

**MINUTES OF THE MEETING OF THE RESIDENTS' COMMITTEE (RESCOM) OF  
EVERGREEN LIFESTYLE VILLAGE DIEP RIVER  
HELD ON THURSDAY, 17 May 2023 AT 15:30**

**PRESENT:** Kathy Scott (KS) - Chairperson; Christine Dempers (CD); Margaret Lee (ML); Diane Everett (DE); and Kelvin Barry (KB)

**APOLOGIES:** Amanda George (AG) and Sue Butcher (SB)

Item	DETAILS	DUE/ ACTION
1	<b>Welcome:</b> Kathy welcomed everyone to the meeting and thanked them for being there. Apologies from AG and SB were noted.	
2	<b>Approval of Minutes:</b> The minutes of the meeting held on 12 April 2023 were approved. KS signed them.	
3	<b>Matters Arising from the Minutes:</b> These will be dealt with as they come up during the meeting.	
4	<b>Finance, Legal &amp; Estate Sales:</b> <ul style="list-style-type: none"> <li>➤ <b>Finances:</b></li> <li>➤ KS said that there had not been any financial report to date and CD to please send through.</li> <li>➤ CD reported that there is a new system pertaining to the financial reports. Village managers will have access to the finances via an IDU system and would have more input into budget in the future.</li> <li>➤ <b>Units:</b></li> <li>➤ Units on sale are 118 (vacant at the end of June) 207, 211 and 317.</li> <li>➤ Sales division held a sales afternoon with prospective buyers being introduced to the village and to show units, 211 and 317.</li> </ul>	
5	<b>Repairs &amp; Maintenance / Village Improvement:</b> <ul style="list-style-type: none"> <li>➤ There is no confirmation to date for EPI to commence internal repairs on resident units nor the internal common areas/passages and stairwells.</li> <li>➤ CD stated that Patrick Maile (PM) had taken over the refurbishment team for EPI and was settling into his new position. CD noted that she would endeavour to get some answers for the Residents' Meeting to be held on 7<sup>th</sup> June.</li> <li>➤ CD has a new quote for the Staff Room, the Laundry and the Bin Room refurbishments.</li> <li>➤ New batteries had been purchased and installed to keep the emergency services (village lights, switchboard, security cameras and electric fence) up and running.</li> <li>➤ CD confirmed that EPI had installed a muffler and 'housing' to minimise noise of generator as there had been lots of complaints from neighbours and residents. It has made a huge difference and residents had expressed their gratitude and appreciation to management.</li> <li>➤ KS noted that a new mat had been put at the top of the pool stairs but stated that another slip-proof mat is needed to be laid down on the pool tiles to create a</li> </ul>	CD          CD

Item	DETAILS	DUE/ ACTION
	<p>pathway along the pool to chairs, where residents placed their gowns and towels.</p> <ul style="list-style-type: none"> <li>➤ KS noted that the gym equipment was not yet repaired. CD confirmed that TechnoGym has stated that it is very old, no parts are available and that she has requested a quote to be approved for new/previously owned equipment to be installed.</li> </ul>	
6.	<p><b>Gardens, Trees, and Irrigation report</b></p> <ul style="list-style-type: none"> <li>➤ As SB was away, Artwell was tasked with maintaining gardens until her return. CD would have a meeting with SB to plan the purchase of garden pots/plants.</li> </ul>	
	<p><b>Security:</b></p> <ul style="list-style-type: none"> <li>➤ Fire Blanket – The Refurbish team will install one fire blanket in each unit.</li> <li>➤ Smoke Alarm – there was a long discussion around this and various concerns raised by residents.</li> <li>➤ Fire Drill – the Health &amp; Safety consultant would be present at the next fire drill. CD to confirm same and send notice/circular to residents.</li> <li>➤ First Aid Boxes – KS had needed a plaster when she was downstairs and, on the way out. On asking reception for a plaster, they said they did not have one and when they phoned the clinic to ask them for one, they said they had no plasters CD to make enquiries.</li> <li>➤ A first aid box, kept in the management office, would be sent to reception.</li> <li>➤ The clinic and the kitchen should have their own and that it is easily accessible.</li> </ul>	CD
8.	<p><b>Catering, Events and Entertainment:</b></p> <ul style="list-style-type: none"> <li>➤ ML presented her report.</li> <li>➤ It was suggested, as there was no more bridge, that we have a card afternoon or evening when we play various games of cards. ML will make enquiries.</li> <li>➤ Fedics have been having lots of problems around the menus, staffing, FOH etiquette, dress etc. CD is to hold a meeting with Unit manager, AG and ML around all the issues.</li> <li>➤ It was suggested that ML list what is coming up in the month following the meeting month.</li> </ul>	
9.	<p><b>Evergreen Health / Health Services:</b></p> <ul style="list-style-type: none"> <li>➤ Generally, health services are being delivered well and with no reported problems to date.</li> <li>➤ DE was concerned that residents do not advise management when they go away or when they are admitted to hospital – a circular should be sent to residents to remind them to advise management if they have been admitted to hospital, when they return or when they are away for a period. Their absence also affects their “blue button”.</li> <li>➤ CD has been asked to remind residents that Sharon would be at the Village two days/week, every Monday and Friday from 8am – 5pm.</li> <li>➤ EH had been tasked to check on vulnerable residents and to manage those carers who had been contracted privately by residents</li> </ul>	
10.	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>➤ CD confirmed that a new general worker is being sought to take over from Clive who had resigned to take up a better position.</li> </ul>	

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	<ul style="list-style-type: none"> <li>➤ DE queried all the black bags outside of Unit 101. CD confirmed that the resident had asked permission to have them there for a brief period as they would be collected.</li> <li>➤ Concerns regarding boxes piled up outside Kitchen area. CD would investigate.</li> <li>➤ CD confirmed that there had been some thoughts around moving the staff room to the laundry and the laundry to the staff room. Quotes were being sourced for approval.</li> </ul>	
11.	<b>Date of Next Rescom Meeting:</b> 14 June 2023 at 15:30	

APPROVED AND SIGNED AT CAPE TOWN ON \_\_\_\_\_ 2023

CHAIRMAN \_\_\_\_\_