

Sinclair Committee & Myreside Meeting

29th August 2017, 7.00pm – 9.00pm

	Attended	Apologies
Sinclair Committee	Basil Morrison (Chair) Ruth Evans Pamela Gidney Alex Schooling Rosina Weightman Jerry Davin (Scribe) Alan Eccles	Niall Scott
Myreside	Peter Bertaut Peter Goddard	

AGENDA

The meeting on the 29th August had the following agenda:

- 1) Updates following meeting on the 12th July
 - a) Estate Maintenance
 - b) Boundary Wall between Stewart Terrace and the Sinclair Estate
 - c) Billing
 - d) Sinclair Estate Gardens
- 2) Apportionment stipulated in deeds
- 3) Rubbish/ tidying /cleaning
- 4) Communication approach

MINUTES

1. Committee

- i. Jane Buxton has stood down from the committee. The committee thanks Jane for her contribution to the committee
- ii. Next meeting to be held on the 28th November at 7pm
- iii. Basil to chair the meetings on the 29th August and the 28th November thereafter chair will rotate for two consecutive quarters; new chair nominated at second term meeting
- iv. Basil to co-ordinate communication between Myreside and the Sinclair Committee during his tenure as chairperson.
- v. Jerry to act as scribe during the meeting on the 29th August
- vi. Alex to act as scribe during the meeting on the 28th November

2. Updates following 12th July

i. Fountains

- (1) All fountains are now repaired
- (2) Algae - Myreside has noted algae build up in the Fountains. Myreside to monitor and report to the committee in the spring/summer. Action to be taken based on findings.
- (3) Alan noted that only 3 fountains are working at night. Peter B believes this is an issue with the timers
ACTION: Peter to arrange for timers to be adjusted to ensure that all fountains operate at the same time.
- (4) The locks were replaced on the five cupboards that house the timers and electric meters for the fountains. Myreside hold the keys to the cupboards and arrange access with Scottish Power when required.
- (5) Gardeners are topping up the fountains at regular intervals to ensure that the water levels are maintained.

ii. Seagulls

- (1) NBC carried out work to remove eggs and nests and flew hawk/falcon as a deterrent
- (2) **ACTION:** Peter B to confirm what action needs to be taken next year. PB to report at November meeting.

iii. Gardens

- (1) Planting is required in some areas where the shrubs were trampled on as residents create access shortcuts. Rosina advised that she may be able to source planting from her allotment.
ACTION: Myreside to prepare costs for obtaining and planting pyracantha and email the committee by end of w/c 28th August. Basil to co-ordinate a response.
- (2) The conifers on the estate require topping and shaping.
ACTION: Myreside to prepare costs and provide to the committee by end of w/c28th August
- (3) Rosina and Peter G recently carried out a garden inspection. The inspection identified areas in need of improvement. Action plan required to resolve issues/improve the gardens.
ACTION: Rosina to meet with gardener (and PB) to prioritise and agree the areas for improvement.
ACTION: Myreside to present phased garden improvement plan at the November committee meeting

iv. Maintenance Plan

- (1) Wall bordering Stewart Terrace and Sinclair Estate
 - (a) Myreside followed up with Council to advise of the issue and the need for a repair.
 - (b) Building contractor engaged by Myreside advised that the wall does not present an imminent risk of injury or damage to property.
 - (c) Cost for 9 x bin store signs is £128 +VAT.

DECISION & ACTION: Decision to proceed. Myreside to supply and fit bin store signs.

- (d) The fountain lights are short-circuiting due to a design flaw. The extent of the issue is unknown at present.

ACTION: Myreside to monitor the situation and add to the maintenance plan if action is required.

- (e) Winter garden maintenance will commence from October. When cutting-back, committee requested extra space is created around the railing areas, in case painting of the railings is undertaken soon as part of winter maintenance plan.

ACTION: Myreside to arrange for the vegetation near the railings to be cut well back in case this maintenance work is planned.

- (f) Myreside costed the roof survey this is £2,600 + VAT.

ACTION: Roof survey to be tabled for discussion at the February meeting with a view to deciding to proceed/ not to proceed with the survey.

3. Dumping and Littering

- i. Dumping and littering remains an issue on the estate. The following actions were discussed and agreed:

ACTION: The bin store opposite number 34 to be cleared out (it had been missed).

ACTION: Myreside to identify block entrances where there is a significant accumulation of cigarette butts. Myreside to clear the areas of cigarette butts.

ACTION: Where there is a significant accumulation of cigarette butts at the entrance to a block, Myreside put up a notice in the block which will politely ask residents:

- not to smoke near entrances
- refrain from littering the estate with cigarette butts.

ACTION: When the hedges are cut back during the autumn, Myreside to remove any litter that has accumulated behind the hedges.

ACTION: Myreside to include an item in the newsletter advising residents that dog fouling is causing issues in the gardens. The item will politely ask residents to:

- clear up if their dog fouls on the estate
- prevent their dogs from urinating on the grass as this causes damages the grass and causes discolouration
- remain vigilant and ask others to clear up after their dogs where they observe them failing to do so.

4. Cycle Sheds and Cycles

- i. Myreside advised that they now have master keys for each bike shed

- ii. Recent Thefts/ Attempted Thefts

ACTION: Myreside to include an item in the newsletter advising residents of recent attempted thefts. Residents to be reminded to secure their bikes adequately.

- iii. Cull of old or dis-used cycles from the bike sheds

DECISION & ACTION: Decision made by committee to start the cycle cull. Myreside plan to start the cull in September. Newsletters to be issued to residents with tags.

ACTION: Myreside to report on progress at the next committee meeting.

- iv. Bikes Attached to Railings

DECISION: Once the Cycle cull is complete Myreside to start putting notices on bikes attached to railings. Any bikes that are not removed from railings will be removed by Myreside.

5. Finance and Invoicing

- i. Less than 9% of monies owed is outstanding at present
- ii. Electricity accounts held with Scottish Power not handed over by DCPM. Unlikely that the electricity apportionment will be included in the subsequent invoice issued by Myreside.
- iii. Billing
 - a) First invoice (four month period) to be issued by Myreside during w/c 4th September. Approximate charges are £165 for Flats and £100 for townhouses.
ACTION: Myreside to send out draft of the bill to committee for approval on 31st August
ACTION: Committee to review draft bill and provide feedback to Basil by close of business on Tuesday 5th September. Basil will then provide feedback to Myreside on behalf of the committee.

6. Deeds

- i. Deeds provided by Alan Eccles reviewed by Myreside. Deeds provided were for an apartment. Deeds for Townhouses to be reviewed.
ACTION: Rosina to source a copy of the deeds for the townhouses.
ACTION: Rosina to have a follow up conversation with Myreside once they have reviewed the deeds.
ACTION: Peter B to clarify if Myreside's insurance quote at the time of tender included insurance for townhouses.
ACTION: Myreside and Rosina to report findings to committee at the meeting in November. Potential insurance implications may need to be communicated sooner, Rosina to lead.

7. Additional Items

- i. Minutes
ACTION: Agreed minutes to be uploaded onto the website, including July's. Alex to speak with Niall to understand the upload process and ideally include a reference to Landlord Registry for individual complaints against tenants.
ACTION: Myreside to put a copy of the agreed minutes on the noticeboard in each block
- ii. Complaints
Myreside advised that several residents have complained about bi monthly cleaning.
DECISION AND ACTION: Myreside to continue with bi-monthly cleaning until first week of October. Weekly cleaning to be undertaken during the winter period. Bi-Monthly cleaning should resume in March. However, committee to re-evaluate the decision based on feedback from residents at February meeting.
ACTION: Myreside to provide a report of complaints received from residents on a quarterly basis. Committee to review and take appropriate action.
- iii. Communication Approach
It was agreed one person would facilitate communication between Myreside and the committee. This will be the respective Chair, currently Basil for two quarterly terms.
- iv. Next Meeting
Next Meeting will be held on November 28th

