

**RESCOM MEETING OF EVERGREEN LIFESTYLE VILLAGE MUIZENBERG
HELD ON TUESDAY 19 OCTOBER 2021 AT 09H30**

<u>PRESENT:</u>	1. Mr. Neville Woudberg	(NW) (Chairperson)
	2. Mrs Denise Elkin	(DE) (Deputy Chairperson)
	3. Mr Derek Drew	(DD) (Village Manager)
	4. Mrs Kim Whitworth	(KW) (Assistant VM / Secretary)
	5. Mr Hugh Till	(HT) (Member)
	6. Mr Mike Odd	(MO) (Member)
	7. Mr Ray van Eyssen	(RvE) (Member)
	8. Mrs Pat Swilling	(PS) (Member)

ITEM	NARRATIVE	ACTION / 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 11 October 2021.	
3.	<u>APPROVAL OF MINUTES OF MEETINGS HELD ON 14 SEPTEMBER 2021</u> Minutes approved by DE and seconded by HT. Signed by NW and DD.	
4.	<u>APARTMENT BLOCK MAINTENANCE & SAFETY and SECURITY - Report by RvE</u> 1. Washing line quote for an additional twirl dry has been approved, delivery expected, from Durban, within the next week. 2. Repairs to the other washing lines will be completed and will be regularly maintained. 3. All the urgent window hinges have been completed on 1 st – 3 rd floors. Ground floor will now commence. 4. No issues to report on Security . Lindiwe Mzantsi has returned and will work 2 nights shifts per week.	DD/AP AP

5.	HT reported that there are pigeons and starlings nesting in the basement . The nests will be removed with caution.	AP
5.	<p><u>HEALTH CARE - Report by DE</u></p> <p>1. Activities are going really well.</p> <p>2. Visitors to the care centre are by appointment only. No room visits allowed unless patient is bedridden.</p> <p>3. Formal Audit to allow for sub-acute bed and practice number has been completed and submitted for approval.</p> <p>4. Dementia Support group has received good feedback.</p> <p>5. Curatorship Talk presented by STBB was well received. If any resident or family members have any further questions; these can be directed to DD directly, via email and he shall forward onto the Legal Department.</p> <p>6. Parkinson's Talk was very informative, useful and specialised.</p> <p>7. Currently No Covid-19 cases in the care centre and village.</p>	
	<p>Primary Health Care Clinic is now in the village Board Room. Appointments only. Residents to be visited in their homes.</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 Yolanda Wilson, with a copy to Derek Drew.</p>	ALL RESIDENTS
6.	<p><u>CATERING - Report by HT</u></p> <p>1. Catering Unit Manager, Branwine Mohan received employee of the month. HT, from the Catering Committee presented the prize.</p> <p>2. Meals are of good standard and quality, and there is a continued effort to improve the service level.</p> <p>3. New take away containers have been implemented, moved away from the polystyrene containers.</p> <p>4. Resident braai was a success, with 28 residents that attended.</p> <p>5. The up-and-coming year end function will be held on Wednesday, 8 December. Details will be communicated to residents in due course.</p> <p>6. There are a number of events, talks, outings scheduled for the next few months.</p>	DD/KW

7.	It was proposed that a full market be held next year March / April, Covid lockdown level dependent.	
7.	<u>SOCIAL EVENTS & ACTIVITIES - Report by PS</u>	
1.	TV Lounge partitioning – it was agreed that the area needs to be sound proof and the product to be hard wearing; such as screens or curtaining as suggested by Astra Wilson.	
2.	The Noordhoek Challenge has been set for Thursday, 18 November at Muizenberg. It consists of Bridge, Rummikub, Canasta, Pool and Table Tennis. Details to follow.	PS
3.	Remembrance Day will be held on Thursday, 11 November.	
8.	<u>LANDSCAPING, GROUNDS DEVELOPMENT & WATER MANAGEMENT - Report by MO</u>	
1.	Bench for phase 3 has been positioned.	
2.	The overgrown vegetation at the suggested service station area – a request has been sent through for it to be cleared.	
9.	<u>VILLAGE MAINTENANCE & HOUSEKEEPING - Report by MO</u>	
1.	The inconveniently placed outside taps at the phase 3 houses have been changed.	
2.	Irrigation system issues were caused by the loadshedding experienced recently. All batteries have been checked and in good working order and the system is working as it should	
10.	<u>FINANCE - Report by HT</u>	
1.	Income and expenses for the current month are below budget . Overall, the deficit is showing to be positive turnaround from last month .	
2.	The common property municipal utilities were over budget. The newly installed antennae has been linked to our electricity. This will be recovered and will be reflected on our next management account. A separate pre-paid meter is going to be installed for the antennae.	
11.	<u>LEGAL</u> N/A	
12.	<u>RESIDENTS</u> Village occupancy - 305 Houses – 151 Apartments – 154 Occupants of Care Centre – 27	

13.	<u>COMMUNICATION - Derek Drew</u>	
1.	Employee of the Month – nominations from residents are welcome , email to DD or KW.	
2.	Congratulations to Branwine Mohan of Western Province Caterers who was chosen for October month .	
3.	Contributions are always welcome for the Muize News . Kindly forward to Grizéll Luxton or KW.	
14.	<u>GENERAL</u>	
1.	A very big thank you to Mr Jim Raubenheimer, who was the co-opted Rescom secretary for many years. His outstanding contribution was very much appreciated.	
2.	A suggested exit sign coming from phase 3 will be investigated.	DD/NW
3.	Gym cupboards have been emptied and / or rearranged where necessary.	
4.	Staff gratuities – the collection box will be placed at reception from 2 November 2021 . DD will give DE / HT a list of all the applicable Evg MZB Staff.	DD/DE/HT
15.	<u>DATE OF NEXT MEETING</u>	
	9 November 2021 at 09h30	
16.	<u>CLOSURE</u>	
	The Chairman closed the meeting at 11h01.	

NEVILLE WOUDBERG
RESIDENTS COMMITTEE CHAIRMAN

DEREK DREW
VILLAGE MANAGER

Rescom portfolio holders and Residents to kindly submit reports and communications to Derek Drew by 12h00 (midday) on Thursday 4 November 2021.

Agenda will be issued on Friday 5 November 2021

SAFETY, SECURITY AND APARTMENT MAINTENANCE

THURSDAY OCT 14TH 2021

- Nothing to report at this time regarding Security
- Waiting on quotes for extra wash line for basement drying area
- One of the outside wash lines on ground floor has about four or five loose and broken strands.
- Update on progress with apartment windows, handles and hinges etc.

Ray van Eyssen

HEALTHCARE REPORT FOR
RESCOM 19 OCTOBER 2021

1. Exercises and Art activities continue to be enjoyed by residents as do the monthly birthday parties; the next party is on Thursday 28 October at 3pm.
3. Frail Care is not under Covid quarantine but still under National Lockdown Level 1, this means Frail Care is open for managed, booked visits for a certain time period to accommodate residents to receive visits from loved ones.
4. The Dementia Support Group for people living with partners who have Dementia is proving to be very successful. The sessions are held in private, are confidential and are held every 1st and 3rd Wednesday of the month at 3pm. The next session will be on Wednesday 20 October, anyone interested in taking part please contact Denise in Apartment 320. We are confident that a lot of our queries will be answered at the Curator talk by an attorney at Evergreen on Friday 15 October.
5. We had a formal audit and inspection from Department of Health on Tuesday 5 October for our Sub-Acute License. The audit and inspection went well. On the Nursing and Clinical Side, we were fully compliant; the Department of Health was very impressed with our documentation, policies and Standard Operation Procedures in place. We received a few recommendations on the physical outlay of our Sub-Acute Area in Frail Care to focus on, but nothing serious. We need to submit updated floor plans that show the correct door for the "toilet for the disabled". This will be submitted before Wednesday 13 October.
We will then receive a report and invoice that needs to be paid by Evergreen Health before our License will be issued to us. Sister Yolanda Wilson has to personally collect this from Department of Health in Cape Town City Centre. We were informed by the Audit Team of DOH that the process takes about 30 days to complete.
6. Currently 25 residents in Care

DENISE ELKIN

EVERGREEN LIFESTYLE VILLAGE, MUIZENBERG

Catering Report to Rescom meeting to be held on 19th October 2021

Branwine was awarded the employer of the month award on Wednesday 13th a well-deserved recipient. This to great surprise and joy to all the Bistro staff.

The Bistro continues to provide very good meals and they are continually striving to improve the variety and quality of the food as well and improving the level of service.

They are now using either aluminum or polypropene containers for their takeaway meals both very satisfactory.

Great fun was had on Wednesday 6th by all who joined in and the Braai on National Braai Day the 24th Sept also went off very well.

On the subject of *Braaing* our first residence braai will be held on the 16th Oct with good response so far.

A year end function is planned for the week of the 6th Dec, more to follow. Watch this space!

It continues to be a great pleasure to work with the committee and the Bistro staff.

With thanks to all the staff of the Bistro.

Hugh Till

October 14, 2021

From: Pat Swilling <patswilling@telkomsa.net>

Sent: Wednesday, 13 October 2021 21:44

To: Kim Whitworth <kimw@evergreenlifestyle.co.za>; Derek Drew <derekd@evergreenlifestyle.co.za>; Neville Woudberg <newwoud@mweb.co.za>

Subject: [EXTERNAL] social activities report

SOCIAL ACTIVITIES REPORT OCTOBER 2021

1. The sub-committee looking at the feasibility of partitioning off the TV lounge, met on 16/09 to discuss the queries raised at the previous Rescom meeting.

Jenna had withdrawn from the committee citing that the "project had morphed into something she disagreed with".

The queries raised concerned the fixation of the channelling on the ceiling for the partitioning. This would not be affixed to the ceiling panels but to the pillars.

Also queried was whether the base of the boards would take the wear and tear of being moved. An edge would be applied to the base of the boards to allow smooth gliding of the panel.

Concertina doors were also suggested, but these would not diminish the noise factor.

Regarding the All Office quote, the boards would be 10 to 20 cms from the floor, perched on two steel feet, and they would be 1.4m in height, while the ceiling height is 2.8m, leaving a huge gap, which again would not lessen the noise. The report by Jim is attached.

2. Noordhoek Evergreen Challenge : Noordhoek Evergreen ladies Table Tennis group have accepted our invitation for them to visit us on a return challenge, which was delayed by 9 months due to Covid 19.

The men's Pool players are also on board to play, and we have been contacted by Noordhoek Evergreen that their Bridge, Canasta and Rummikub groups would also like to be included in the challenge.

I contacted the relevant people here, and we seem to be set to play on Thursday 18th November at 2.00 pm.

We are awaiting a call from Noordhoek regarding the number of participants expected for each of the activities, and I will advise the group leaders accordingly.

Pat Swilling

From: "Jim Raubenheimer" <jimyrt@xsinet.co.za>
Date: 20 September 2021 09:43
To: "Pat Swilling" <patswilling@telkomsa.net>
Cc: "Neville Woudberg" <nevwood@mweb.co.za>
Subject: Sub-committee on Partitioning & Cupboards: Meeting of Thursday 16 September 2021.

Madam Sub-Committee Chairman,

A number of points were raised at the recent Rescom meeting regarding the proposal to erect a partition between the Bistro and the TV lounge/meeting area, and the supply of lock-up cupboards for arts/crafts.

I am sorry I was not present at the Rescom meeting, but shall answer these points in this report.

1. The Bistro ceiling cannot be used as a support frame. Answer: I am well aware that the ceiling is a suspended structure. The proposed guide channel of light-gauge aluminium would be fixed to and supported by the columns and wall present in the existing layout, and no weight would be added to the suspended structure, and neither would access to the overhead panels or light fittings be hindered.
2. The edges of the proposed panels are rough. Answer: This is the reason that edging for boards was designed and made available. The bottom edge of each partition board would have in addition to edging, a sponge-rubber strip to provide additional lateral stability.

The specifications for the partition boards indicated that such boards must be light for easy erection and removal, offer a degree of sound muffling, of low cost, offer surfaces that could be painted or decorated, and not add to fire hazard. Only Xanita board has all these qualities. Without enclosing the eastern side of the TV area which faces the library area, the amount of sound reduction would be limited to a degree, but there would be a positive effect.

From a personal perspective I think that once the partitioning is in place the need to erect and dismantle these partitions would diminish, and the partition would become a permanent fixture.

The cupboards would be constructed of standard 16 mm chipboard to users requirements.

All the above becomes irrelevant in the light of the present cost-cutting drive by Amdec/Evergreen/management. Therefore more effort must be directed towards using existing facilities.

The contractors who submitted quotations for the supply of goods/services will be advised by me that that their offers were unacceptable.

Sincere regards,

James Raubenheimer.

Mike Odd – House 106

LANDSCAPING, GROUND DEVELOPMENT & WATER MANAGEMENT

1. Gardens and common areas remain in good shape with continued cutting back and re-planting.
2. Mulch spread along the outside landscaped area in Sunrise Boulevard is a big improvement but that along Georges Street and Prince George Drive I would imagine is too big an area to do cover.
3. The untidy scrappy looking bush at the house end of the board walk has been cut back.
4. Three of the no growth trees in phase 3 still need to be replaced with something more suitable for the weather conditions.
5. A bench seat has just been positioned at the far end of phase 3 and is being used. Thank you Evergreen.
6. Now that the board walk area has been mulched the work will start to give more colour and Markus will instruct his team accordingly.
7. There is a concern with the vegetation growth in the empty plot proposed for the service station development as it could pose a threat to security and encourage the homeless and vagrants. Can the land owners please be approached to do a cut back and clear. Done about eighteen months ago.

BUILDING MAINTAINENCE – HOUSES

8. Painting of the boundary wall at the far end of phase 3 completed.
9. Owing to power cuts in the early hours of the morning has caused a problem with irrigation and being resolved.
10. Are there any further developments with the inconveniently placed outside water taps at houses 91 to 98.

Evergreen Lifestyle Village Muizenberg

Report on the Management Accounts for August 2021, to Rescom Meeting to be held on the 19th October, 2021

Income continues as expected. Total income R 877,386, that was R 3,281 below budget, of which R 871,634 is levies received.

Expenses for the month were R 1,011,042 that was R 75,287 under budget.

Overall, the deficit for the month is R 133,937 which is R 75,287 under budget showing a positive turnaround of R 142,623 from last month.

This turnaround I believe went a long way to helping keep our levy increase down to 6%, for which we can be very thankful.

Note that the formatting is much improved, thank you.

Expenditure highlights

Clubhouse expenses remain under budget by R 23,636 which is due mainly to R 18,870 budgeted for rent on gym equipment not having to be paid

Village staff and admin was under budget by R 38,548 due to salaries being reduced by R 55,836. Data line rental remains consistently over budget by over R 5,000 per month.

Common prop municipal utilities were over budget by R 39,503 due to electricity being R 43,217 over budget hopefully this will improve in the summer months.

Maintenance was under budget by R 40,545.

Catering remains consistently over budget by about R 2,500 per month due to inadequate provision for Management fee.

Hugh Till

October 13th, 2021