

**MINUTES OF THE MEETING OF THE RESIDENTS' COMMITTEE (RESCOM) OF
EVERGREEN LIFESTYLE VILLAGE DIEP RIVER
HELD ON THURSDAY, 1 SEPTEMBER 2022 AT 15:00**

PRESENT: Kathy Scott (Chairperson – KS); Margaret Lee (ML); Kelvin Barry (KB); Di Everett (DE); Sue Butcher(SB) and Christine Dempers (CD)

APOLOGIES: Amanda George (AG)

Item	DETAILS	DUE/ ACTION
1	Welcome: Kathy welcomed everyone to the meeting and thanked them for coming. KS apologised for the length of time since the last meeting.	KS CD
2	Approval of Minutes: The minutes of the meeting held on 30 June were approved. KS signed them.	
3	Matters Arising from the Minutes: Any matters arising would be covered on our agenda for this meeting.	
4	Finance, Legal & Estate Sales: <ul style="list-style-type: none"> ➤ Apartment 309 has been bought and the papers have been signed. ➤ Apartment 210 may be signed soon. Finance: <ul style="list-style-type: none"> ➤ CD Reported that the finances are holding against the budget. However, CD had not given KS a copy of the July finances. A hard copy of the latest finances was given to KS ➤ Agreed that CD would send a soft copy to all Rescom members. Mancom: <ul style="list-style-type: none"> ➤ 6 October – Mancom Meeting. It was agreed that all Rescom members should attend this meeting. 	CD KS
5.	Repairs & Maintenance / Village Improvement: <ul style="list-style-type: none"> ➤ General discussion around painting - the balconies and the colour thereof – if not enclosed they will be updated to the new colours of grey and white. If enclosed, they will remain the cream colour and will not be painted. ➤ Waterproofing of the back wall will be followed by painting of all the Juliet balconies. ➤ Important to note that there are different teams operating at present in order to hasten up the work. ➤ Discussion around the apparent “junk” lying around. CD explained that these items are assets and can only be disposed of in line with the disposal process. It was agreed that Jason will be spoken to about the disposal of and writing off junk and assets that are being stored and no longer required. The beds in the garage area will also be queried with Evergreen Health. ➤ Toilet roll holder in the ladies’ toilet at the gym needs to be fixed. ➤ The treadmill is out of order. The person who repairs it is away. The possibility of newer gym equipment for the gym will be taken to Mancom. Steps for swimming pool will be reviewed – these need to be custom made 	CD KB

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	<ul style="list-style-type: none"> ➤ Demarcated areas must be kept clear at all times ➤ Internal health and safety issues such as tiles in units have all been attended to. ➤ Damp issues inside the apartments will only be completed after all the outside work is complete. ➤ DE queried the follow up of reporting of faults. CD explained the process in place for reporting of all faults. Residents should initially report at the front desk so that the correct protocol can be followed. A Job Card is created for every fault reported and is also added to the electronic job list. If fault is not fixed, residents must report to CD so that it can be followed up. Likewise, should a staff member not complete the repair as required, this must be reported to CD. ➤ Lights in garage need replacing – all lights where possible are being replaced with LED globes. 	
6.	<p>Gardens, Trees and Irrigation report</p> <ul style="list-style-type: none"> ➤ Lots of tidying and maintenance in the garden. ➤ Artwell and SB have been cutting out a path along the Canal fence so the High Point can work on this fence. ➤ This should reduce the amount of damage to the established plants. But the drastic pruning should be good for the plants. ➤ Pansies have been planted in the rose pots. ➤ Marie Susman's super pot has been placed inside the front fence and 2 special succulents planted in it. 	SB CD
7.	<p>Security:</p> <ul style="list-style-type: none"> ➤ There have been no issues and all staff doing a good job and are very pleasant and helpful. ➤ It was noted that Bernie is checking the workmen in and off the property daily. 	CD
8.	<p>Catering, Events & Entertainment:</p> <ul style="list-style-type: none"> ➤ ML tabled a broad report of the events and entertainment held during the months of July and August. Coming up in September: Possible trip to the Darling Flower Show on 16 September, Talk on Tuesday 13 September on Bones and breasts, Heritage Day Braai on 24 September. <p>Bistro</p> <ul style="list-style-type: none"> ➤ The prices in the Bistro are going up from the beginning of September to R60 for the daily lunch meal. A list of all price changes will be sent out with the September Menu. ➤ The staff has been reduced from 3 to 2, the 2 being Samantha and Grant. Some residents were concerned about Lisa not having any work. Lisa is employed by WP and they will offer her work somewhere else where they have a contract. ➤ Quotes will be put in for upgrade of furnishing in the lounge and bistro once the painting and exterior work is completed. CD explained how the chairs will be upholstered so that they will be higher. 	CD ML
9.	<p>Evergreen Health/ Health Services:</p> <ul style="list-style-type: none"> ➤ DE reported some concern about the administering of medicine at night when Sharon is not there. CD said that this has been brought to the attention of Evergreen Health and they are looking at this. Possible blister packs will be made up which can then be given by carers. 	CD

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	<ul style="list-style-type: none"> ➤ Discussion around the Evergreen Health and the way forward. The general recommendation is that there should be contracts in place for carers for individual residents who are not independent. This should then mean that Sharon would not be needed. CD is working with Melanie on this process to ensure that all details/possible issues are addressed. 	
10.	<p>General:</p> <ul style="list-style-type: none"> ➤ KS reported that Evergreen are part of the Concerned resident group which covers all villages. ➤ KB queried how the petty cash system works. CD explained that there is a Petty cash sum of R2000 a month which is administered by Christine for items like light bulbs etc. ➤ SB suggested that residents require some education on Recycling. SB agreed to put something together for a handout for residents. ➤ It was agreed that Gary should be asked what has happened to the addendums with respect to the levy increase date change from September to March. ➤ The expenses around printing costs could be saved if residents do not receive multiple copies of a message such as email/WhatsApp and hard copy. CD agreed to once again explain the procedure to the reception staff. ➤ Margie Lee will be away in New Zealand from beginning October till end December. The committee wished her well and DE agreed to take the minutes during her absence. 	ALL
16	Date of next Rescom meeting: 13 October 2022 at 15:00	ALL

Without any further business to discuss the meeting closed at 17:00

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2022

CHAIRMAN _____