

**MINUTES OF THE EVERGREEN VILLAGE MUIZENBERG RESCOM MEETING  
HELD ON THURSDAY, 19<sup>TH</sup> September 2024 AT 15:00 IN THE BOARDROOM**

<b>PRESENT</b>		
<b>HT</b>	<b>HUGH TILL</b>	<b>CHAIRPERSON</b>
		<b>FINANCE</b>
<b>JH</b>	<b>JOHN HIGGS</b>	<b>VICE-CHAIRPERSON</b>
		<b>MAINTENANCE/SECURITY</b>
<b>ES</b>	<b>ERICA SHEARER</b>	<b>SECRETARY/HEALTH</b>
<b>TJ</b>	<b>TONI JOUBERT</b>	<b>GARDENS</b>
<b>PS</b>	<b>PAUL SELBY</b>	<b>CATERING</b>
<b>JM</b>	<b>JENNA MONK</b>	<b>EVENTS AND ACTIVITIES</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>
<b>1.</b>	<b>WELCOME AND APOLOGIES</b> HT welcomed all to the meeting.	
<b>2.</b>	<b>APPROVAL OF MINUTES</b> Minutes of previous meeting were proposed by TJ and seconded by PS	
<b>3.</b>	<b>MATTERS ARISING FROM PREVIOUS MEETING</b> Matters arising will be dealt with under the agenda.	
<b>4.</b>	<b>FINANCE AND STATISTICS</b> See report from HT. <ul style="list-style-type: none"> <li>- Budget: Although there is a R24000 surplus, we still need to be diligent in our spending to keep within the budget.</li> <li>- Target Levy: In response to a letter from Lee Kilian it was clarified that the Target levy is set annually to cover the budgeted expenditure and would therefore be adjusted each year. LRA holders who currently pay levies, above and below the target, will have their levies adjusted in terms of their LRAs towards achieving the target levy. Any difference between the actual levies received, and the target levies are met by the developer. The budgeted income in our village accounts reflects the target levies for all units.</li> <li>- Village Funds: HT proposed the establishment of a Village Fund to account for, but not control, the monies handled by the various activities in the village. Also, the possibility of opening a Village bank account to hold surplus funds was discussed. For example, R500 was received from the previous Rescom. This</li> </ul>	

	<p>raises the question, if we receive and hold money, what do we do with the funds. It was resolved that HT should begin the process of opening a suitable bank account.</p> <ul style="list-style-type: none"> <li>- Staff Gratuities: It was agreed that the box for Staff Gratuities will be placed at Reception in November for anonymous donations and will be locked away at night. The box will be cleared daily by CD and a member of Rescom, the cash kept in the safe. The gratuities will be distributed on December 16<sup>th</sup> between all staff (front of house, general worker, maintenance and including catering and garden) but excluding all managers and health care staff. CD will send out a notice to all residents during October.</li> <li>- Statistics: At the end of August there were 317 residents in the village. 209 women and 108 men. See attached list for more details.</li> </ul>	<p><b>HT</b></p> <p><b>HT CD</b></p>
5.	<p><b>Repairs and Maintenance</b></p> <p>See report form JH.</p> <ul style="list-style-type: none"> <li>- A pile of building offcuts and rubbish dumped in the basement by the Refurb team and reported by a resident, was promptly cleared up by management. Members of EVG refurbishment staff were seen to be smoking in the garage while waiting for transport.</li> <li>- The waterproofing of the apartment block and houses is due to begin shortly. Details will follow soon.</li> </ul>	
6.	<p><b>GARDENS</b></p> <p>See report by TJ.</p> <ul style="list-style-type: none"> <li>- The irrigation system requires regular checking as there have been reports of the irrigation not working in some houses. CD will arrange with village maintenance and the gardeners that a thorough check of the sprinklers be done.</li> <li>- It was agreed that the time schedule of when the sprinklers come on would be distributed to the houses so that the residents could help in identifying sprinkler heads that are not working.</li> <li>- TJ requested a schedule for the sprinklers in the boardwalk area to help plan the type of plants that are suitable.</li> <li>- There is still one load of mulch to be delivered.</li> <li>- CD had received a quote to remove the dead trees located in the Boardwalk area and to install a wattle-type fence to obscure the Jojo tanks situated behind them, which when removed would present an eyesore.</li> <li>- It was suggested that a raffle be arranged to buy a tree/s for the boardwalk area.</li> </ul>	<p><b>CD</b></p> <p><b>CD</b></p> <p><b>JM</b></p>

7.	<b>SECURITY</b> <ul style="list-style-type: none"> <li>- CD confirmed that there is ongoing training and monitoring of the security guards.</li> <li>- Ongoing security maintenance includes replacing sections of the electric fences.</li> <li>- CD has requested an additional On Guard point for the village</li> </ul>	
8.	<b>CATERING</b> See report by PS. <ul style="list-style-type: none"> <li>- The problem with the Servest operating system is still unresolved. They will be introducing a new one, but no time scale is yet available.</li> <li>- The electric meat slicer has been located but will need a service.</li> <li>- There is still no notification to the residents when the menu is changed at the last moment.</li> <li>- CD reported that acquiring a new oven is still a work in progress.</li> <li>- CD informed the meeting that Bistro meal prices will be increased on 1<sup>st</sup> October and a circular will be sent out.</li> <li>- CD proposed a monthly a Social Dinner, a special dining evening with the first one taking place in October.</li> </ul>	
9.	<b>EVENTS AND ENTERTAINMENT</b> See Village Events and Activities list attached. <ul style="list-style-type: none"> <li>- JM reported that plans for the Christmas Market were proceeding well, she had approximately 20+ vendors interested.</li> <li>- There will be no white elephant stand this year. (Possibly early next year if we can find a convener).</li> <li>- Living Hope has booked a table and will be grateful for any donations to their work.</li> <li>- JM has arranged for 2 Car guards for the cars that need to park outside.</li> <li>- Responding to JM's enquiry, CD said Evergreen did not have a bus for transporting residents to various functions. Outings can be arranged. Need someone to arrange and organize them.</li> <li>- The Companions Vaudeville show has been confirmed for Wednesday afternoon, 13<sup>th</sup> November and donations would be requested as entrance fee.</li> <li>- Evergreen Dramatic Society (EDS) performance will be on the 7<sup>th</sup> and 8<sup>th</sup> December.</li> <li>- HT suggested a service of "Nine Lessons and Carols" and a "Carols by Candlelight" evenings to be arranged.</li> </ul>	HT
10.	<b>HEALTH</b> It was noted that some residents are using walkers as wheelchairs. <b>Please note that walkers are not designed to be used as wheelchairs and should never be used as one as this is very dangerous.</b>	

11.	<b>General</b> <ul style="list-style-type: none"> <li>- HT would like to work towards establishing a group of residents who would be involved with the welcoming of new residents and getting them involved in the life of the village. This is still a work in progress. HT requested a list of new residents for each meeting.</li> <li>- It was decided that there would be no official charity supported by the village this year and that residents support the staff gratuity fund. Residents are very welcome to support any charity in their personal capacity.</li> <li>- There was a discussion regarding dementia sufferers in the village and the way forward. CD informed the meeting that discussions with the families of identified persons was on-going and that in all cases it was a process, aimed at reaching a positive conclusion for the person concerned, the family and the residents.</li> </ul>	
12.	<p>There being no further business, the meeting closed at 16.30.</p> <p>With thanks to all for their contribution.</p>	
13.	<b>Date of next meeting</b> 17 <sup>th</sup> October starting at 14:00	

APPROVED AND SIGNED AT MUIZENBERG ON \_\_\_\_\_ 2024.

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**CHAIRPERSON**