

Sinclair Committee & Myreside Meeting

12th July 2017, 8pm Gorgie Church Hall

Attendees

Sinclair Committee:

Jane Buxton

Jerry Davin

Ruth Evans

Pamela Gidney

Basil Morrison

Alex Schooling

Niall Scott

Rosina Weightman

Myreside:

Peter Bertaut

Keith Hunter

1. Maintenance Update

Key points arising in the maintenance update provided by Myreside Management and associated follow up actions are as follows:

a) Fountains

- PB reported that all the fountains were drained in May with minor pointing repairs also undertaken. On re-filling the fountains, it became apparent that further work was required to address the loss of water.
- It was confirmed that four of the five fountains required their pump to be replaced. A fifth pump has also been purchased in the event of a future break-down.
- The additional work to address leaks involved £1,800 (inc. VAT). This is in addition to the £1,775 as per the scope of work provided as part of Myreside's tender submission in February to restore the fountains to working order. The total cost for work to date is therefore £3,775 (inc. VAT).
- Underground electric connections are still an issue and resulting in the pumps shorting. Myreside will change all connections to a fully sealed unit and fill this with a specially designed compound to prevent moisture penetration. This will cost £100/fountain, which will be absorbed by Myreside as a goodwill gesture. This work will be completed over the coming week and all fountains operational again by 21st July. **Action – PB (21/7/17)**

b) Seagulls

- PB advised that bird of prey activity was a requirement to demonstrate that 'all methods had been exhausted' prior to nest removal. The committee noted that was contrary to previous information at the time the quotes were provided by contractors with the bird of prey and nest removal undertaken to maximise the effort/chances of success rather than it being a requirement. PB was asked to confirm with NBC that the use of bird of prey is mandatory of any service. **Action – PB (18/8/17)**
- PB circulated samples of the reports received from NBC regarding their work since March 2017 and agreed to share a full set of the reports via e-mail. **Action – PB (19/7/17)**
[Post-meeting update: PB confirmed by email on 13th July that it is mandatory that all other options of bird deterrents are exhausted prior to nest removal (including use of birds of prey)].
- PB was asked by the committee to obtain quotes for seagull management services in 2018. There was also a discussion about the installation of spikes to deter gulls from perching on the roof ridges as well as the flat roof areas which are attractive nesting sites. **Action – PB (18/8/17)** *[Post-meeting update: After following up with a contractor, PB advised that the*

best time for getting quotes in etc would be around January, which he advised will leave plenty of time for approaching companies and spikes can be discussed at this time].

c) Gardens

- It was noted that grass growth has been high over the past fortnight. PB advised the next cut would take place the following day (13/7/17). [*Post-meeting note: the statement of service notes a cut and edge lawn at a minimum frequency of a fortnight during the growing season (March to November). A response a query during the tender process regarding the frequency of the gardening service noted also a minimum of every two weeks in the growing season and during severe growing periods more frequent reactive cutting as required*].
- PB confirmed the cleaning team is responsible for undertaking ground litter collection duties across the development. It was reported by members of the committee this is not happening with accumulation of litter and cigarette ends across the development. PB undertook to instruct a development wide litter clear on 13th July. **Action – PB (13/7/17)**
- It was noted by members of the committee that the soil also needs work and there is no point simply re-planting areas. In response to a question, PB clarified that cultivation of soil in the gardening specification involved ‘turning over the soil’ and did not extend to nourishment by the addition of new soil or similar. Myrside to obtain quotes for 10 tonnes of compost which they advise to be the minimum required. **Action - PB (18/8/17)**
- Rosina to meet with PB and Myrside Head Gardener about the landscape/planting works going forward and with a view to re-starting 6 weekly committee/factor garden walk rounds which had occurred in the past. **Action – PB/RW (21/7/17)**

2. Maintenance Plan

There was discussion regarding the maintenance plan circulated by PB on 12th July. Key items and actions as follows:

- **General**
 - A plan in excel format would be more helpful to work with when it is a ‘live’ document. **Action – PB (31/7/17)**
 - All items, including gardening etc to be added. **Action – PB (31/7/17)**
 - Indicative costs should be added as far as possible with the use of ranges [*Post-meeting note: at the tender meeting on 3rd February a costed maintenance plan was promised within one month of the Factoring contract commencing*].
 - Timescales to be added.
 - PB confirmed with the committee that condition reports to identify maintenance needs would involve no charge for owners.
- **Stewart Terrace boundary wall**
 - Status should be changed to ‘High’.
 - Ownership of wall to be confirmed with the Registers of Scotland. **Action – PB (31/7/17)**
 - Structural integrity of wall to be assessed. PB confirmed there would be no charge for this work. **Action – PB (31/7/17)**
 - The next course of action will be determined once answers to the ownership and structural status of the wall have been obtained.
- **Roof**
 - Failing pointing on ridges and failing gutters with vegetation in areas reported by Myrside. Drone survey to be arranged. PB indicated the cost would be in the hundreds and not thousands as incurred previously in 2014. PB to return to committee with a quote and survey specification. **Action – PB (21/7/17)** [*Post-meeting update: PB advised that the company previously used by Myrside are no longer permitted to carry out drone surveys. Another contractor used regularly by Myrside have quoted £2600 + VAT to carry out a full roof survey and to provide a*

scope of for required works. This includes the hire of a cherry picker in order to access the roofs to establish what is required.)

- **Fountain Lights**
 - It was noted that approximately £500 had been spent per fountain on new lighting within the past two years.
 - It was agreed by the committee members present that any proposal to look again at the lighting operation should be parked to 2018, with the focus and spend this year prioritised on returning the fountains to working order as a water feature.
 - Status of this items should be downgraded accordingly from 'High'.
- **Bin Store Signs**
 - There was agreement by the committee members present that putting a sign on every single bin shed door was excessive.
 - PB undertook to obtain a quote for one sign at each bin shed. This should reduce the cost substantially with the previous quote of approximately £350 for around 30 signs with only nine required for the revised approach. **Action – PB (31/7/17)** [*Post-meeting update: PB advised that the cost to place one sign at each bin store would be £128 + VAT*]
- **Block – 3 Carpet:**
 - Item not a development wide matter and should be removed. **Action – PB**

3. Dumping

- The ongoing problem of dumping across the development was raised by committee members.
- PB advised that a skip would be on-site on 13th July. It was requested by the committee that a full development wide uplift was undertaken and this extended to include all bin stores with items are also dumped internally which block access to the bins resulting in them not being emptied. PB confirmed this would be done. **Action – PB (13/7/17)**

4. Financials

- PB advised that 9% of accounts have not yet paid the £250 float and active follow up is taking place with owners as per Myreside's debt collection process.
- It was confirmed by PB that payment via monthly direct debit is an option and this will be added to the Newsletter to be sent to all owners alongside the first invoice. £50/month will be suggested at this point and owners contacted if costs are significantly more/less. **Action – PB (31/8/17)**
- The first invoice will be for the four month period between May and August. This invoice will be approximately £100/townhouse and £165/flat (inc. buildings insurance). The invoicing will then revert to quarterly from September.

5. Next Meeting

- The next meeting between the committee and Myreside was arranged for Tuesday 29th August, 7.30 to 9pm. The committee will meet beforehand from 7 to 7.30pm.
- Gorgie Church Hall will be booked for the meeting. **Action – BM (1/8/17)**

6. AOB

- **Electricity apportionment**
 - The proposed split (from discussion with DCPM in spring/summer 2016) shared with Myreside was considered reasonable (10% costs split by 306 properties and 90% by 292 properties) to reach a position of external lighting and fountain electricity supply being apportioned fairly across all properties rather than those in the nine stairwells where the power supply is located. This revised apportionment will be implemented

once the electricity account is transferred to Myreside (PB cautioned this may take several months). The supplier will also change under Myreside to Scottish Gas.

- Myreside were also reminded nine meters were being disputed by Scottish Power for transfer to SSE by DCPM with details in the same e-mail sent on 28th May regarding the apportionment of the electricity.
- **Stair Cleaning**
 - It was noted that the stair cleaning has changed from the position of a fortnightly clean between 1st October to 31st March inclusive and fortnightly clean between 1st April to 30th September inclusive. It was noted a six monthly weekly clean and six monthly fortnightly clean was discussed with Myreside during the re-tender process and a quote provided. *[Post-meeting note: the following was quoted - Current Sinclair schedule - £11,700 (6 months weekly) and £6700 (6 months Fortnightly) quote received from Peter Goddard on 16th February and included in the tender documents circulated to owners].*
 - There was discussion this matter had been talked about at the last meeting on 24th April and continuation of a weekly clean agreed. *[Post-meeting note: there is no record of this in the minutes of the last meeting].*
 - PB advised he needed to discuss any change and fee with Peter Goddard. PG agreed to provide PB with a note of the figures provided during the tender process. **Action – PG (21/7/17)**
- **Bike Sheds**
 - PB noted that they Myreside is not in possession of all bike store keys - currently have two to three keys.
 - Over time, while not ideal, the matter will be addressed through owners borrowing a key from a neighbour for Myreside to copy where they are not in ownership of the required shed key.
 - Committee members with a bike shed key were asked to bring this to the next meeting to check if any are ones which Myreside are still missing. **Action - Committee (29/8/17)** *[Post-meeting note: PB clarified Myreside have ordered bike shed keys from Excess Locksmiths and will undertake to understand the keys system].*
 - It was also noted that the intention to allocate keys to bike sheds on a block basis to help manage access following a run of thefts had not been carried out by the previous Factor.

Communication

- It was raised by the committee that not all e-mails (sent in a committee and personal capacity) are receiving a response acknowledgement. KH undertook to check the auto-reply function of the office e-mail address. **Action – KH (21/7/14)**
- PB confirmed that all committee related e-mails should be directed to his personal address and the office e-mail address cc'd which is managed by KH.
- PB advised he was content to receive e-mails from different committee members.
- It was noted that committee 'internal' e-mails to discuss information received etc should not include Myreside to avoid unnecessary e-mail traffic as well as any resulting confusion for Myreside on decisions from mixed committee exchanges.
- It was noted by the committee that the recent notice issued by Myreside regarding the 1 – 6SP fountain damage had a particularly strong tone of wording and not necessarily the most appropriate approach to engage with owners.

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