

**MINUTES OF THE MEETING OF THE RESIDENTS' COMMITTEE (RESCOM) OF
EVERGREEN LIFESTYLE VILLAGE DIEP RIVER
HELD ON THURSDAY, 13 OCTOBER 2022 AT 15:00**

PRESENT: Kathy Scott (Chairperson – KS); Kelvin Barry (KB); Sue Butcher (SB); Di Everitt (DE) and Christine Dempers (CD).

APOLOGIES: Margaret Lee (ML)

Item	DETAILS	DUE/ ACTION
1	Welcome: KS welcomed everyone to the meeting	
2	Approval of Minutes: The minutes of the meeting held on 01 September 2022 were approved and signed by KS.	
3	Matters Arising from the Minutes: Any matters arising would be covered in the agenda for this meeting.	
4	Finance, Legal & Estate Sales: <ul style="list-style-type: none"> • KS provided a list of items covered by the levy in the budget. The list would be made available to those residents who requested to see same. • KS reported that the financials were holding steady and the village seemed to be on track. • The Levy Stabilisation Fund would be taken up with Garry in the Mancom meeting on 27 October. • Vacant Units: Unit 210 was still available. Unit 207 would be refurbished as soon as it was empty and then handed over to sales. • SB enquired as to the process once a resident passed away. CD noted that there was a protocol and referred each resident to their contract. Once a unit was handed back to ELV it was then handed to EPI for refurbishment. Once completed, it was handed over to sales. 	
5	Repairs & Maintenance / Village Improvement: <ul style="list-style-type: none"> • KB noted that there had been much activity in Mrs Bonthuis's unit earlier in the week. CD confirmed that six units had had their Juliet balconies damp-proofed, which took the brunt of the North wind/rain, as part of the exterior refurbishment. • CD shared the maintenance share-point with the meeting and covered the protocol to better understand the process. • CD noted that in response to KS's observation regarding the fixing of reception lights. The new electrical contractor had five jobs he needed to quote on. • CD confirmed that the external refurbishment was on track for completion by the builders' holiday in December and confirmed that the internal work would only take place in the new year. • CD confirmed that the horizontal patios were nearing completion. 	

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	<ul style="list-style-type: none"> • KS noted that Solar was an alternative power source and should be considered as an installation at Diep River. CD responded that EPI was looking at options for alternative power sources for their properties. • CD also reported that a silencer/muffler would be installed on the generator as there had been complaints about the noise level. CD would keep Rescom updated. • DE reported that the gas braai needed to be replaced as the ignitors had worn away and had become dangerous and the flame tamers needed to be replaced. KS reported that there were many weeks where the braai was not cleaned or not cleaned properly. CD to action. 	
6	<p>Gardens, Trees and Irrigation:</p> <ul style="list-style-type: none"> • SB requested fertiliser and liquid “Seagro”. CD noted that she had received quotes from Whitecliffs and would action. • SB noted that the grass near the generator and walkway to the back gate had died and needed replanting. This would be actioned as soon as the builders had vacated the property. • SB reported that the pot plants for #115 had been relocated to the reception area whilst Mrs Levor was away for Artwell to look after them. • The committee thanked SB for all her hard work and agreed that the gardens were looking good. 	
7	<p>Security:</p> <ul style="list-style-type: none"> • It was noted that all security checks had been done and everything was in good order. The electric fence and alarm had also been checked and were in good order. • CD reported that the fire panel, fire extinguishers and hoses would be serviced this month. • KS raised a point on behalf of a resident who wished to enquire about internal cameras in the passage ways as a security measure. CD had made enquiries and reported that the premises were secured with electric fences, off site cameras and monitoring, alarms with ADT and armed response. She stressed that the main priority was to ensure that intruders did not gain access and therefore internal cameras were not deemed important at this time. 	
8	<p>Catering, Events & Entertainment:</p> <ul style="list-style-type: none"> • It was noted that as of 01 December, Western Province Catering would prepare meals at their head office kitchen in Gardens. These freshly made meals would be placed in ceramic bain-marie dishes and then put into insulated catering bags and delivered to the village every day, Monday – Friday, as well as Sundays. These ceramic dishes would be placed in the oven to finish off the meals, which would then be individually plated for service at lunch times. It must be noted that no last-minute orders could be accommodated. • Samantha Gabriel would remain as host and waitress; Grant Scholtz (chef) would be redeployed to another WPC site; and a second junior person would be appointed to assist Samantha with prepping and serving food and to keep the Bistro and kitchen clean. 	

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	<ul style="list-style-type: none"> • CD confirmed that there would be no change to the Deli menu: breakfast and toasted sandwiches would still be available. The Bistro's hours of service would be from 8am-5pm on weekdays and 8am-3pm on Sundays. There would be no service on Saturdays. • CD would update and circulate the Deli Menu to residents. • It was noted that a new Gas Braai needed to be purchased as the old one had become a safety hazard. CD to motivate the purchase of a new MegaMaster. • It was noted that Rescom had provided a Tea/Coffee station with biscuits/rusks for those residents who wished to enjoy refreshments on Saturday from 9.30am to 4.30 pm in the Bistro. This was done on an honesty basis. • It was noted that ML was visiting family overseas and KS reported that the events were ongoing: Bingo, Resident Braai, Monthly Movie, Music Afternoon (Brenda Nieustadt) and the Pop-Up Shop. 	
9	<p>Evergreen Health/ Health Services:</p> <ul style="list-style-type: none"> • It was noted that meetings had been held with residents and communications had also been sent via circulars and, with the help of Rescom, one-on-one meetings had been held to explain the process and the implications of the healthcare changes/levy. • Residents had ultimately rejected the idea of a blanket healthcare levy, which would enable the health services to remain available to <u>all</u> residents. • CD confirmed that Melanie Carstens, Evergreen Health's social worker and Care Manager, had had meetings with vulnerable residents and families who had agreed to contract carers at their own cost. • CD noted that Sharon Adams's role to be confirmed by Evergreen Health. • CD noted that in the event of an emergency, residents must press the red button on their Telecare unit or press the red alert button or pick up the extension phone and wait for the operator, if residents did not have a white Telecare system. ELV's emergency protocol would be put into place immediately. 	
10	<p>General:</p> <ul style="list-style-type: none"> • DE enquired after the garden bench's state of refurbishment, which was being stored in the basement garage. CD responded that the wood had deteriorated and that alternative refurbishment methods were being investigated. • DE had taken photographs of the bin area, garage area and laundry and all the items that had not been cleared/stored and were lying around. DE reported that the basement needed to be cleared up. CD had undertaken to get residents to clear up and remove unwanted items that were being stored and notices would be put up reminding residents of same. • CD reported that she was still investigating options for Gym Equipment and would revert. • DE also pointed out that not all residents had signed a Gym indemnity form. • DE reported that the tiles in her unit #117, which had been repaired in June, had cracked again. CD to attend to this. 	

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	<ul style="list-style-type: none"> • SB raised the issue of recycling as there had been no improvement by residents. Further communication to be circulated explaining what was acceptable in recycling. • KS noted that there had been a request from a resident to investigate DSTV packages for retirement villages. CD noted that she had received information on options available to residents. These were the Stay Basic, Stay Essential and Stay Ultra packages. A bank account was required and a resident needs to take financial responsibility for ensure that debit orders would be paid. • CD requested that Rescom/residents propose ideas for outings in the coming months. • CD noted that a Xmas market and vendors needed to be secured and confirmed for early December. She confirmed that books could also be sold at the market. • KB had offered his services to look after the library, together with KS. CD noted that residents were using the recreation room to offload books and unwanted furniture items. This would not be allowed to continue. 	
	There being no further business to discuss, the meeting closed at 16h45	
16	Date of next Rescom meeting: 10 November 2022 at 15:00	

APPROVED AND SIGNED AT CAPE TOWN ON _____ 2022

CHAIRMAN _____ \CD _____