

**MINUTES OF THE EVERGREEN VILLAGE MUIZENBERG RESCOM MEETING  
HELD ON TUESDAY 30<sup>TH</sup> JULY 2024 IN THE BOARDROOM**

<b>PRESENT</b>		
<b>SW</b>	<b>SUE WOOD</b>	<b>CHAIRPERSON</b>
<b>PS</b>	<b>PAUL SELBY</b>	<b>VICE-CHAIRPERSON</b>
<b>SC</b>	<b>SOZON CHRISTIE</b>	<b>SECURITY</b>
<b>TJ</b>	<b>TONI JOUBERT</b>	<b>GARDENS</b>
<b>LH</b>	<b>LYDIA HIRSCHMANN</b>	<b>SUB-COMMITTEE LIBRARY</b>
<b>JH</b>	<b>JOHN HIGGS</b>	<b>SUB-COMMITTEE MAINTENANCE</b>
<b>RVE</b>	<b>RAY VAN EYSEN</b>	<b>SUB-COMMITTEE HOUSEKEEPING</b>
<b>CD</b>	<b>CHRISTINE DEMPERS</b>	<b>VILLAGE MANAGER</b>
<b>KW</b>	<b>KIM WHITWORTH</b>	<b>ASST VILLAGE MANAGER</b>
<b>ITEM</b>	<b>NARRATIVE</b>	<b>ACTION</b>
1.	<b>WELCOME AND APOLOGIES</b> SW welcomed members and village management to the meeting. There were no apologies. SW noted that the Chairperson's Report had been sent to Gary Reed (GR) for the AGM.	
2.	<b>APPROVAL OF MINUTES</b> LH proposed acceptance of previous minutes, seconded by PS.	
3.	<b>MATTERS ARISING FROM THE MINUTES</b> As many items on the agenda were a continuation of the minutes, it was agreed to go straight to the current agenda.	
4.	<b>FINANCE, LEGAL AND ESTATE SALES</b>  <b>Finance</b> <ul style="list-style-type: none"> <li>SW noted that she had received the synopsis of the Income and Expenditure account as at 30<sup>th</sup> June 2024. It was noted that the full Management Accounts were provided quarterly. The AGM would present the YTD accounts which would include July 2024.</li> <li>SW noted that the synopsis as at 30<sup>th</sup> June 2024 reflected reasonable status, however, CD had overspent on the maintenance budget, specifically to attend to urgent repairs.</li> <li>LH requested that the members all receive copies of the Income and expenditure accounts as at 30<sup>th</sup> June 2024, to grasp the year-to-date status of actual vs budget.</li> </ul> SW noted that questions would be taken from the floor on all matters, including finances, according to the same protocol as for previous AGMs. All LRA holders would receive the Notice of Annual General Meeting pack early in August. Questions from residents for the AGM would be requested in advance, as per previous years. <b>Sales</b> <ul style="list-style-type: none"> <li>CD reported that four units in the apartment block were being refurbished to be sold. There were four houses vacant and available for sales shortly.</li> </ul>	<b>CD</b>

5.	<p><b>REPAIRS &amp; MAINTENANCE/VILLAGE IMPROVEMENT</b>  <b>See reports attached from JH and RVE</b></p> <ul style="list-style-type: none"> <li>SW noted that once the painting of the corridors had been completed, some areas may need repainting as the old colours were showing through on the 1<sup>st</sup> and 3<sup>rd</sup> floors. CD to follow up.</li> <li>LH noted that the pictures had not yet been re-hung. CD pointed out that this was work in progress and pictures would be hung in a manner to ensure that different pictures were hung on different floors.</li> <li>SW noted that the refurbishing teams working in the apartments on the 2<sup>nd</sup> floor, were not cleaning the passages after they had completed work for the day. CD to follow up.</li> <li>RVE noted that the mould in the gym gents' showers had been cleaned. The lights in the ladies change rooms had not yet been replaced. It was noted that the air extractor area was rusted and needed attention.</li> <li>RVE noted that the In/Out sign on the door of Apt 220 was missing. CD to follow up.</li> <li>RVE noted that the Goods Lift required a good deep clean. The Goods Lift was used by the refurbishing teams and for the movement of furniture.</li> <li>SW noted that the fire escape stairs next to the central resident's lift were particularly dirty/badly stained, from the ground floor to the first floor. SW noted that the tiles may be porous to prevent people slipping, hence the difficulty to clean them.</li> <li>SW noted that two new plastic trolleys had arrived and thanked management. SW noted that the new trolleys and the small green basket trolley would be for residents' use only. CD confirmed that maintenance had been instructed to use the old steel trolleys only.</li> </ul>	<p>CD</p> <p>CD</p> <p>CD</p> <p>CD</p> <p>CD</p>
6.	<p><b>GARDENS, TREES AND IRRIGATION</b>  <b>See report attached from TJ. Garden Services</b></p> <ul style="list-style-type: none"> <li>TJ reported that the Garden Club meeting had elicited a weak response on the day and that there was no interest from residents, other than attending presentations or outings.</li> <li>CD noted that a new resident moving into Apt 124 had volunteered to recreate and manage a vegetable garden for the village. LH requested to be part of this activity as she used to run the vegetable garden.</li> <li>CD confirmed that 44dms compost had been ordered and TJ noted that the second batch would be delivered to be distributed around the rest of the village.</li> <li>TJ noted the trees near the board walk over the jojo tanks, needed urgent attention as they had died from too much water from the recent rains. If these trees need to be replaced as the water tanks would all be exposed and unsightly.</li> <li>TJ enquired about the garden at the wash lines on south side of the apartment. CD noted that this was still on hold. block which had been put on hold SC suggested that a wooden deck, compliant with Health and Safety, be considered and a quote obtained to compare with brick paving</li> <li>CD had received and approved a quote from Whitecliffs to prune the trees around the board walk area. CD noted that TJ should be involved in the discussion with Whitecliffs prior to the go-ahead.</li> <li>TJ enquired if her report for the AGM had been sent to GR. CD apologised and noted it would be sent straight away.</li> </ul> <p><b>Irrigation</b>  CD confirmed that a stranger was caught on camera stealing the irrigation pipes from the perimeter gardens in Sunrise Boulevard. Security and DM had intervened and prevented the theft.</p>	<p>CD/KW</p> <p>CD</p> <p>CD</p> <p>CD</p>

7.	<p><b>SECURITY</b></p> <ul style="list-style-type: none"> <li>• SC noted that budgeted finance prevented the village from acquiring higher graded guards.</li> <li>• CD noted that Grinnell had appointed a new operations manager, who was hands on and efficient in dealing with HR security matters as they arose SW noted that this had improved service delivery. The fire drill education in the apartment block had been well-attended and very successful. The health and safety officer from EcoSafety, Anton, had complimented the residents on their attention and interest.</li> <li>• CD Noted that a similar discussion would be held in the LSC for all the House residents.</li> </ul>	
8.	<p><b>CATERING, EVENTS AND ENTERTAINMENT</b>  <b>See attached report from Paul Selby</b>  PS noted that Servest's performance and food still required improvements as there were areas of inconsistency.</p> <ul style="list-style-type: none"> <li>• Complaints had been received about Boerewors advertised was not boerewors; completely flavourless food; and the usual complaints about poor service, particularly over the weekends.</li> <li>• LH noted that the residents were prepared to pay a little more for decent tasty food.</li> <li>• SW noted that there were no savoury snacks available, only sweet cakes, muffins tarts, etc. She had tested a platter of pastries and found that while the fillings were delicious, there was too much pastry to her liking. Mishka had given SW and LH lists of items available from the bakery to choose items that would be popular. This was under consideration and would be handed in to Mishka in the next day or two.</li> <li>• SW noted that the till operating system was again offline, which resulted in staff keeping lists on scraps of paper, which was not acceptable.</li> <li>• PS enquired after the new oven for the kitchen and pie warmer from Servest. CD noted that she had submitted the quotes for the new oven and the pie warmer was expected to be delivered by Servest, sometime in August.</li> <li>• PS noted that the promised "vouchers" for residents involved in the Sunday Lunch "Pork Belly" disaster" had not materialised – CD to follow up.</li> <li>• <b>PUB nights:</b> to make the atmosphere more intimate and "PUB-like", SW and CD had discussed adapting and moving the original bar further into the corner, and on pub nights screening the area off. Live background music and other options were also considered. RVE to make enquiries of band names recommended.</li> </ul> <p><b>LIBRARY</b>  <b>See attached report from L Hirschmann.</b></p> <ul style="list-style-type: none"> <li>• LH requested that a note be added to the pack handed to the families requesting that all books be donated to our library. SW noted that there is a need for Audio Books in the village and all donations welcome for our library.</li> </ul>	<p><b>CD</b></p> <p><b>RVE</b></p>
9.	<p><b>EVERGREEN HEALTH/HEALTHCARE SERVICE</b>  CD reported that the Health Care Centre was doing well and was fully occupied with admissions being referred from hospitals. However, CD assured the committee that Evergreen residents would always be given preference. .</p>	

10.	<p><b>GENERAL</b></p> <p><b>ANNUAL GENERAL MEETING – Tuesday, 20 August at 2pm</b></p> <p>RESCOM and Village Management would like to encourage interested residents to stand for nomination to become part of the Residents Committee to act as liaison between Residents and the Village Manager regarding ideas and suggestions concerning facilities and activities in the Village, making a difference everyday</p> <p>SW thanked the RESCOM committee for all their voluntary efforts and extended gratitude to CD and KW for their co-operation and assistance during her term.</p> <p>As there were no further matters to discuss, the meeting was closed at 17H30</p>	
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APPROVED AND SIGNED AT CAPE TOWN ON \_\_\_\_\_  
2024.

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**CHAIRPERSON**