

Circular 7 of 2017

This is just a short messages from a few committees as well as what is going on in the Village for the next month.

1. HEALTH & WELLNESS

The H&WB Committee has a sub-committee made up of volunteers, who, together with the committee members, are each allocated a few apartments and houses where they check that the residents are well or need any assistance or advice. This does not take much time, but ensures the well-being of the residents. More volunteers are needed here. Meetings are held 4 - 6 weekly. Please contact Lesley Fox if you are interested

2. ORV PROCUREMENT SUB-COMMITTEE COMMUNICATION TO ORV RESIDENTS AND OWNERS

As undertaken by the Procurement Sub-Committee, we hereby announce the dates for the RFQ Process for the Catering Contract that is currently under review.

CATERING CONTRACT

The Health and Wellness Sub-Committee need to submit their requirements, bidder's shortlist, bid evaluation criteria as well as names proposed for the bid evaluation panel by latest 10 April 2017. Service providers invited to quote for the business have to submit their quotations on 15 May 2017. The bid clarification takes place 19 to 29 May 2017 and bid evaluation will be completed by 6 June. The successful service provider will be informed by 22 June to start on 27 July 2017. Formal communication to residents and owners is scheduled for 26 June.

3. GARDENS

3.1 MOWING

The winter mowing schedule will start in April. Once this schedule is implemented, lawns will only be mowed and edged every TWO weeks. Please bear in mind that the many public holidays in April and May could result in this schedule being disrupted. Lawns will NOT be mowed on 3rd / 4th April but will be mowed again on 10th / 11th April. Mowing schedule dates will be displayed on the notice board at the front entrance to the Service Centre.

3.2 WATERING

While water restrictions have been lifted by Council following the recent rains, we remain restricted to times during which gardens can be watered with a hose or sprinkler system. Watering with a hose or sprinkler can only be done before 8:00 a.m. and after 4:00 p.m. every day. Using a hose to wash down driveways and paved areas or washing a car remains prohibited. Once again residents are asked to please assist with maintaining the common area gardens by watering any trees, shrubs and gardens located close to their units.

3.4 PRIVATE GARDENER

The private gardener can be booked to work in your garden in hourly slots on a Monday, Wednesday, Thursday and Friday. The cost of this service is R40:00 per hour. Bookings, which can be made at Reception and must be paid for up-front, are strictly on a first-come-first-served basis.

3.3 DUSTBINS

Please remember to place your garbage in black garbage bags and your re-cycling in a clear plastic bags. The clear plastic bags for recycling are available from Reception at R5,00 for 5 bags. It would really be appreciated if wheelie bins and re-cycling bags could be placed just outside your courtyard gate on Tuesday mornings – this will help with the speedy collection by the garden staff. Provided that PIKITUP collect on a Wednesday, wheelie bins will be returned on Wednesdays. Obviously, if PIKITUP is late, the bins can only be returned once the garbage has been collected.

3.5 GENERAL

Residents are asked to please refrain from dealing directly with any of the garden staff. Should you have a complaint or suggestion regarding the garden service, please enter this in the garden service log book which is kept at Reception? This log book is reviewed by the garden site Manager every day and, if necessary, a specific issue is escalated to the Garden Committee or Tracy for action. This way all complaints and suggestions can be properly managed and, if a pattern emerges, the matter can be taken up with the garden service provider's Management. Your co-operation regarding this process will be appreciated and will, at the same time, ensure that all complaints and suggestions are dealt with in an appropriate and efficient manner.

4. EMERGENCY PROCEDURE

- 4.1 Room key – please remember to remove you key from the inside of your unit so that frail care can get access to your unit
- 4.2 If you lock your bedroom door in the houses please make sure that you have handed in that key at reception as well. It will be a good idea to perhaps hide a bedroom key somewhere in your house as well.
- 4.3 Medical Wallet –this needs to be up on your doors immediately. This includes the medical information form, copy of ID, copy of Medical aid card, copy of script
- 4.4 Residents who are willing to assist with the evacuation plan and also to be a part of the Health & Safety plan please let me know on tracyd@csimanagement.co.za or 5500

5. DATES TO REMEMBER

9th April – Barnyard R60 per ticket please book with Val 5144

10th April – talk in the hall, healthy eating and diabetics and on Occupational therapy 3pm @ R10

24th April – Birthday Bash at 3pm in dining R10 per person

8th May – talk in the hall Travel to Island of Montserrat by Ian Jardine-Young 3pm @ R10

27th May – CUPPA for CANSA

Kind regards

Tracy-Lynne Daling

General Manager