

Sinclair Committee/Myreside Management Meeting Tuesday 24th August 2021

Attendees

Committee: Alan Dickson; Ruth Evans; Rich Gibb; Pamela Gidney (meeting Chair/minute taker); Neil Raphael

Myreside Management: Peter Bertaut

Apologies

Committee: Susan Jamieson

1. Debt / Invoices

a. Common Debt

Peter updated that a direct debit has been set-up for the debt sum of £3,758.50. This is for £50/month which will only cover charges going forward and not make a dent in the historic debt. Myreside are therefore pursuing the salary arrest option and have given the debtor three months to make more significant payments before proceeding with this route. The owner of the property with the historic debt of £1,787.61 has still not been traced. Myreside continue to work with Sheriff Officers on this matter.

Action: Peter to continue to progress the reclaim of both debts and keep the Committee updated on any significant progress.

The current debt position beyond the above was discussed and the Committee asked for an update on i) how many accounts did not pay the invoice for the period 1/3/21 to 31/5/21 or only paid in part (e.g. communal debt deducted from payment made); ii) the latest communal debt figure against the development.

Peter confirmed there were no other accounts nearing legal proceedings/at risk of debt being apportioned to owners. All other debts on accounts are well below £1k.

Action: Peter to advise the Committee of the no. accounts not cleared in full/part for the last invoice period and latest communal debt figure sitting against the development.

On communication, the Committee noted they understood the communal debt of £5,546 had been apportioned in line with the Title Deeds and, as discussed previously, it was the communication that had raised concern. Also, while the Committee is aware of the debt on the development, previous updates had not indicated this to be a matter of concern to Myreside. Peter acknowledged the communication point and also confirmed the obligation is with Myreside to keep all owners informed of communal debt matters that have a potential impact on them.

b. Invoicing

The turnaround timeframe for feedback on the quarterly invoices was discussed.

Action: Committee to provide feedback to Peter within five working days of receipt.

The next invoice for the period to 31/8/21 is to include two reallocations i) smoke extraction system charge from Block C to Block B and ii) drain wash charge from Block I to Block K (work concerned 4SC not 4SP as confirmed at the meeting in April).

Action: Peter to action Block C and Block I credits on the next invoice.

2. 2021 AGM

AGM confirmed for 5/10/21 and all owners have been notified through the Committee letter sent via Myreside on 13/8/21.

There was a majority vote of Committee members present at the meeting to hold the AGM at the BMC. Availability to be double checked and booked. Agreement of those present for the AGM to start at 7pm.

Action: Committee to check availability of BMC.

AGM papers to include Agenda; voting/proxy form; Factor Report; Committee Report.

Action: Committee to pull together Agenda; voting/proxy form and Committee Report and send to Peter by 14/9/21.

Action: AGM papers to be issued by Myreside to all owners on the 17/9/21.

Myreside to put up reminder notices about the AGM on the inside of the stairwell doors. *Post-meeting note: reminder note to also be put through the doors of the Townhouses.*

Action: Myreside to put up AGM reminder notices within stairwells/through Townhouse letterboxes on 1/10/21.

Myreside will take care of registration on the night/ownership checks (as far as is possible). There is no Committee support required for this on the night.

3. Guttering

Peter updated that he is continuing to liaise with the contractor (Texc Roofing) about re-attending in connection with work undertaken at 27SP and 30SP. Peter noted that their charges are very competitive and other companies will charge significantly more for the same work.

There was a general discussion that the upkeep of the gutters is important to ensure they are in good order and don't end up in a situation of needing to be replaced through lack of maintenance. Peter to undertake a ground level check across the development during the site visit on 31/8/21. There was discussion about the appearance of the gutters and the Committee asked Peter to obtain quotes for i) clearing vegetation from the inside of the gutters only and ii) clearing the inside plus washing the inside/outside. Peter advised that January/February are the optimum months for the clearing of the gutters.

Action: Peter to assess the condition of the gutters across the development during site visit on 31/8/21 and report back to the Committee.

4. Gardens

Peter updated that the additional planning previously agreed has now been completed. The planting undertaken at the car park area between 18SP and the townhouses which has failed will be addressed in October at no charge.

Action: Myreside to attend to area in October where planting has failed.

It was noted that the central garden/fountain areas are in good condition, but the perimeter areas are in need of weeding/attention. This will be addressed by the gardening team when next on site. There was discussion about weed and moss growth within the car park areas – Peter advised to leave the moss as this avoids water seeping into the monoblock, but agreed that the weeds should be attended to.

[Action: Myreside to attend to perimeter garden areas and weeding of monoblock/path areas.](#)

There was discussion about the height of some trees and conifers in areas.

[Action: Committee/Peter to look at areas concerned as well as any further planting needs during the site visit on 31/8/21.](#)

5. Fountains

Following discussions about the future of the fountains, Peter provided an update on costs for the following options:

- Retain fountains as they are and maintain - £100+VAT/fountain (covers Spring re-start/Autumn close down. No other maintenance or repairs covered).
- Retain central structure/re-plant - £150+VAT/fountain (this includes the cost of the planting).
- Remove central structure/re-plant – £250+VAT/fountain (this includes the cost of the planting; central structure would be stored by Myreside).
- Fully remove the fountains and re-turf - £900+VAT/fountain.

These options will be put out for an owner vote as part of the 2021 AGM.

[Action: Committee to include the fountains as a motion at the 2021 AGM.](#)

6. Door Numbering

Self-adhesive door numbers will start to be put on the entrance doors of all stairwells from 27/8/21 and this will be completed by 3/9/21. Quote of £20/stairwell provided at the last meeting in April with a follow up from the Committee asking about cheaper alternatives. Peter advised cost will be £550+VAT which has no mark up applied. This will be apportioned across all 292 flats.

[Action: Myreside to complete the door numbering by 3/9/21.](#)

7. Door Painting

Painting of the stairwell doors is now due to commence on 30/8/21 with an estimated three day turnaround to complete. Peter confirmed that WL Forest are holding to their quote. Using an alternative contractor is a potential an option if the work is delayed again, but this will involve a higher cost.

[Action: Peter to update the Committee if there is a further push back to the start date.](#)

8. Electricity

One Scottish Power meter has been transferred to SSE, the other seven meters are pending.

[Action: Peter to continue to chase Scottish Power about the outstanding transfers and keep the Committee updated on progress and/or any issues arising.](#)

9. AOB

a. Site Visit – confirmed for 31/8/21 at noon. Peter will attend from Myreside and Susan/Rich/Neil will join from the Committee.

b. Seagull management – charge (£1,602+VAT) on the last invoice for the period to 31/5/21 covered 9 falcon visits and 2 nest/egg removals in May and June (latter month included on the invoice for this period). Peter advised he had spoken to Avian after the last meeting in April – Avian advised there is no minimum number of bird of prey visits required and Peter therefore asked for the number of visits to be halved. There was also a query raised about the falcon visits still happening into August when the young gulls have already hatched/peak breeding season past.

Action: Peter to contact Avian about the visits undertaken since the last invoice and confirm the charges for the next billing period to 31/8/21.

c. Lighting

There was discussion about the lighting in the development. Peter to look into LED lighting options/costs. Peter and Alan to liaise on the type of LED light/manufacturer and supplier route.

Action: Peter to look into development lighting and liaise with Alan.

d. Work Checking

Checking of works by internal team and external contractors raised.

Action: Peter undertook to make sure this happens.