

Sinclair Committee Meeting

7th August 2018, 7 - 9pm, Gorgie Church Hall

Attendees

Sinclair Committee: Myreside:
Alan Dickson (AD) Peter Bertaut (PB)
Ruth Evans (RE)
Pamela Gidney (PG)
Kunal Pradhan (KP)
Alex Schooling (AS)
Niall Scott (NS)
Rosina Weightman (RW)

Committee Pre-Meet 7 - 7.30pm

AS welcomed everyone and introduced new members to the Committee.

AS asked for volunteers to fill the Committee roles set out in Appendix A. The roles will be shared as follows:

- Chair - Alex Schooling (for the next 6 months)
- Secretary - Pamela Gidney
- Finances (invoicing) - Alex Schooling/Pamela Gidney
- Website/IT - Niall Scott
- Maintenance Plan - Rosina Weightman/Ruth Evans
- Ordinary Members - Alan Dickson/Kunal Pradhan

In confirming the allocation of roles, AS asked for everyone to consider inputs over the coming year around their designated role. This was encouraged to both help progress items with Myreside and also share out the workload across the Committee. **Action - All (ongoing)**

The Committee discussed the AGM and follow up points to be raised with Myreside. This included progress on action points and raising the communication point identified at the AGM by some owners and also felt within the Committee in recent months.

PB joined the meeting and AS introduced everyone.

Prior to the main part of the meeting, AS also outlined the allocation of the Committee roles to PB.

The Committee raised the point of communication with PB. It was noted that on occasion the time taken to address a matter can extend over a period and also scope for more contact with owners to confirm when a reported issue has been closed out. PB confirmed Myreside operate to a 7 day response window on matters.

The Committee also noted they were happy to liaise on day to day matters with another member of the Myreside team to assist in PB's workload, however PB advised he was happy to continue as the main point of contact between the Committee and Myreside. PB undertook to keep under observation Myreside communications going forward and the Committee will also alert PB of any further communication concerns. **Action - PB (ongoing) / Committee (ongoing)**

1. Maintenance Update

An update was provided on the following actions points relating to ongoing maintenance matters:

a) Fountains

- PB reported that the growth of algae resulting in the discoloration of the water and blackening of the stonework has been exacerbated by the warm, dry weather this summer.
- There was discussion about the quote provided by PB via e-mail on 10/7/18 of £360 to undertake a one-off empty and clean all the fountains. PB suggested a frequency of bi-monthly cleaning to address the problem in the future, which would also negate the need for the £450 charge to undertake water testing as part of the seasonal start up activities. A more frequent cleaning cycle could also be delivered for less than £360.
- Taking account of where we are in the year and no complaints having been received by Myreside about the condition of the fountains, the Committee agreed to leave the fountains as they are and pick up on a more frequently cleaning schedule in 2019. PB confirmed the fountains and stonework would be cleaned as part of the winterisation process in October at no additional cost to the original charge.
- PB reported that a repair is required to the fountain brickwork at 27 to 29SP and this will be completed by 10th August. **Action - PB (10/8/18)**

b) Gardens

- A garden walk round was completed on 6/8/18 and attended by Myreside and members of the Committee. PB undertook to provide the Committee with a costed work plan for the completion of work identified by the 10th August. **Action - PB (10/8/18)**
- The walk round also identified that Area 2 on the garden improvement plan agreed by the Committee in April 2018 and reported at the AGM to be completed w/e 22nd June, had still to be closed out. PB reported the work would be completed by the 10th August. The cost for completion of the full work plan (£852) was billed on the invoice for the period to the end of 31st May, so there will be no further charges for owners at this point. **Action - PB (10/8/18)**
- The timing of the garden walk round to happen just before the Committee meeting was felt to work well. The intention will be to continue this arrangement going forward as far as availability/holidays allow.

c) Seagulls

- PB advised that four nest/egg removal visits have been undertaken by Anglo Scot through to the 31st July. Three visits have been billed for the period through to the 31st May.
- PB to contact Anglo Scot about the timing of the fifth (final) visit in August and advise the Committee. **Action - PB (17/8/18)**
- NBC (seagull contractor appointed in 2017 by DCPM) was observed on site in July with a bird of prey. PB updated the Committee that an invoice had since been received by Myreside from NBC for two visits this year, but confirmed no payment would be made as there is no live contract between the development and NBC. Myreside referred NBC to follow up on the matter with DCPM.
- There was discussion about the potential merit of installing a plastic eagle owl next to the nests to provide an additional deterrent. A cost of £20/owl was suggested. Given where we are in the breeding season at this point, it was not something considered to be of value to progress this year and an option for further consideration/discussion next year.

2. Rhone Cleaning Quote

- PB provided the Committee with a quote from Tecx Roofing of £7,032 (£24.08/flat) to undertake a development wide clean of all the flat guttering.
- PB agreed to source a second quote for discussion at the next Committee meeting. **Action - PB (31/8/18).**

- PB was asked to source a separate quote for cleaning of the townhouse rhones and agreed to do so which the Committee noted appreciation on with the townhouses not within the communal buildings remit of the Title Deeds. **Action - PB (31/8/18).**
- PB confirmed the rhone blockage reports shared with the Committee on 30/7/18 concerned 27SP and 4SC (not 4SP as per the e-mail circulated).

3. Pest Control

- There was discussion about ongoing pest control activity and charging arrangement of costs being apportioned on a communal basis. Prior to May 2017, work and costs were handled as an individual owner matter and revised arrangement directly introduced by Myreside. This position has been subject to monitoring by the Committee and concern raised by some at ongoing costs occurring. Discussion followed with some Committee members favouring a shared apportionment to prompt work to be undertaken and others feeling it was an individual property responsibility and no matter what work is undertaken it is a difficult problem to address on a communal basis. Owners are also required to act responsibly internal to their property in the storage of food items/waste and to also keep potential access points maintained/blocked.
- Following discussion, it was agreed four votes to three that the charging should revert to what had been the position prior to May 2017 i.e. pest control work is an individual property matter and costs charged accordingly. An item advising of this will be included in the Newsletter to be issued alongside the next invoice. Myreside will advise owners of contractor options where contacted.

4. Roof Repairs Update

- For the period through to the 31st May eight roof repairs have been undertaken and related charges billed. PB confirmed there are no further roof repair works in progress and any charges outstanding for inclusion on the next invoice.
- The recent charge of £1.3k for roof repairs at Block I was raised together with the need for the Committee to be consulted on matters involving a spend of over £700 as per the development Constitution. It was confirmed this should apply on a per item basis, but judgement applied where there was a cumulative impact of individual repairs amounting to a high sum for owners as recently experienced by Block I.

5. Insurance Claims

- Following some confusion in the status of the insurance claims history while closing out the AGM minute it was clarified:
 - There have been three claims on the policy through to the AGM (20/6/18) - one has been billed to flat owners, with one pending which will be billed as part of the next invoice to the end of June. 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.

6. Invoicing

- The Committee again raised the point about full itemisation and separation of charges rather than the ongoing aggregation of unrelated work e.g. repair of roof repair and door entry being billed as one sum. It was noted this would also likely reduce the number of queries/clarifications prior to issue. PB agreed to follow up on this for the next invoice. **Action - PB (1/9/18)**

- PB confirmed that the allocation of the £828 charge for pest control at Block I on the invoice for the period to the end of February 2018 was incorrect. As a result, a credit will be applied to Block I and reallocation of some charges to Blocks D and G on the next invoice.
- A query was raised by the Committee in connection with the Stewart Terrace sub-station boundary wall repair charge of £576 included on the invoice for the period to the 31st May. It was noted there had been previous discussions about the wall and, while the brickwork is in keeping with the style of the development, it is not located on development land. PB undertook to follow this up. **Action - PB (17/8/18)** *(Post meeting-note: The wall was discussed at the Committee Meeting on 27/2/18 with the following noted - Myreside updated the committee that the council consider the broken wall around the sub-station on Stewart Avenue not to be their responsibility. While in the style of the development brickwork it is on adopted land. Myreside now chasing up the ownership position with Scottish Power. There is no further record of communication on the matter until this meeting).*
- There was agreement it would be beneficial to co-ordinate the timing of the invoicing cycles and future Committee meetings. This would follow a pattern of the invoice being issued to the Committee a week prior to each meeting to provide time for review/discussion by the Committee in advance and clarification/sign-off to follow at the meeting. It is envisaged this will also help to keep to a quarterly billing cycle and the issue of invoices/charges to owners working to a three monthly cycle.
- The next invoice will run to the period to the 31st August. A copy will be sent to the Committee prior to the next meeting to take place around mid-September. **Action - PB (7/9/18)**

7. Bike Sheds

- PB reported that 60 bikes have been removed from the storage sheds through the recent cull undertaken in July. As before, the bikes will be donated to a local charity for refurbishment/reuse.
- PB agreed to follow up on the removal of the three bikes still attached to the perimeter railings at Stewart Terrace. It was noted the bikes all have a green tag attached from the recent bike cull, so belong to residents. **Action - PB (31/8/18)**
- PB reported there had been follow up on the bike shed lighting issue raised at the AGM. A trial of a solar operated light hasn't proven effective. A battery operated option is now going to be explored and PB will share proposals at the next Committee meeting. **Action - PB (Sept-18)**

8. AOB

Fire Risk Assessment

- AD provided an update on the fire risk assessment point he raised at the AGM. This concerned the design of the electricity meter cupboards and lack of flooring risking a chimney effect in the event of a fire in a stairwell.
- The Fire Brigade have advised the matter is not within their remit.
- AD is now in contact with CEC Building Control and awaiting a reply.

AGM Minute

- Minute to be finalised with the insurance claims history reported above and uploaded to the development website. **Action - PG/NS (15/8/18)**

Next Meeting

- The next meeting will be scheduled for mid-September. AS will lead on the co-ordination of a suitable date for the Committee and Myreside. **Action - AS (17/8/18)**

- Once a date has been identified, availability of the Church Hall will be checked/confirmed.
Action - PG (24/8/18)

Sinclair Resident Committee
August 2018

Appendix A: Committee Roles

Chair

- Chair the Committee meetings and AGM.
- Act as the main day to day point of contact with the Factor.
- Lead the Committee in making decisions for the benefit of the whole development and co-ordinate Committee responses to the Factor.
- Assist the Secretary to produce meeting Agendas.
- Prepare and present the Committee report at the AGM.

Secretary

- Prepare and distribute Committee meeting agendas.
- Take the minutes of Committee meetings and distribute copies.
- Organise and book meeting venue.
- Liaise with Website officer on the upload of documentation to the development website.
- Carry out or delegate any further administrative duties.

Finance

- Liaise with the Factor on quarterly invoices for review.
- Co-ordinate a Committee response on the draft invoices.
- Carry out or delegate any further financial related duties.
- *Arrange to inspect the accounts of the Factor at least once a year, and report on their findings to the Committee and the AGM. [Stated in the Constitution]*

Website/IT

- Oversee the maintenance of the development website to ensure the content is current, working with other Committee members as required.
- Provide support to other Committee officers in the upload of documentation to the development website.
- Oversee the management and hosting arrangements of the Committee e-mail address and website to ensure both are in working order.
- Administration of development Forum Board when launched late 2018/early 2019.

Maintenance Plan

- Lead on working with the Factor to shape the longer-term maintenance plan, including identifying works and securing of quotes.
- Lead on agreeing the prioritisation of works in liaison with other Committee members.

Ordinary Members

- Provide support to other Committee members/roles.
- Substitute where members may not be able to attend a Committee meeting/carry out their role.
- Attend Committee meetings and AGM.
- Provide input to communications and decisions outside of Committee meetings.

Note: Roles in bold are required as per the Constitution -

<https://sinclairresidents.org.uk/proprietors-association-constitution/>