

Sinclair Committee & Myreside Meeting

28th November 2017, 7.00 – 9.00pm

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

Basil thanked Jerry for completing and issuing the last meeting minutes from the 29th August 2017.

AGENDA

The Chair issued the following agenda in advance of the meeting on the 28th November:

- 1) Committee matters (communication, website, next meeting)
- 2) Updates on action points following meeting on 29th August
 - a) Fountains Maintenance
 - b) Gardens Maintenance
 - c) Insurance proposal
 - d) Invoicing
- 3) AOB

1. COMMITTEE MATTERS

Communication:

The committee agreed that one point of contact for communicating with Myreside is working well for any committee matters and for the period November to February this will continue to be Basil in his role as Chair.

The rest of the committee is to refrain from contacting Myreside directly as individuals (unless on resident/individual owner business) but to continue to circulate views between committee members and points for collation by the Char into a response to Myreside using the email address:

Committee@lists.sinclairresidents.org.uk

The acting Chair will continue to copy the committee e-mail address into all correspondence with Myreside. Similarly, Myreside to be asked to continue to ensure they copy in the same committee address when responding or writing out to the Chair as, this, likewise is working well.

Sinclair Residents Website/Communication:

Niall emailed ahead of the meeting to confirm he is working on the website and forum portal, and will be in contact again soon with an invitation for committee members to sign up in the first instance prior to wider roll out to residents.

We discussed what more we can do as a committee to ensure the resident website is kept up to date and so this doesn't lie solely with Niall.

ACTION Committee: Niall to be asked to send an extract of the current website text in a Word doc to the committee and for one or two of us to update (Alex and Pamela happy to volunteer to undertake the update of the text and liaise with Niall on this).

ACTION Committee: Niall to let us know about signing up to a portal and confirm when the forum board is ready. Can Niall also confirm whether the Residents email is still live as it has been very quiet in recent months.

ACTION Committee: Minutes of all committee meetings in 2017 should be uploaded to the resident website. Alex to liaise with Niall to update the website with this information.

Next Meeting: Tuesday 27th February from 7-9pm, Gorgie Parish Church was agreed, subject to Myreside confirming their availability to attend.

ACTION Committee: Basil to book the church hall for the February meeting. Alex will take role of Chair for February and May meetings (6 month period).

Committee agreed that the AGM will take place at the end of May 2018 which will also tie in with one year since Myreside took over the factoring contract.

Peter Goddard and Peter Bertaut joined the meeting at this point.

2. UPDATES FROM PREVIOUS MEETING ON 28TH AUGUST 2017

Fountains:

Timers have now been adjusted (action from last time).

Myreside recommended that for winter maintenance covers/tents are placed over the fountains (once the fountains are fully drained) should be placed over the fountains to prevent damage from freezing water (rain has been getting into the fountains during previous winters and causing cracks) at a cost of ~£60 per cover.

Rosina expressed concern that from her conversations with three fountain experts when trying to assist the tender process under DCMP, there were a variety of views expressed including that it is better to over winter with water surrounding the pump and although the water might freeze over the top the pump would be protected by the water. It was her opinion also that the covers may attract attention from vandals in the area.

Peter B raised concerns about next spring and the operation of the pumps. Alan agreed that we need to focus on protection based on experience of cracked fountains. Following discussion, the committee agreed to pilot covers on two of the fountains this winter and to assess the situation in spring, to inform next winter's action.

ACTION Myreside: To purchase and assign two covers to fountains as a pilot for this winter – one at Sinclair Close and one for the fountain in the quadrant at blocks 1 to 6SP.

Jean-Baptiste also raised by e-mail that he has observed there is paint peeling on (at least?) one fountain already, which shouldn't happen with the right type of paint being used this soon after the re-painting and maintenance work undertaken by Myreside in late spring/early summer this year. ACTION Myreside: have offered to repaint the affected fountain(s) at no charge following an inspection.

Seagulls:

To comply with regulations re bird protection, Peter B advised that flying hawks must still be used as part of the pest control process, which increases the costs of this necessary practice.

It was noted that the seagulls have returned to the development and area in general over the past month.

ACTION Committee: Pamela to forward Myreside the quotes gathered in relation to seagulls from last year (completed).

ACTION Myreside: Contact Anglo Scottish Pest Control to invite to tender for next year's nest removal.

ACTION Myreside: Peter B to circulate all seagull nest removal recommendations to the Committee by email in advance of the February meeting and it is likely we will need to agree this by email in order to ensure a slot can be booked at the appropriate time in the nesting cycle (starting early March 2018).

Gardens:

Actions are completed from the last meeting with regard to maintenance, including Rosina's walkround with the gardener and the conifer topping which commenced in the Autumn and to continue through to February 2018.

Garden plans from Myreside which were proposed to be presented at this November meeting are not quite ready, Myreside apologised and requested that this item moves to the February meeting.

ACTION Myreside: Prepare and present the phased garden maintenance plan at the next meeting. The phased garden improvements are underway and continue to progress especially in regard to cutting back and shaping shrubs.

ACTION Myreside: Discussion around the introduction of Pyracantha continued and Peter B will send proposals to the Committee.

ACTION Committee: Rosina will organise another walk round in January with Colin (Myreside Head Gardener) with a view to discussing which further plants can be moved around and where Pyracantha will go. There will be a report back to the committee at the February meeting with the intention this will help inform a garden wide plan for 2018.

Soil improvement (including a fertiliser component) was also discussed and while quoted at £140/tonne we don't know how many tonnes are required so this will also be discussed again in February following the January walk round. It is likely the soil improver will be introduced a tonne at a time depending on need.

Maintenance Plan:

Since the last meeting there has been confirmation that the wall bordering Stewart Terrace does not belong to the development, nor is it at immediate risk of falling down. Myreside to continue to try to contact the relevant team at CEC on the matter to make them aware of the issue and liability residing with the owners of the adjoining properties on Stewart Terrace.

The bin stores signs have been produced and are now fixed to each bin shed (one per bin shed area – nine in total).

Dumping & Littering:

Cigarette butts at the doorways seem to have lessened, following signs being put up (although it was also noted a change in owners is a likely contributing factor in some stairwell areas). It was noted that the Myreside team have worked hard to clean up the existing mess and will continue to monitor the issue.

It is apparent that the dog fouling issue is not entirely attributable to Sinclair development residents only as Committee have observed dog walkers from Stewart Terrace and Robertson Avenue entering the complex. Discussed how we can deter dog fouling among non-owner/ resident population.

ACTION Myreside: To contact the Council and request the erection of small penalty notices on the adopted lamp-posts relating to dog fouling as well as request if Environmental Wardens can perhaps provide some presence in the early morning and early evening period when activity has been observed. Consideration to also be given to putting notices re dog-fouling in the grass-areas.

Rosina highlighted there is an 'abandoned' white van parked alongside a block which hasn't moved and is not driveable. Jerry stated that it is being used as storage and it is SORN'd. It was also reported that a car is parked in a non-road worthy condition on the adopted road at the entrance to the parking by 1SP and townhouse area of the development.

ACTION Myreside: to investigate and advise the Committee whether the van can be moved as part of being a potential 'obstruction to access' for maintenance, despite being on private property and also contact the DVLA/council regarding the removal of the car on adopted land. Refer to Pamela's email on 281117 for more detail regarding locations and Title Deeds position on the matter.

Cycle Sheds & Cycles:

There has been an attempted cycle shed break-in this week, based on a review of the damage it is not anticipated the lock should not need to be changed.

The cycle cull is complete with 23 bikes in total being removed across seven sheds.

Bikes attached to railings will be held by Myreside for a little longer before being recycled.

Finance & Invoicing:

Electricity accounts have been chased up but still no progress with Scottish Power transfer of details from DCPM to Myreside and therefore there will be no apportionment in the December invoice from Myreside. It is unlikely this will change in the near future, but Myreside continue to monitor.

Myreside reported that outstanding debt for the development is sitting at £9.6k with only nine properties not having paid their float. Myreside will start court proceedings following the next invoice for certain individuals as it becomes economically viable to do so.

Pamela asked about emailing invoices rather than posting in case this may improve responses.

ACTION Myreside: to ask for email addresses as part of the next newsletter and how owners/ residents wish to be contacted going forward.

Committee requested sight of a breakdown of charges with regard to any line items where the Committee has agreed to a cost for a maintenance item or repair that comprises more than one element, or if there are items which are unclear in terms what they comprise e.g. volume of repairs involved for the total lighting maintenance charges billed for the invoice period, without wishing to

create extra work or generate a manual exercise. The intention is this would only be for the pre-circulation version to the Committee, so we can ensure we have visibility of the detail.

ACTION Myreside: Circulate the next invoice on Friday 1st December and Basil will collect comments and return by cob Wednesday 6th December.

Deeds/ Insurance Apportionment:

Myreside wish to offer Buildings Insurance cover which also includes the Townhouses and will write out to the 14 Townhouse owners to propose the advantages of the new scheme and request a vote is taken on inclusion in the new portfolio.

Rosina asked if the flat owners need to be consulted as they will now have responsibility for the listed buildings in their shared insurance policy. Peter G doesn't think the flat owners will be disadvantaged in any way, but Pamela raised that flat owners should also still be advised and kept informed of a change arrangements on their policy.

ACTION: Myreside will issue a newsletter with the next invoice to explain the new insurance proposal. Peter G took the Committee through what has been agreed with Allianz following a recent meeting, where a strong renewal offering was negotiated, in the face of increases to premiums c/o the government raising insurance premium tax to 12% from 10% and the buildings linking index also rising.

This year's renewal quote for the flat buildings insurance policy would have been £57,219 prior to the negotiated offer. Myreside have also split off the Common Parts policy removing £5,000 and with the new Allianz offering, the new Premium for the Flats is £47,814 (£163.74/property) [It was noted this will potentially increase a little when/if the Townhouses join but with the charge split by 306 properties and charge still less than the initial quote for the flats only].

Allianz will allow a 0% finance plan if paid monthly and will fix this premium for 3 years if we can keep claims at the same level. Any damage under £2,500 we wouldn't have to submit a claim. Myreside is able to proceed with repairs without requiring Allianz permission, which speeds everything up and supports Myreside's proactive preventative approach.

Insurance excess apportionment:

All/any insurance excess relating to claims made across the development will be apportioned equally across each of the insured 292 properties, unless there is a clear case of neglect (Myreside makes the call on what equates to neglect and have proactively applied this policy to owners in the development).

The committee agreed to this practice, but we may look to revisit the excess apportionment arrangement at the AGM (excess previously being charged to the claimant in all circumstances and the Factor at the time advising this was standard practice across their development portfolio).

3. AOCB:

The Chair asked Myreside if they had anything to add.

Myreside expressed their view that managing the development is becoming smoother as they become familiar with the development and the Committee, and they are very keen to proceed with

their transparent and proactive approach, working hand in hand with the Committee. Peter G explained that sometimes it's easier to work with a development this size than smaller ones.

Alan contributed that the Myreside model works really well in that their staff work as a cohesive team on-site and communicate to resolve issues across the gardeners, cleaners and maintenance staff, and Peter G explained that they use a Whatsapp group to advise of and resolve issues quickly.

The Chair advised Myreside of the next meeting date in February 2018 which was confirmed to be convenient and closed the meeting.