

## Minute of Sinclair Place Committee Meeting

18<sup>th</sup> September 2019 @ 6.30pm

### Attendees

Alex Schooling  
Pamela Gidney, Chair  
Niall Scott  
Colin Douglas  
Robin Houston  
Alan Dickson  
Phil Jeffrey  
Rich Gibb  
Dianne Ball  
Ruth  
Susan Jamieson, Minutes  
Peter Bertaut, Myreside Management

### Departing member

The committee acknowledged that Norma Johnstone has decided to depart the committee. The committee thanks her for her input and is sorry to see her go.

### Emails

There are some issues with emails not being received by all committee members when sent by Colin. Members to check their junk email boxes.

### Invoices

Some changes to the draft invoices were discussed.

VAT – Colin had noted that some items are charged VAT and others aren't. Peter clarified that some contractors used are not VAT registered and therefore do not charge VAT.

Door damage – a charge for damage to a stair door was queried. Colin advised that he is aware that this damage was due to a domestic incident and police had been called. Peter advised that if the flat can be identified the charge can be allocated to them. Colin gave Peter the details.

Electricity charges – it was noted that the electricity charges had been divided to the townhouses also. Only a small portion of this charge is for outdoor lighting. Peter will amend this prior to final invoices being sent.

Décor repairs – Peter confirmed that these will be detailed by block and the amount per block rather than as currently shown.

Bad Debt – Peter confirmed that there was a decree granted against one owner and he has now settled 50% of their outstanding debt. Bad debt stands at only 5% (£2-£2.5k) but Myreside have this under control.

### Electricity

Alan advised that they are almost there but that there are still 8 meters out of the 21 controlled by Scottish Power to be sorted. Alan advised that there is a complication in that the meters are now in

the name of Myreside and therefore the company will not speak with Alan. Peter advised that 2 letters have been sent and this was last chased on 30/8 for a response. When this call was made, they were advised that the case had been closed. Peter has resent all of the previous correspondence as it had not been resolved. There has been no response since.

It was agreed that Alan will revert to Peter on whether one final complaint should be sent prior to referring to Offgen. Alan will also ascertain where the complaint to Offgen should be sent.

Alan confirmed that the aim is for the estate to only pay back a maximum of 12 months when the case is resolved.

#### Maintenance Plan

It was agreed that Peter will meet with Phil to go through the maintenance plan to ascertain what has been done and put an appropriate schedule for the remainder in place.

#### Gutters

It has been noted that there is vegetation in some of the gutters – despite having only recently been cleared. Peter is calling back the company who undertook this work to rectify and this will not be charged. Pamela agreed to send Peter her list of properties that she had noted this issue from a walk round.

#### Boiler work

It was discussed that some of the work on boilers in the estate has impacted on the outside of the buildings and plumbing attached to downpipes. A reminder to residents that this is not appropriate will be put into the newsletter and Peter will also write to the properties who have already undertaken the work and advise that they should repair this.

#### Seagulls

Peter advised that the work has been successful. However, several complaints were received by police with regards to the removal of the nests. Peter confirmed that a respected company were utilised and only empty nests were removed. Police have closed the complaints.

#### Mice

A resident has contacted the committee with regards to charging for mice treatments in individual flats. Pamela advised that she will forward the resident the response that was agreed by the committee last year in relation to this. It is each residents responsibility to fill holes etc and the whole stair cannot be held accountable for this work not being undertaken.

It was discussed that it may be worth setting up a FAQ section on the website that residents can be directed to for questions that are asked regularly.

#### Fountains

Pamela raised that she was unsure if one at 24 was currently working – Peter will check this out.

#### Gardens

As Norma has left the committee Rich volunteered to take on the gardens. Peter advised that weedkiller will be put down in the estate over the next couple of weeks.

#### Electricity Cupboards

This work will be completed by the end of September.

### Bins

There are concerns that the bin men put the bins back into the stores back to front. Peter has contacted Edinburgh Council regarding this on several occasions however will contact again.

Peter will also arrange for WD40 to be put on the latches as some are sticking.

### Communication and Checking

Peter accepts that checking needs to be done on work undertaken within the estate – particularly by external contractors. He will ensure this from now on.

Peter will also arrange for someone senior to check the estate and pick up on issues rather than only reacting to complaints. The quarterly site reports should be updated on the website and maintained – quarterly. Peter will ensure that these are also emailed to the committee.

### IT

Niall advised that the domain name is up for renewal. Niall agreed to pay this and forward the cost to Myreside for repayment.

Niall advised that he is leaving the development next year. He is willing to continue to manage the website if needed. It was agreed that the residents email group can be removed as it is not used. There is a forum board set up but it is not utilised. There was also discussion about the Sinclair Committee general email address and whether it is required. Niall will consider before the next meeting.

### AOB

Susan advised that there have been complaints about children playing with balls in the car park around the townhouses and the ball hitting cars. Peter will arrange for signs to be put up in the car park advising that no ball games are allowed.

Lighting – Peter will arrange for someone to check the lighting at night – particularly around the townhouses (and the steps outside no 7 and 17) as it is very dark late at night.

### Next Meeting

10<sup>th</sup> December 2019 @ 6.30pm