

Minutes: Meeting of Sinclair Development Committee and Trinity Factors

Tuesday 7th December, Gorgie Dalry Parish Church Hall, 190 Gorgie Road, EH11 2NX

Attendees

Trinity Factors

- Callum Seale
- George McGuire

Committee

- Neil Raphael (Flats) – Chair
- Alan Dickson (Flats)
- Ruth Evans (Flats)
- Rich Gibb (Flats)
- Carmel Connolly (Townhouses)
- Liam Langedijk (Flats)
- Massimo Fabbreschi (Flats)

Apologies

- Norma Johnstone (Flats)

Agenda

1. Proprietors List

The Sinclair Development is now set up in Trinity's management system, contractors and bank account have been set up and insurance is in place. Trinity are working on getting a comprehensive list of proprietors (including addresses and email addresses) from Myreside so they can communicate with owners to introduce themselves, outline what the next steps are, the budget for the year and how owners can pay.

2. Insurance

Insurance is in place for Sinclair Development. The committee agree to the development being resurveyed to establish a more accurate reinstatement value and to include terrorism insurance as it's a requirement outlined in the deeds.

3. Ongoing items

Trinity and the committee discussed a list of ongoing items that need to be addressed in the development:

- a. Lighting (internal and external): Replacing bulbs/fixing lights is a priority for the safety of residents.
- b. Electrical Installation Condition Report (EICR): This is required for insurance and to protect buildings against fire.
- c. Bike Sheds – Some sheds need immediate roof repairs. Trinity will get a selection of quotes for repairs before proceeding. Future work will include a survey of the shed condition as well as clearing out unowned bikes and non-bike items.

- d. Gutters: Repairs and cleaning will happen annually – the roof states will also be feedback at the same time.
- e. Pest problems: Trinity can treat common areas but recommend individuals ensure no food is left out in their flats and seal holes.

4. Contemplated works

These works are items that would fall into the creation of long term maintenance plans for the development.

- a. Fountains: Trinity are in the process of getting quotes for the fountains.
- b. Entry phone systems: Fixing any entry phone issues as well as considering installing them on the back as well as the front of the blocks.

5. Budget

Trinity shared their proposed budget with the committee. Most of the items are of known fixed cost. Communal Electricity estimates are based on previous bills provided by Myreside and will need be revised by Trinity based on current use and energy rates. The budget item that has the most variability is General Repairs. Establishing a long-term maintenance plan will help Trinity be more proactive in fixing issues instead of being reactive. The committee agree that a higher general repairs estimate is needed due to additional items that need to be repaired that were raised during Myreside's tenure.

Trinity noted that they will be communicating what work they plan to do in the development to owners as well as updating after the work is completed. The budget also includes items that are overdue in being done and are not annual costs – for example, the EICR is done every five years.

The committee raised that gull deterrent and nest removal were missing, Trinity will get quotes for this and include in the budget.

6. AOCB

The committee and Trinity discussed sending out a survey to owners to understand more about what peoples' priorities are in the development. This will help focus maintenance plans and provide input for future AGMs.

Some meters are still with Scottish Power – Trinity to review and move.

The proposed Controlled Parking Zone Consultation was raised as a concerned and we discussed the possibility of Sinclair Development having their own parking permits if the CPZ goes ahead as a deterrent for non-residents to park on the site. This will be picked up again if required in the future.

The meeting wrapped up with Trinity confirming that their next step is to communicate with owners via post to introduce themselves, outline what the next steps are, the budget for the year and how owners can pay.