

Sinclair Committee & Myreside Meeting

10th December 2019, 6.30pm – 9.00pm Gorgie Church Hall

Attendees

Sinclair Committee:	Myreside:
Pamela Gidney (PG - Chair)	Peter Bertaut (PB)
Alex Schooling (AS - Minutes)	
Niall Scott (NS)	
Phil Jeffrey (PJ)	
Richard Gibb (RG)	
Robert Houston (RH)	
Susan Jamieson (SJ)	
Colin Douglas (CD)	

Apologies

Alan Dickson, Ruth Evans

Committee Pre-Meet 6.30pm - 7.15pm

The Committee considered a number of key points - in summary, they covered:

1. Invoices

- CD noted a small VAT issue regarding the buildings insurance. This was corrected on the revised draft invoice CD shared with the Committee.
- PG feedback noted the invoice should ideally reflect lightbulb replacement and light repair charges as separate items as they refer to different activities. PG also noted a query on the smoke extraction system charges with two different figures showing on the invoice and small clarifications regarding a number of block/stairwell references.
- PG to send across additional comments to PB. **Action - PG by 11/12/19 & PB by 13/12/19**

2. Committee Roles

- AS and PG reminded of their intentions after the 2019 AGM in June to take up the roles of general Committee members after filling office bearer roles for several years. It was agreed at the time that AS and PG would co-share the Chair and Secretary roles for an interim period to the end of 2019 while the new Committee became more established.
- SJ kindly offered to step into both the roles of Chair and Secretary with immediate effect. AS thanked SJ for this and declared her intent to step into the role of general Committee member. PG relinquished her duties and similarly stepped into a general Committee member role until the AGM at which point both will formally stand down from the Committee.
- NS noted that the next Committee meeting will likely be his last and he will step down when he moves away from the development.

3. Myreside Site Visit

PJ informed the Committee that the maintenance site visit took place with Keith Hunter on 5th December, lasting for several hours. PJ shared that during the site visit there was discussion of a number of items including:

- Stairwells – jet washing of floor tiles; cleaning of carpets or replacing them; or upgrading the interior. NS suggested a trial with one block e.g. cleaning the carpets to see the improvement. PG also noted that the condition will vary from stairwell to stairwell and this will need to be considered in terms of scope works, costs and management of future work.

- PJ believes the current priority is repainting of the external entry doors. PG also noted that the condition of the door thresholds had been discussed within the previous Committee and also raised by an owner.
- PJ explained that the exterior of the buildings would be best cleaned rather than repainted (from a cost point of).
- The re-painting of the perimeter railings was also mentioned.
- PJ noted that during the site visit Myreside had expressed concern about the cost to owners and invoices rising. PG noted that this can be managed by Myreside notifying owners in advance of costs arising so higher invoices do not come as a surprise. Active management of the maintenance works and communication by Myreside about plans can also assist here e.g. starting with smaller works and demonstrating progress/improvements, then slowly increasing the scale and introducing bigger costs in 2 – 3 years.
- Myreside have prepared a report of the 5th December site visit and this is available on their own website (access is managed by a password issued to owners/available from Myreside).

4. Myreside Comms & Newsletter – see item 6 below

5. IT Update

- NS confirmed the resident e-mail group will cease at the end of December with the address having been kindly hosted by a previous owner. This will be accompanied by an item in the December Newsletter to inform owners of the position and reasons (i.e. limited use doesn't justify the upkeep). **Action – NS by 20/12/19**
- NS will be leaving the development in Spring 2020 and undertook to prepare a handover note for the Sinclair Residents' website. NS to also arrange to go through this with RG before the next Committee meeting. **Action – NS by 10/03/20**
- Norma Johnstone still needs to be removed from the Committee list on the Sinclair Residents' website. **Action – NS by 31/12/19**
- NS to move the current Committee e-mail address over to a free address (again so the e-mail address is standalone from hosting by a previous owner). This will involve a change of e-mail address with an auto-forwarder from the existing Committee e-mail address to be set-up for a period and prior to communication of the change to owners. NS to advise Committee when this has been undertaken. **Action - NS by 31/01/20**

PB joined the meeting.

Sinclair Committee & Myreside Management (7.15pm – 9.00pm)

1. Welcome and apologies delivered by PG.

- Apologies noted as above.
- No response from Dianne Bell – agreed contact would be made to check if DB wishes to continue as a Committee member. **Action AS by 31/01/20**

2. September 2019 Meeting Notes - review of actions arising:

- a) Issues noted with e-mails from some Committee members going into junk folders (especially from CD). All to check their junk folders regularly and forward any e-mails that have gone into this folder around the Committee to ensure wider circulation/receipt. NS also suggested members to de-spam addresses going to junk within their own mailbox settings. **Action - All (ongoing)**
- b) **Electricity** - PB advised there has been no response from Scottish Power regarding the two complaint letters sent in July 2019 concerning the ongoing delay in the transfer of the eight accounts held by Scottish Power. Follow up phone calls placed by Myreside (in liaison with Alan Dickson) and from this it was determined that the complaint case had

been closed by Scottish Power which was incorrect with the matter not resolved. A letter was subsequently sent to the Energy Ombudsman by Myreside (again a liaison with AD) in October seeking their assistance. No response was received from the Energy Ombudsman and on contact it was advised the ombudsman had Alan Dickson's details on file and claimed that Myreside have to give their permission to allow the ombudsman to contact Scottish Power. Following this confusion, permission has now been granted by Myreside and PB advised it will be a period of 6 to 8 weeks (from the end of November) before contact is expected from the Energy Ombudsman. PB to revisit the Energy Ombudsman in mid-Jan if no contact received and advise the Committee of the updated position. **Action - PB by 14/01/20**

c) Gutters/ Rhones

- PB confirmed there had been a visit by Tecx Roofing in late November to attend to all areas of the gutters reported with weeds and that all issues had been addressed. RG mentioned that the weeds reported at 27SP are still present and leaks also remain at the both front and back doors. PB undertook to follow up with Tecx Roofing and ask them to re-attend the areas that have not been done. **Action - PB by 15/01/20**
- PB also re-committed to checking by the management team at Myreside of works undertaken within the estate – particularly by external contractors. **Action - PB (ongoing)**

d) Boiler installations across the development

- The Committee thanked Myreside for sorting out the issue with the detached boiler piping at 19SP.
- PB to check if a letter to the respective owners of all properties with external boiler piping was issued by Myreside after the last Committee meeting in September and, if not, action this before the end of the year. PB to send a copy of the letter to the Committee and ask the Myreside team to be vigilant in spotting boiler installations with external piping when on site and reporting of this for follow up communications. **Action – PB by 31/12/19 & Myreside (ongoing)**

e) Mice – noted by PG that a response had been sent from the Committee to an owner regarding the charging of mice treatment works. Suggestion re-raised that the FAQ section on the website is to cover off questions on mice etc. Action call for FAQ contributions to NS and RG. **Action - All Committee by 29/02/20**

f) Gardens – CD expressed delight among neighbours regarding the conifer removal at 5SC. Colin (Myreside Head Gardener) and RG undertook a walk round of the gardens in September and from this devised a gardening plan. The general ask is for a bit more colour as the shrubs are having to be cut back before they flower. Costs are in the region of £600 and PB confirmed this is inclusive of VAT – the Committee unanimously approved the spend and PB confirmed this will be invoiced post-implementation. **Action – PB/Myreside Gardening team in Spring 2020**

g) Stairwell cupboards – the Committee thanked Myreside for the final clear out and locking of all stairwell electricity cupboards to address a risk issue identified by the common buildings insurance provider.

h) Bins – more discussion followed on the bin sheds and the emptying behaviour of the bin men as there is evidence of them continuing to return the bins the wrong way round.

This persists despite contact by PB with City of Edinburgh Council. PB will again contact the council and RG suggested he will film from his window to provide evidence. **Action – PB and RG by 10/03/20**

i) Comms

- Concern was expressed by the Committee again regarding reactive rather than proactive communication from Myreside, with the example of the wall damage repair beside the Townhouses cited as an example (the matter having been first reported on 20/09/19 and wall still lying not repaired at the time of the meeting despite promises following contact by PG on several occasions). PB explained that in this instance the contractor has been giving him the run-around (extending back to the rhone work in late 2018/early 2019) and so PB has started putting larger work through another contractor, but noted this company is more expensive.
- PB acknowledged that keeping the Committee informed would be effective together with more active comms in general about works/maintenance matters concerning the development. **Action - PB (ongoing)**
- RG asked about the skip following the stair cupboard cleaning which was there for a fortnight, attracting refuse and essentially concern over who was paying for it.

j) Ball games in front of Townhouses – SJ's signs went up and were taken down in the same day. Item to be included in the Newsletter about ball games in the area between the townhouses and 18/19/20 SP. **Action - PB by 13/12/19**

k) Lighting

- RG mentioned the new LED lights around the development, but noted that recently even more lights have gone out (including two of the tall lamp-posts). The Committee suggested that Myreside do a walk round during darkness in winter months (still working hours) and replace the lights accordingly. PB agreed to send Connor round to review. **Action - PB by 20/12/19** *Post-meeting note: RG kindly went round the development and provided PB with a list of issues on 15/12/19. PB advised on 18/12/19 that all issues have been addressed.*
- There was discussion about the lighting outside the Townhouses (7 to 17SP). The area outside 17 – 18SP was discussed in particular with a stepped area in poor light which SJ believes it is an accident waiting to happen and also the parking spaces (between beech hedge and bike store near Sinclair Close) not being well lit. The ownership of the area immediately outside the Townhouses was raised with PG referring the development plan (© John Fox) identifying this as adopted by CEC. PB will check the adoption status around the Townhouses and also investigate the upgrade of the lights at the top of the Townhouses. **Action - PB by 31/01/20**

3. Financials

- a) Invoice feedback** – see item 1 in pre-meet
- b) Debt update**
 - Myreside will be taking an owner to the small claims court regarding debt of approx. £2k which relates to one property.
 - The debt issue with the owner of four properties has been resolved and is now paid in full.
 - The development debt is sitting at just under £5k.
- c) Block buildings insurance premium** – charge for 1/12/19 to 30/11/20 still to be confirmed. PB noted that there could be a rise of up to 3% index linked to the increase in the building value but undertook to negotiate no increase for the development,

noting that if the value of claims is under 30% of the total premium then there is no increase in the premium. It was noted there had been no increase in the premium for 2019 and PB shared that the discount last year resulted as we changed provider and Zurich undercut Allianz. PB to confirm the new buildings insurance charge with the Committee within the next week. **Action - PB by 20/12/19**

4. **Electricity** – Scottish Power Complaint – see item 2.2 in arising actions.
5. **Maintenance Plan** – see item 3 in pre-meeting plus:
 - PJ to ask Myreside to populate the Sinclair maintenance plan with indicative costs of different work items and to give a view on the works that are more aesthetic in nature versus necessary maintenance. Updated plan to be circulated to the Committee prior to the next meeting for comments and discussion. **Action - PJ by 29/02/20**
 - PB noted that from a maintenance point of view the priority is to work from the outside in – wind and water tight first then look at interiors.
 - PB will obtain three quotes for the external front door painting and door threshold repairs, and circulate this information in advance of the next meeting. **Action PB - by 1/03/20**
6. **Dec-19 Newsletter**
 - The Committee requested that the Newsletter is issued with a Myreside header, noting the Newsletter is Myreside's document and contributions from the Committee provided to offer some suggested content. **Action - PB by 13/12/19**
 - PB to add the following additional items to the Newsletter – ball games issue outside the Townhouses; maintenance programme update and Committee call out for IT support/help. **Action - PB by 13/12/19**
 - The frequency of the Newsletters was discussed. PB noted that in other developments, Newsletters are issued bi-annually rather than every quarter and it was agreed to revert to this arrangement for Sinclair in 2020 with Myreside taking the lead in drafting the Newsletter content with input from the Committee. **Action - PB (ongoing)**
7. **Date of Next Meeting**
 - 10th March 2020 agreed as the next meeting date.
 - RG to contact Sandy at Gorgie Church Hall to book room or arrange a different venue. **Action – RG by 31/01/20**
 - PG to send contact details for church hall to RG. **Action – PG by 31/12/19**
8. **AOB:** PB reported that roof slates had been dislodged in five locations due to the storm on 9th and 10th December. PB to update the Committee on the extent of the damage and action taken. **Action - PB by 31/12/19**

**Sinclair Resident Committee
December 2019**