

# Sinclair Committee meeting, 12<sup>th</sup> September 2023

## Attendees

Neil Raphael, Liam Langedijk, Justyna Pawelek, Jack Whitelaw, Callum Seale (Trinity), Sharon Laird (Trinity)

## Introduction of two new committee members.

Welcome Justyna and Jack who have joined us just this week. We will get them set up with accounts to access committee chats and files.

## Trinity update:

**Trees:** some trees have been removed on recommendation of tree surgeons with concerns for damage to buildings as they grow. There are still a few trees not removed; these will be finished next week. The trees will be replaced with shrubs or bushes that are easier to maintain and less likely to damage the property. If owners are unhappy with a particular tree removal that has impacted privacy etc, please email Sharon with details and she can attempt to replace with appropriate foliage. This is a good time to ask about fixing any gaps in planting.

**Signs:** Signs have been ordered to mark address/building number. These will go at the front and back of each stairwell. Generic signs are ordered for the bin sheds. All predicted to arrive early October.

**EICR** (Work required to electric distribution through the buildings, as a result of regulation changes since the last inspection) **and lighting:** 2 quotes received for EICR required work. 7 blocks require light fittings to be changed. We are recommending we use these blocks to trial more energy efficient lighting with motion sensors. These lighting changes have been in the works already and quotes received. Decision to execute waiting on a few more details to be shared with committee from Sharon; About the lights themselves, and the amount spent on re-adjusting lighting circuit timers since locks were added to communal cupboards (to decide if timers need to be replaced too). Budget for these EICR works can come from predicted communal electricity budget which is tracking well below forecast.

**Budget update:** Electricity expenditure is about 30% of forecast, some of this saving will go towards required EICR work (see above). Grounds maintenance is a bit above forecast due to tree removals. Fountain work is under forecast budget. General repair budget is 86% spent due to a large amount of repair work carried out, but predicted to sit close to forecast by the end of the year. Gutter cleaning is not performed yet (occurs later in the year), so budget is unspent. The rest of the budget categories are predicted to be on track with forecast.

**Debt:** 4 out of 306 properties have not paid at all for the last budget year and the current one. This has been greatly reduced this year. Sharon is in contact with solicitors for the next step of debt recovery.

## Stairwell updating

As part of the 10-year plan, we would like to see the stairwells updated (Entry phones, redecoration, carpets, lighting). Sharon is receiving quotes for each element listed, and the decision to execute and in what timeline will be a large focus of the upcoming AGM.

Items moved to next meeting.

Instruction that we should give the factor regarding broadband installation in communal areas.

Parking and (private) line repainting – (Most of the road area is council owned)

Some discussion was had about moving the development's financial year by 6 months so that we are not having to deal with new year funding and reconciliation around Christmas time, but more discussion is required, and with a larger chorus of attending committee members.

How best to distribute development survey response data (in a digestible and anonymous format).

Adoption of fountains to buildings.

Next meeting

First week of October (date tbc), face to face.