

Sinclair Estate 2017 AGM
21st March 2017, 19:00 - 21:00
Meeting Minutes

1. Introductions

Rosina Weightman introduced herself as Chair of the Sinclair Estate Resident Committee.

Other representatives present from the committee included Gill Hansen, Pamela Gidney, Alan Eccles, Basil Morrison and Niall Scott.

Apologies were noted from Jean-Baptiste Richon and Mercedes Gordon-Regis.

2. Committee Report

RW noted the Sinclair Estate 2016-17 Committee Report had been included as part of AGM documents sent to all owners.

RW noted that it had been a challenging year with multiple Customer Relationship Manager (CRM) changes at DCPM alongside internal changes following the take-over by Wheatley Group. As a result, progress had been slower than desired on taking forward some matters. RW also advised that DCPM had been invited, but declined to submit a proposal for the re-tender of the Factoring contract.

Key points arising in discussion of the Committee report included:

- **Asbestos Surveys** - the committee reported that the surveys are now complete and all 29 reports sent by DCPM to the committee. No asbestos was found in any stairwell. It was noted that the surveys were a 'Management Survey' and a higher level of survey may be required for specific work in the future. It was requested that the reports are made available to owners and NS agreed to upload the reports to the development website.
- **Seagulls** - it was noted that DCPM had e-mailed owners on 20th March advising the seagull work previously discussed and communicated to owners earlier in the year had commenced. The work will continue during the breeding season and the contract with NBC will be taken over by the new Factor.
- **Fountains** - it was noted that the fountain issue remains unresolved, but it was hoped this would be addressed in the event that a new Factor is appointed.
- **Development Debt** - it was clarified that the development debt is a shared liability of all owners, with the exception of some items such as amounts under dispute and in court. It was clarified that in the event a new Factor is appointed each owner should liaise with DCPM directly about their account and termination of the direct debit. The committee and the new Factor can advise on when the new contract will begin, but are not in a

position to comment and advise on the status of individual account arrangements with DCPM.

It was noted that DCPM had declined the invite to attend the AGM as per their Written Statement of Services. DCPM had also not provided the committee with their report for 2016-17. It was also commented that the committee report was the first information received by owners of a further change in CRM following the departure of James Worthington after he took up another role within Dunedin Canmore in December.

3. Factor

Charles White Ltd were represented by David Hutton who provided a short presentation focusing on who we are (4 strong team would manage Sinclair); what we represent in terms of company vision and aims and what we can deliver (supported by before and after gardening changes at other developments). DH responded to questions from the floor concerning the complaints procedure, current development portfolio and management of the costs to an annual budget.

Myreside Management Ltd were represented by Peter Goddard, Peter Bertaut and Keith Hunter (all Directors of Myreside Management). PG/PB addressed owners outlining the history to the business, key principles of the company shaped around charging no commission for buildings insurance policies and handling all claims with the insurer directly. The use of Myreside Management Ltd's in-house cleaning and gardening teams was also highlighted and the benefits this provided through regular on-site presence. It was also noted that Myreside operate a profit sharing business model. PG/PB/KH responded to questions from the floor about the role of KH and insurance policy.

The presentations were followed by a short discussion between owners and vote. The outcome of the vote was as follows:

	Proxy	In-person	Total
Charles White Ltd	5		5
Myreside Management Ltd	12	27	39

Myreside Management Ltd were duly appointed as the new Factor for the development.

The following actions were discussed:

- RW and GH to contact Myreside Management and Charles White respectively to notify them of the outcome of the vote. Myreside Management to also be asked to trigger handover arrangements with DCPM and advise of the timescale in due course.
- RW to contact DCPM to advise of the outcome of the vote and that Myreside Management would be in touch to discuss handover arrangements and timeframe. It was noted that the Terms and Conditions state the requirement for a three month notice

period, but based on previous discussions it was not expected the development would be held to this timeframe and the contract with DCPM terminated sooner.

4. 2017-18 Sinclair Estate Resident Committee

The following owners volunteered to join the committee:

Jane Buxton (Sinclair Close)
Jerry Davin
Alan Eccles (Sinclair Place)
Ruth Evans
Pamela Gidney (Sinclair Place)
Basil Morrison (sinclair Place)
Alex Schooling
Jean Baptiste Richon (Townhouses)
Niall Scott (Sinclair Gardens)
Rosina Weightman (Townhouses)

RW to arrange a committee meeting for April/May. Specific committee roles will be discussed at the first meeting of the new committee.

5. AOB

There was no other business.