

Sinclair Development 2018 AGM

20th June 2018, 7 - 9pm

Meeting Minute

ATTENDEES

Sinclair Committee

Alex Schooling (Chair)
Pamela Gidney (Minute taker)
Niall Scott
Ruth Evans (Part of meeting)
Apologies: Jerry Davin, Basil Morrison and Rosina Weightman.

Myreside

Peter Bertaut

14 residents attended the meeting and there a total of 29 proxy votes received.

1. INTRODUCTIONS

Alex Schooling (AS) introduced herself as the current Chair of the Sinclair Development Resident Committee (the role having been rotated between committee members in 2017-18). AS also introduced the other representatives present from the committee, including Pamela Gidney and Niall Scott (Ruth Evans also joined part-way through the meeting). Apologies were noted from Jerry Davin, Basil Morrison and Rosina Weightman.

AS also introduced Peter Bertaut (PB) from Myreside Management and outlined the Agenda for the evening before handing over to PB to discuss the Factor Report.

2. 2017-18 Factor Report

Fountains

PB reported that all the fountains were operational again. In discussing the fountains PB noted that water discolouration evident in each fountain is a result of a lack of chlorine and Myreside are currently looking into adding chlorine manually or via a contractor.

A number of questions were received from attendees regarding the fountains and in reply PB clarified:

- The addition of chlorine is not an issue to the integrity of the electrical parts.
- The current lighting is not considered suitable for the purpose it is being used and can result in the system to short.
- The pump and lighting operate on two separate circuits.
- The fountains operate to a 12hr setting from 8am to 8pm.
- The fountains are topped up by the gardening and stair cleaning teams when on site at no additional cost. Any visits outside this incur a charge.
 - **Myreside Action:** PB undertook to follow up internally to remind the gardening/stair cleaning teams that the fountains are to be topped up with it being reported that the fountain at Sinclair Close has been low on water/not appearing to be topped up as outlined.

Gardens

A garden improvement plan was shared on the evening (copy attached in Appendix A). The plan outlines planting work to enhance areas of the garden and informed by a walk round involving the Myreside team and also the committee.

The plan was discussed with and approved by the committee at a meeting in late April. PB reported that since then four from 10 of the improvement areas have been completed at the time of the AGM and all work will be concluded by the 22nd June.

Maintenance

PB reported the following:

- **Door entry repairs** – 75% of the general maintenance repairs are related to the door entry system. While the system is of an older style (2000), parts are still available. PB recommended continuation of an ad hoc repair approach rather than a maintenance contract.
- **Lighting** – lights (stairwells and garden bollards) are now being replaced with LED bulbs at a cost of £30/bulb. While a more expensive type of bulb their efficient running means reduced costs in the longer-term. PB advised the lamppost light-bulbs are still operating off standard bulbs with a potential to upgrade to LED lighting as part of a future maintenance plan.
- **Roofing** – three roof repairs had been required in the past year.
- **Seagull management** - the 2018 contract is in progress and involves more nest removal work (in lieu of bird of prey in tandem with nest removal work). Nest removal visits have been undertaken since May and photos shared by the contractor show a number of nests/eggs being removed across the development. A question was raised about whether spikes are being installed as well - it was confirmed the contract extends to nest removal work. The installation of spikes was observed to involve a cost and require multiple spikes across each block to deter nesting in all locations and a focus on the nest removal work felt to be the most cost-effective approach at this time.
 - **Committee Action:** nest removal photos to be uploaded to the development website.
- **Bike cull** – the bike cull undertaken last summer involved the removal of approximately 30 bikes which were donated for repair and reuse. A further bike cull will take place in late June/early July.
- **Vermin** – in reply to a question about vermin issues, PB noted that problems had been reported and work undertaken at various locations across the development over the winter period with Myreside taking the approach to apportion costs on a common basis. The apportionment of costs on a communal rather than individual basis (as has been the position prior to May 2017) will be reviewed if issues persist.

Finances

- In update to the Factor Report compiled in March 2018, PB reported that £42k was invoiced in the last billing period through to the end of February 2018 and £8k in payments currently outstanding. A 20% operating debt was noted by PB to be within an acceptable limit.

Insurance

- PB reported that the buildings insurance premium for the 292 flats in the development was £53k/annum in 2018 compared to £58k/annum in 2017.
- PB provided an update on the claims history since May 2017, summarised as follows:
 - There have been three claims on the policy through to the AGM - one has been billed to flat owners, with one pending which will be billed as part of the June to August invoice. The excess for the third claim has full liability with the owner as poor maintenance was deemed as a contributing factor to the issue.
 - Five further insurance related items have been billed over the year, but not as claims against the policy with charges under the excess and apportioned at cost to all flat owners.
 - Two further claims have been made against the policy, but rejected.
- An issue was raised by an attendee about a problem with a condensation vent and water ingress. PB advised to report the matter to the Myreside team.

3. 2017-18 COMMITTEE REPORT

AS introduced the committee report and highlighted the following:

- There were 10 members of the committee in 2017-18 which reduced to 8 during the year.
- The committee had met on six occasions during the year and all minutes are available on the development website.
- There has been ongoing active work to the gardening activities with the committee continuing to participate in regular walk rounds with the Myreside Head Gardener.
- The committee is pleased to see the fountains up and running again.
- Ongoing maintenance issues and challenges particularly concern dumping, litter and seagull activity which the committee has worked with Myreside on during the year.

A question was raised about lighting in the bike stores with the solar panel operation providing insufficient lighting.

- **Committee/Myreside Action:** Committee/Myreside to discuss this at the next meeting. Myreside to also look at the location of the solar panel on each bike shed to ensure they are in the correct place with feedback at the meeting suggesting this wasn't necessarily the case.

In summing up, AS noted it had been a positive year since Myreside took over the factoring contract in May 2017 with much needed work undertaken across different areas of the development.

Communication between the committee and owners was also discussed. NS advised that the Sinclair Resident e-mail group would be discontinued from the end of the year. As a result, time had been spent to consider alternative communication platforms - forum boards, facebook, reverting to the committee e-mail address etc. NS advised the intention is to set-up a forum board. Attendees were invited for their thoughts, with it being noted that activity on the resident e-mail group had significantly reduced over the past year. It was generally felt that plans with the forum board should continue and activity monitored after it goes 'live' to see what the uptake is. Details of this change and when the forum board is live will be communicated via Myreside/future newsletter.

- **Committee Action:** continue to progress with forum board and communicate details prior to the resident e-mail group being discontinued in December.

4. 2018-19 MOTIONS

The following motions were presented and discussed:
(PB left the meeting)

Motion 1) Re-appoint Myreside Management as Factor

The vote was preceded by a short discussion about Myreside's performance over the past year and the following noted:

- The committee representatives shared that working with Myreside had been night and day compared to recent years with the past year about building a relationship and getting some development matters back on track. While there were still things to work on, the committed had required to be a lot less hands on for things to get done. The point was also made that in dealing with Myreside staff they have technical competency to hand to discuss maintenance issues which was missing in the past with the previous Factor whose management personnel did not possess the same level of knowledge which helps day to day.
- Communication and the responsiveness of Myreside to matters reported was raised by some attendees. This extended to actioning a follow up to a matter as well as communicating with owners when work had been undertaken. This was not observed to have occurred from any particular time in the year and an ongoing point. PG advised the point would be noted and shared with Myreside.

The results of the vote on this motion were as follows:

	Proxy Votes	Meeting Votes	TOTAL
Yes	29	10	39
No	-	-	0
Abstain	-	-	0

Myreside Management are duly re-appointed as Factor for the development in 2018-19.
(PB re-joined the meeting)

Motion 2) Stair cleaning schedule for the 29 flat stairwells:

The results for the motion were as follows:

	Proxy Votes	Meeting Votes	TOTAL
Continue as a 6 month weekly (October to March) and 6 month fortnightly cleaning schedule (April to September) at a cost of £23,400 (plus VAT) per annum.	21	9	30
Change to a weekly cleaning schedule all year round at a cost of £18,400 (plus VAT) per annum.	7	1	8
Abstain	1	-	1

The cleaning contract will continue as per present i.e. 6 month weekly (October to March) and 6 month fortnightly cleaning schedule (April to September).

5. 2018-19 Committee

The following people volunteered to join the committee:

- Alan Dickson
- Ruth Evans (Sinclair Place)
- Pamela Gidney (Sinclair Place)
- Kunal Pradham
- Alex Schooling (Sinclair Place)
- Niall Scott (Sinclair Gardens)
- Rosina Weightman (Townhouses)

The election of the above members was proposed by Barry Moore and seconded by Jane Buxton.

Committee Action: Availability of the church hall to be checked for a meeting between the new Committee and Myreside on the 7th August. Specific roles will be discussed at the first meeting of the new committee.

6. AOB

A number of items were raised under AOB, including:

- **Signage** - the difficulty in finding properties in the development and whether consideration could be given to site plan signage. There were mixed views on the value of this and what would be achieved - delivery people ultimately find properties/call for directions and friends/family also call who they are visiting for directions.
- **Electricity cupboards** - the design of the electricity cupboards in the stairwells and there being no floor in any risks the creation of a chimney effect in the event of a fire.
 - **Committee/Myreside Action:** Committee/Myreside to further discuss a fire risk assessment at the next meeting.
- **Stewart Terrace boundary wall** - PB confirmed a land search had been undertaken and the wall is owned by Stewart Terrace residents with CEC made aware of the subsidence issue in late 2017.
- **Parking**, especially on football days, and whether anything could be done. In response, it was noted that owners could make use of bollards to prevent parking in their space with information available on the development website about how to replace a bollard. CEC enforcement extends to adopted areas and on-site enforcement of non-adopted areas would require a private company to be appointed. It was also noted the football matches are not every day/weekend and the development followed the stadium.
- **Longer term maintenance plan** - a question was raised about longer-term maintenance work. It was noted, as had been mentioned earlier in the meeting, that the priority over the past year has been to get on top of more routine maintenance matters again. With day to day issues more in hand, it is hoped that more time and expenditure can be focused on longer-term maintenance matters. It was also noted that some maintenance work has occurred over the past year e.g. the topping of all the conifers across the development was a longer rather than short term activity. Owners with a particular interest in a maintenance topic were noted to be welcome to contribute some time informally to assist the committee to progress work items alongside Myreside.

AS thanked everyone for attending and closed the meeting.

Sinclair Development Committee
June 2018