



**EVERGREEN BROADACRES LIFESTYLE VILLAGE (“THE VILLAGE”)**

**MINUTES OF AN ANNUAL GENERAL MEETING OF THE VILLAGE HELD ON 8 AUGUST 2017**

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**PRESENT:** D Drew (Chairman)  
G Langmead (Residents Committee Chairman)  
R Slogrove (Deputy Residents Committee Chairman)  
H du Preez (Deputy Residents Committee Chairman)  
A D Case  
R Martin  
C Human (Company Secretary)  
Residents (As per signed attendance register)

**APOLOGIES:** B Bold  
D & P Bromfield  
G Campbell  
H du Preez  
H & H Dobrowolski  
S Jackson  
J McLaren  
P & P Moolman  
M & E Murray  
C & P Rabinowitz  
B Vorster

**1. WELCOME**

The chairman welcomed all present and confirmed that a quorum was present and that the meeting was duly constituted. It is noted that the quorum requirement, being one resident and one representative from the Developer, as per the provisions of the Housing Development Schemes for Retired Persons Act no. 65 of 1988, has been satisfied.

The meeting noted the following proxies received:  
Mr C and Mrs P Rabinowitz in favour of Mr A R Matheson or alternatively Mr G Langmead; and  
Mr M and Mrs E Murray in favour of Mr A R Matheson.

The attendance register was circulated and signed. The apologies received from life right holders were noted.

**2. NOTICE OF MEETING**

The notice convening the meeting as well as the annual report by the chairman of the residents’ committee, amended annual financial report and the village management report, as circulated to the life right holders, were taken as read. The acceptance of a notice was proposed by Mr R Slogrove and seconded by Mr E Mutch.

**3. ACCEPTANCE OF PREVIOUS MINUTES**

The minutes of the annual general meeting of the village held on 16 August 2016 were accepted and signed as a correct record as proposed by Mr C Fann and seconded by Mr J Campbell for acceptance.

**4. ANNUAL REPORT BY THE CHAIRMAN OF THE RESIDENTS' COMMITTEE**

The annual report by the chairman of the residents' committee was noted and taken as read with the addition of an extension of appreciation to Mr D Schuurman by Mr G Langmead for the governance work performed by him following the taking ill of Mr D Townsend.

**5. ANNUAL FINANCIAL REPORT FOR THE 2017 / 2018 FINANCIAL YEAR**

The annual financial report, as amended, for the 2017 / 2018 financial year was noted and taken as read with specific reference to the removal of the head office overhead expense by the chairman.

**6. EVERGREEN BROADACRES VILLAGE MANAGEMENT REPORT**

The annual report by the village manager was noted and taken as read with specific reference to the following as elucidated by Mr R Martin:

- Following the distribution of the notice of the annual general meeting, the amount of new residents has changed from 39 to 46;
- Following the distribution of the notice of the annual general meeting, the total amount of residents has also changed from 183 to 190; and
- Following the distribution of the notice of the annual general meeting, the borehole has subsequently been 'sunk'.

**7. RATIFICATION OF THE ELECTED RESIDENTS' COMMITTEE MEMBERS**

Life right holders appointed a new residents' committee at a residents' committee meeting held on 25 July 2017 and hereby wish to ratify the appointments, made as follows:

**RESOLVED:**

**THAT** the appointment of Mr B Bold, as a residents' committee member with effect from date, hereby be approved;

**AND THAT** the appointment of Mr H du Preez, as a residents' committee member with effect from date, hereby be approved;

**AND THAT** the appointment of Mr C Fann, as a residents' committee member with effect from date, hereby be approved;

**AND THAT** the appointment of Ms B Jackson, as a residents' committee member with effect from date, hereby be approved;

**AND THAT** the appointment of Mr G Langmead, as a residents' committee member with effect from date, hereby be approved;

**AND THAT** the appointment of Ms A Preacher, as a residents' committee member with effect from date, hereby be approved;

**AND THAT** the appointment of Ms T Sleigh, as a residents' committee member with effect from date, hereby be approved;

**AND THAT** the appointment of Mr R Slogrove, as a residents' committee member with effect from date, hereby be approved;

**AND FURTHER THAT** the appointment of Mr D Townsend, as a residents' committee member with effect from date, hereby be approved;

The approval and ratification of the above appointments were proposed by Mr K Coombe and seconded by Mr A Oosthuizen.

The appointed members will hold office as such until the next annual general meeting of the village.

## 8. GENERAL

The chairman allowed life right holders the opportunity to present questions to the management committee and responded as follows:

Question 1: Mr C Fann asked if the 'Other Income' line item as per the annual financial summary included the CSOS levy, insurance claims received and sundry income WiFi access.

Answer 1: The chairman confirmed that it is correct and that it included the CSOS levy and sundry income WiFi access as well as insurance claims received.

Question 2: Mr C Fann also wanted to know why the CSOS Levy does not reflect as paid over.

Answer 2: Mr A Case confirmed that the confirmation of CSOS registration was only received in July, despite the application for membership at the beginning of the year. The levies are paid over on a quarterly basis and will be paid over in the next quarter of the year.

Question 3: Mr C Fann also wanted to know why the provision for future maintenance of R205,670.00 is excluded from the annual financial summary.

Answer 3: Mr A Case confirmed that it is correct and that the provision was reversed for three reasons, the first being that all five our village are still making losses or breaking even and that it did not make sense from an accounting perspective, to carry a small general provision on the balance sheet. The second reason is that it does not seem sustainable to build a provision for maintenance in the budget of the villages for the next couple of years due to the current surpluses. Thirdly, the anticipated expenses for future maintenance are met by Amdec as it has been done in the past. The amount was therefore reversed and is now reflecting as a surplus on the statement.

Question 4: Mr C Fann furthermore asked why there has been a re-allocation between the clubhouse expense and village maintenance line items in the annual financial summary.

Answer 4: Mr A Case explained that the village spent R7,020.00 on pigeon holes for the village and since this expense is thought to be a developer expense, it has been reversed from the maintenance expense line item and was re-allocated as a clubhouse expense line item.

Question 5: Mr H du Preez submitted the following questions on behalf of the Residents' Committee ("Rescom"):

Question 5.1: Which are the entities making up the organisation and how do they fit together?

Answer 5.1: Mr A Case explained that the Amdec Group, specifically Amdec Investments (Pty) Ltd ("AI") is the holding company of the 4 (four) Evergreen Business units namely:

- Evergreen Property Developments (Pty) Ltd ("EPD"), which is the entity that acquires the land and rights and does the development of the life right units and has the ability to raise debt for development purposes. This entity is the responsibility of Mr Cobus Bedeker;

- Evergreen Property Investments (Pty) Ltd (“EPI”), which is the asset owning entity in the sense that it owns the properties of the Evergreen business. This entity cannot be leveraged to raise debt. The properties are transferred from EPD to EPI once the development is complete and the life right holders take occupancy of the unit;
- Evergreen Lifestyle Villages (Pty) Ltd (“ELV”), which is the operational entity and collects the levies, etc. for the Evergreen business and is the responsibility of Mr Derek Drew; and
- The internal sales business, who is responsible for the sales of the units and is the responsibility of Mr Phil Wilson.

Questions 5.2: Who are the directors of each entity?

Answer 5.2: Mr A Case explained that the directors for each entity are as follows:

- EPD – Messrs James and John Wilson
- EPI – Messrs James and John Wilson
- ELV – Messrs James Wilson, John Wilson and Derek Drew

Question 5.3: Into which entity will any future contributions for the head office overheads be paid?

Answer 5.3: Mr A Case confirmed that it would have been paid to ELV to set-off the operational cost.

Question 5.4: Mr D Townsend also requested some further explanation on the Evergreen Group and where Mr A Case fits into.

Answer 5.4: Mr A Case explained that the Evergreen Group is currently not a standalone organisation since it is the wholly owned subsidiaries of AI. The intention is to form a holding company for Evergreen before the end of the year that will be the wholly owned subsidiary of AI and the holding company for EPD, EPI and ELV. The Evergreen Group was unable to operate separately since it was mostly funded by and shared a lot of its services with the Amdec Group. The head office overhead would have contributed towards the salaries of Mr D Drew, Ms A Witte, Mr B Vorster, five other financial staff members and Mr P Maile. Mr A Case remains is an employee of AI. Although the Managing Agent believes that the head office overhead was justified, it will most likely only be recovered from life right holders during the next financial year.

Question 5.5: Will the maintenance provision drawn from the levies be ring-fenced for the village and reflected accordingly in the accounts.

Answer 5.5: Mr A Case confirmed that it will not be ring-fenced. AI continues to underwrite the required village expenses for which there are no provisions.

Question 5.6: Can the ResCom be assured that the budgeting process for the 2018/2019 financial years will be re-organised so that the Management Committee can interrogate and approve the budget before the next financial year and will a provision be made for the approval of the budget in future years?

Answer 5.6: Mr A Case confirmed that the critique about the speed of budget approval is fair and assured the meeting that the budget for the next financial year will be drawn-up for approval by the end of January 2018 to allow sufficient time to discuss and debate the budget with the ManCom before the financial year end and annual general meeting.

Question 6: Ms B Jackson raised a concern about speeding along Loerie Lane where cars seem to cut across the circle and proposed that the circle be made smaller to prevent this from happening. Mr H Dobrowolski agreed that the circle be made smaller. Mr A Oosthuizen wanted to know if a traffic engineer provided any input into the traffic and speeding problem. Ms T Sleigh added that 6 (six) speeding humps might not be sufficient to solve the speeding problem. Mr D Campbell raised a concern about the damming of water which the speeding humps might cause.

Answer 6: The chairman informed the meeting that the addition of 6 (six) speed bumps in the village were approved. The chairman also added that Loerie Lane will become a one way once the construction of the Lifestyle Centre was complete. The chairman also requested residents to adhere to the speed limit. The chairman confirmed that a traffic engineer was not consulted, but that other engineers and service providers were consulted. The chairman assured Mr Campbell that the water will be angled to prevent the damming thereof at the speeding humps. The chairman proposed that the situation be monitored following the installation of the 6 (six) speeding humps and that further humps be considered if it does not improve the situation since the importance of safety is a high priority.

Question 7: Mr G Pontow requested clarification regarding the installation of availability and / or installation of fibre for phases 1 and 2.

Answer 7: The chairman explained that the cost for fibre amounted to approximately R8,000.00 per unit and that the total cost of R750,000.00 has not been budgeted for. Once the construction of the apartments commences, the village will have a budget available for the installation of fibre to phases 1 and 2 units. The chairman added that the marketing material of phase 3, and not those of phases 1 and 2, mentioned that fibre will be available for these units. Mr A Case emphasised that if the project can be funded and completed sooner, it will be done sooner since we would like to have fibre in all the Evergreen villages.

Question 8: Mr J and Mrs R Messerschmidt requested feedback on the borehole project and asked if solar power has been considered as a power source for the borehole pump.

Answer 8: The chairman confirmed that the borehole was a success and that estimates indicate that water of approximately 2500 litres per hour will be excavated by the borehole. The chairman confirmed that it is a good suggestion and that quotes will be obtained for using solar panels as a power source. A quote has already been received for using electricity as power source.

Question 9: Mr D Campbell raised a concern about the regularity of fire drills, the length of the fire hoses between a fire hydrant and the houses, the ability of the security guards to use fire hoses and requested a demonstration on the use of fire extinguishers.

Answer 9: The chairman informed the meeting that the next fire drill is scheduled to take place during September 2017. The chairman confirmed that only the fire brigade is allowed to attach their fire hoses to the fire hydrants. Mr A Case confirmed that we take a fire risk seriously and that we will ask a specialist to visit the village to make sure that we comply and have the correct equipment available in the village.

Question 10: Mr E Mutch wanted to know when the settling cracks on the outside and back of the walls of the units will be repaired.

Answer 10: The chairman confirmed that the cracks will be addressed after the completion of the lifestyle centre and that it will be done in phases. The worst cracks will be addressed first.

Question 11: Mr E Mutch wanted to know when the remaining wooden fencing around the units will be replaced with the metal ones.

Answer 11: The chairman confirmed that the replacement of the wooden fencing in need of replacing is done in phases and that the next phase will be between September and November 2017. The rust on the bottom of the metal fencing will be investigated.

Mr R Knowles extended a thank you on behalf of the ResCom to Mss S Jackson and J Spurr for all their help and assistance with the organisation of events and ensuring that the village residents are entertained. Mr Knowles also welcomed the new ResCom members and thanked the existing chairman for his service.



Mr A Case thanked the ResCom for their support and service. Mr A Case also thanked Roy and his team for their work and support. Mr A Case assured the meeting about Evergreens' commitment to the village and added his excitement that the residents will be having their Christmas function in the new clubhouse.

With no further matters being raised, the Chairman thanked all present for their attendance and declared the meeting closed at 14:52.

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**Chairman**



**EVERGREEN BROADACRES**  
("THE VILLAGE")

**ANNUAL REPORT BY THE CHAIRMAN OF THE RESCOM FOR 2017/2018**

As Chairman, I have had the pleasure and the privilege as well as enduring of the developments, the agonies and the excitement in this village since inception.

Years ago there was the first cigarette in the USA advertised to ladies with the slogan "You've come a long way baby". I subscribe to that here in Evergreen Broadacres. We sure have come a long way over the 6 years and I am genuinely appreciative of all the folk who have worked with me to continually strive to achieve our chosen slogan

*"Together let's make Evergreen Broadacres the village of our dreams".*

This includes not only the ResCom portfolio leaders over the years but also community leaders in the various activities set up and run by willing residents; and then too the members of AMDEC and Evergreen Management team with whom there have been all kinds of interactions over the years...mostly pleasant, not always in agreement but forever in mutual interest.

We have been in an exciting development (some refer to it as a building site) right from the outset and it continues as the apartments now start to come in to being.

But the greatest pleasure as Chairman has been the mostly warm friendly residents who have graced the village over the year. The spirit and comrade is amazing. It proves the old saying "a stranger is a friend you do not know". Most of us were strangers to one another when we came here now we are genuine friends.

I am not going to go into detail of the activity of ResCom over the year under review as it is all well documented in the minutes of the various ResCom and ManCom meetings (copies always open book and available on request), the communiques and of course our famous monthly Chatter. What I can say however is never a dull moment. ResCom are a very active, concerned and focussed group of people serving our community. The portfolio structure ensures there are no passengers and all points of need are covered.

We are all conscious that change is inevitable but if we look back to early days (as evident in the photo journals in the library put together by Kiloran) from a small village of phase 1 & 2 units with a prefab small so called clubhouse growing to what we have today it's been a strident 6 years.

These years have been my pleasure to lead and I now look forward to handing the baton over for the next phase. I will always cherish these years and hereby express to everyone my appreciation for your support and encouragement; for the ResCom team members who have served with me my pleasure; to the AMDEDC and Evergreen Management folk (especially James Wilson; Arthur Case; Derek Drew; and both village mangers over the years and to the activity leaders...I say a **BIG thank you** for the spirit of mutual interest. Finally to my wife Aileen I express my gratitude for her unfettered support encouragement, understanding and on occasion endurance.

Yes I will miss it all but as Robert Townsend (no relation to Dick & Kiloran) wrote in his management book *Up the Organisation, 'if after 6 years you've made a difference get out and let the next generation take it further...if you haven't then get out of the way and let the next generation move it forward'...* I do sincerely hope it is the former in my case.

Cheers,  
Graham Langmead



**EVERGREEN BROADACRES**  
("THE VILLAGE")

**ANNUAL VILLAGE MANAGER'S REPORT 2017/2018**

Good afternoon everyone,

Welcome to all Residents to our 6<sup>th</sup> Annual General Meeting and the first in our new life style centre.

A warm welcome to all the new residents who have moved in since our last AGM. We welcome every one of you to "The Village of Our Dreams" and know you will make many new friends here.

**1. EXISTING DEVELOPMENT:**

- 1.1 We now have a total of 201 Residents in the village.
- 1.2 Since the last AGM, Mr Bicker-Caarten of #29; Mrs Mavis Power of #10; Mr Eduard Zauner of #26 and Mrs Sheila Heard of #98 have sadly passed on.
- 1.3 As you are well aware, the building of the new apartments has started.

**2. SECURITY:**

- 2.1 Thorburn Security has settled and is operating well at the village. The camera systems are monitored on-site by Thorburn and off-site by Verifier. We use TRSS as our armed reaction company, all fences and panic triggers are simultaneously sent to TRSS and Verifier.
- 2.2 The guards have a patrol monitoring system, which sends them on patrols during the night on a set route, every 30 minutes. All visitors, contractors and domestic workers are now scanned into and out of the village.

**3. SALES:**

- 3.1 All phases are sold out. We have 3 units unoccupied at the moment available for resale – units 10, 45 and 122. A number of apartments have also been sold to date.

**4. HEALTHCARE:**

- 4.1 Each home is equipped with a TeleCare unit, which provides peace of mind and emergency assistance. The blue button is a morning call service; so that we know you are alright without invading your privacy, the yellow button allows you to speak directly to the Care Centre nursing staff via cell phone, and the red button connects you to an operator in a call center who will call any emergency services you require, as well as notify the Care Centre and myself to assist with logistics. Please wear your buddy bands and those living alone and at risk, your panic buttons.
- 4.2 The testing of the TeleCare units is your responsibility, please be aware of this and continue to do so. The ENA's also test these on a regular basis as an extra precautionary measure.
- 4.3 Since the last AGM Unique Health has opened the Care Centre with full services and has 11 patients in total. Sr. Linda was joined by Sr. Marius to operate every day on alternative shifts and have qualified staff during the night. Atholie Preacher, ResCom healthcare portfolio member, meets with Sr. Linda and or Sr. Marius once a month. Thank you to Sr. Linda and Sr. Marius for their expertise and to the ENA's for all their assistance.
- 4.4 We have a resident Doctor, Dr Blair that visits the village Care Centre on a weekly basis, he is also available to consult all the residents from the village.



**5. CATERING / SOCIAL:**

- 5.1 Reef Caterers continue to provide us with good meals and wonderful social dinners and events. Wednesday Social Evenings and Tuesday Specials are attended well.
- 5.2 We would like to thank Hendra and her team for their dedication and interest in our village, and for her positive intervention and her continued presence at our Social Evenings and Special Events. A big thank you to the Hospitality Committee and most especially Bev Jackson, for all her hard work in organising all the events. You all contribute to making this a happy community.

**6. GARDENS / LANDSCAPING:**

- 6.1 Four Seasons Garden Service remain our garden service provider and under the guidance of Mandla, a big thank you to him and his team for a job well done. The gardens are looking beautiful, even in winter. The trees planted on Arbour Day are also looking healthy.
- 6.2 A BIG thank to Hennie for his expertise and time in co-ordinating, planning and expediting of all the work on the common area gardens, your assistance is most appreciated.

**7. BUILDING MAINTENANCE:**

- 7.1 In total 5 speed humps have been installed in the village. Replacement fences have been ordered and purchased, and the repairs to the fence will commence in the next week. Painting of the fences has commenced.
- 7.2 A big Thank You to Marius for his continual hard work and assistance. Also thank you to Graham Wallace for his continual assistance in all other contractual maintenance in the village.

**8. STAFF:**

- 8.1 Thank you to Pretty, Nedie and Precious for their continued assistance and hard work in the village. Thank you to Silas and Jabulani, our utility men for their dedication and hard work. Jackie Kale joined us last year as our Receptionist, thank you Jackie for all your hard work. Also, a warm welcome to Joseph Mthembu our new Duty Manager.

**9. COMMUNICATION:**

- 9.1 Thank you to Chris Edwards for all his efforts in keeping the communication service running and especially for the very informative "Evergreen Chatter"

**10. OPERATIONS:**

- 10.1 The Wi-Fi fibre for the benefit of the residents visiting the Clubhouse is working well, we sell R20 Wi-Fi vouchers which are valid for a week, many residents use this facility.
- 10.2 Thank you to Rene for all her hard work and dedication and assisting me in the management of the village and all other extra duties that she performs.

In closing I would also like to thank Graham Langmead and all on the Residents Committee for their time and their tireless hard work. They volunteer their time to support me in my position as Village Manager and together we build "The Village of our dreams!"

**EVERGREEN BROADACRES FINANCIAL SUMMARY**

FINANCIAL YEARS 1 MARCH TO 28 FEBRUARY: 2018 (ACTUAL) &amp; 2019 (BUDGET)

	<b>Actual 2018 (130 Units)</b>	<b>Budget 2019 (130 Units)</b>		<b>Note</b>
<b>Levies</b>	<b>6 798 047</b>	<b>7 242 813</b>	6.5%	<b>1</b>
<b>Other income</b>	<b>461 229</b>	<b>625 201</b>	35.6%	
Rates recovery	251 583	407 183	61.8%	<b>2</b>
Common area recovery	203 317	216 216	6.3%	
Other Sundry	6 329	1 802	-71.5%	
<b>Total Revenue</b>	<b>7 259 277</b>	<b>7 868 014</b>	8.4%	
<b>Contractual Expenses</b>	<b>(6 270 320)</b>	<b>(7 173 129)</b>	14.4%	
- Clubhouse Expenses	-143 225	-254 866	77.9%	<b>3</b>
- Medical Response	-130 634	-164 343	25.8%	<b>4</b>
- Village Staff & Administration Expenses	-2 131 432	-2 277 256	6.8%	
- Common Property: Municipal Rates & Utilities	-684 222	-972 824	42.2%	<b>5</b>
- Property Insurance	-212 994	-254 097	19.3%	<b>6</b>
- Property Rates	-668 647	-693 634	3.7%	
- Security	-1 671 957	-1 834 462	9.7%	<b>7</b>
- Village Maintenance	-627 208	-721 646	15.1%	<b>8</b>
<b>Profit/(Loss) before non-contractual expenses</b>	<b>988 957</b>	<b>694 884</b>	-29.7%	
<b>Non-contractual Expenses</b>	<b>(859 065)</b>	<b>(529 307)</b>	-38.4%	
- Catering	-499 172	-529 307	6.0%	
- Healthcare	-359 893	-	-100%	<b>9</b>
<b>Total profit/(loss) for the year</b>	<b>129 892</b>	<b>165 577</b>	27.5%	

**Notes:**

1. Phase 3 new sales have mainly had 2 residents per unit
2. Recovery from additional occupied units
3. Clubhouse expenses adjusted to cater for new clubhouse for the full year
4. Monthly fee for 130 units and installation for 10 units
5. Estimated extra costs for the new Club House - mainly electricity
6. Clubhouse added to insurance for the full year
7. Additional monitoring and investigation costs
8. Maintenance of New Clubhouse added
9. Full healthcare costs transferred to Unique Health