

**MINUTES OF THE RESCOM MEETING  
OF EVERGREEN LIFESTYLE VILLAGE MUIZENBERG  
HELD ON 2 AUGUST 2017 AT 8.00AM**

- PRESENT:**
1. Mrs. S. de Haas (SD) (Member)
  2. Mrs. M. Carstens (MC) (Village Manager)
  3. Mrs. J. Orsmond (JO) (Co-opted Secretary)
  4. Mr. David Rosenberg (DR) (Member)
  5. Mr. Chris Bennett (CB) (Vice-Chairman)
  6. Patrick Maile (PM) Evergreen Maintenance Manager
- APOLOGIES:**
7. Mr. J. Morgan (JM) (Chairman)
  8. Mrs. G. Pearson (GP) (Member)
  9. Mr. Chris Turner (CT) (Member)

Item	Narrative	Action
1.	<b><u>WELCOME</u></b> Vice-Chair CB welcomed all. CB chairing meeting in absence of JM who is abroad.	
2.	<b><u>NOTICE OF MEETING</u></b> Notification of the meeting was sent by sms on 26 <sup>th</sup> July 2017	
3.	<b><u>APOLOGIES:</u></b> Gill Pearson, John Morgan, Chris Turner.	
4.	<b><u>APPROVAL OF MINUTES OF MEETING ON 5 JULY 2017</u></b> Acceptance of the Minutes proposed by DR, seconded by SD and signed by CB and MC.	
5.	<b><u>SAFETY AND SECURITY (PORTFOLIO MANAGER: CB)</u></b>  a. <b>Eastside patio gate: the gate must be repaired and then the new gate-locking mechanism and a new strong waterproof lock will be installed.</b> (Keys of new lock to be kept at office.)	

	<p>b. MC reported on meeting with security staff emphasising all basic issues.</p> <p>c. MC advised that missing self-closing door closers will be replaced on apartment doors with adjustable closers in compliance with fire risk regulations.</p> <p>d. MC advised that the new lift opposite Reception is classified as a 'fireman's lift', i.e. firemen will be able to override the power lockdown on the lift. Software already installed. Same software will also be installed in Goods lift in due course.</p> <p>e. Problem reported with faulty floodlight has been logged and will be attended to soonest.</p> <p>f. Patrick Maile reported to the meeting on safety concerns.</p> <ul style="list-style-type: none"> <li>• <b>Window Wash were stopped and sent off site by PM.</b> Sub-contractors have to be compliant with health and safety regulations and Window Wash are not operating according to their contract.</li> <li>• There have been some '<b>pots on stoves' incidents recently. A talk will be arranged by Fire and Safety Department</b> and all residents are requested to attend. Awareness is key. (Fire detectors definitely work)</li> <li>• PM will ensure that regular speakers on safety issues will be organised.</li> <li>• Gas heaters must be recorded. MC will attend.</li> </ul>	<p><b>MC</b></p> <p><b>ALL RESIDENTS</b></p> <p><b>PM</b></p> <p><b>MC</b></p>
<p>6.</p>	<p><b><u>HEALTHCARE (GP)</u></b></p> <p>a. AMBULANCE. Anton has been asked to contact Melomed Tokai to be back-up ambulance service to ER24.</p> <p>b. RESIDENTS PLEASE NOTE:</p> <ul style="list-style-type: none"> <li>• <b>TELECARE: RED BUTTON IS THE ONLY EMERGENCY BUTTON</b> – not the yellow button.</li> <li>• <b>PLEASE KEEP MOBILE PANIC BUTTON ON YOUR PERSON</b> and NEXT TO BED AT NIGHT.</li> <li>• <b>UNIQUE HEALTH</b> must be notified immediately if there's any medical change.</li> </ul> <p>c. Noted that there are changes in nursing staff. MC was asked to confirm with Unique Health that Senior staff member in charge overall must be documented.</p> <p>d. For information: it's reassuring to know that there are always watchful caring eyes around and there is a protocol in place for management to follow when people are getting frailer and can no longer live independently.</p>	<p><b>ALL RESIDENTS</b></p> <p><b>MC</b></p>
<p>7.</p>	<p><b><u>CATERING (SD)</u></b></p> <p><b>a. Bistro served 2811 meals</b> in July (includes Care Centre meals.)</p>	

	<p>b. <b>Monthly till slip draw:</b> won by Joy Duddy Unit 66.</p> <p>c. <b>Bistro Staff</b></p> <ul style="list-style-type: none"> <li>• <b>Welcome to new staff members Tanya Harris and Ruth Claasen.</b></li> <li>• <b>Staff training is ongoing.</b></li> <li>• <b>MC asked to confirm with WP Caterers the importance of having a senior staff member on duty at weekends when the Bistro is busy. This is considered to be important.</b></li> </ul> <p>d. <b>Meals</b></p> <ul style="list-style-type: none"> <li>• <b>Vegetarians and Diabetics: please arrange in advance for meals to suit your needs with WP Caterers.</b></li> <li>• Residents are reminded to <b>please report any problems at once to Ruan or Christine.</b></li> <li>• Complaints received by MC about food for Frail Care arriving cold have been dealt with.</li> <li>• Tuesday night menu now provides choice of a meal or a plate of soup with a roll. <b>NB: please book pub night meals by 11am on the day.</b></li> <li>• Birthday cards with vouchers for coffee and cake are being delivered <b>to</b> Residents on their birthdays. Please use these freebies in the month of issue.</li> </ul> <p>e. <b>Bistro (General Notes)</b></p> <ul style="list-style-type: none"> <li>• <b>Alterations to the Bistro</b> layout are in process.</li> <li>• <b>MC investigating price of a service trolley to simplify serving and clearing</b></li> </ul>	<p>MC</p> <p>VEGETARIANS &amp; DIABETICS</p>
8.	<p><b><u>VILLAGE ACTIVITY GROUPS &amp; SOCIAL EVENTS</u></b> (SD)</p> <p><b>‘WHAT’S ON’ - Residents are reminded to keep up-to-date with ‘What’s On’ by checking the monthly activity calendar, with its attached contact list, displayed on all 3 notice boards.</b></p> <p>a. 50 residents thoroughly enjoyed Christmas in July, with Gluwein to start and festively decorated tables and good meal. Thanks to Isobel Hales each person received a knitted stocking with a candy cane and chocolates. Entertainment was provided by a violinist, courtesy of WP Caterers. Lucky draws won as follows: Mr. G. De Villiers – bottle of wine; Mrs de Villiers – Bistro meal voucher; Mrs Sutherland, Mrs. Cock and Mr. De Haas each received a Pamper voucher.</p> <p>b. Goldies but Oldies on Sunday 30-th was thoroughly enjoyed by 51 of our residents and 4 guests from Evergreen Bergvliet. Hoping to arrange a return visit but perhaps at an evening ‘do’.</p> <p>c. <b>August What’s On:</b>  *Tuesday, 1 August-Keith Jewell at the keyboard: 4:15pm  *Tuesday, 8 August-Talk by Margi Sim at 10h30am-Benefits of Pilates</p>	<p>ALL RESIDENTS</p>

	<p>*Wednesday, 9 August-Woman’s Day Brunch at 9h30 - R75 pp. Book by 4thAugust  *Thursday, 10 August-Bingo at 5pm-Cost: R30. Book at reception  *Tuesday, 15 August-Talk by Lynne Abrahamson at 3pm - Benefits of Yoga  *Tuesday, 22 August-Kenilworth Travel Presentation at 3pm. RSVP by 18 August  *Wednesday, 23 August-Talk by Wouter van Warmelo at 5pm on “The Island of Cyprus”  * Thursday 31 August Please inform reception of your attendance at AGM on Monday 4 September at 3pm.</p> <p><b>d. Camera Club:</b> on Monday 31st July 2017, the Club held a viewing of photos from project theme ‘Wet’. <b>Project theme for July/August is ‘Monochrome’ (Black &amp; White) and viewing will be at 6pm on Monday 28<sup>th</sup> August in the Bistro at 6pm.</b></p> <p><b>e. Wine Club:</b> Vineyards have been contacted and negotiations are taking place. Discussions in process with sommelier Pearl Oliver.</p> <p><b>f. Venue for ‘Arts &amp; Crafts’:</b> nothing to report.</p> <p><b>g. Request for ‘tummy-crunch’ machine: JM has obtained and forwarded a quote to Derek Drew.</b> Meanwhile consider joining Callinetics Tuesdays and Fridays (Sue Kinnell 072 212 0277)</p> <p><b>h. Pilates:</b> on hold for present. Experienced and capable leader <b>Margie Sim</b> will talk to us at <b>10.30am on Tuesday 8<sup>th</sup> August</b> about the benefits of Pilates.</p> <p><b>i. On 15<sup>th</sup> August</b> at 3pm <b>Lynn Abrahamson</b> will tell us about <b>Yoga.</b></p>	MC
9.	<p><b><u>COMMUNICATION</u></b> (MC)</p> <p>a. We look forward to Evergreen <b>News</b> and <b>The Tendril</b>. Thank you.</p> <p><b>b. Cell phone signal in apartments:</b> Latest news: new MTN tower is now operational. Good reception at last reported by apartment resident.</p>	
10.	<p><b><u>LANDSCAPING &amp; GROUNDS DEVELOPMENT</u></b> (CT)</p> <p style="text-align: center;"><b><u>WATERING RESTRICTIONS</u></b>  <b>MUNICIPAL WATER MUST NOT BE USED OUTSIDE AT ALL. (Does not apply to people using any non-potable grey water or well point water).</b>  <b>CITY OF CAPE TOWN URGES ALL OF US TO KEEP WATER USAGE TO LESS THAN 87litres PER PERSON PER DAY.</b>  <b>NO CAR WASHING WITH MUNICIPAL WATER.</b>  <b>PLEASE DISCONNECT ALL HOSES TO.</b></p> <p>a. <b>Conserving water.</b> Residents – please conserve water at all times and re-use when possible. Toilets need to be properly flushed when necessary. <b>ONLY toilet paper can be flushed – not paper</b></p>	ALL RESIDENTS

	<p><b>towels, adult nappies, sanitary towels.</b> Staff regularly flush toilets and showers in non-occupied apartments to keep water flow going and avoid build-up of unpleasant odour.</p> <p>b. Linking of groundwater to existing outer ring and external water system and outer St George's St pavement area, in process.</p> <p>c. <b>Rainwater Harvesting.</b> DD confirmed that plans are in the pipeline to collect rainwater from the large apartment block roofs.</p> <p>d. Amdec Finance department are checking all <b>water readings</b> to monitor any savings</p> <p>e. A resident has recommended that a composter be purchased for the village or that a compost area is constructed. MC advised that this matter has previously been thoroughly investigated and found not viable financially or managerially. Small BOKASHI compostors are recommended should residents wish to install their own. These can be bought from Stodels or Plastics Emporium.</p>	<p><b>RESIDENTS WITH GARDENS</b></p>
<p>11.</p>	<p><b><u>BUILDING MAINTENANCE &amp; HOUSEKEEPING MATTERS (MC)</u></b></p> <p>a. <b>Internal cracks throughout apartments</b> are being dealt with by Maintenance Team as systematically as possible in discussion with residents.</p> <p><b>b. Windows:</b></p> <ul style="list-style-type: none"> <li>• Patrick Maile has found and bought Imperial grub screws, which will now be installed.</li> <li>• Servicing of door and window moving parts has started. Some residents do not want work done. <b>Any resident refusing uh service will be required to sign a certificate to that effect.</b></li> </ul> <p>c. <b>Airflow in apartment block passages:</b> there are no simple solutions to this problem because everything is related to our 2 hour fire resistance rating, which requires that a fire is contained in area where started. Mark McCready has asked engineers to investigate all possibilities and come up with solutions.</p> <p>d. <b>Goods Lift:</b> FYI: the stickers have been intentionally left on until tiling is done. It is noted that the doors are out of alignment and this has been reported to Schindler to rectify.</p> <p>e. <b>Pool Management:</b> Please note that Residents must not remove the pool blanket themselves. Please ask Security to do it.</p> <p>f. <b>Water taste:</b> Another complaint has been received from residents. Residents experiencing problems with water taste should please report the matter to management so that problem can be recorded and so that filters can be cleaned and tested.</p>	<p><b>ALL RESIDENTS</b></p> <p><b>MC</b></p> <p><b>ALL SWIMMERS</b></p>

	<p><b>Claire McKinnon</b> will bring in a City of Cape Town Water expert when available. Meanwhile Rescom repeats the recommendation that water be drawn from the cold side of the tap and preferably boiled before use.</p> <p><b>g. Recycling Reminder:</b> Paper to bin next to unit 67; put your bag of general recycling (bottles, tins, plastic) out with refuse bag for collection by staff; Please place used batteries and lightbulbs in the bins provided in the library.</p> <p><b>h. More Washlines.</b> More lines have been installed on ground floor and one of the ‘wall’-mountings will be installed in the basement.</p> <p><b>i. A wind movement specialist</b> will be called in to deal with deflection of wind in ground floor wash line area and deck area. Aesthetics for deck area are also being considered.</p> <p><b>j.</b> A light is requested on the deck area. MC will deal with this.</p> <p><b>k.</b> A resident requested that Amdec/Evergreen be asked to improve upper corner cupboard door opening arrangement in apartment kitchens. This is a design fault and will be referred to DD for attention</p>	<p><b>MC/PM</b></p> <p><b>MC</b></p> <p><b>MC/DD</b></p>
12.	<p><b><u>BUILDING CONSTRUCTION</u> (MC)</b></p> <p><b>a. Separate Venue for private functions and a permanent venue for Arts/Crafts group</b> remains unresolved. See note in box below.</p> <p><b>Rescom recommend that wind/weather protection on the Deck should be considered by Head Office in conjunction with the need for a venue for private functions.</b> A ‘conservatory’ type construction would be aesthetically pleasing and provide an ideal venue for group functions. It would also provide wind protection for the large lounge sliding doors which can seldom be opened at present.</p> <p><b>b. Evergreen logo/sign:</b> the village name is likely to be placed on the gable soon. Looking into the sign on lift shaft area</p>	<p><b>MC/DD/PM</b></p>
13.	<p><b><u>RESIDENTS</u> (MC)</b></p> <p><b>Residents in the Village:</b> 236. 95 in Phase 1; 141 in Phase 2. <b>Occupants of Care Centre:</b> Permanent 13. Step down: Patients recuperating 3.</p> <p><b>Welcome to New residents:</b></p> <ul style="list-style-type: none"> <li>• Brian and Jean King –Unit 48</li> <li>• Alfred and Carol Gadd – renting Apartment 247</li> <li>• Nick and Lizanne Barnett – renting apartment 317</li> <li>• Freda Koenig - Apartment 242</li> <li>• Michael Webber – Apartment 22</li> </ul>	



**Could Residents, social/club facilitators and Rescom committee members kindly submit written reports and communications for next Rescom meeting, to Melanie by Friday 1<sup>st</sup> September 2017**