

Sinclair Committee Meeting

18th September 2018, 7 - 8.30pm, Gorgie Church Hall

Attendees

Sinclair Committee: Myreside:
Alan Dickson (AD) Peter Bertaut (PB)
Ruth Evans (RE)
Pamela Gidney (PG)

Apologies: Alex Schooling; Niall Scott; Rosina Weightman.

Committee Pre-Meet 7 - 7.30pm

AD agreed to Chair the meeting in the absence of Alex.

AD/PG/RE considered the key points for discussion with PB - in summary, they covered:

- Feedback on the invoice samples for the period through to the end of June as noted in Item 1 below.
- Decision to go ahead with the Phase 2 garden plan and confirmation of the next steps to obtain quotes for removal of conifers in different areas.
- Clarification that Texc Roofing rhone cleaning would be undertaken via a cherry picker and identified repairs completed at the time with the access being the most expensive part of the contract. Assuming access by cherry picker, then the majority Committee decision is to appoint Texc Roofing to undertake the rhone cleaning.

PB joined the meeting.

1. June-18-Aug-18 Invoices

- The sample invoices shared by PB on 12/9/18 were approved for issue by the Committee with the following edits incorporated (**Action - PB (28/9/18)**):
 - Clarification the pest control items relate to a correction on the reallocation of costs from earlier in the year.
 - Clarification the decor repairs are an insurance related item and costs under the policy excess, so charges passed on at cost.
 - Addition of locations to the 'various flats' items relating to the repair of a faulty call button; supply of a new boks store key and supply of a new door key as per the format of other invoices issued to date.
- Invoices will be issued to owners by the end of next week and accompanied by a September Newsletter providing owners with an update on different maintenance points concerning the development. **Action - PB (28/9/18)**
- PB advised that an invoice for a roof repair at 5/11 SP was missed off the invoice. This is for a charge of £150 plus VAT and will be included on the next invoice. PB confirmed there are no further charges outstanding for the period to the 31st August. **Action - PB (30/11/18)**
- PB shared with the Committee for information purposes a quote for £419.20 to undertake a full overhaul of the door entry systems at Sinclair Close. This work will proceed over the next month.

2. 7th August Meeting - Actions Update

a) Gardens

- The Committee approved go ahead of the phase 2 garden plan at a cost of £245 plus VAT. PB advised the work will be completed by the end of October. **Action - PB (31/10/18)**

- PB advised the cost for the beech hedging manure concerned the collection of a further supply of zoo poo which will be stored on site and applied as required at other locations.
- The garden walk rounds have identified three areas (5SP, 6SP and 6SC) where conifers require removal. PB to obtain a quote for full removal of the roots or stump grinding. **Action - PB (31/10/18)**
- The timing of the garden walk round to happen just before the Committee meeting was felt in August to work well. The intention will be to continue this arrangement going forward as far as availability/holidays allow. PB and Rosina to liaise on a date ahead of the next meeting in December. **Action - PB/RW (30/11/18)**

b) Rhone Cleaning Quote

- Two quotes have been received from Texc Roofing (£5,860 plus VAT) and Dunwell Roofing (£6,860 plus VAT) to clean out all rhones via cherry picker access, test they're not blocked and unblock as required. Identified repairs will also be undertaken at the time with the cherry picker being the most expensive part of the job which will save return visits/higher costs in the long-term. Accounting for the repairs which may be required it is anticipated the cost will be in the range of approx £25 to £30 per flat.
- The majority view of the Committee is to appoint Texc Roofing to undertake the rhone cleaning work. PB will contact Texc Roofing and book in the work. **Action - PB (25/9/18)**
- PB anticipates the work will start around the end of October and take approximately five days to complete.
- PB confirmed that rhone cleaning has been undertaken in September at 29SP (£168), 4SP (£168) and 5SP (£216). The work was undertaken by Texc Roofing and charge of £552 will be absorbed within the development wide contract, so there will be no additional cost to owners for this ad hoc cleaning. No work has been undertaken at 4SC which was also advised to be a problem location in late July.

c) Stairwell Safety

- AD provided an update on the safety assessment point he raised at the AGM. This concerned the design of the electricity meter cupboards and lack of flooring.
- After follow up with CEC Building Control, the H&S position over the design at the time the development was built around 2000 is unclear.
- All owners are advised to keep their electricity cupboard doors in the stairwells closed (ideally locked with keys available online for a small sum) to avoid safety issues.
- PB also agreed to advise the Myreside cleaning team to shut cupboard doors if found open when on site (but not lock after a recent issue highlighting the problem whereby an owner without a key could not gain access to their electricity/gas meters after their cupboard had been locked). **Action - PB (25/9/18)/Ongoing monitoring by Myreside**

3. Long-term Maintenance Plan

- Longer-term maintenance works were noted to be happening in parallel with business as usual activity e.g.:
 - Conifer topping work in 2017.
 - The forthcoming rhone cleaning work.
 - Investigation into bike shed lighting options.
- It was felt, however, that a more structured plan would be of benefit going forward to help prioritise and plan out work long-term maintenance related activities.
- PB agreed to review an outline longer-term maintenance plan compiled in 2017 and update this to provide a starting point for future maintenance planning as time (and cost management) allows for non-business as usual activities going forward. Plan to incorporate point discussed at the meeting about the door handles on the fire doors in the

stairwells/blocks which have this design on the ground floor (1. Myreside to check the door handles and advise the numbers/locations which require repair and 2. obtain a quote for identified repair requirements). **Action - PB (15/11/18)**

4. September Newsletter

- PB confirmed he was happy with the Newsletter shared by the Committee on 16/9/18.
- The Newsletter will be updated to reflect the updated position about the rhone work and anticipated charge of £25 to £30/flat with the range accounting for the unknown exact cost of any repair works identified when the rhones are assessed. This updated version will then be sent to PB for issue alongside the next invoice. **Action - PG (21/9/18)**

5. Date of Next Meeting

- The next meeting was provisionally scheduled for Tuesday 11th December.
- Availability of the Church Hall to be checked by PG. **Action - PG (21/9/18)**

6. AOB

Bike Sheds

- PB reported that the notices being placed on bikes attached to common parts of the development are proving successful with three bikes secured to the perimeter railings at Stewart Terrace having now been removed by the owners.
- At the August meeting PB reported a trial of a solar operated light in one of the bike sheds hadn't proven effective. A battery operated option is to be explored and PB will share proposals with the Committee by e-mail. **Action - PB (31/10/18)**

Townhouse Rhone Cleaning

- PB confirmed he has also obtained a quote for rhone cleaning work at the townhouses and will share this directly with Rosina for consideration with the maintenance of the townhouses not being within the scope of the common buildings in the development. PB was again thanked for obtaining the quote when outside Myreside's immediate remit as Factor.

Committee

- PG advised PB that the Committee will be without a Chair while Alex is on holiday until mid-October, but will aim to respond as quickly as possible on anything which arises over this period.

**Sinclair Resident Committee
September 2018**