

Sinclair Committee & Myreside Meeting
24th April 2018, 7.00 – 9.00pm

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

AGENDA

Part 1

- 1) Committee pre-meet

Part 2

- 1) Action Point updates from the meeting on the 27th February
- 2) AGM Planning
- 3) AOB

1. COMMITTEE PRE-MEET

Updates from Last Meeting

Key items for discussion with Myreside were noted as follows:

- Status of fountains de-winterisation/switch on.
- Progress with developing a costed garden maintenance plan following the garden walk round attended by Rosina in March.
- Ongoing issues of dumping and grounds litter pick-up.
- Communication from Myreside since last meeting, particularly in March.

AGM

The rearranged AGM date confirmed for the 22nd May and all current Committee members have indicated they can attend. Alex will Chair the AGM and a couple of other members of the Committee will also join the front table on the evening.

Pamela has prepared a draft 2017-18 Committee Report and circulated this for comment on the 23rd April. Comments to be returned as soon as possible to allow finalisation and issue along with the other paperwork.

It was agreed to discuss with Myreside the merits of sending/not sending out AGM papers in advance and any particular guidance with a view to encourage a good turn out on the night.

Other Issues

Niall noted that the forum boards he has been working on over the past year or so are now ready and the AGM would give the opportunity to show these to owners and note the impending closure of the resident e-mail group still used by some.

Part 2 - Committee & Myreside

1. ACTION POINT UPDATES FROM 27TH FEBRUARY 2018 MEETING

Fountains

All fountains are to be cleaned, checked for cracks/repared as required, re-painted (where required) and re-filled with a view to being fully operational by the 27th April through to the Autumn. It was noted this timeframe is subject to favourable weather conditions.

The Committee asked that Myreside provide a status update for each fountain regarding cracks incurred over the winter period. This information was requested with a view to helping inform a revisit later in the year to previous discussions about sourcing covers for the fountains to protect them over the winter period. Sourcing appropriate sized covers proved more difficult than envisaged when this was looked into by Myreside in late 2017.

Myreside Actions:

- De-winterisation/spring switch on of the fountains to happen as soon as practically possible around weather conditions. Works will extend to full clean, check for cracks, repainting where paint applied in summer 2017 is found to be peeling (at no additional cost) and ref-fill.
- Committee to be provided with a status update by the 14th May about any new cracks found in each fountain.

Gardens

A garden walk round was undertaken in March with representation from the Myreside gardening team and also the Committee. Based on observations and discussions during the walk round, Myreside circulated a costed maintenance plan at the meeting and a copy is attached in Appendix A. The plan extends to a quote of £710 plus VAT for work across 10 areas. Committee members at the meeting approved for this work to go ahead.

A further walk round will be arranged when the garden work outlined in Appendix A is completed. The work is anticipated to take 4 to 6 weeks to complete, so mid-June the target for the next walk round.

There was discussion about soil improvement treatment which is required for new planting to have any chance of flourishing in the challenging soil conditions around the development. Rosina agreed to follow this up via her contacts at the zoo and liaise with Myreside thereafter regarding collection of soil improver material.

Myreside Actions:

- Garden maintenance plan to be carried forward as per Appendix A over the next 4 to 6 weeks which will see the planting etc completed by mid-June.
- Next garden walk round to be arranged for mid/late June. Myreside to contact Rosina to arrange a convenient date and time.

Seagulls/Vermin

Myreside confirmed that Anglo Scot have been appointed to undertake the seagull management work as discussed at the last meeting on the 27th February. The work will extend to five de-nesting visits for a cost of £2,600 plus VAT. Further visits would cost £350 plus VAT per visit. Following observations of onsite activity, the first nest removal work will commence w/e 27th April (the first visit was previously scheduled for May).

In discussing the seagull management work, it was noted that vegetation growth in the guttering had been observed in areas. Myreside agreed to obtain quotes to clear the gutters on a location by location/reported incidence basis (anticipated to be £180/location) or through a development wide guttering clearance activity.

Myreside advised that following the meeting in February details had been provided to the Committee about locations where vermin had been reported and pest control work actioned. Committee to double check e-mail received at address.

A wider discussion ensued about pest control work costs being shared on a block basis where issues were identified to extend beyond an individual property and a stairwell/block wide matter. It was noted this is the first time pest control costs have been handled in this way and therefore charges appearing on invoices may come as a surprise to some owners, particularly where costs are not insignificant such as the approx. £800 charge recently incurred by the owners living in Block I (3 to 6SP).

In response to how a reported pest control issue is deemed to be a common matter, Myreside assured that the contractor (Anglo Scot) undertakes pre-screening to ascertain the source and nature of the issue. Where the problem is deemed specific to a property and/or resulting from internal maintenance/upkeep matters the cost is not apportioned on a communal basis. Following extensive discussion, it was felt by the majority of Committee members at the meeting that a central management approach via Myreside was most sensible to ensure issues were addressed and not left to the discretion of individual owners to take action thereby risking escalation of the problem as a result of inaction.

With the AGM around the corner, the opportunity will be taken to raise with owners the vermin issue and approach to charging as a discussion item at the meeting in May.

Myreside Actions:

- Receipt of communication about the location of vermin issues/pest control work to be checked by the Committee.
- Vermin issues and approach to apportionment of costs to be raised as a discussion point by the Committee at the AGM on the 22nd May.
- Myreside to obtain quotes for clearing the gutters on a location by location or development wide basis.

Dumping & Littering

Dumping and littering was noted by the Committee to remain an ongoing issue. An extensive discussion followed about the grounds litter pick-up and some Committee members raised concerns about the quality of the litter pick-up with items remaining after a visit/sheets being ticked in stairwells as well as bin stores with the store at 24 to 26SP again experiencing problems as reported shortly after the last meeting in February.

Myreside acknowledged that a recent incident reported about litter remaining around an entrance door after a visit resulted from confusion within the cleaning team of an area being attended to by another member of staff when not the case, but that some of the feedback returned was unreasonable. This particularly concerned the collection of cigarette ends which are not deemed to fall within the remit of the grounds litter pick up forming part of the cleaning contract. Some members of the Committee in attendance expressed surprise that a wrapper and cigarette end were viewed differently and also noted disappointment that what was intended to be constructive and

felt to be reasonable feedback had been viewed differently. Myreside stated that the level of work/additional time to pick up individual cigarette ends was a key issue from the point of view of the cleaning team. The use of a brush/dustpan was suggested as an alternative option to a litter picker.

As a way forward, it was proposed and agreed before and after walk rounds would be undertaken to address concerns raised at the meeting and in previous discussions about the grounds litter pick-up activity. Myreside agreed to return with a proposal to the Committee for dates/times.

It was noted that the blue car with a Polish registration in a non-road worthy condition on the adopted road at the entrance to the parking by 1SP and townhouse area of the development has now been removed.

Myreside Action:

- To provide the Committee with proposal of dates/times to undertake before/after grounds litter pick up.

Cycle Sheds

Further cycle cull to be undertaken as discussed previously and with particular targeting of non-roadworthy bikes.

Myreside Action:

- Further cycle cull to be undertaken.

Finance & Invoicing

Debt report information together for the meeting and will provide this to the Committee by e-mail after the meeting.

Deeds/Insurance Apportionment

Following further communications since the last Committee meeting, the matter of extending the common buildings insurance to the townhouses is parked for the time being as there is no option to change anything until the current policy ends on the 30th November 2018. The matter is therefore left on the basis that Myreside will follow up with the new Committee at such a time they feel is appropriate and which allows sufficient time for the initial dialogue with the townhouse owners to then be followed by engagement with all owners of properties (in the event all townhouse owners are in favour of a change) as per previous discussions on the matter.

2. AGM Planning

Rearranged AGM date confirmed for the 22nd May and Church hall booked.

Peter Bertaut, Peter Goddard and Keith Hunter will represent Myreside at the AGM.

Finalisation of the AGM paperwork was discussed with key items relating to the:

- Update of the Myreside Factors Report as per suggested edits and comments returned from the Committee on the 23rd April.
- Amendment of the Voting form to incorporate a proxy voting option. It was agreed that proxy forms are to be returned to Myreside with an e-mail and postal address option provided, and hard copies of all forms received to be brought to the AGM.
- Circulation of material - agreed that the invite, Agenda, Factors Report, Committee Report and voting form to be sent out to all owners.
- Paperwork to be finalised by the 27th April and sent out to all owners on the 30th April.

Myreside will offer assistance on the night, including providing a register to record attendees and also with the counting of votes on the night for the motions proposed.

Myreside Actions:

- Update of the Factors Report and proxy voting form, and circulate to the Committee on the 25th April.
- Issue of AGM papers to all owners on the 30th April.

Committee Action:

- Return of any final comments on the AGM paperwork to Myreside by the 27th April.

3. AOB

2017-18 Committee members to discuss as a group their intentions with regard to the 2018-19 Committee prior to the AGM.

New Committee and Myreside to arrange date of the next meeting after the AGM in May.