

KNIGHTSBRIDGE MANSIONS BODY CORPORATE
MINUTES OF THE ANNUAL GENERAL MEETING – 05 DECEMBER 2018

VENUE : **Winchester Mansions**
Beach Road
Sea Point

TIME : **18H00 (6:00PM)**

Present : 22 Members in person or represented by proxy as per the attendance register

In attendance : F Dimio (IHFM – Managing Agent)

Apologies : None received

Chairperson : Mel Rabie

AGENDA

1. Welcome.
2. Proxies, attendance and apologies.
3. Establishment of quorum.
4. Present proof of notice of meeting or waivers of notice.
5. Approve the agenda.
6. To confirm minutes of previous Annual General Meeting held on 19 April 2017
7. Matters arising or unfinished business from the above meeting.
8. Receive reports on the activities and decisions of Trustees since the previous General Meeting.
9. To approve with or without amendments the schedule of Insurance Replacement Values.
10. To determine the extent of additional insurance cover by the Body Corporate.
11. To approve with or without amendments the estimate of administrative and reserve Income and Expenditure for the year ending December 2018 & 2019
12. To consider the Annual Financial statements for the year ending December 2017
13. To confirm the number of, and the election of Trustees for the ensuing year.
14. New or further business.
15. Any directions or restrictions to be performed or exercised by the Trustees of the Body Corporate.
16. To appoint an auditor to audit the financial statements.
17. To confirm *domicilium citandi et executandi* of the Body Corporate.
18. Closing.

1. Welcome, proxies, attendance and apologies.

Quorum was present and the meeting was constituted open to legally conduct business

2 To confirm minutes of previous Annual General Meeting held on 19 April 2017

Minutes of the meeting were not approved and amendments presented by owner of Unit 503. It was agreed that the amendments be forwarded to the Managing Agents who would amend accordingly.

3 Matters arising or unfinished business from the above meeting.

- Paddocks opinion in respect of the CSOS ruling
- Waterproofing – roof area – further discussions in respect of the incomplete work re Blackland and the way forward in this regard.
- Illegal extension of 10 square metres' unit 503
- Discussion in respect of the 10 Year Map
- Owners to be provided with a copy of the 10 Year Map
- Website – owners advised that all minutes and relevant information is on the website

4 Trustee Report

Chairperson provided his report verbally.

Unit 504 advised that they felt the Chairpersons report should form part of the AGM Pack

5. To approve with or without amendments the schedule of Insurance Replacement Values.

The insurance schedule was unanimously approved by all owners present in person or represented by proxy.

6 To determine the extent of additional insurance cover by the Body Corporate.

Unanimously approved by owners in person or represented by proxy. A comparative quote to be obtained when the insurance is due to be renewed.

7 To approve with or without amendments the estimate of administrative and reserve Income and Expenditure for the year ending December 2019

The administrative budget - approved by all owners present in person or represented by proxy.

Levy Schedule – increase unanimously approved by all owners present in person or represented by proxy as per the levy schedule presented. Unit 504 requested that the levy increase for the period Jan 2019 be held in abeyance and approved at the next AGM. Following discussion re this proposal it was agreed that the levy increase 20% wef 01 Jan 2019 be implemented.

8 To consider the Annual Financial statements for the year ending December 2017

The Annual Financial Statements were unanimously approved by all owners present in person or represented by proxy.

9 To confirm the number of, and the election of Trustees for the ensuing year.

It was agreed that the Body Corporate would have a maximum of 6 Trustees.

10 Election of Trustees

Mel Rabie

Philip Lourandos

Jennifer Steyn

Richard Michel-Moore

Leslie McKenzie

11 New or further business

None

12 Any directions or restrictions to be performed or exercised by the Trustees of the Body Corporate.

Trustees restricted to expenditure in terms of the budget and R20 000 extraordinary expenditure

13 To appoint an auditor to audit the financial statements

It was unanimously agreed that the current auditor be re-appointed as the auditor on record for the ensuing year.

14. To confirm *domicilium citandi et executandi* of the Body Corporate

IHFM

2 Long Street

8th Floor

Cape Town

15. Closing

Meeting concluded with a vote of thanks to the Trustees

Chairperson

Date