**Knightsbridge Mansions Body Corporate**

**Minutes of the Trustee Meeting held on Wednesday 29 September 2021 at 18:00pm**

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1. **Opening and welcoming**

Mel Rabie welcomes all persons present at the meeting and requests for the meeting to proceed.

1. **Determination on a quorum**

Mel Rabie, Philip Landorous, Pierre Samrock, Bibi Zoutenberg

Quorum is present and the meeting is duly constituted.

1. **Matters to be discussed regarding maintenance and repairs**

**3.1 Repairs to the \*05 Stack**

Of the comparative quotes report received from Tim Hartle:-

JVN - to request JVN to review their quote to take out redecorating

(Mel to arrange)

Ro-paint - quote received

All roofing has been replaced by JVN. The balance has been done by the now defunc Blackland in 2019. All areas of the roof have been replaced exception for the tandum garage owned by Mr Barick.

Ferne to request Tim Hartle to revise the 10 year maintenance plan on a yearly basis plan going forward.

3.2 Repainting Quotes - Still a lack of funds and therefore the quotes will need to be placed on hold until the budget is updated to reflect as 10% increase in reserve

3.3 Move bank account - close bank account and put back into the reserve.

3.4 OTIS maintenance contract - carried over

3.5 Legal agreement with 101 pertaining to internet access – Will be discussed on email with unit 101.

3.6 Final roof snag list - as per the comparison

3.7 Replacement door to plumbing in storeroom area - carried over

**4. Date and time of AGM**

Date will be formally arranged after the budget and 10 year maintenance plan is revised to accommodate the 10% increase as from the 1st of November.

**5. MeetingPal app for voting information**

The voting app will be used in regards to the AGM as well as Zoom. All information as to how to use the app will be supplied to owners on how to use.

**6. Closure**

As the meeting was a very short meeting to discuss the finalization of the budget and quotes, the meeting was formally closed and the members present were thanked for their attendance.