are looking good. Meetings between Markus (Whitecliffs) and Jean van Rhyn are on a regular monthly basis.</li> <li>JM noted the request for the removal of poplar trees on the berm area. GR to advise on future action.</li> </ul>   |    |
| 4.5   | <b>Security</b>  |    |

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|       | <ul style="list-style-type: none"> <li>GR recommended that based on incidents around surrounding Estates, the village to activate an extra guard at the M3 fence during the festive season. It was decided that this will be activated with immediate effect.</li> <li>SF/BD to initiate.</li> <li>BD noted that the new scanning system has been working well and ongoing work is being done to improve this process.</li> </ul>   | SF/BD |
| 4.6   | <b>Catering, Events &amp; Entertainment</b>   |       |
| 4.6.1 | JM reported that there was a balance of +/-R9000 in CE&E funds.   |       |
| 4.6.2 | <b>Kitchen Stock &amp; Equipment</b><br>The new kitchen layout and installation of industrial appliances was in progress to enhance service and preparation. However final completion cannot take place until future extension of Lifestyle Centre is agreed upon. Also the final extraction installation will be relooked at with future development in mind.  |       |
| 4.6.3 | <b>Events &amp; Entertainment</b><br>Events have resumed and proving most popular – however still restricted to a certain extent and social distancing still a priority.<br>JM noted that requests have been received to have the dining room chairs re-upholstered. Has been agreed on by management.  |       |
| 4.7   | <b>Healthcare – Evergreen Health</b>  |       |
| 4.7.1 | <ul style="list-style-type: none"> <li>JM expressed appreciation for the invaluable support from Yvonne Jackman and her interaction with vulnerable residents in the village.</li> <li>Evergreen Health practice number – GR noted that further progress has been made in this regard, Discovery Health and Momentum have come on board and feedback will be sent out as soon as this is finalized.</li> <li>JM mentioned comments from residents with regards to pricing of healthcare charges, GR noted that all charges have been cleared by the Board of Healthcare Funders. Pricing gets compared to other suppliers and based on investigations the pricing is fair.</li> </ul> |       |
| 5     | <b>GENERAL</b>  |       |
| 5.1   | <b>Cell Phone Signal</b> <ul style="list-style-type: none"> <li>GR reported that some progress has been made, artists impression has been submitted with options to the town planner. These options have been declined based on technical and aesthetic aspects. Once technical/aesthetic aspects approved submission will be made to council and the advertisement process will be initiated.</li> <li>GR noted that the process will continue until approval has been received.</li> <li>Thanks to Alan Baxter for his valuable assistance. Discussions with management on going. GR to advise residents on progress.</li> </ul>  |       |

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| 5.2 | <b>Gym Equipment</b> <ul style="list-style-type: none"> <li>▪ JM thanked GR for the outlay of great new gym equipment.</li> <li>▪ The removal of the small TV to the gym area on hold owing to potential extension.</li> </ul> |  |
| 5.3 | <b>Fire Drills:</b> <ul style="list-style-type: none"> <li>• Village and Apartment fire drills will be prioritized for January based on the availability of Patrick Maile and the village H&amp;S consultant.</li> </ul>       |  |
| 5.4 | <b>Date of next Mancom meeting – to be advised</b>   |  |

As there was no further business to discuss the meeting closed at 16h45.

APPROVED AND SIGNED AT CAPE TOWN ON \_\_\_\_\_ 2021

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**CHAIRMAN**