

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET
HELD AT BERGVLIET ON WEDNESDAY, 25TH MAY 2022 AT 12H00**

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

1.	WELCOME AND APOLOGIES	Action/D ate
	<ul style="list-style-type: none"> JM welcomed everyone to the meeting. Apologies: Shawn Ferreira 	
2.	APPROVAL OF PREVIOUS MINUTES	
	The minutes of the previous meeting, held on 17 th March 2022, were accepted and signed as a correct record of the proceedings.	
3.	SUB-COMMITTEE REPORTS	
3.1	Finance	
	<ul style="list-style-type: none"> JM stated that management accounts are circulated timeously and by the agreed upon date. Noted that ADP is meeting with CL (Colin Levine) after Mancom to discuss budget and queries. JB received the new version of the budget on the 25th May. He commented that the original budget had reflected a surplus and that the new budget showed a break even position as a result of additional costs included for Healthcare and a reduction in the Catering Levy Income. ADP mentioned that it was discussed and a point was made to not show the profit. The proposed levies on Healthcare and Catering have not yet been implemented (and as a result are not being collected). ELV indicated the assumption that it will be implemented for the final 6 months (September 2022 to February 2023) of this budget year ending February 2023 and therefore had removed 50% of the Healthcare and Catering levy. GR noted that ELV want to do a proposal where there is a fee for Healthcare and Catering but that there is a lot of debate around this. In the original budget it had already been allocated from the 1st of March 2022. It therefore completely changes the bottom line surplus to a break even position. ELV suggested that this be included from the 1st September, however there will still be many debates on the matter. GR noted that it is irresponsible to include the levies as an income for the 12 months where it is not going to be an income for the full 12 month period and that this then has an effect on the bottom line. To add a further point to ADP's feedback that Rescom made really valid comments at the last meeting but ELV just doesn't have the capacity to make all those changes before the AGM. ELV want to continue debating with the team as we go forward. 	JB/GR/ JM/AD P

	<ul style="list-style-type: none"> JB again raised the matter, which had been previously raised, relating to a percentage of the gain realised on the resale of the Liferight, being used as an income to offset against the expenses which in turn assists in paying the levies. At present 100% of the gain is received in EPI. ADP made note that the new April accounts were circulated as well and that the layout has changed and become more user friendly. The result is to distinguish between the debits and credits clearly and to show the releases that specifically relates to Bergvliet. The income statement shows as a separate line item each month the consolidated annual Operating losses brought forward that EPI is carrying and that such loss is either increased or decreased as a result of the current month profit or loss and which is then consolidated as the EPI contribution. JM read a letter from a Resident that was comparing costs between a friend who lives at Tokai Estate with regards to levies and rates. GR made the comment relating to the economy of scale and that the more homes you have in a Village then less the levy would be, due to there being more contributors. They currently have 30 more homes and contributors than Bergvliet. All information also needs to be considered and to ask the Resident if their friend paid a contribution to a levy stabilisation fund when purchasing. For example the monthly levies in MZ where there are 266 units is R4,500.00 and in DR with 57 units is almost R7,000.00. It is a valid and good point to take in to consideration but to be fair all information first needs to be gathered. 	
3.1.1	Surplus: JM commented that items to do with the rates and levies etc. and surplus will be raised at the AGM and to be fully aware. GR said he is fully aware.	
3.2	Estate Sales	
	<p>It was noted that:</p> <ul style="list-style-type: none"> Unit 26 (27/05) and 63 (12/06) will be re-furbished and made ready for resale. Unit 27 – Dr Carter will be doing a short term rental as he is not able to move in at the moment due to personal reasons. Viewing on 26/05 at 09h30. JM wished to refer to the re-zoning and email received from AB 19/05. Residents were concerned to discover ELV re-zoning application on Bergvliet Village with council note on fence and gate and this was upsetting, if ELV had given notice to the residents this would have avoided a lot of confusion and angst amongst the Residents. However, the Residents appreciated the reassurances given by ELV and EPI Management that re-zoning of the Bergvliet scheme to sectional title will in no way affect the legal and physical position as stated in the Residents 	BD/JM

	<p>LRA and want to concur and confirm. GR agreed 100% no change at all what so ever and to be fair in their defence rightfully or wrongly the reason ELV did not note this to Residents was that it had no effect to any of them. If ELV/EPI felt residents were being positively/negatively affected ELV/EPI would have called a meeting to advise. Honestly no bearing on Residents at all and very little to do with the Residents, but we live and learn. Good comment from AB (Alan Baxter) and thanks to all who dealt with this.</p>	
3.3	Repairs & Maintenance & Village Improvement	
3.3.1	<p>Speeding in the Village</p> <ul style="list-style-type: none"> BD - Circular with costing has been sent out to Residents and there is a 70% disagreement to the bumps as no Resident in that road would like it in front of their home. Quite a Village cost to consider as well so can take forward to the new Rescom as to factor this in to the budget. GR has noted that it is important to get feedback in writing done stating what we have done step one, got the quotes step two, advise that ELV asked the houses in that road and asked following questions about the bumps and received so many yesses and so many no's from their responses and need to consider the happiness of the Residents. 	BD/GR
3.3.2	<p>Visitors' Parking</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 proposed bays opposite Units 60-62 (6-8 bays – on hold)</p> <ul style="list-style-type: none"> JM enquired if ELV will go ahead with the loading bays outside the Clubhouse and GR mentioned that ELV will do it one time when we do the extension. JB commented that the new bays are working well running parallel to units 60-62 	GR
3.3.3	<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. On hold until further notice. 	GR
3.3.4	<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. On hold until further notice. 	GR
3.3.5	Widening Entrance Access	

	<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 as to create a shoulder/lane for contractors/delivery vehicles; as well as to integrate a waste management plan. GR noted the above is on hold until further notice. 	GR
3.3.6	Health Care Clinic Floor <ul style="list-style-type: none"> SF to follow-up with the installation of a new floor. On hold. 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. 	GR
3.3.7	General Maintenance <ul style="list-style-type: none"> JM - last walk about was 4/04 and what has been done since. BD noted that the list has been handed over to maintenance and they have started within the budget to get the list completed that was compiled by DW. Encourage another walk soon so if anyone would like to stand in on behalf of DW (David Walker) and RE (Renee Esson) until the new committee has been voted in then do not hesitate to advise. New maintenance structure and morning meetings to streamline the teams and daily maintenance in the Village. Cement spot still to be done – BD. Oil spills – Visitors Bay where AB (Alan Baxter) parks but he has done the work himself to clean the area and also shared the product he used for us to have on hand for in the future. Unit 4 – Beam to be re-done as per DW walk but this needs to be motivated to EPI as it is part of the structure or ELV for Common area maintenance. BD has the quotes and will motivate 27/05 for approval. Unit 14 Poorly fitting fence as per DW walk, will investigate further. Extra paving at Unit 40 has been queried. JP (Jason Panter) chatting to Mr Burchell. EPI deals with the Variation orders. There have been a few Residents emailing against the paving to take place. GR opinion — does not really affect the view. Proposal that Mr Burchell has made with the artist impression and architectural layout with beautifying the area and his commitment to it is all recorded and GR stated he does not believe it will stand out and look ugly and won't change anyone's view. JM said the reports say that it will take away the greenery and there are parking bays close to the house so why not park there. GR appreciates the emails and has said to JM to have a meeting as a mediator now that she will have more time on her hands with all the concerned Residents and to prove to them that the greenery is going to improve the area and if they are open 	BD

	<p>to listen then the approach is that EPI want to help the Resident to get this parking and lets meet to discuss it. JM will then be independent and not on Rescom anymore.</p> <ul style="list-style-type: none"> ▪ Birds still an issue as per Brian Dalton – project is still ongoing and we have committed to ensuring all areas are boxed and spiked in the next few months. ▪ Unit 46 Mrs Bond-Smith – leaking and rain dripping steadily in to her veranda – to investigate .YBS has been waiting for a number of years to have her veranda fixed. ▪ Pool – Temperature to be monitored as still inconsistent. With load shedding it kicks out the Heat pump cycle so this is being managed by the team - the cover is being kept on to keep more heat in. Residents nearby also complain about the pump running at night as it vibrates in to their home. In winter the temperature will drop as not in an enclosed area. Team to ensure cover taken off correctly. ▪ Geyser and Garage Door services: BD will follow up with Ary from Neville Sleigh and provide feedback with regard to servicing but will be a Resident cost. 	
3.3.8	<p>Phase 4 – Houses (66-78)</p> <ul style="list-style-type: none"> ▪ JM - slowness of repairs has been a bone of contention. Apparently cornices are coming back off. BD advised they are not falling off but cracks are visible photos taken and two homes that have reported this have been forwarded on to EPI in last week. Unit 75 who did not want hers originally done, was inspected yesterday 24/05 report done and sent to EPI. ▪ Garage Floors are still to be done in Winery Road as well. ▪ GR we are committed to getting the snags done and acknowledge and apologise it has taken so long. In the last budget meeting ELV were asked why we need a Maintenance Assistance but this position would assist with the process and be a resource to the Resident and deal directly with EPI. Focus will be to put pressure on the Project Manager and drive the outstanding maintenance and snags. JB questioned GR about the internal maintenance being for Residents cost after the period of the build but GR did state that at the handover period of Winery Road, that phase was going in to snag phase and then Covid hit us the hardest and we have to do lists that are not still done. Jason Panter is managing the snags with the Contractors. 	BD/GR & SF
3.3.9	<p>Phase 5 – Apartments</p> <p>It was noted that:</p>	

	<ul style="list-style-type: none"> ▪ Snag list has been escalated to JP who has been off with Covid for a week and is back on 26/05 and GR said it is imperative to get updates and keep all updated including Brian Dalton. ▪ Brian Dalton thanked management for the repair work that has already been done and that the apartments are being kept nicely clean ▪ JM and 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. 25/05 Explained again that the fact of the matter is that those windows from a HS point of view has been explained and we are happy if ELV need closure to get the Fire Chief out, not sure at who's expense as it is not for free. It is the design that was signed off and approved for HS and Fire regulation. All considerations need to be taken in to account. Anton from Eco-Safety also discussed this with the Apartment Residents at the last evacuation drill. ▪ 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, BD has the options and quotes which has been put forward .GR walked with BD to look at the space and noted that a lot of work has taken place and looking so much better than his first walk of the area. The question is who will be liable for the cost. ▪ BIRD INFESTATION: Birds still an issue as per BD – project is still ongoing and we have committed to ensuring all areas are boxed and spiked in the next few months. A lot of valuable work has already been done and walks and photos are kept on file every day by BD 	SF & BD
3.4	Gardens & Irrigation	
3.4.1	Village Gardens <ul style="list-style-type: none"> ▪ JM noted the gardens are showing signs of improvement and the relationship and communication going much better with Markus, Jean and BD. ▪ New irrigation pump has been installed and now there are comments that the pressure is too high but we need it to be strong to irrigate the apartments and outside areas correctly. ▪ Quote received from Nova Vide Pumping to service the entire Village set up of all pumps and boreholes at R3900.00 – still to be discussed as no SLA for servicing pumps in the Village. ▪ JM noted that the Evergreen signs are not visible with all the growth on Starke road and we will do another cut and ensure the signage is visible. ▪ Soil for Life on hold at this current point in time 	BD
3.5	Security	

	<ul style="list-style-type: none"> JM enquired about the disciplinary hearing of the guard who was reported to be sleeping on duty in the gym. It was a reliever and will no longer assist on any of the Evergreen sites. We really encourage Residents to provide more information when reporting these incidents. JM feels that the guards are inside the guard house quite a lot and no guard standing outside. BD will speak to them and with the inclement weather they have possibly migrated indoors. Supervisor needs to be held more accountable for managing his team and was noted by BD in the latest annual review report for Grinnell. 	BD
3.6	Catering, Events & Entertainment	
3.6.1	<p>JM reported that there was a balance of R14 372 in CE&E funds.</p> <p>JM noted that all is going ahead smoothly but we had to cancel a few things due to a Covid scare the last few weeks.</p> <ul style="list-style-type: none"> JM enquired about the dining chairs. BD has motivated a quote for new chairs which is around R80 000.00 but has also met with Astra who took four of our current chairs away to have a makeover to see if we can do a backing and new cushioning at half the quote. The reveal will be next week once Astra has had the samples done and returns them for us to see. JM noted still inconsistencies with the dinners – last week it was noted that the potatoes were glassy. We have changed meat suppliers and will see how the shank dinner goes. Noordhoek and Bergvliet are using a new meat supplier. We encourage Residents to say on the evening if the meal was not up to standard and have the slips to fill in which can always be done confidentially if not wanting to take it up there and then with Christina. 	BD
3.6.2	Kitchen Stock & Equipment <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>	GR
3.7	Healthcare – Evergreen Health	
3.7.1	<ul style="list-style-type: none"> Health Talk being hosted by Elize Porter to ALL Residents on 10th June 2022 at 10h00. Will cover discussions around Home Care, Practise number, care centre, sub-acute and medical aid claims. JM confirmed that the emergency numbers were circulated and thanked Management for sending out to Residents. 	

4	GENERAL	
4.1	<p>Cell Phone Signal</p> <ul style="list-style-type: none"> 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. 25/05 GR has noted that there is no further feedback as yet and he will follow up. BD to remind GR to follow up with Shannon-Lee and to see where they are with council. Alan Baxter is willing to help those residents who are experiencing difficulties with reception. 	GR
4.2	<p>Extension to Lifestyle Centre: 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). 25/05 Meeting on hold until after Budget and AGM is finalized. Questions/suggestions have been raised and BD has forwarded on the changes to MC at HO.</p>	
4.3	<p>Fire Drills:</p> <ul style="list-style-type: none"> Apartment fire drill was done with Anton from Eco Safety and Patrick and report was received. Village Evacuation Drills will be finalized and have met with PM to get the ball rolling. Village layout to be finalized and then to get Residents to volunteer as evacuation marshals. Bibs and roll call lists will then be issued and we can start with section for section in the Village. 	
4.4	<p>Rescom:</p> <ul style="list-style-type: none"> Garry noted that ELV has not ignored the current Rescom and together with Rescom have taken massive strides and made great changes in the last few years whilst working with the current team. Not all achieved but a lot has been actioned. Always willing to improve and sometimes certain things may take longer. 	
4.5	<p>AGM date is finalized for the 14th June at 14h00. JM noted that herself and JB are not standing and that JB will still assist the Finance portfolio where needed.</p>	
	Date of next Mancom meeting – to be advised	

As there was no further business to discuss the meeting closed at 14h30.

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2022

CHAIRMAN