

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE  
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET  
HELD AT BERGVLIET ON THURSDAY, 25<sup>TH</sup> AUGUST 2022 AT 15H00**

**PRESENT:** Alan Baxter (AB) in the chair; Brian Dalton (BD); Garry Reed (GR); Alet Du Plessis (ADP) and Bronwyn Davis (BMD)

1.	<b>WELCOME AND APOLOGIES</b>	<b>Action/ Date</b>
	<ul style="list-style-type: none"> <li>GR welcomed everyone to the meeting.</li> </ul>	
2.	<b>APPROVAL OF PREVIOUS MINUTES</b>	
	<p>The minutes of the previous meeting, held on 25<sup>th</sup> May 2022, were accepted and signed as a correct record of the proceedings.</p> <ul style="list-style-type: none"> <li>AB requested to consider the previous issue of the percentage of the sale of properties to new LRA get sets aside for Maintenance. GR stated new LRA post 1 March 2022 has a percentage Capital improvement fund. ADP EPI will as and when do the replacement of Capital items for their own account.</li> <li>GR noted that when we do the extension it is purely funded by EPI.</li> </ul>	AB/GR/ BD/ ADP
3.	<b>SUB-COMMITTEE REPORTS</b>	
3.1	<b>Finance</b>	
3.1.1	<p><b>Revised Budget and Target Levy</b></p> <ul style="list-style-type: none"> <li>AB deal with 3.1.1, 4.4.1 and 4.4.2 married together. Budget was not entirely what was proposed in meeting 11<sup>th</sup> August. GR noted budget process and applied certain considerations.</li> <li>GR to note in writing that policy is to view the surplus in 24-month cycle and if money left to ring fence it.</li> <li>AB Developer subsidy, look at changing the wording. GR suggested developer levy subsidy.</li> <li>New budget to be sent out close of business 26/08/2022</li> <li>AB enquired as to recoveries not reflecting for Health. GR noted Management fee is charged but other costs go to the company Evergreen Health. Similar to catering.</li> </ul>	AB/ ADP/ GR
3.2	<p><b>Estate Sales</b></p> <ul style="list-style-type: none"> <li>Unit 63 currently being refurbished and then will come on to the market.</li> <li>AB enquired as to levies due on these homes. ADP noted that in next couple of days to reinstate the developer levy, developer rates and developer rates subsidy. Will appear in the next Management accounts.</li> </ul>	BMD
3.3	<b>Repairs &amp; Maintenance &amp; Village Improvement</b>	BMD/

	<ul style="list-style-type: none"> <li>EPI is on board with snags and working well with the Village Team. Nadeem is working on old reports of snags.</li> <li>BMD and BD updated key issues. AB to check updates and then to be sent out.</li> <li>BD enquired as to the bird issue in the basement and BMD stated that the team are working on it and it is a long-term project.</li> </ul>	BD/AB
3.3.1	<b>Maintenance Protocol</b> <ul style="list-style-type: none"> <li>Protocol issued and Residents more than welcome to approach Village Management for guidance. Not a new protocol just an extended version to be more explanatory.</li> </ul>	BMD/ GR
3.4	<b>Village Gardens</b> <ul style="list-style-type: none"> <li>Sue Dalrymple is now assisting BMD with the gardens and walkabouts. Gardens are looking great</li> </ul>	BMD
3.5	<b>Security</b> <ul style="list-style-type: none"> <li>Team to always report any issues or struggles they are having on site with equipment.</li> <li>Greater security to have a guard walk up to the gates and unlock them</li> <li>GR commented that the automation of the gate is still on the table and at board level</li> <li>GR noted that intrusion testing will be done once a year at all Evergreen Villages by an external company</li> </ul>	GR/ BMD
3.6	<b>Catering, Events &amp; Entertainment</b> <ul style="list-style-type: none"> <li>BD stated they have various ideas to introduce and plan around to get the spirit up in the Village.</li> <li>AB noted that Rescom is waiting for two external companies to still quote their proposals for other options for catering</li> <li>GR noted that notice will be given to WPC 1<sup>st</sup> September for the contractual 1 month's calendar notice and can then be renewed as need be.</li> </ul>	GR/BD/ AB

3.7	<b>Healthcare – Evergreen Health</b>	
	<ul style="list-style-type: none"> <li>GR advised that we are partnering with CMR. They operate on emergency panic button pods and to look at retesting up at the Apartments. EPI has approval to purchase the emergency panic button pods. Roll out when come to final signing with CMR then Telecare will be removed and Residents will have a presentation and</li> </ul>	GR/ BMD

	handed over the new pods. First pods to be issued. If Residents do lose the initial issue, then pods would need to be replaced at their own cost. Proposed implementation date 1 <sup>st</sup> October if the stock of pods arrives. These pods are R1250.00 each. EPI will cover this cost of R187 500 from their own funds.	
4	<b>GENERAL</b>	
4.1	<b>Cell Phone Signal</b> <ul style="list-style-type: none"> <li>GR noted that no objections received from the public so council can make the decision themselves. Looking at November/December. Not in Evergreens control but a positive move forward.</li> </ul>	GR
4.2	<b>Lifestyle Centre Extension</b> <ul style="list-style-type: none"> <li>Board Meeting Tuesday 30<sup>th</sup> August 2022. Cobus Bedeker has added the extension plans to the Agenda to discuss for final decision.</li> </ul>	GR
4.3	<b>Fire Drills</b> <ul style="list-style-type: none"> <li>Apartment Resident Fire Drill to take place 30<sup>th</sup> August 2022</li> <li>Village Evacuation Drills will be completed by 26<sup>th</sup> August 2022 weather dependent.</li> </ul>	BMD
4.4	<b>AGM</b> <ul style="list-style-type: none"> <li>All covered above</li> </ul>	GR/AB
4.5	<b>New Residents</b> <ul style="list-style-type: none"> <li>AB noted that new Rescom appointed constituents to assist and 7 are then handling issues in their areas within the Village.</li> <li>GR suggested at Rescom Meeting to advise of new Residents occupation dates.</li> <li>BMD to continue also send notifications to Rescom of final occupation dates.</li> </ul>	AB/GR/ BMD
4.6	<b>Events – Arranged by Rescom – Future Plans</b> <ul style="list-style-type: none"> <li>No new events as yet. Events committee to step in and assist. BD has noted the Muizenberg and Bergvliet will look at an inter village Boule competition.</li> <li>Men's Breakfast to be re-looked. Inter-Village invites to other Men's Breakfasts and presentations. BMD to engage with other Villages.</li> </ul>	AB/BD/ BMD
4.7	<b>Management and Mancom Engagement</b> <ul style="list-style-type: none"> <li>Every three months</li> </ul>	GR
4.8	<b>Concerned Residents Group</b> <ul style="list-style-type: none"> <li>Name changed to Combined Residents Group</li> <li>GR advised that Evergreen won't recognise or engage with this group but with the Village Individual Rescoms.</li> <li>AB noted it is a solution to meet with this group instead of dealing with 7 Rescoms. GR commented that if we go according to the House Rules of engagement with Rescom and Mancom then there is no need to deal</li> </ul>	GR/AB

	with a myriad of a combined group. Each Village has their own nuances.	
	Date of next Mancom meeting – 18 <sup>th</sup> November at 15h00	

As there was no further business to discuss the meeting closed at 16h35

APPROVED AND SIGNED AT CAPE TOWN ON \_\_\_\_\_ 2022

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**CHAIRMAN**