

Sinclair Committee Meeting

12th March 2019, 7 - 9pm, Gorgie Church Hall

Attendees

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

Apologies: No apologies were received.

Committee Pre-Meet 7 - 7.30pm

AS welcomed everyone to the meeting.

AS/AD/RE/PG/RW discussed the following:

- **Invoices** - Feedback on the invoice samples received on 8/03/19 for the period through to the end of February 2019 as noted under Item 1 below.
- **Communal Electricity** - AD updated there had been positive progress with the communal electricity account transfer since the last meeting, but accounts were still to be fully transferred and full debt situation confirmed. It was also again discussed that any back-dating will require liaison with Suppliers and in turn with PB on how any amounts are billed back out to owners. At the meeting with PB there was wider discussion of the current position as noted under Item 2 below.
- **AGM** - Dates of 28th May, 4th June and 11th June were considered with the 28th May preferred if this is also convenient for PB.
- **2019-20 Committee Membership** - There was discussion about the need for an active membership going into the next year to share workload alongside a number of current members intending to either step down or step back from their current roles (in particular Chair and Secretary). Having a Committee was noted to be important to work alongside the Factor. A note will be included in the March Newsletter seeking new membership and need for this which will hopefully help to encourage wider interest from the Sinclair ownership.

PB joined the meeting at 7.30pm.

NS joined the meeting at 7.45pm.

1. Dec-18-Feb-19 Invoice

- The following feedback was provided on the sample invoices shared by PB on 8/03/19 for follow up prior to finalisation/issue (**Action - PB (15/03/19)**):
 - At the Dec-18 meeting it was agreed the Stage 2 gardening work would be undertaken in the Spring. PB confirmed the work has not happened and charge of £254 plus VAT will be removed with the work billed when it has taken place.
 - External light bulb costs at 5SP billed to the block while the internal stairwell repairs are apportioned across all flats. PB confirmed the external lighting repair apportionment will be corrected and apportioned across all blocks. (*Post-meeting note - a credit will be included on the Mar-19 to May-19 invoice to correct an error on the apportionment of an external lighting repair on the invoice for the period to the end of Nov-18 - Block E owners will be credited £2.47 and all other flat owners billed £0.44*).

- Location clarifications to be added to the following items:
 - Block B - securing of wind damaged window.
 - Block F - supply and fit of new door entry panel.
 - Block G - fit new cylinders and supply keys to front and back door.
- Feedback also noted the omission of the following items:
 - 20SP Escape of Water excess (£500) and 31SP/32SP storm damage excess (£250) insurance claims which were pending close out at the time of the Dec-18 meeting. PB confirmed the items had been closed and would be included on the final invoice for issue. **Action - PB (15/03/19)**
 - Further to the progress on the transfer of 20 SSE electricity accounts/meters to Myreside there was a query on related charges. PB advised there was a total debit figure of £1,392 plus VAT equating to £4.98/flat and £4.78/townhouse based on a 10% external/90% internal usage apportionment (*Post-meeting note: the Townhouse share was subsequently corrected to £0.48/townhouse*). PB was asked about the period the cost referred to which was noted to be important should there be any historic/back-dating involved. PB undertook to follow this up and confirm details. **Action - PB (15/03/19)**

2. 11th December Meeting - Actions Update

b) Communal Electricity

- Following direct input by AD and working with PB, positive progress on the electricity situation was reported. In summary:
 - 20 SSE accounts/meters were transferred to Myreside in early March 2019.
 - One further SSE account is still pending transfer due to an issue with the MPAN (Meter Point Administration Number). It is hoped this will be closed out before the end of March. **Action - PB/AD (29/03/19)**
 - Of the SSE accounts transferred, PB reported a debt of £1,346 plus VAT to be settled. PB was asked to confirm the basis of this debt for invoicing purposes. **Action - PB (15/03/19)**
 - Transfer of the eight accounts/meters held by Scottish Power is still pending and being actively pursued by PB/AD. The confirmed debt situation on these accounts is therefore still unknown. **Action - PB/AD (29/03/19)**
- On full completion of the account transfers, AD will undertake a load check of the current apportionment of usage on a 10% external (costs split by 306 properties)/90% internal (costs split by 292 properties/flats only). **Action - AD (30/04/19)**
- In the longer term, the intention is to move to one supplier, however the agreement remained by all of the priority to transfer all accounts to Myreside and any historic debt to be closed out. A review of market prices will be considered as well to ensure a cost-effective tariff for owners.

b) Gardens

- PB and RW will liaise on a date for the next walk round. **Action - PB/RW (3/05/19)**

c) Bike Sheds

- PB updated the Committee that the battery operated light trial in the bike shed between 2SP and 3SP had been successful. The light cost approx. £17. The lights in the other sheds will be replaced on an ad hoc basis as required/issues are reported.
- The light in the Bike Shed outside 18SP - 20SP/townhouses was asked to be replaced with this being a popular shed and level of lighting poor away from the door. **Action - PB (29/03/19)**

d) Electricity Cupboards

- At the last meeting there was initial discussion about the dumping/'storage' function of the electricity cupboard in a large number of stairwells. PB provided a cost of £300 plus VAT to

remove all items from the cupboards. This was agreed to by the Committee. Where items removed can be traced to properties, costs will be billed accordingly to individual owners.

- The dumping is encouraged where locks on doors are broken. PB was asked to assess the number of locks which require repair and provide a cost for this. **Action - PB (15/04/19)**
- Ahead of the electricity cupboards being cleared all flat owners/tenants will be informed and given a period by which to remove any items which will otherwise be disposed of. This will extend to include any items being kept in the wider stairwells. **Action - PB (30/04/19)**

3. Spring 2019 Maintenance Activities

a) Fountains

- The fountains will be turned on for the spring/summer and ahead of this each fountain will be repainted (at no cost to owners) plus fully clean/stonework scrubbed. Chlorinate will also be added to the water to try to manage the growth of algae/stonework blackening experienced last year. All the fountains will be attended to w/c 1st April 2019. **Action - PB (5/04/19)**

b) Stairwell Cleaning

- The stairwell cleaning will return to the fortnightly cycle from April to the end of September. **Action - PB (1/04/19)**

c) Seagull Management

- It was noted that the seagulls are starting to return to the area again. PB advised Anglo Scot had quoted the same charge as 2018 - £2.6k plus VAT for five nest/egg removal visits and any additional visits at £350/each plus VAT. A total of four visits were made in 2018 and, as before, owners will only be billed for the number of visits undertaken.
- There was agreement for Anglo Scot to continue the seagull management work this year and PB asked to confirm this with the contractor. **Action - PB (22/03/19)**

d) Gardens

- The Committee noted the extensive cut-back which has taken place across the development in February/March which will help with the shaping of bedding areas in the new season. PB was asked to pass on thanks from the Committee to the Myreside gardeners. **Action - PB (22/03/19)**
- During a previous garden walk round in Sept-18 three areas (5SP, 6SP and 6SC) were identified where conifers require removal at a cost of £500 plus VAT (leaving the roots in place). This work will proceed in the Spring along with some further replanting previously agreed at a cost of £245 plus VAT. Ahead of the conifer being removed at Sinclair Close, it was agreed a notice advising of this work will be put up on the inside of the entry doors in view of the size of the tree being taken down. **Action - PB (22/03/19)**

4. Finance/Debt

- PB reported the current debt against the development is running at £8k. Removing three larger debts which Myreside are pursuing with the owners concerned and engaging external parties on as required the debt reduces to £5k. In addition, accounting for debts with a number of letting agents the total reduces further to £2.3k.
- PB was asked about Myreside's review of their management fee and also stairwell cleaning and cyclical garden maintenance charges which were all fixed for a 2 year period from 1/05/17. PB advised this was pending internal review and undertook to provide details when completed. **Action - PB (5/04/19)**
- PB was also asked to review the current apportionment of the management fee between the flats (two-thirds - £36/quarter) and townhouses (one-third - £12/quarter), taking into consideration the time spent on development wide and flat only items since May 2017. **Action - PB (5/04/19)**

5. 2019 AGM Arrangements

- **Date** - Tuesday 28th May at 7pm agreed.
- **Venue** - Availability of the Church Hall to be checked and confirmed with the rest of the Committee/PB. **Action - RW (22/03/19)**
- **Papers** - prep will be undertaken as follows:
 - Agenda (AS)
 - Owner invitation (PB)
 - Factor Report (PB)
 - Committee Report (AS)
 - Factor motion (AS)
- As per the Deeds, owners should be notified of the AGM 14 days in advance. Draft material will be prepared/circulated by the end of April to allow for any feedback ahead of distribution to all owners by the 14th May. **Action - PB/AS (30/04/19)**

6. Long-term Maintenance Plan.

- There was initial discussion about a longer-term maintenance plan which can now be given further attention at and between meetings with more business as usual activities settled and communal electricity situation progressing.
- A starting point was agreed to collate details from previous maintenance plans into a format that will provide a live action tracker going forward of activities, timeframes and costs. **Action - PB (15/04/19)**
- Items noted for inclusion include - repainting of the stairwell entry door thresholds and also the external railings. **Action - PB (15/04/19)**
- The intention will be to undertake two longer-term activities per year to manage the work programme as well as associated costs incurred by owners. The recent rhone cleaning was noted as one of the two 2019 activities.

7. March 2019 Newsletter

- Items suggested for inclusion in the next Newsletter were provided by the Committee to PB on 7/03/19.
- The following edits to the suggestions offered were agreed prior to issue of the Newsletter. **Action - PB (15/03/19)**
 - **AGM** date of Tuesday 28th May at 7pm added.
 - **Seagull management** - cost confirmed at £2.6k plus VAT and timing of work added.
 - **Electricity** - update to reflect the further positive steps in recent days and Myreside now in a position to bill for 20 of the 29 meters.
 - **Bike sheds** - addition of a short item about the successful Pilot of the battery operated light in the bin store between 2SP and 3SP and that lights in the other sheds will be replaced in this style on an ad hoc basis.
 - **Rhones** - price to be corrected from £25 to £24/flat to reflect the actual charge incurred.

8. Date of Next Meeting

- The next meeting will be the AGM on Tuesday 28th May 2019.

9. AOB

Parking

- There was discussion of the ongoing parking issue between 31SP and 32SP reported by an owner with a parking space in this area.
- Vehicles are continuing to be parked in the area. This follows an item being included in the December Newsletter about considerate parking and also notices being put on vehicles.

- A recent suggestion of plastic parking cones being installed in the area was discussed with queries asked by the Committee about the location of these poles/proximity to the parking spaces to permit access/egress as well as avoiding them being clipped by cars parking and risk of vandalism/poles being removable from a base.
- The Committee again noted they are not intending to obstruct work, but seeking to ensure a solution is successful. PB undertook to visit the area directly and give the solution further thought with an update to follow to the Committee in due course. **Action - PB (29/03/19)**

Dumping

- Dumping was noted to continue to persist across the development.
- Items will continue to be removed to avoid detracting from the appearance of the development and costs charged back to owners where the source can be traced.

Sinclair Resident Committee

March 2019