

RESCOM MEETING OF EVERGREEN LIFESTYLE VILLAGE MUIZENBERG

HELD ON 10 MARCH 2019 AT 08.30 AM

MINUTES

PRESENT:

1. Mr. Neville Woudberg	(NW)	(Chairman)
2. Mrs. Kim Whitworth	(KW)	(Asst. Vill. Manager)
3. Mrs. Denise Elkin	(DE)	(Member)
4. Mr. Chris Bennett	(CB)	(Member)
5. Mr. David D'Alton	(DDA)	(Member)
6. Mr. Tony Law	(TL)	(Member)
7. Mr. Jim Raubenheimer	(JR)	(Co-opted secretary)

APOLOGIES: Mr. Derek Drew – on leave.

PART-TIME: Mr. Patrick Maile (PM) (E/green Facilities Mgr)

ITEM	NARRATIVE	ACTION BY / DEADLINE BY
1	<u>WELCOME</u> The Chairman greeted all present and opened the meeting.	
2	<u>NOTICE OF MEETING</u> Notification sent by SMS on 05 March 2020.	
3	<u>APPROVAL OF MINUTES OF MEETING HELD ON 14 January 2020.</u> The Minutes were approved. (Proposed by CB, seconded by DE). Signed by NW and KW.	
4	<u>SAFETY and SECURITY.</u> Report by CB. 1. Nothing untoward to report on security. 2. The training and discussions held with residents of the apartment block regarding the Emergency Evacuation Procedures were well received and useful. Printed instructions and the necessary signage will now follow.	CB/DD
5	<u>HEALTHCARE and CARE CENTRE</u> (Report by DE.) 1. Our usual activities are going well, and we started our new weekly Craft Morning on Friday 06 March at 10 am. I approached people personally and there are about 18 volunteers to assist each week; I have drawn up a roster so volunteers can choose the dates they are available to help. We have colouring-in, play-dough, large piece puzzles and plastic blocks to start with, and will expand activities as we go along.	DE

	<p>2. Children from Baha'i sang and entertained residents on Friday 28 February, followed by our February birthday party.</p> <p>3. A Wellness Day was held in the Bistro area on Wednesday 26 February with interesting talks and health assessments for all Evergreen residents.</p> <p>4. There is a need for help in feeding some residents in Care who are unable to feed themselves: the meal times are 8 am, 12 noon and 5 pm daily. Carers do feed residents, but some residents have to wait as there may be too many requiring help. Please contact Denise Elkin, Apartment 320 or Sister Lee in the Care Centre if you would like to help.</p> <p>5. A resident raised concerns regarding the Corona virus epidemic, and the need to wash hands regularly, avoid hugging and kissing, and if infected by a cold or cough to self-isolate and seek necessary medical help. Everyone must play their part in helping to prevent the spread of this virus, and management will issue regular bulletins and advice as information is received.</p>	KW/DE
	<p>Primary Health Care Clinic on the first floor is open between 10.00 am and 12.00 noon Monday to Fridays, for consulting, injections, BP, etc. All weekends 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.</p> <p>2. If you have any problems with the Care Centre, please write directly to Sister Lee Hampton, with a copy to Derek Drew.</p>	<p>ALL RESIDENTS</p> <p>ALL RESIDENTS</p> <p>ALL RESIDENTS</p>
6	<p><u>CATERING.</u> Report by DDA.</p> <p>1. The highlight of the month was the Valentine's Day dinner, which drew favourable comment.</p> <p>2. Some complaints were received about the fishcakes that were served recently. This has been addressed and those served a few days ago were perfect.</p> <p>3. Generally we had a good month with no complaints over the counter, and the proper procedures are now being followed.</p>	
7	<p><u>LANDSCAPING, GROUNDS DEVELOPMENT & WATER MANAGEMENT.</u> (Report by TL).</p>	

	<p>1. Soil for Life vegetables continue to be harvested, but the contract will be expiring at the end of April. Discussions will be held with Village Management as to the future role of this activity.</p> <p>2. Investigations into the provision of a shaded outdoor sitting area have progressed, and quotes for the supply and installation of suitable trees have been received and are being considered. KW to explore the option to remove two trees opposite H18 and re-plant in the area in question.</p> <p>3. The bush growing across the Boardwalk has been cut back so walkers can pass more easily, as has the shrubbery growing over the railings, so walkers needing the railings for support can hold on comfortably.</p> <p>4. Residents are again reminded that the area next to house 67 is for garden waste only, and garbage and other redundant items are not to be dumped there. Any resident who wishes to dispose of unwanted items and are uncertain where to place them should contact Village Management.</p>	<p>TL/KW/DD</p> <p>TL/KW/DD</p> <p>ALL RESIDENTS</p>
8.	<p><u>BUILDING MAINTENANCE, CONSTRUCTION & HOUSEKEEPING.</u> (Report by TL).</p> <p>1. The new indoor plants have not yet arrived but will be available soon.</p> <p>5. Golf Cart – is now complete and in operation. The procedures to be followed by residents needing the use of the vehicle will be issued by Village Management.</p> <p>6. The Planned Preventive Maintenance schedule was presented by Mr. Patrick Maile, and considerable discussion ensued regarding the staffing and control of the system. The system is well in hand and PM was thanked for his presentation and explanations, and the Rescom members were satisfied with the progress made to date. An important point raised was that any resident requiring repairs to be made in their house or apartment must apply at Reception for this work to be scheduled and done.</p> <p>PM advised the replacement maintenance manager will commence at Muizenberg 01 April 2020.</p>	<p>KW</p> <p>DD/KW</p> <p>DD/KW</p>
9.	<p><u>FINANCE.</u></p> <p>1. Several points regarding reporting and recording of expenditure have been raised with Evergreen Accounting department, and a reply is awaited.</p>	<p>KW/NW</p>
10.	<p><u>LEGAL.</u></p>	
11.	<p><u>RESIDENTS.</u></p> <p>Village occupancy – 309 Houses - 131 Apartments - 178</p>	

	Occupants of Care Centre – 28	
12.	<u>COMMUNICATION.</u> (Derek Drew) 1. Resident Grizell Luxton is almost ready to issue the newsletter.	KW
13.	<u>GENERAL.</u> 1. A report of failure in services rendered by Reception staff was tabled, discussed, and Village Management will deal with the issue. 2. The Who's Who board was discussed and it was agreed it should be placed in position as soon as possible. 3. A list of pensioner discounts available at several retail outlets has been compiled, and Rescom members are to forward any known additions to the list to KW for completing and distribution. 4. A suggestion that the installation of a generator to provide power during periods of load-shedding was tabled. Solar panels was also mentioned as an option, and The Evergreen MD has undertaken to investigate.	KW NW/KW
14.	<u>DATE OF NEXT MEETING.</u> Tuesday 14 April 2020.	
13.	<u>CLOSURE.</u> The Chairman closed the meeting at 10.58 am.	

MR. NEVILLE WOUDBERG
RESIDENTS COMMITTEE CHAIRMAN

MR. DEREK DREW
VILLAGE MANAGER

Could Rescom portfolio holders and Residents kindly submit reports and communications to Derek Drew by 11.00 am Thursday 09 April 2020.

Agenda will be issued on Friday 10 April 2020