



# Mutual Heights

## News from your Trustees

Edition 36: 23 May 2016

*Dear Fellow Owner,*

A range of issues follow that you need to know about. Do please let us have any comments arising.

### **'Winter Solstice Party' to follow the AGM**

Please note that the **AGM will be held at 18h00 on 23<sup>rd</sup> June**, and it will be followed by the 'Christmas Party', now to be known as the 'Winter Solstice Party'. We will be inviting owners *and residents* to attend the party.

### **We have a dedicated Building Manager**

I am delighted to advise you that **Colin Larkan** has been appointed Building Manager; whereas other Property Exponents staff are working on a number of buildings, Colin is dedicated to the operational needs of Mutual Heights and he is your first point of contact for all operational matters:

[colin@propertyexponents.co.za](mailto:colin@propertyexponents.co.za)

### **We now have a maintenance management system for the building**

Colin and I have been working on a system that will assist in the management of the many tasks that have to be dealt with. While it is experimental (and it may therefore change!) it works at two levels:

- Colin has a detailed facility in his office to manage data about maintenance tasks generally.
- At the same time, there are summary listings of the work in hand at <http://mutualheights.info>:

Mutual Heights - life above the city

mutualheights.info/info/ViewItemsByDate.php

### Mutual Heights Maintenance Dashboard

Choose a report from the options below

By category | By category, already resolved | By category, not yet resolved | By urgency | By contractor | By date added | Top

**By Date: There are currently 175 assignments as follows:**

Date added	Item	Category	Importance	Location	Contractor
20 May 2016	Banking Hall Entrance Doors	Lobbies	High	Main nEntrance	JC Maintenance
20 May 2016	Fans to Roof	Fans	High	Roof	Spoormaker (Mechanical Engineers)
20 May 2016	Health and Safety	Other	High	Building	PRASC

At the time of writing there are 137 maintenance tasks in hand, involving 175 assignments (to contractors or others). Please use the web access if you wish to be informed. **You can even submit your own suggestions concerning work that needs to be done – please check it out!**

### **Website/fibre data service**

The survey has been analysed and there is a clear general wish to improve our internet access and to extend the functionality of the web site even if at a cost. We are working on this, and the maintenance information (above) is one outcome. We will discuss this in more detail at the AGM.

## Other matters

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### ***Security and building 'lock-down'***

As you may know, there was an incident during which a *fracas* in the Atrium caused many of us to step out to see what was happening, and those involved ended up (I am told) shouting and screaming in the street outside. There is concern that should a serious incident arise that requires someone to be apprehended (for whatever reason) there needs to be a procedure that 'locks down' the building so that miscreants cannot get out. None of your trustees have knowingly been in a building with such a procedure, and our initial discussions concluded that the effort and cost involved would not be justified. In the first ten years of residential use of the building there have been few, if any, incidents involving serious crime (and fewer than four or five incidents of a more minor nature).

Trustees need any input that owners or residents may have that would help us reverse our decision to take no action at this point in time. **Please talk to us, especially if you have experience of 'lock-down'.**

### ***Noise/door slamming***

As I mentioned last time, there is too much avoidable noise from slamming doors – that includes OUR entrance doors as well as the corridor doors! Doors do not have to be slammed, and in the quiet hours we must be VERY careful not to disturb those who are sleeping. In response to concerns we have investigated the possibility of fitting door closures/controls that would prevent slamming of all doors but the cost would be significant and we have decided that we will not pursue that idea. However, **persistent offenders will be fined** for avoidable noise, so please take care.

### ***Environment***

Water restrictions continue, and you are urged to do what you can to reduce your usage of water. Also, to use the recycling facilities in the ground floor level of the garage.

### ***Large vehicles***

There have been instances where over-sized vehicles have been parked in the rather small spaces in the garage, and you are asked to note that any vehicle that is parked downstairs **must not extend over the white lines that delineate our parking spaces**. If you are renting out, please make that clear to your tenants; if you have an oversized car of your own, please consider parking it somewhere else or buying a smaller car next time round.

### ***Audit access cards***

We are concerned that after 10 years there may be many white access cards in circulation that have been let 'out into the wild', without the management office being advised so that they can be disabled. You are hereby warned that there will soon be a window of opportunity during which **ALL CARDS that are in use will have to be presented for validation**. Beyond the window, any that are not validated will be disabled permanently. More details at the AGM.

With warm regards,  
on behalf of the Trustees,



Andy Bytheway,  
Chairman of the Trustees, Mutual Heights, Cape Town.

[info@mutualheights.net](mailto:info@mutualheights.net)

<http://www.mutualheights.net>

Check out "Mutual Building" on Wikipedia:

[http://en.wikipedia.org/wiki/Mutual\\_Building](http://en.wikipedia.org/wiki/Mutual_Building)