

**MINUTES OF THE MEETING OF THE RESIDENTS' COMMITTEE (RESCOM) OF  
EVERGREEN LIFESTYLE VILLAGE DIEP RIVER  
HELD ON THURSDAY, 10 JUNE 2021 AT 14H00**

**PRESENT:** Kathy Scott (Chairperson – KS); Margaret Lee (ML); Kelvin Barry (KB); Amanda George (AG); and Christine Dempers (CD)

Item.	DETAILS	DUE/ ACTION
1.	<b>Welcome</b>  Kathy Scott welcomed everyone to the meeting and thanked them for being there.	
2.	<b>Approval of Minutes</b>  The minutes of the meeting held on 13 May 2021 were approved and signed by Kathy Scott	
3.	<b>Matters Arising from the Minutes</b>  Anything that will arise is on the agenda.	
4.	<b>Finance, Legal &amp; Estate Sales</b>  As Diep River village is a small village it will run at a loss compared to the bigger villages as there are far less levies coming in and there are still the same overheads to be met. A new, resident, Pam Ward, has just moved into Unit 106.  There are therefore 6 empty units now. Evergreen Property Investments (EPI) pay the levies for the empty units.	KS  CD/AG
5.	<b>R&amp;M - Village Improvement</b>  <b>Schedule:</b> Many of the repairs and maintenance items are long term. They were logged and then with Covid-19 and lockdown there is a backlog. Many jobs entail waiting for contractors to do the work.  A feedback meeting to be set up between KB and Patrick Maile, ELV Facilities Manager.  CD noted that the following remedial work is still to be undertaken on building: <ul style="list-style-type: none"> <li>• External &amp; Internal cracks and remedial painting to be undertaken.</li> <li>• Internal damp areas to be attended to</li> <li>• Damp-proof and Tile open outdoor patios on 2<sup>nd</sup> and 3<sup>rd</sup> floors.</li> <li>• Passage carpets on 2<sup>nd</sup> and 3<sup>rd</sup> floors to be replaced.</li> <li>• 3<sup>rd</sup> floor ceiling to be investigated and repaired to stop ingress of water.</li> <li>• 3<sup>rd</sup> floor unit balconies to be re-screeded and balcony rails painted.</li> <li>• Unit sliding (East side) doors to be repaired (water ingress).</li> <li>• External fire stairs to be repaired.</li> </ul> <b>Bistro</b> – It was noted that quotes were being considered to place the carpets in	CD/ KB

	<p>the Bistro with a more suitable type of flooring such as Vinyl or Terra Cotta.</p> <p><b>Patio</b> – It was noted that the patio umbrellas need to be repaired or replaced on patio. In addition, it was noted that the paving area outside the Bistro to be extended to create space for additional tables and chairs. A quote for both items to be sourced for approval.</p> <p><b>Kitchen</b> – A quote to be sourced for a new floor tiles or industrial poly flooring and the extractor fan to be serviced.</p> <p><b>Refuse Room</b> – CD reported that the refuse room had been cleaned out and that additional bins would be procured. A recycling station would be set up. In addition, demarcated yellow lines to be repainted.</p> <p><b>Basement Lights</b> – CD noted that all lights in the basement and refuse room had been repaired and where required, replaced with LED lighting.</p> <p><b>Passage Lights</b> – CD noted that lights in the corridors/passages had been replaced with LED fittings and that this would be the standard going forward.</p> <p><b>Pool</b> - CD reported that there had been a lot of work undertaken to repair the indoor pool as it not only had a leak, but the pool pump also needed to be repaired and the heat circulation pump had undergone a service. The temperature of heated pool was being maintained at 27-degrees. CD indicated that the pool pump room would be locked in the future and only staff would be allowed to change settings.</p> <p><b>Gym Equipment</b> - all gym equipment has been cleaned, repaired, and serviced. Foot straps had been ordered. The extension cords are in place where required.</p> <p><b>Gym Toilets</b> - Both the toilets are leaking and will have to be replaced. A quote had been sourced.</p> <p><b>Fire Door</b> - The external fire door adjacent to the basement entrance had been treated and repainted.</p> <p><b>Boiler Room</b> – CD noted that the hot water pump in the boiler room had been repaired and heating system serviced to ensure that residents received hot water at all times.</p> <p>Water Treatment Plant (WTP) - Work is still to be done on the WTP.</p> <p><b>R&amp;M - Residents</b></p> <p><b>Shower/bathroom tiles in individual units</b> – Work like this and any other interior unit repairs need to be logged by the resident at reception.</p> <p>It was noted that all maintenance and repair jobs must reported at reception to get logged on a share point system. These items are then allocated a job number. This job number is then used to track the repair job.</p> <p>If it cannot be done by the village handyman, it will be done by an outside</p>	<p>CD</p> <p>CD</p> <p>CD/</p>
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	approved contractor. The job will be facilitated by the village and the contractor will be paid by the resident, via their levy account. A circular to this effect will be sent out to residents.	
6	<p><b>Gardens, Trees and Irrigation</b></p> <p>Sue reported that she is continuing to see to our gardens. Thank you to Sue for your efficiency in this respect. The entrance, perimeter and boundary gate gardens are all looking good. Will possibly add some more aloes. Vegetable garden to be extended to the kitchen hub.</p>	SB/CD
7.	<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Electric Fence cameras to be checked and serviced.</li> <li>• Motivation for extra internal cameras.</li> <li>• Entrance Gate pillar is damaged from the accident and needs to be repaired.</li> <li>• The buildings' fire panel, hose reels and fire extinguishers will be serviced.</li> </ul> <p>A talk/presentation will be given to the residents by the H&amp;S Officer about Evacuation Plans. CD to set this up in the near future.</p>	CD
8.	<p><b>Catering, Events and Entertainment</b></p> <p><b>Bistro Menu</b> – It was suggested that there could be a second option on another day. On Fridays there are two options and on Wednesdays there is now a successful option of soup. On another day there could be an option of an omelette / burger / salad etc.</p> <p><b>Payment for Meals</b> – this change over from cash payment to card payment was confusing for residents as they were informed from the incorrect channel. It is noted that CD will send out circular explaining options.</p> <p><b>Social/club Events</b> - Margie has drawn up a sheet showing what activities/clubs are taking place together with contact person, time and place. As regular new activities are set in place they will be added to the list and then this list could go in a newsletter for all residents to see.</p> <p>A new smart TV with a full DSTV package as well as Netflix has been bought and installed in the Recreation Room on the 1<sup>st</sup> Floor.</p> <p>New activities planned are a monthly/weekly Netflix movie, monthly games afternoon / evening, a carpet bowls knockout competition over 5 weeks and a weekly exercise class.</p> <p>A monthly talk or demo is to being held in the Recreation Room.</p>	CD/AG ML
9.	<p><b>Evergreen Health/Healthcare Services</b></p> <p>Debit order requirements needs to be spelt out very clearly to the residents.</p> <p>A general feedback meeting to be set up between KS and EH.</p>	KS/ML CD/EH/KS

10.	<p><b>General</b></p> <p><b>Covid-19</b> - it was noted that the rate of infection had been escalating and that the country was in the 3<sup>rd</sup> wave with imminent changes to the lockdown restrictions by the government. CD indicated that there may be further restriction placed on residents and families, especially younger children. A circular would be sent out encouraging residents to be more circumspect and to maintain social distancing, especially now that they have had the first vaccine and were awaiting the second. She noted that the vaccine did not prevent anyone from getting Covid, but rather not to be affected so badly. KS complimented Evergreen Health staff on their handling of the vaccinations and extended thanks to ELV management for arranging it to take place in the village.</p> <p><b>Tables</b> –The 2 folding tables are required in the Bistro for the Resident Braai as well as Bingo evenings to replace the 2 tables that went to Bergvliet and the Big Table is to be returned as it is needed for fellowship mornings, for celebration of a resident’s birthday and for games afternoon/evening.</p> <p><b>Mancom Meetings</b> – to be held bi-monthly. CD to set up schedule with Garry Reed (Managing Director).</p>	CD
	<b>Date of next ResCom meeting:</b> 08 July 2021 at 14H30	

Without any further business to discuss the meeting closed at 16H50

APPROVED AND SIGNED AT CAPE TOWN ON \_\_\_\_\_ 2021

CHAIRMAN \_\_\_\_\_