

**MINUTES OF THE MEETING OF THE MANAGEMENT COMMITTEE  
OF EVERGREEN LIFESTYLE VILLAGE BERGVLIET  
HELD AT BERGVLIET ON THURSDAY, 17<sup>TH</sup> NOVEMBER 2022 AT 13H00**

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

1.	<b>WELCOME AND APOLOGIES</b>	<b><u>Action/</u> <u>Date</u></b>
	<ul style="list-style-type: none"> <li>GR welcomed everyone to the meeting.</li> <li>Apologies - Alet Du Plessis.</li> <li>Alet has resigned, a replacement has been identified and will start in January</li> </ul>	
2.	<b>APPROVAL OF PREVIOUS MINUTES</b>	
	<p>The minutes of the previous meeting, held on 25<sup>th</sup> August 2022, were accepted and signed as a correct record of the proceedings.</p> <ul style="list-style-type: none"> <li>Amendment - "in the chair" to GR and not AB.</li> <li>AB thanked GR for his drive and going the extra mile with regards to the Target Levy and Alteration discussions.</li> </ul>	AB/GR
3.	<b>RESCOM PORTFOLIOS</b>	
3.1	<b>FINANCE</b>	
3.1.1	<b>Revised Budget and Target Levy</b> <ul style="list-style-type: none"> <li>All complete and in process as agreed upon</li> </ul>	AB/ GR
3.1.2	<b>Budget for 2024</b> <ul style="list-style-type: none"> <li>GR advised that high level budget presentation will take place to Evergreen board next week – Distribution of proposed budget to Mancom will follow after.</li> </ul>	GR
3.1.3	<b>Village Bank Account for DSTV and staff collection</b> <ul style="list-style-type: none"> <li>Fincom/Rescom will be taking full control of the Village Bank Account and Village Management will not be a signatory going forward.</li> <li>To assist the Residents with a Retirement package rate but not under Evergreen and not being charged to levies so for Residents to oversee privately.</li> </ul>	AB
3.1.4	<b>Unit 30 Repairs charged to Village Operating Expense</b> <ul style="list-style-type: none"> <li>GR will rectify with finance at Head Office</li> </ul>	GR
3.1.5	<b>Levies still not reflecting correctly in Management Accounts</b> <ul style="list-style-type: none"> <li>Next Management accounts, October will reflect the final changes.</li> </ul>	GR
3.1.6	<b>Village Sales</b> <ul style="list-style-type: none"> <li>Sales are going well – new residents will move in shortly.</li> <li>Two terminations have been received.</li> </ul>	BMD
3.2	<b>REPAIRS: MAINTENANCE: VILLAGE IMPROVEMENTS</b>	

3.2.1	<b>Clubhouse Development</b> <ul style="list-style-type: none"> <li>Meeting scheduled 17<sup>th</sup> November to be re-scheduled.</li> </ul>	GR/AB
3.2.2	<b>Utility and Domestic Charges</b> <ul style="list-style-type: none"> <li>Residents to request services of staff through Reception and then Management to manage the request and skill required to then manage the time and scheduling of these requests with the correct staff member for the duty or service requested. Reminder to be sent out again to Residents to ensure they are receiving the best service and skill when requiring assistance.</li> </ul>	BMD
3.2.3	<b>UPS Installations</b> <ul style="list-style-type: none"> <li>Installations have commenced for Residents that requested a UPS for their Telecare and Internal phone to be up and running during loadshedding. Residents who do not have a UPS are urged to install one.</li> </ul>	BMD
3.3	<b>GARDENS</b> <ul style="list-style-type: none"> <li>Next walk scheduled for the 18<sup>th</sup> November but gardens are looking good.</li> <li>Compost bins implemented and to be managed and hopefully by fall we will have some compost for use in the Village.</li> <li>Trees on the perimeter in the berm area to be discussed in the Clubhouse meeting for a trim to see the mountain view.</li> </ul>	BMD
3.4	<b>SECURITY</b> <ul style="list-style-type: none"> <li>SLA for three years will a minimal increase of 3%. Good working relationship with them.</li> <li>BMD is dealing with issues as they arise and ensuring the team we have regular and ongoing training.</li> <li>BD commented that the staff have improved at the gate and a lot more obliging and quicker with boom access entry and exit.</li> </ul>	BD/ BMD/ GR
3.5	<b>CATERING, EVENTS and ENTERTAINMENT</b> <ul style="list-style-type: none"> <li>BD commented a fruitful meeting with Esta from WPC and the introduction of options/selection for the daily meals.</li> <li>New Catering Manager Neil on board from WPC and will commit to changes and suggestions put forward from the survey.</li> <li>AB commented on the survey that there have been good suggestions and if we improve the ambiance and quality/variety we will get the numbers right up and very positive.</li> <li>Events Committee very active and great events on the go.</li> </ul>	
3.6	<b>HEALTHCARE</b>	GR
3.6.1	<b>Feedback on Evergreen Health Experimental services in Bergvliet</b> <ul style="list-style-type: none"> <li>Elize Porter reported back to AB with an update and looking good.</li> </ul>	GR/AB

	<ul style="list-style-type: none"> <li>AB concerned if it is economically viable. This will be monitored by Evergreen Health and Elize Porter.</li> <li>GR looking at flexibility with the care workers assisting between the Villages but to manage the transport between the Villages.</li> </ul>	
3.6.2	<b>The Status of CMR buttons</b> <ul style="list-style-type: none"> <li>Final approval from the board and negotiating final cost for the buttons with CMR. AB proposed to go ahead with the services without the buttons as a far better service than Telecare in the interim. GR noted that it is a good point and will look in to it.</li> </ul>	GR/AB
3.6.3	<b>The future use of technology monitors and online activities for health monitoring</b> <ul style="list-style-type: none"> <li>AB done a bit of research on technology for the elderly with fall protection and a range of interactive games available on your TV to keep you active and give report back on the Residents. Evergreen across the board look at something like this for the brand.</li> </ul>	GR/AB
4	<b>GENERAL</b>	
4.1	<b>CELL PHONE RECEPTION</b> <ul style="list-style-type: none"> <li>AB advised that he has been in contact with Mr Price the Principle from Bergvliet High and at the stage that they are collecting opinions/objections from the local community that has gone beyond the council and surprisingly there is a lot of support for this to commence and asked if a letter from Evergreen and Residents would support the plight on behalf of the Residents for the need of the tower and signal for our emergency systems and services as based on cellular.</li> <li>AB will draft a letter and GR will support and happy to go ahead. GR noted that Evergreen has also submitted a letter.</li> <li>AB commented that if all goes to plan it would be around midyear 2023.</li> </ul>	GR/ AB/ BMD
4.2	<b>FIRE DRILLS</b> <ul style="list-style-type: none"> <li>Village Drills for 2022 complete. Next Village evacuation will be completed with Eco safety as the Annual 2023 audit as per SLA in place. GR advised BMD to finalise dates and put in the diaries.</li> <li>Apartment drills will be done once a month to test the system and evacuation response times.</li> </ul>	
4.3	<b>AGM</b>	
4.3.1	<b>The minutes of the 29<sup>th</sup> August meeting</b> <ul style="list-style-type: none"> <li>Signed by GR and AB will be distributed with MANCOM minutes.</li> </ul>	GR/AB
4.3.2	<b>Head Office Costs, Rates and Insurance</b> <ul style="list-style-type: none"> <li>AB and BD keeping on minutes as still under discussion. GR noted</li> </ul>	GR/AB

4.3.3	<b>Tag/Gate Operation</b> <ul style="list-style-type: none"> <li>To be discussed with EPI when the Clubhouse meeting takes place</li> </ul>	AB/GR/ BMD
4.4	<b>NEW RESIDENTS</b> <ul style="list-style-type: none"> <li>New Welcome/Orientation Brochure from Rescom will be distributed to new Residents.</li> <li>GR also noted that we can add that HO can assist with commissioner of oath, if need be, to ensure Residents have the best service and not have to go to the local Police station.</li> </ul>	AB/BD/ BMD
4.5	<b>EVENTS</b> <ul style="list-style-type: none"> <li>Discussed under 3.5</li> </ul>	GR
4.6	<b>MANAGEMENT and MANCOM ENGAGEMENT</b> <ul style="list-style-type: none"> <li>GR and Liesl to look at Board/Exco meeting dates and then to schedule the 2023 Mancom dates prior and then to diarise and set them out. Host Rescom before to report back to Mancom</li> </ul>	GR/AB
4.7	<b>SMART MATTER</b>	
4.7.1	<b>Fibre for the DCU</b> <ul style="list-style-type: none"> <li>CCI to come out and do final quote for the Fibre Gateway.</li> </ul>	
4.7.2	<b>Why are some Residents allowed to not pay for services</b> <ul style="list-style-type: none"> <li>GR commented that it was a negotiated offering at the time and was a risk on SmartMatter. BMD will monitor with Finance.</li> </ul>	
4.7.3	<b>Since Smart Matters is at a beneficial tariff why not extend to the whole Village</b> <ul style="list-style-type: none"> <li>Something to consider. GR noted other offerings on the table but all will be looked at in due course and AB and BD will be advised of further developments in the Evergreen Villages with the utility offerings.</li> </ul>	

As there was no further business to discuss the meeting closed at 14h35

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

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CHAIRMAN