



RESCOM MEETING OF EVERGREEN LIFESTYLE VILLAGE MUIZENBERG

HELD ON 4 SEPTEMBER 2018 AT 8.30AM

MINUTES

- PRESENT:**
- 1. Mr Dave D’Alton (DD) (Member)
 - 2. Ms Melanie Carstens (MC) (Village Manager)
 - 3. Mrs. Denise Elkin (DE) (Member)
 - 4. Mr. Chris Fick (CF) (Member)
 - 5. Mr. David Rosenberg (DR) (Chair)
 - 6. Mr. Chris Bennett (CB) (Member)
 - 7. Mr. John Morgan (JM) (Vice-Chair)
 - 8. Mrs. June Orsmond (co-opted secretary)

APOLOGIES: None .

Item	Narrative	Action by: and deadline date:
1.	<p><u>WELCOME</u></p> <p>Outgoing Chair David D’Alton welcomed new committee elected at AGM held on 20th August 2018.</p> <p>Following positions and portfolios agreed in election conducted by MC: Chair: Dave Rosenberg Vice-Chair: John Morgan Portfolio holders:</p> <ul style="list-style-type: none"> • Safety & Security..... Chris Bennett • Healthcare Denise Elkin • Catering Dave D’Alton • Landscaping, Grounds Development, Water Management John Morgan • Building Maintenance, Construction & Housekeeping Matters Chris Fick • Finance & Legal Dave Rosenberg and Chris Fick <p>Secretary: June Orsmond accepted co-option.</p>	

2.	<p><u>NOTICE OF MEETING</u></p> <p>Notification sent by sms on 27th August 2018.</p>	
3.	<p><u>APPROVAL OF MINUTES OF MEETING ON 7th August</u></p> <p>Minutes approved (Proposed by CB, seconded by DD). Signed by DR and MC.</p> <p>Note: AGM minutes not yet available.</p>	
4.	<p><u>SAFETY and SECURITY(Chris Bennett)</u></p> <p>a. MC is investigating the option of reprogramming remotes so that residents can exit the village using their remotes. Investigation continues. Report next meeting</p> <p>b. Regarding queries about cleaners and carers staying indoors during a fire drill, MC requests that residents personally alert staff members on their premises and ensure that they evacuate.</p>	<p>MC by 2 October</p> <p>VILLAGE RESIDENTS</p>
5	<p><u>HEALTHCARE and FRAIL CARE (Denise Elkin)</u></p> <p>a. DR thanked DE for exceptional work being done. DE reported briefly as follows:</p> <ul style="list-style-type: none"> • ‘Friends of Care Centre’:-making really good progress. Sincere thank you to residents who responded so positively and have a ‘chat group’ going, a tea party planned, a craft-making group going and Keith Jewell repeated his Tuesday 4th September Bistro performance on Thursday morning 6th September in the Care Centre. Wednesday morning exercise classes are a special highlight. • In planning are a possible kiddies’ tea party with the Care Centre and some Pet Therapy with SPCA doggie visitors. • Sincere thank you for cash donation received. <p>b. DR recommended that the option be investigated of selling analgesics in the Bistro (anything that is sold at PnPay could be sold in a commercial set-up like the Bistro). <i>It appears that Schedule 0 medication e.g. Panado and Compral, can legally be sold by our Bistro.</i></p>	<p>MC/Bistro</p>

	<p>Primary Health Care Clinic on the first floor is open between 9am and 11.00am Mondays to Fridays for consulting, injections, BP, etc. At weekends emergency assistance can be obtained from staff on duty.</p> <p>Medicine distribution takes place between 7:30 and 9am weekday mornings and in the evenings and on weekends distribution by ENA (Enrolled Nursing Assistants) at the Care Centre.</p> <p>RESIDENTS: If you have any problems with the Care Centre, please write directly to Sister Gerti Noyes, with a copy to Melanie.</p>	
6.	<p><u>CATERING(Dave D’Alton)</u></p> <p>a. Bistro served 3584 meals in total in June. (679 in Care Centre). DR questioned the significance of these statistics and recommended that Western Province Caterers be asked ‘what figures are valuable to them in the light of how they manage your business?’</p> <p>b. Till slip draw won by Marion Fulton.</p> <p>c. Walk-in fridge still on the agenda and now promised for mid-December.</p> <p>d. Rescom thanks Melanie Coetzee and team for marked improvement in Bistro. Two recent functions were very good and well-attended.</p> <p>e. Sincere thanks also to catering committee: Alma Swanepoel, Ruth Reichlin and Audrey Selby who meet regularly to ‘edit the menu’ and ‘quality control’.</p> <p>f. Rescom requested that MC and Catering Committee (with DD) take a relook at having a monthly evening event with entertainment.</p>	<p>DD</p> <p>MC</p> <p>MC/DD</p>

7.	<p><u>LANDSCAPING & GROUNDS DEVELOPMENT & WATER MANAGEMENT(John Morgan)</u></p> <p>a. Level 6b water restrictions still apply. Please use only 50 litres per person per day, by request of City of CT.</p> <p>b. Treated water charge to residents: <u>From Mancom:</u> Final decision has yet to be taken about the final charge to residents of treated water. A number of licences need to be obtained. DR commented that it was an economic decision about when to put capital expenditure to work.</p> <p>c. Water Tank Overflow: From Mancom: It was suggested that a hosepipe be attached to the top overflow point to control damage from water overflow. Rescom requests that this is provided at all cottages as promised 3 months ago. JM to liaise with Christo.</p> <p>d. Quote for composting of gardens received from Markus should be included in budget. MC to check if this was factored into the budget.</p> <p>e. Concern about parking shortage in village, especially when new Phase 3 units are occupied: <u>From Mancom:</u> A site development plan indicating the parking will be made available to residents. JM reported that Arthur Case had recommended that a sub-committee be formed of representatives from Evergreen and residents to consider parking problems. JM to report progress at next Rescom meeting.</p> <p>Rescom recommends that consideration should be given to purchasing a golf buggy for in-village transportation to meals and events at the Bistro.</p> <p>f. Residents and visitors driving in the village are reminded to please stay within the 15kph speed limit and stop at stop signs. DR commented that it is important to abide by these regulations as there are many pedestrians to consider. Contractors and visitors are warned at entry gate. <u>From Mancom:</u> Defaulting residents will be approached personally to abide by the speed limit.</p> <p>g. Painting of houses</p>	<p>JM/Christo</p> <p>JM</p> <p>JM/DDrew</p> <p>ALL RESIDENTS</p> <p>JM 2nd October</p>
----	---	--

	<p>From Mancom: Positive feedback from residents. JM to provide update at next Rescom meeting on 2ndOct.</p>	
8.	<p><u>BUILDING MAINTENANCE, CONSTRUCTION & HOUSEKEEPING MATTERS(Chris Fick)</u></p> <p><u>WASTE DISPOSAL and RECYCLING</u> Dear Residents: please put waste out <u>ONLY ON MONDAY TO FRIDAY MORNINGS by 8am</u> Please separate paper, mixed clean waste and compost. Please place used batteries and lightbulbs in 2 small bins under the table, below the notice board, in the library.</p>	<p>ALL RESIDENTS</p>

	<p>a. 'Schedule of planned maintenance' -first draft schedule tabled by Melanie.</p> <p>b. JM requested that continuing window and door rust problems in village' be included on new Maintenance Schedule?</p> <p>c. Checking of Smoke detectors in houses must also be included on Maintenance Schedule.</p> <p>d. MC reported that the Bin Room is being locked at night because of unidentifiable 'midnight marauders'.</p>	<p>MC</p> <p>MC</p> <p>MC</p>
<p>9.</p>	<p><u>FINANCE & LEGAL(David Rosenberg and Chris Fick)</u></p> <p>Finance:</p> <p>a. In his review of 'Annual Income & Expenditure Summary for period ended July 2018' and its accompanying 'General Notes', DR said:</p> <ul style="list-style-type: none"> • Expenses must be analysed critically. • We should investigate maintenance costs to ensure that maintenance is charged correctly. • Overtime should be queried as well. • Don't state the obvious in 'General Notes'. • Re: point 2 of 'General Notes' – 'we are now being allocated maintenance staff costs' for work done at Muizenberg Village. • Re point 3 Common Property charges: – clarification is requested why raising an objection. <p>b. DR questioned 'carry-forward of cumulative losses' because levies should have been charged to Evergreen Property Investments once available but not sold.</p> <p>c. Resales: DR said that we really need assurance that resales are attended to expeditiously. <u>From Mancom:</u> 'Resale of all units are of high priority'. MC reported that vacant units for resale have been refurbished and temporarily furnished by Amdec to expedite selling. Rescom recommends that if Amdec cannot find a new Life Rights buyer within 3 months, then the executor/seller should have the right to bring in own agent.</p>	<p>DR/CF</p>

	<p>CF agreed to write to Amdec requesting that a 3-month limit be applied to the more recent LRAs.</p> <p>m. Structural Cracks: At the AGM, it was advised that all residents are automatically covered and that Addenda to LRA's were not necessary. <u>From Mancom:</u> Noted that letters to specific residents where structural cracks have occurred were sent to residents.</p> <p>n. Utility and Building Plans: <u>From Mancom:</u> Derek Drew will follow up with Patrick Maile to supply these plans. Rescom requests that these plans are supplied by end of month.</p> <p>o. Is the matter of reduced Ombudsman fees being followed up by Evergreen? (DR is willing to help with this matter).</p> <p>p. Regarding problems in cottages next to the Phase 3 building site caused by vibration:- an undertaking from Evergreen's Contractors is requested to cover residents for current damage as well as any damage which may show up some months later. Contractors will be liable for any structural cracks on units in phases 1 and 2 which have been affected by building work during phase 3.</p> <p>q. Registration of Frail Care: In process - although, as MC commented, it is very important to get Step Down registered so that patients can claim from Medical Aid.</p>	<p>CF/Derek Drew 30th September</p>
<p>10.</p>	<p><u>RESIDENTS</u>(Melanie Carstens)</p> <p>Residents in the Village: 255– 92 in Phase 1; 163 in Phase 2 Occupants of Care Centre: 23</p> <p>Welcome to new residents: Michael & Elaine Turner (Apartment332) Alec & Liz Blair (Apartment 342)</p> <p>Moved to Care Centre: Desmond & Rosemary O'Shea (Apartment 302)</p> <p>Sincere condolences to the family of : Don Olsen (Apartment 3) who passed away recently</p>	

11.	<p><u>COMMUNICATION</u> (Melanie Carstens)</p> <p>a. Thank you, as always, to Melanie for ‘The Tendril’ – copies available at Reception.</p> <p>b. Thank you also for regular sms communication.</p> <p>c. September craft market newsletter: to be out soon. Reminder to all residents to enter photos with Di Hawke for the ‘Guess Who’s Who’ competition.</p>	ALL RESIDENTS
12.	<p><u>GENERAL</u></p> <p>a. Vouchers for Wi-Fi in the Bistro now available at Reception as follows:</p> <ul style="list-style-type: none"> • 1 hour free per day • R20 for a week • R80 for a month <p>Rescom requests that MC ask Kyle (Evergreen’s IT man) if a generic password would be possible.</p> <p>b. CB asked for 1000 litre water tanks near his carpark area to please be moved to make parking easier.</p> <p>c. MC advised that a new beautician, Nikita Daniels, starts on Thursday 6 September 2018.</p>	MC MC
13.	<p><u>NEXT RESCOM MEETING</u>: will be on Tuesday 2nd October 2018 at 8.30am. DR to invite Derek Drew and Arthur Case to attend.</p>	DR
14.	<p><u>CLOSURE</u>: DR thanked everyone for attending and MC for tea/ coffee and closed the meeting at 11.15am.</p>	

MR. DAVE ROSENBERG

MRS. MELANIE CARSTENS

RESIDENTS COMMITTEE CHAIRMAN

VILLAGE ADMINISTRATOR

**Could Rescom portfolio holders and Residents kindly
submit reports and communications to Melanie Carstens**

BY 4pm on THURSDAY 27th September 2018.

Agendas will be issued on Friday 28th September 2018.