**Knightsbridge**

**MINUTES of the Trustees Meeting**

**Tuesday 11 July 2017**

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

1. The Minutes of the previous Trustees meeting were approved
2. Latest Management Accounts to the end of May

EW reported that we could not get an accurate picture from the management accounts as the Special Levy and the Normal levy were lumped together in the amounts outstanding by owners and the Variances on the expenses did not add to the total expenses variance reflected on the schedule. He would take this up with Michael Bouer the head of IHFM

**Matters brought forward**

1. It was agreed that when 503 paid for the R 1700 cost of holding a SGM to assess owners feelings on Stephen keeping his extension to his kitchen, geyser and jacuzzi that the Trustees would call that SGM
2. Water usage PL reported this seems to be better
3. KS reported the electric compliance certificate for the whole building has been issued for the first time in Knightsbridge’s history
4. 503 Skylight repair is not to the required standard as reported by Tmi Hartle and Fiona is to be instructed to request this be done by the owners of 503 as they had the first work done on this skylight. Should dmage be caused by rain because of tis poor work they will be responsible for that cost

**General maintenance**

7 LM and PL reported on work they were overseeing

**New matters**

1. Roof Project. 503 have suggested a company to also provide a quote and that company will be requested to provide their quote on the same basis as the other companies who had been invited to render using the same scope of work that was required, which was drawn up by the expert Tim Hartle
2. SGM Short Term Lets has been called
3. It was agreed to have 4 routine Trustees meetings a year to ratify the decisions made outside Trustees meeting managing the building as the Trustees make these decisions daily as the needs occur and they do not wait to make the decisions in Trustees meeting. The building needs t be looked after virtually 24 hours a day and a majority consensus of Trustees is always obtained either verbally , by phone or email before any work is undertaken.

Should there be a need for a Trustees meeting in between these 4 it will be called.

1. Concierge and security timing is now being left to those two orgaisations if one arrives late.

**Garden**

12 LM gave his report on the garden

**Legal**

1. CSOS Micheletos is still outstanding we haven’t heard anything
2. CSOS Stephen vs Trustees adjudication is set for 26 27 and 28 September
3. CSOS Maintenance reserve still outstanding we haven’t heard anything
4. CSOS Needermyr vs Stephen we haven’t heard anything
5. 10 year maintenance plan it was agreed that Tim Haartle the expert should ompile this

**Other**

18 Security finger print and photo system this had been suggested by Fay 3.4 as a finger print and a computer photo can not be lies which is what many visitors enter in the current register at the concierge desk . Kim will obtain quotes