



**MINUTES OF THE MANCOM MEETING
OF EVERGREEN LIFESTYLE VILLAGE MUIZENBERG
HELD ON 14 MARCH AT 09H00**

PRESENT: Garry Reed (GR) (Evergreen Managing Director)
 Derek Drew (DD) (Evergreen Operations Manager)
 David Rosenberg (DR) (Evergreen Muizenberg Chairperson-Rescom)
 John Morgan (JM) (Evergreen Muizenberg Vice-Chairperson-Rescom)
 Melanie Carstens (MC) (Evergreen Muizenberg Village Manager)
 James Raubenheimer (Co-opted secretary)

APOLOGIES: Two.

Narrative	Action
<p>1. <u>Welcome</u> DD welcomed all to the meeting and introduced Garry Reed to the assembly.</p>	
<p>2. <u>Apologies</u> Adam Kajee (AK) (Evergreen Financial Director) Andrea White (AW) (Evergreen Secretary)</p>	
<p>3. <u>Minutes of the previous Mancom Meeting dated 5 July 2018</u> The minutes of the previous meeting were approved by John Morgan and seconded by David Rosenberg.</p>	
<p>4. <u>Matters arising from previous Mancom Meeting dated 5 July 2018</u> Treated Water Charged to Residents • Licenses are still in the process of being obtained. DD advised that a consultant had been retained to assist with the license application and other matters in dealing with the City Council, as such applications were laborious and involved a lot of red tape. • GR confirmed that head office focus over the next year would be strongly biased towards ensuring the collection and supply of water from all available sources.</p>	<p>DD/MC GR/DD</p>

<p>Additional Parking</p> <ul style="list-style-type: none"> • Plans were being drawn up to confirm the amount of extra parking that would become available through changes to the landscaping in phase 3, and certain other points in phase 1. DD confirmed Evergreen would ensure the gym equipment presently stored on the basement would be re-located, releasing six further parking bays to residents. <p>Utility and Building Plans</p> <ul style="list-style-type: none"> . It was confirmed that these plans were in the possession of Patrick Maile at head office. 	<p>DD/MC</p> <p>MC</p>
<p><u>Matters arising from Rescom</u></p> <p>1. <u>Safety & Security</u></p> <ul style="list-style-type: none"> • GR and DD stated the recent incident that occurred outside the main gate has had many repercussions, resulting in the strengthening and revision of security systems, controls, and reporting and recording of all incidents threatening the security of residents at all Evergreen villages. There is now a computer linked network of contact between security and management. The scanning of visitor vehicle and drivers licenses has also been introduced. 	<p>DD/MC</p>
<p>2. <u>Maintenance</u></p> <ul style="list-style-type: none"> • GR advised that Evergreen was presently working on the maintenance requirements for all villages that will be needed over the next 10 years, to ensure compliance with safety and continuous service. This would also include Evergreen's approach to individual village maintenance teams. 	<p>GR/DD</p>
<p>3. <u>Landscaping and Gardens</u></p> <ul style="list-style-type: none"> • Street names have been agreed, and the quote for signs is in hand. . Additional stop and speed limit signs are to be obtained. . Rainwater harvesting from the apartment block roof – for future investigation. . Fibre optics – DD advised that a contract has been signed with Frogfoot and work has commenced. Cables will be laid and connected to a point outside each unit. Connection from that point to inside the unit will be made at resident's expense. 	<p>DD/MC</p>
<p>4. <u>Finance</u></p> <p>CSOS Levy and Rates.</p> <ul style="list-style-type: none"> • DR advised he had contacted the Ombudsman regarding the CSOS levy and the possible zero rating of rates for retirement villages. This contact will continue until 	<p>DR</p>

a firm answer is received.

. Replies were tabled answering **DR's queries and comments on the 2019/20 budget for Muizenberg**. Refer to Rescom minutes of 05 March 2019, para 9, DR comments on the budget. The answers received are as follows:

1. Budget updated.
2. This is the expectation but time will tell. Prudent to assume higher expenses if sales targets are met.
3. Muizenberg accounts will not be available, but ELV consolidated accounts will be audited and tied back to the various villages.
4. FY19 includes unrecoverable portion of prior year. DSTV subscriptions paid.
5. – no comment.
6. – no comment.
7. Once we receive approval from the municipality.
8. Correct – we have adjusted this to only reflect Averda's service fee.
9. – no comment.
10. Added and multiplied by 2 for additional managers.
11. We have split the audit fee for ELV based on the number of units, where previously the audit fee was split equally between the villages, which does not make sense given that the revenue and expenses of the village is largely based on the size of the village.
12. No recovery is included in the levy. We have corrected this.
13. Agreed, but let's remain prudent and leave it in from April, as it will be for the benefit of existing residents in the meantime.
14. The Transport Service will be used in order to lift residents to nearby shopping centres, etc. We can most likely claw back a portion of the cost by charging residents a nominal fee for the transport service. We have left this out in order to be prudent.
15. We will object the new valuation, but no guarantee of a reduction.

Additional answers to **JM's queries re the 2019/20 budget** were:

16. **Levies received** – additional monthly increase of R2 544 is based on the assumption that 6 sales will be for houses occupied by 2 persons.
17. **Water** – over-recovery of R17 713 is a recovery from Unique Health not billed correctly by the Municipality.
18. **Salaries & Wages** – includes staff cover 24/7 for 365 days a year.

5. Legal House Rules

- Rescom have responded to Evergreen, who have submitted the revisions to their legal team to simplify the legalese and make agreements more user friendly.

Addendum for new levy structure

- This has been completed and we are waiting on EPI to sign and return the



documents.	
<p>6. <u>General</u></p> <ul style="list-style-type: none"> • The installation of wooden posts along the verges is proceeding as planned. • MC stated she had received numerous complaints from residents living on the east side of the apartment block, about the noise emanating from Sunrise Boulevard during peak traffic periods. We will investigate if there is anything we can do to solve the noise problem. 	
<p>7. <u>Date of the Next Meeting</u></p> <p>Date has been set for 23 May 2019.</p>	
<p><u>CLOSING</u></p> <p>The meeting was concluded at 10h15.</p>	

THE CHAIRPERSON

DATE