# KBM Trustees Meeting Minutes

Date: 2020-09-07

Venue: Zoom

Trustees in Attendance: Mel Rabie, Pauline van der Merwe, Philip Lourandos

Absent Trustees: Peter Michaletos, Jennifer Potter, Richard Michelmore

Owners Attending: Rowan Reid, Fay Crystal, Stephen Barick

## Welcome

Chairman welcomes owners and trustees

## Quorum

3/6 trustees in attendance.

## Maintenance

### Lobby Floor

The interior floor has been completed. The steps have brass strips covering the broken terrazzo. The sloped concrete leading into the lobby has been replaced with terrazzo as well.

### Lobby Door

We have had a drawing done of the doors and a quotation for the joinery. A further quotation has been received into install the floor springs. We are awaiting a quotation to hang the doors and glaze the glass in the doors.

Mr. Barick has queried about “kick plates” which will be investigated.

### Lobby Interior Designer

The tiles that decorate the walls of the lobby are mis-matched with the terrazzo. The chairman put a motion to the trustees to investigate what it would cost to have an interior designer propose changes to the lobby so that the theme is consistent and that the lobby is restored back to its Art Deco splendour.

All trustees voted in favour of this.

### Lobby – Next Phase

The chairman had queried world of decorative concrete to determine what was behind the tiles when they were on site completing the floor. However they have not responded. This will still be investigated.

Mr. Barick has stated there are items in the lobby that belong to him. No agreement has been produced, however the trustees are willing to act in good faith and return the items to him if they are not a suitable fit for the lobby in the future.

Fay has also pointed out that a gargoyle on the wall in the atrium belongs to her.

### Garden

Pauline has been attending to the atrium and the garden along Beach and London roads. She is restoring the look of the atrium to what it was according to Pierre where the plants were against the wall closest to Marias Road.

### Body Corporate Refuse

The Body Corporate shared the cost of 2 skips with Mel as he has been renovating the bathroom on the 6’th floor. All excess junk (broken pots, rusted ornaments etc.) that had accumulated in common property areas has been disposed of.

### Portico lights

The waterproofing to the overhang has been completed. This came out of the waterproofing budget as water was leaking into the lights and causing the buildings main power to trip. We have had electricians to fix the wiring to the portico lights and they are now working without electrical trips to the buildings.

### Electrical Wiring and Trips

There are 3 known electrical issues in the building:

* Switch at the main board for the 5’th floor is off as that circuit has been replaced with new cabling.
* The atrium light circuit for floors 2-5 keep tripping regularly (once a week)
* Trips at the sub board in the elevator room and the switch at the mains for the sub board. Resetting the switch has caused the buildings mains to tripping

We have had electricians remove more of the old wiring but these issues persist. Mel has requested Mark to assist in diagnosing this issue. It was mentioned that new breakers might be able to address the issue as well as having the electrician do some more involved fault tracing.

### Parking Area Gate

During strong winds the poles that support both parking gates broke off at ground level. These have both been replaced. It was discovered that the gate motor was incorrectly placed and the gear was not meshing properly with one of them. Also the tracks had rusted causing the gate to derail. These problems have all been addressed and the tracks have also been replaced.

### 305, 405, 505 water ingress

A quote to address the problems being experienced has been presented. This involves rope access work to address spalling issues. Subsequently more issues have been discovered lower down (105) but not in 205. This work will wait for drier months where the possibility of damage to owners units are minimised as the windows would need to be removed whilst lintels are replaced.

### Flange Outlets

These have been fixed and the water ingress into the front of 503, 504 and 403 successfully addressed.

### Gutter rework

The gutter outside the front parapet has been replaced with a suitably sized one. Mr Barick has reported that this has been a successful exercise.

### 504 Water Ingress

Contractors were supposed to be on site on 2020-09-03 which did not transpire due to imminent rain. The following day they were not onsite again. They were only at Knightsbridge today (2020-09-07) They are inspecting the front of the building at present and will address both spalling at the back of 504 and window seals of 403.

### Insurance – Fire Extinguishers

We received mail from the insurers that additional fire extinguishers would be required in order for the building to be compliant. Mel responded back to the insurers requesting a reasonable explanation as Knightsbridge would not have been compliant for a number of years if this was the case. The law has not changes either. Ultimately nothing was required from our side and the building had the reservation removed from our insurance policy.

## 304 Water ingress

The trustees will have Grubb plumbing assess the pipe that connects from 404 to the buildings down pipe to see if this is causing the water ingress into 304.

## Lift Doors

We have had all the hinges on the lift doors replaced and the doors hung properly. Door closers have been adjusted so that they do not slam.

## Lift Re-Instatement

A general discussion was had about re-instating the non functional lift and if it was indeed legal to only have one working lift. Mr. Barick also asked if the lift formed part of the 10 Year Maintenance Plan. Mr Rabie stated that he did not think so but would check and get back to Mr. Barick. It was also agreed that this would be investigated and a estimate presented to owners to get the second lift back into service. Having only one lift especially if it breaks down for a number of days is problematic for obvious reasons.

## Non-Operational Second Lift

Late last week the lift was not responding. OTIS were on site on Thursday and it appears a component on the circuit board has failed. A replacement board has been ordered.

## OTIS Contractors

We have had further instances where the Knightsbridge has been billed by OTIS, however the log book at reception and the maintenance log show they have not been onsite. Otis have not clarified this yet and payment has been held back for the months in question.

Mel has requested a copy of the contract. OTIS have further explained they do not maintain the wooden door, only the inner metal door (this relates to the slamming of doors).

## Common Property Light Fittings

All common property light fittings in the atrium and walkways at the side of the building, (for all 6 floors) have been replaced. Fay, Pierre, Stephen and Michael all confirm it’s a vast improvement.

## Roof – Phase 2

We are in the process of attaining quotes for the outstanding sections of the roof. Work will commence when a vendor has been selected. Mark has suggested looking at an EPDM (synthetic rubber) instead of bitumen and torch on as it has a 25 year lifespan.

## Solar Electricity Generation Proposal

Mark and Pauline have put a proposal to utilize the roof of Knightsbridge Mansions. There are 2 options, outright funding by the body corporate to install and utilize the electricity generated for common areas and owners or lease the sections on the roof to Pauline and Mark’s company.

From the area available on the roof there is capacity for 40KW’s of electricity generation.

Mel would like to discuss this further with Mark and Pauline.

## CCTV System

Pauline has taken over from Philip to complete the CCTV system upgrade. She has spoken with iconic and the original quote is still valid. She has met with representatives from iconic. The installation started last week Thursday.

Monies Raised in the previous financial year for this upgrade were R84K for the CCTV and Intercom System.

As the NVR is internet enabled Philip has offered to share his internet connection with the BC for a 50% reimbursement, saving the body corporate R4.8K/pa. as opposed to having a dedicated line installed for the Body corporate.

## Financial Reports

Not enough time to review

## Insurance

We have a quote from Santam which will yield a R7,730.00 monthly saving on the insurance. Mirfin will also to conduct a property evaluation in the next few weeks. Mr. Barick asked about “excess” payments and if they would remain the same. The notification with terms would be sent to him for review.

# Legal – 503

Lawyers are presently dealing with the issues concerning the garage and the jaccuzzi.

## Interest on levies

The chairman has proposed that we do not charge interest on outstanding levies for those owners that were not in arrears prior to lock down that request financial assistance in writing.

Trustees have voted and agree to cancel interest on outstanding levies if asked for.

# Matters arising

* 203 – Blocked draining causing balcony to fill with water as the result of an open tap on 503 balcony. Grubbs to inspect all the drains.
* 404 – Fay has complained that there is water leaking on her balcony roof. Grubbs plumbing inspected 404 last week Friday
* 302 – Contractor there had made changes to the plumbing causing water to discharge from the umbrella pipe from the “7’th” floor of the building for 5 days. Managed to identify on Wednesday with Grubbs and inform the contractor.
* Items have been left in the car port with no approval from the trustees. Mr. Barick stated the items were his and they are in the process of being removed.

Meeting concluded at 20:00