

RESCOM MEETING OF EVERGREEN LIFESTYLE VILLAGE MUIZENBERG

HELD ON 07 OCTOBER AT 08.30 AM

MINUTES

PRESENT:

- | | | |
|-----------------------------|-------|-----------------------|
| 1. Mr. David Rosenberg | (DR) | (Vice-Chairman) |
| 2. Mr. Neville Woudberg | (NW) | (Chairman) |
| 3. Mr. Tony Law | (TL) | (Member) |
| 4. Mr. Chris Bennett | (CB) | (Member) |
| 5. Mr. David D'Alton | (DDA) | (Member) |
| 6. Mrs Denise Elkin | (DE) | (Member) |
| 7. Mr. Derek Drew | (DD) | (Village Manager) |
| 8. Mrs. Chantelle Johansson | (CJ) | (Asst. Vill. Manager) |

- APOLOGIES:**
- | | |
|----------------------|----------------------------|
| Mr. Jim Raubenheimer | (co-opted secretary) |
| Mr. Patrick Maile | (PM) E/G Maintenance Mngr) |

	Narrative	Action by
1.	<u>WELCOME</u>	
2.	<u>NOTICE OF MEETING</u> Notification sent by SMS on 02 October 2019.	
3.	<u>APPROVAL OF MINUTES OF MEETING HELD ON 10 SEPTEMBER 2019</u> Minutes approved. Signed by NW, DD	
4.	<u>SAFETY and SECURITY.</u> Recent Fire Drill in phase 2 proved that training is required for residents, floor marshals and staff. Further signs to be installed as required. CB will draft proposal and findings to address at next RESCOM. Refuge areas between the two apartment blocks have a 2 hour "fire rating". We have 2 fireman's lifts for Fire department to assist immobile residents. All phases of the village to meet regularly to remain familiar with the evacuation plans. The village requires Floor Marshals in all phases. <u>Kindly inform the office if you are able and willing to be a floor marshal.</u> Another fire drill will be scheduled before the end of the year. All units should have a floor plan and evacuation memo behind their front doors. If you do not kindly inform reception.	
5.	<u>HEALTHCARE and CARE CENTRE Report by DE.</u> 1. Sister Lee Hampton is settling in and bringing many positive changes to the Care Centre some of which are: i) A small carbon copy book which will accompany each nurse on their visits to residents in houses and apartments detailing date, time and service provided, the resident will sign and keep the top copy, the carbon copy in the book will be used to check that everything is done and also for billing purposes. ii) She's changing the clinic sheet and all financials have to be signed off by her. iii) Anyone taking a resident out even just to the hairdresser or other activities on the premises, will have to record in the checkout register.	

	<p>2. Unique Health will not employ the Occupational Therapist as previously mentioned but she will be available for private consultations which are claimable from medical aid.</p> <p>3. Grandparents Day in Care Centre on 26 October with refreshments served and activities for the children. Not all residents in Care have local family, 'surrogate' grandchildren will be invited.</p> <p>4. Monthly birthday party was celebrated for 3 residents with the "Friends of Care" bakers, as usual, contributing delicious eats and Stephanie her usual beautiful hand-painted birthday cards. The October birthday party will be held on Thursday 24 October at 3pm.</p> <p>5. Keith Jewell's monthly recital was enjoyed by many.</p> <p>6. The Wednesday morning exercise classes continue to be the highlight of the week for many residents.</p> <p>7. The Care staff entertained the residents with a concert on Heritage Day and special treats were served with their tea sponsored by Sister Lee.</p> <p>8. Visit from PAWS on 8 October, it's a one-off visit.</p> <p>9. XBlox had a session with some Care residents and will submit a cost proposal for regular visits.</p> <p>10. 20 Residents currently in Care Centre</p> <p>11. DR has offered to prepare a schedule of Medical Aids that support frail and step-down care.</p>	
	<p>Primary Health Care Clinic on the first floor is open between 9.00 am and 11.00 am Monday to Friday, for consulting, injections, BP, etc. Weekend emergency assistance can be obtained from staff on duty.</p> <p>Medicine distribution takes place between 7.30 and 9.00 am weekday mornings, and in the evenings and on weekends distribution by ENA (Enrolled Nursing Assistants) at the Care Centre.</p> <p>DEAR RESIDENTS: Your health and well-being and whereabouts are our daily concern.</p> <p>1. Please tell the office when you go to hospital or are away from the village overnight. 2. If you have any problems with the Care Centre, please write directly to Sister Lee Hampton, with a copy to Derek Drew. 3. Please regularly check/test your TeleCare</p>	
6.	<p>CATERING. Report by DDA. The Bistro continues to add variety and innovation to their monthly menus and we are delighted with this. Reports coming in from residents continue to report positively on the quality of the meals. Volume of "Take Aways" has increased and particularly in the evenings a lot of meals are being ordered.</p> <p>This month we are doing the following extras. Smoothies daily 1 Oct Snack Supper and meet new residents 12 Oct Peuselproe Boerekos with live entertainment 18 Oct National Chocolate Cupcake day 26 Oct Market Day Special</p> <p>a. Overhead fee increased with approval of new staffing structure to improve service. b. Heritage Day Braai was well received. c. Catering meeting to be held on 15 October.</p>	

7.	<p><u>LANDSCAPING, GROUNDS DEVELOPMENT & WATER MANAGEMENT BY TL</u></p> <p>a. Soil for Life planting Vegetable pallet gardens on 11 October. This is to encourage a daily outdoor activity and fresh produce available to use. TL to recruit a garden committee that will oversee the vegetable pallets.</p> <p>b. Lack of parking – NW asked TL to arrange a meeting to include NW, TL and PM so this matter can be finalised. Parking between houses in Phase 1 is not an option. New parking area identified in phase 3. Basement parking to be offered at R400 per month for those short of parking. The last of the items of gym equipment in the basement parking storeroom to be removed, PM has assumed responsibility for this, a further 6 bays will then be available for parking.</p> <p>c. Reminder to all residents that the speed limit is 15KM per hour.</p> <p>d. Painting of the Basement parking bays to be completed soon.</p> <p>e. Connection of Fibre (FTTH) – While phase 3 houses and the apartment block have gone “live”, Phase 1 houses are experiencing some difficulties, if you are still experiencing difficulties, kindly report this to reception.</p> <p>f. Additional road signs to be installed during November</p> <p>g. Water tanks to be treated for mosquitos.</p>								
8.	<p><u>BUILDING MAINTENANCE, CONSTRUCTION & HOUSEKEEPING.</u></p> <p>a. Garden Benches will be repaired during the months of October / November.</p> <p>b. Water pressure issue seems to be resolved.</p> <p>c. New Pool Cover quote being obtained.</p> <p>d. Golf Cart use a public liability, indemnity from Legal still required. Only staff with a valid driver’s licence are permitted to drive the golf cart.</p> <p>e. Paper towels roll & disinfectant spray to be installed in gym for hygiene purposes. All residents using the gym must ensure that they use a towel during gym use.</p> <p>f. TL to go ahead and purchase a Bosu Ball for the gym.</p>								
9.	<p><u>FINANCE. Report by DR.</u></p> <ol style="list-style-type: none"> 1. R237 000 over spend for August, bringing YTD overspend to R430 000--at this run rate the negative variance against budget for the year will be about R900 000, problematic line items are village staff costs due to additional staff and runway maintenance costs both of which were not foreseen in the budget 2. Garry Reed has undertaken through Derek to provide us with written responses to the questions we raise regarding the Management accounts. 3. Various levy structures in place and the basis on which future levy increases will be determined. 4. Confirmation that levy increases are based on operational costs. It is not in Evergreen’s interest to raise levies about the last increase of CPI plus one and a half percent. Some residents still on a 10% increase. All residents were offered opportunity to amend levy increase. 								
10.	<p><u>LEGAL.</u></p> <p>a. DR is again following up on the Ombudsman about the R40 levy fee waiver, this time by registered letter. No replies to previous contacts have been received.</p> <p>b. Amended House Rules to be re-looked by RESCOM members to be finalised.</p>								
11.	<p><u>RESIDENTS. (CJ)</u></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Village occupancy – 307</td> <td style="padding: 2px; text-align: right;">Phase 1 - 93</td> </tr> <tr> <td></td> <td style="padding: 2px; text-align: right;">Phase 3 - 33</td> </tr> <tr> <td></td> <td style="padding: 2px; text-align: right;">Apartments - 181</td> </tr> <tr> <td colspan="2" style="padding: 2px;">Occupants of Care Centre - 20</td> </tr> </table>	Village occupancy – 307	Phase 1 - 93		Phase 3 - 33		Apartments - 181	Occupants of Care Centre - 20	
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12.	<p><u>COMMUNICATION. (Derek Drew)</u></p>								

13.	<p>a. A Volunteer is still needed to run the “Who’s Who” board, for which resident Diana Hawke is taking the photographs. _____</p> <p><u>GENERAL.</u></p> <p>a. One table-tennis table has been replaced.</p> <p>b. All issues to come to the office before going to RESCOM.</p>	
14.	<p><u>DATE OF NEXT MEETING.</u></p> <p>12 November 2019, 08h30.</p> <hr/> <p><u>CLOSURE.</u></p> <p>The Chairman closed the meeting at 10.25 am.</p>	

MR. NEVILLE WOUDBERG
RESIDENTS COMMITTEE CHAIRMAN

MR DEREK DREW
VILLAGE MANAGER

Could RESCOM portfolio holders and Residents kindly
submit reports and communications to Chantelle Johansson
by 4.00 pm Thursday 7 November 2019.
Agenda will be issued on Friday 8 November 2019.