**Knightsbridge Agenda for Trustee Meeting**

**22 August 2017**

**Place Radison Hotel**

**Present: Ed West, Phillip Lourandos, Leslie McKenzie, Kim Steenkamp , Eric Niedermeyer.**

**1) Previous minutes approved. From the previous minutes re the pedestrian gate it was agreed LM to get handyman at R350 to come and repair the gate.**

**2)Update on Heritage permit application. KS confirmed with Hester the Heritage Specialist that it takes 6-8 weeks to obtain the approval estimated time will be +-9Th Oct.**

**3) Update on status of Fire department and City Council. KS confirmed that the Trustees need neither COCs approval nor the Fire Department to go ahead with the Waterproofing project. KS to forward the written confirmation of this onto PL.**

**4) Choosing contractor for the waterproofing project. Quotes were looked at and the 6 references that KS provided , KS mentioned that Siliqela had dropped down to R650K from R729K . It was agreed that EN would contact Blackland and Siliqela to re- negotiate prices.**

**5) Garden Update – buying ,signage,labour. LM said that succulents would be planted within the next 1-2 weeks , also replanting has happened on the London Rd side & Beach Rd side. Lm stated that he needed help in the garden ,Fay Crystal has a contact for R250 for the whole day which LM will use, as and when necessary.**

**Signage LM confirmed a water sign has been placed near the water outlet in the parking area, stating this is our own water. Hosepipes of 5m are being used.**

**Labour it was agreed that the concierges uniforms are in a poor condition and need to be smartened up EW has emailed them and informed of this already.**

**6) Determination of trustee/s and allocation of responsibilities. Maintenance It was agreed that LM and PL to work together on small maintenance issues, it was agreed that the small maintenance issues were often time sensitive and need to be addressed urgently, this must please be noted and taken into consideration when dealing with these matters.**

**7) Report on current status of CSOS projects. EW reported that the matter between Stephen Barick of 503 and the trustees is going to Adjudication on the 26,27 & 28th Sept , it was agreed that Ryan from BBM was to prep Lizelle for the CSOS meeting as no lawyers are allowed at the adjudication. LM to follow up with Mrs Wotini re the Micheletos case and the trustees, still no word as to when the adjudication will happen we need an answer.**

**8) Status of loft with Deeds office 504. KS reported that there was a backlog at the Deeds office and her lawyer confirmed they should have the loft registered at the Deeds office by the end of Sept. IHFM have been informed and will adjust the pq and the levy statement accordingly.**

**9) Not on agenda however EN mentioned we are paying too much to Otis for monthly maintenance , LM suggested he invite his contact to the next trustees meeting to discuss a maintenance programme and costs thereof. EN mentioned that at every AGM the legal bills incurred from 503 owners obstructing our management which then requires legal fees, needs to be put across to all owners they need to be informed.**

**Meeting adjourned at 19h20.**