



Circular 18-2016

Evergreen Broadacres
Frederick Road
Kengies Ext 21
2021

Tel: 011 467 7509

12 October 2016

Dear Residents,

MAINTENANCE SERVICES:

Evergreen is offering maintenance services to their Residents. This refers to any items that Evergreen is not liable for; i.e. fixing cupboard doors, toilet seats, etc.

The new maintenance process is as follows:

1. Collect a Maintenance Slip from Reception;
2. Complete the Maintenance Slip and hand in to back to Reception;
3. Your Maintenance Slip will be logged on our maintenance system;
4. A cost for the job will be allocated; upon your acceptance of this cost the job will then be carried out on the date specified.

The cost implication is as follows:

- R100 up 30 mins (or part thereof); or
- R180 from 40mins to 1 hour.

These costs will be billed your monthly levy account; no money changes hands.

Any materials required to do the job must be purchased by yourself, as Evergreen cannot obtain the materials for you.

Please remember, a Maintenance Slip must be completed by yourself. No more telephone calls to Reception will be accepted.

Kind regards,

Roy Martin
Village Manager
Evergreen Lifestyle Village Broadacres
Email: roym@evergreenlifestyle.co.za