**Knightsbridge**

**Minutes of the Trustees Meeting**

**Tuesday 16 May 2017**

**Radisson 1st floor restaurant, London Rd, Sea Point**

Agenda

1. **Election of Chairman**

E West was elected chairman but said he would like to hand over to Phil after a maximum of 6 months when he had sorted out most of the outstanding legal issues

1. **Allocation of portfolios**

Phil would remain in charge of maintenance supported by Leslie and was praised for the incredible amount of work and time he spent doing all of these tasks in the building

Kim would handle legal and accounting issues with Ed

Lez would handle the entire garden portfolio and security access and

Ed would handle legal an accounting with Kim and the concierges and security guards

1. **Previous minutes amendments / approval**

These were approved by the Trustees

1. **Latest Management Accounts**

EW reported that income for the first 4 months to the end of April at R 455 000 was about R 24 000 lower than budget but expenditure at R362 000 was R 105 000 less than budget.

**5** The owners of 503 have asked the Trustees to call a Special General Meeting to retain the 3 items that they were granted permission to use common property for in a 10 year short term lease, which expires at the end of July this year. The Trustees agreed to do this to find out the opinions of the owners in the building

1. **Phil’s points** 
   1. **Excessive water usage**

Phil will approach the City of Cape Town for the refund that we are due on our water account. The owner Mel has done an incredible amount of work in calculating that we are due this refund

* 1. **Voltec and 404**

Phil will contact the managing agent to write to the owner of 404 that he is the last apartment to comply with the electrical compliance certificate requirements and if he does not do this we will proceed with legal action as he has had ample requests to do this

* 1. **Voltec Distribution Board**

This is the last item in the building other than the point above, that needs to be done - and approval was given for the 50% of the total cost payment to be made of R 23 550 for this work to be done on June 5th . Phil to ask the managing agent to send an email to every owner of the day that this will be done,

* 1. **205 Window**

We need a 3rd quote of what Mr Majaal would have charged to do this work and the Body Corporate will pay their 50%

* 1. **503 Skylight.**

Phil to ask Fiona to send Tim Hartle’s recommendation to the owners of 503 and ask them what they will do.

* 1. **General maintenance –**

Foyer door needs attention

Carport door to the braai area may need to be replaced, The heavy duty arm that is required will cost about R3500 – approved

Foyer Downlights we need to get 3 quotes including Voltec to replace the whole system and implement it in stages if it is expensive.

* 1. **Special General Meeting Roof Project**

We are still waiting for Tim Hartle’s scope of work

1. **Lez’s Garden report** 
   1. New helper – still being assessed
   2. Own Water usage – we are now distributing this water totally legally over the whole garden
   3. New plan Lez updated the Trustees on his current plans for the garden and he was asked to do an inventory on the garden equipment.

1. **Any Other business**

**Short Term Lets**

After polling all owners in Knightsbridge a few months ago where a majority were in favour of these short term lets -

The Trustees agreed that these could now be used by owners. We had not had any problems with the test run after approval was given by owners at two AGMs previously to do this

**Meeting ended 19.15**