

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE  
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET  
HELD AT BERGVLIET ON THURSDAY, 17<sup>TH</sup> MARCH 2022 AT 15h00**

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

1.	<b>WELCOME AND APOLOGIES</b>	<b>Action/Date</b>
	<ul style="list-style-type: none"> <li>JM welcomed everyone to the meeting.</li> <li>Apologies: Aletha Du Plessis</li> </ul>	
2.	<b>APPROVAL OF PREVIOUS MINUTES</b>	
	The minutes of the previous meeting, held on 7 December 2021, were accepted and signed as a correct record of the proceedings.	
3.	<b>SUB-COMMITTEE REPORTS</b>	
3.1	<b>Finance</b>	
	<ul style="list-style-type: none"> <li>JB stated that management accounts were being received. GR noted that budgets are being finalized and have been submitted to the Board for approval by the end of March 2022.</li> </ul>	JB/GR
3.1.1	Surplus: All relevant feedback regarding the surplus query will be submitted when budgets have been finalized. Finance sub-committee meetings to resume as from 1 <sup>st</sup> April.	
3.2	<b>Estate Sales</b>	
	It was noted that: <ul style="list-style-type: none"> <li>Phases 1-3 – unit 11 has been sold – occupation to be finalised. Unit 15 and 25 still remain unsold.</li> <li>All Apartments have been sold.</li> </ul>	
3.3	<b>Repairs &amp; Maintenance &amp; Village Improvement</b>	
3.3.1	<b>Speeding in the Village</b> <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> <li>SF has obtained ideas and quotes for various options which he will propose at the next Rescom meeting.</li> </ul>	SF
3.3.2	<b>Visitors' Parking</b> Owing to the increased number of residents and visitors as a result of the larger village and as raised in previous discussions additional visitors'	

	<p>parking bays will be built at Unit 5 (2 bays), Clubhouse (2 x loading bays) and opposite Units 60-62 (6-8 bays – on hold )</p> <ul style="list-style-type: none"> <li>JM noted that residents from Units 60 to 62 are happy to have parking bays allocated in the street. These have now been marked out and communication to residents re the availability will be sent out accordingly.</li> </ul>	SF
3.3.3	<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. On hold until further notice.</li> </ul>	GR
3.3.4	<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. On hold until further notice.</li> </ul>	GR
3.3.5	<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 create a shoulder/lane for contractors/delivery vehicles; as well as to integrate a waste management plan.</li> <li>GR noted the above is on hold until further notice.</li> </ul>	GR
3.3.6	<p><b>Health Care Clinic Floor</b></p> <ul style="list-style-type: none"> <li>SF to follow-up with the installation of a new floor. On hold.</li> <li>GR advised that based on the impending extension to the Lifestyle centre, items 3.3.3/3.3.4/3.3.5/3.3.6 will be revisited in the future.</li> </ul>	
3.3.7	<p><b>General Maintenance</b></p> <ul style="list-style-type: none"> <li>JM noted that maintenance walk abouts are ongoing with David Walker and Rene Esson and that progress is being made in completion of certain maintenance items.</li> <li>JM noted that there are items still needing attention. SF confirmed that these will be attended to.</li> <li>Oil spills have been attended to on the road at the entrance and residents’ carports to be seen to.</li> <li>Extra paving at Unit 40 has been queried.</li> </ul>	
3.3.8	<p><b>Phase 4 – Houses (66-78)</b></p> <ul style="list-style-type: none"> <li>Work has been ongoing as regards completion of snags, repairs etc.</li> </ul>	SF

	<ul style="list-style-type: none"> <li>SF noted that the process is being finalized and final inspection and sign off will happen shortly.</li> </ul>	
3.3.9	<p><b>Phase 5 – Apartments</b></p> <p>It was noted that:</p> <ul style="list-style-type: none"> <li>Snag list has been handed in to SF for attention.</li> <li>JM noted various queries on Apartment parking bay allocation, GR confirmed that this was based on previous agreements.</li> <li>JM and BD (Brian Dalton) on their walk about at the Apartments noted that additional ventilation was needed in the form of louvres in main passage. GR noted that due to fire regulations, additional ventilation cannot be added.</li> <li>JM noted that there is a request for additional umbrellas and chairs at the Apartment area. GR noted that the requests are being looked into, SF &amp; BD will revert back.</li> <li>Signage to Apartments to be completed.</li> <li>BIRD INFESTATION: JM acknowledged and noted Brian Dalton's letter regarding the bird infestation in the Apartments basement and Managements lack of intervention. GR noted that this is a village management matter and will be attended to by management and team. The problem is ongoing – SF and BD to start ensuring no nesting or roosting by the birds takes place. Report back required as to progress.</li> </ul>	SF & BD
3.4	<b>Gardens &amp; Irrigation</b>	
3.4.1	<p><b>Village Gardens</b></p> <ul style="list-style-type: none"> <li>JM noted the improvements regarding attention to garden maintenance. Jean van Rhyn meets up with Markus once a month.</li> <li>JM noted that the Boule court in the pool area is not being utilized – has never been fully completed. BD has noted that there is a Soil for Life proposal that can be looked at for the area. Quote/proposal will be brought to the next Rescom meeting.</li> <li>JM noted that the Barn Rd verge area has not been looking good, BD confirmed that Cape Irrigation and Whitecliffs have been doing work in this area and it will be monitored.</li> </ul>	
3.5	<b>Security</b>	
	<p>JM noted her concern regarding the presence of female guards being on duty at night. GR mentioned that if a resident is concerned at any time they must report to management for their immediate attention. Contributions by BKM Watch were looked at. Circular to go out to residents asking if they would like to contribute on an individual basis. Management considering a donation from the Village as a whole.</p>	SF/BD
3.6	<b>Catering, Events &amp; Entertainment</b>	
3.6.1	JM reported that there was a balance of +/-R13000 in CE&E funds.	

	<p>JM confirmed that Felicity Walker has resigned from the Events and Entertainment committee but would continue with the monthly newsletter etc. Yolanda Bond Smith will take over as Chair.</p> <p>All events and entertainment going ahead smoothly and in full operation. Requests had been received to have the four tub chairs re-upholstered. GR agreed. Dining chairs will not be replaced/re-upholstered until re-furbishment of Lifestyle Centre</p> <p>JM noted that based on an unsatisfactory meal at a recent social evening all affected residents have been fully refunded. A plan of action has been put in place by WPC to avoid any future challenges.</p>	
3.6.2	<p><b>Kitchen Stock &amp; Equipment</b></p> <p>It was noted that the new kitchen layout and installation of industrial appliances was on hold until the completion of extension to the Lifestyle Centre. The industrial fan will also not be put in place until then.</p>	
3.7	<p><b>Healthcare – Evergreen Health</b></p>	
3.7.1	<ul style="list-style-type: none"> <li>▪ JM noted that a Health meeting was held on the 26<sup>th</sup> January with Elize Porter - Yvonne Jackman was invited to be present. Yvonne will visit relevant vulnerable residents and will report back to Joan Mispion and Zuko.</li> <li>▪ JM noted that all telephonic communications are disrupted during loadshedding based on the lack of power to the fibre network, GR recommended that communications be sent out as soon as possible to re-iterate emergency contact numbers of all relevant staff/management.</li> <li>▪ Evergreen Health practice number – GR noted that he will obtain further feedback made with Discovery Health, Momentum and Medware</li> <li>▪ Medical charges still questioned – referred to Elize Porter..</li> </ul>	
4	<p><b>GENERAL</b></p>	
4.1	<p><b>Cell Phone Signal</b></p> <ul style="list-style-type: none"> <li>▪ GR reported that new submissions have been presented to change the location of the Cell Mast to within the village and not the Apartments roof structure.</li> <li>▪ JM and GR expressed thanks to Alan Baxter for the assistance to residents with their communication challenges thus far.</li> </ul>	
4.2	<p><b>Extension to Lifestyle Centre:</b> JM inquired about progress regarding the updated plans for the extension to the Lifestyle Centre. GR noted that he will follow up with Cobus Bedeker (MD of EPI).</p>	
4.3	<p><b>Fire Drills:</b></p> <ul style="list-style-type: none"> <li>• Village and Apartment fire drill and brief was done with Patrick Maile and our H&amp;S consultant on the 11<sup>th</sup> February and report was sent by</li> </ul>	

	Anton from Ecosafety. Follow-up Fire Drill will be scheduled in the upcoming weeks. GR stated that this is a priority.	
4.4	AGM date will be scheduled for the last week in May 2022. Finalized dates will be sent out in the near future.	
	Date of next Mancom meeting – to be advised	

As there was no further business to discuss the meeting closed at 16h50.

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

\_\_\_\_\_  
**CHAIRMAN**