



Sinclair AGM 2023

26th October 2023



Agenda

- Introduction to the Committee & Factor (5 mins)
- **Committee Report** (30 min)
 - Rescheduling of Development Year End
 - Review of Committee Activities In 2022/23
 - Review of Work in Progress and In Discussion
 - Highlights From Development Survey
 - Options For Common Stair / Hall Refurbishments
 - Time Scales Versus Cost
 - Q & A
- **Factor Report** (30 mins)
 - Review Of Work Carried Out In 2022/23
 - Review Of The 2022/23 Budget
 - Proposed Work to Be Carried Out In 2023/24
 - Review Of the Proposed 2023/24 Budget
 - Q & A
- **Votes** (5 mins)
- **Close**

Introduction to the Committee & Factor

- The Committee :

- The Committee is here to act as a 'bridge' between the owners and the factor.
- To advise the factor on the general views of the owner community.
- To develop a strategy for the common parts of the development and common parts of the buildings.
- To provide a degree of oversight of the factor on the owners' behalf.

- **Note : The committee can only provide proposals and advice to the factor and owners.**

- **Only a meeting of all owners can 'Instruct' the factor. The Factor may also act on their own with the same powers as a meeting of the owners,**

- Currently the Committee has a total of 9 members from Sinclair Gardens, The Town houses & Sinclair Place.

- We could do with some additional members particularly from Sinclair Close or additional Flat owners in Sinclair Place

Introduction to the Committee & Factor

- The factor :
 - Is responsible for the day to day running and maintenance of the development
 - The gathering of money to pay the development costs
 - The hiring of subcontractors i.e., gardener, cleaner etc.
 - Is responsible for making sure the development and flats are properly insured
 - Execute projects agreed with the committee and or owner meeting
 - The Factor is only accountable to You the owners
- Please remember the Factor does not “own” the development they purely execute work on behalf of the owners.

Development Financial Year

- Current Arrangements
 - Financial year start 1st December
 - Bills sent out in December for the following year
 - Reconciliation of the previous year will be completed around end of February
- Historically the Development year used to start 1st June
 - The committee & the factor believe It will be beneficial to all party to avoid having the year end so close to the Christmas holiday period.
- New Arrangements
 - Financial year will start on 1st December 2023 and run to 31st May 2024 (6 Months)
 - New financial year will then restart on 1st June annually
 - AGM will then be held in May
 - Reconciliation of the previous year will be completed around the of July
- **Please note this does not affect our overall bills other than the timing of when we are billed**

Committee Report - Review of Committee Activities In 2022/23

- The committee has met a total of 10 times this year with Trinity present
- The topics covered by the Committee were :
 - Development survey
 - Electricity costs and lighting
 - Fountain Repairs
 - Abandoned cars / Cars in disrepair
 - Overgrown trees
 - Litter problem areas
 - Gaps in planting
 - Quality and frequency of gardening
 - Gas and electrical safety reports / actions
 - Recycling bins
 - General repairs
 - Development budget and bad debit
 - Parking permits and the impact on the development
 - Insurance claim record
 - Block address plates
 - General development signage
 - Bike shed repairs and clear out
 - Installation of Hyperoptic / CityFibre
 - Service buzzer times
 - Stair refurbishment planning

Committee Report - Review of Work in Progress and In Discussion

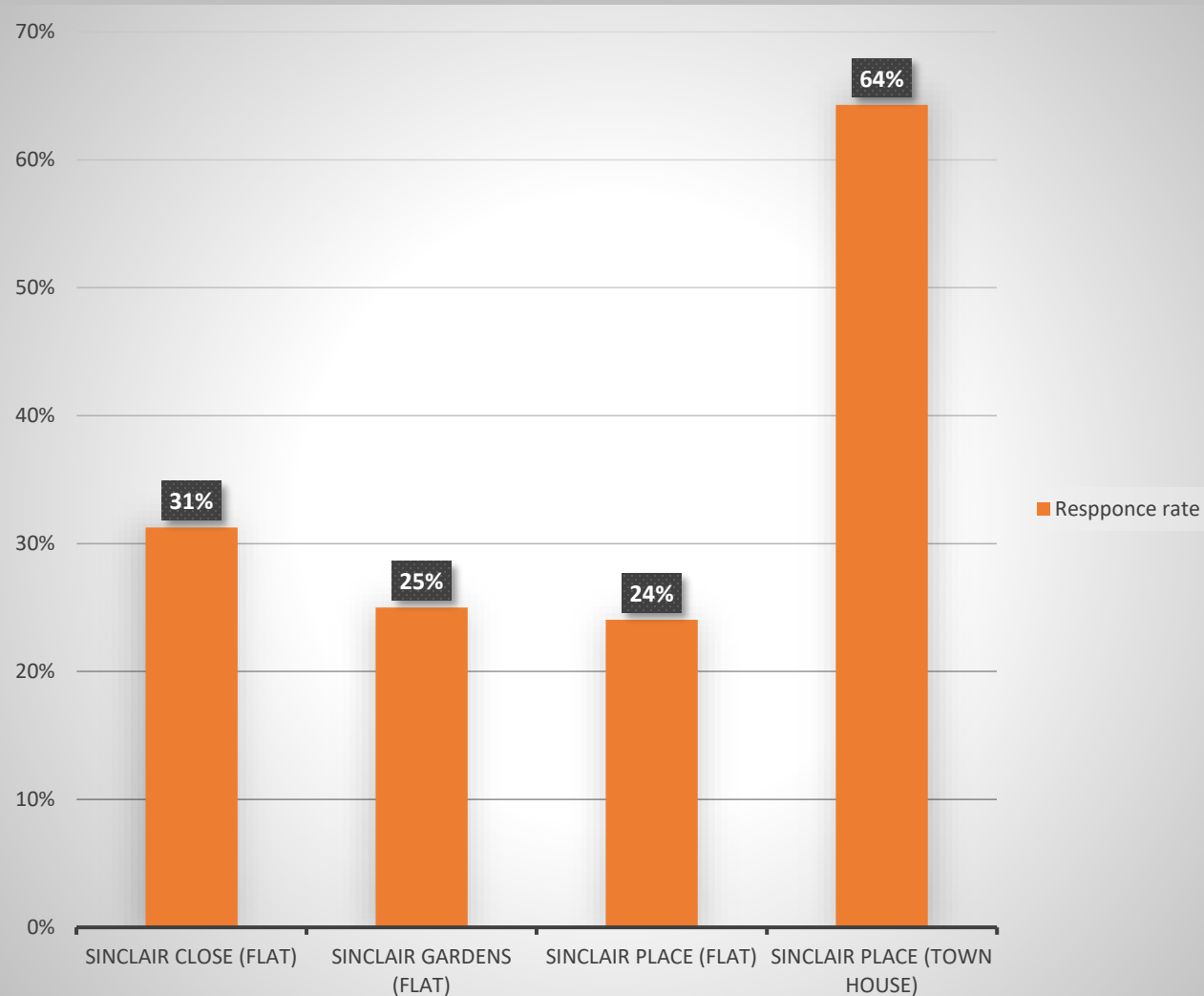
• **Successes**

- Items from the plan delivered in 22/23
- Repair of fountain electrics
- Block Signage
- Cycle shed roof repairs
- Detailed plans for the refurbishment of stair / common hallways.
- Development survey
- 3 issues of Residents' Association Newsletter

• **Work In Progress**

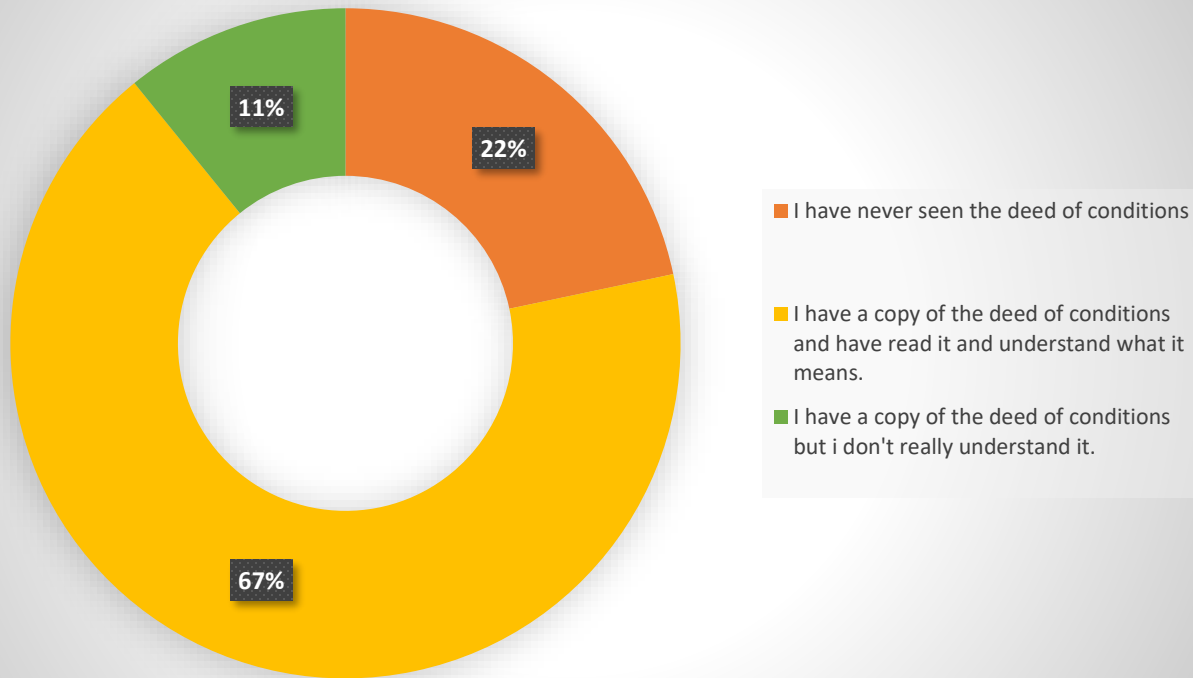
- Items to be delivered in 23/24
- Repeat of development survey
- Replacement of Stair lights to improve energy efficiency and to meet electrical safety standards without compromise on personal safety
- Residents' Association notice board
- Agreed costed refurbishment plan
- Improved development signage
- Car parking changes in response to Council Permit Parking

Committee Report – 2023 Survey Highlights



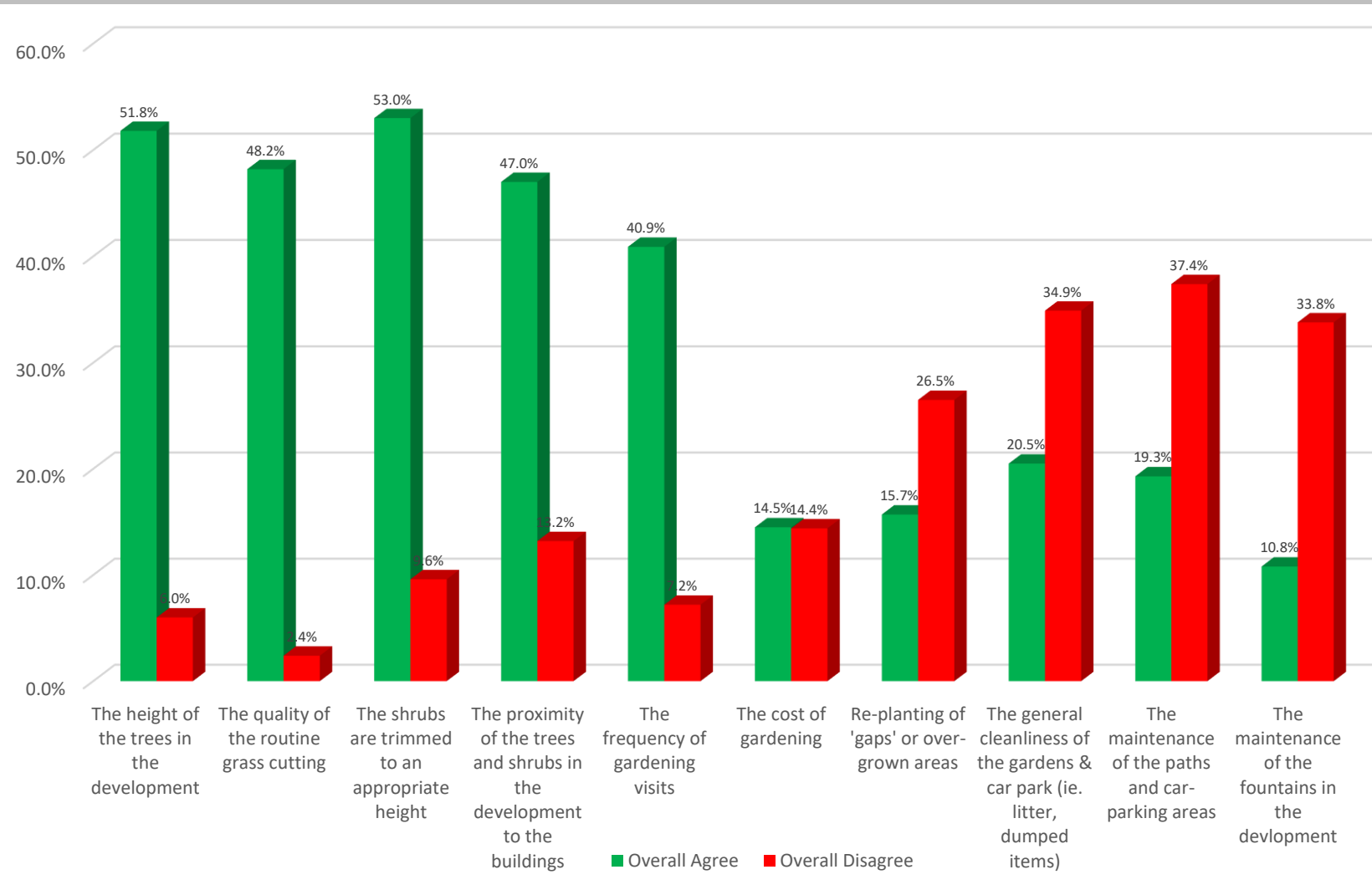
- Survey ran from April to May 23
- All 307 owners were invited to take part
- In addition, poster were placed around the development.
- 83 Valid responses
- Overall response rate of 27%
- Hope to publish a full report on the web site.

Committee Report – 2023 Survey Highlights



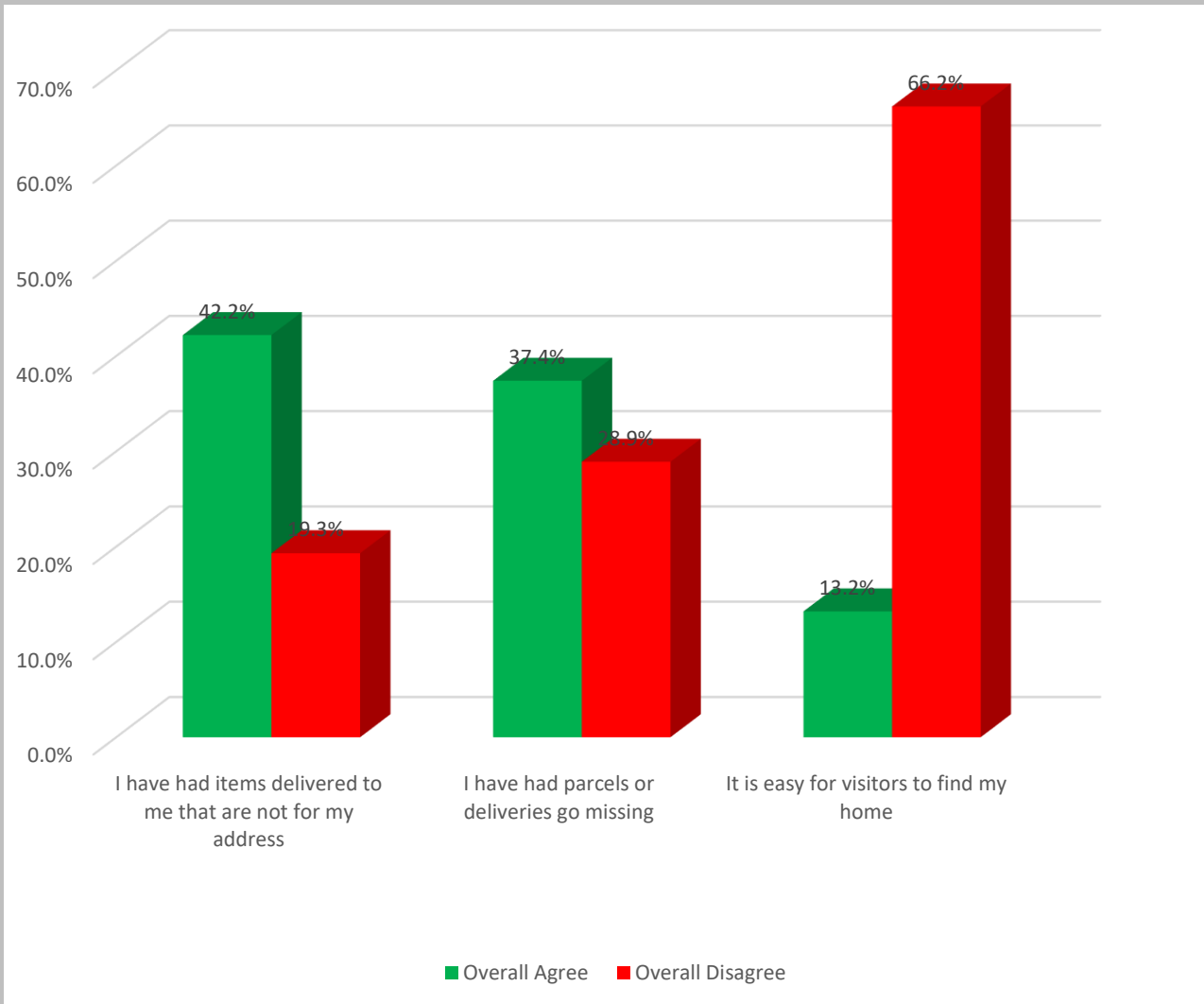
- ***When you purchased a property on the development you entered into a legal agreement called the deed of conditions. What is your level of understanding of the deed of conditions and your obligations ?***
- 33% don't understand their obligations under the deed of condition.

Committee Report – 2023 Survey Highlights



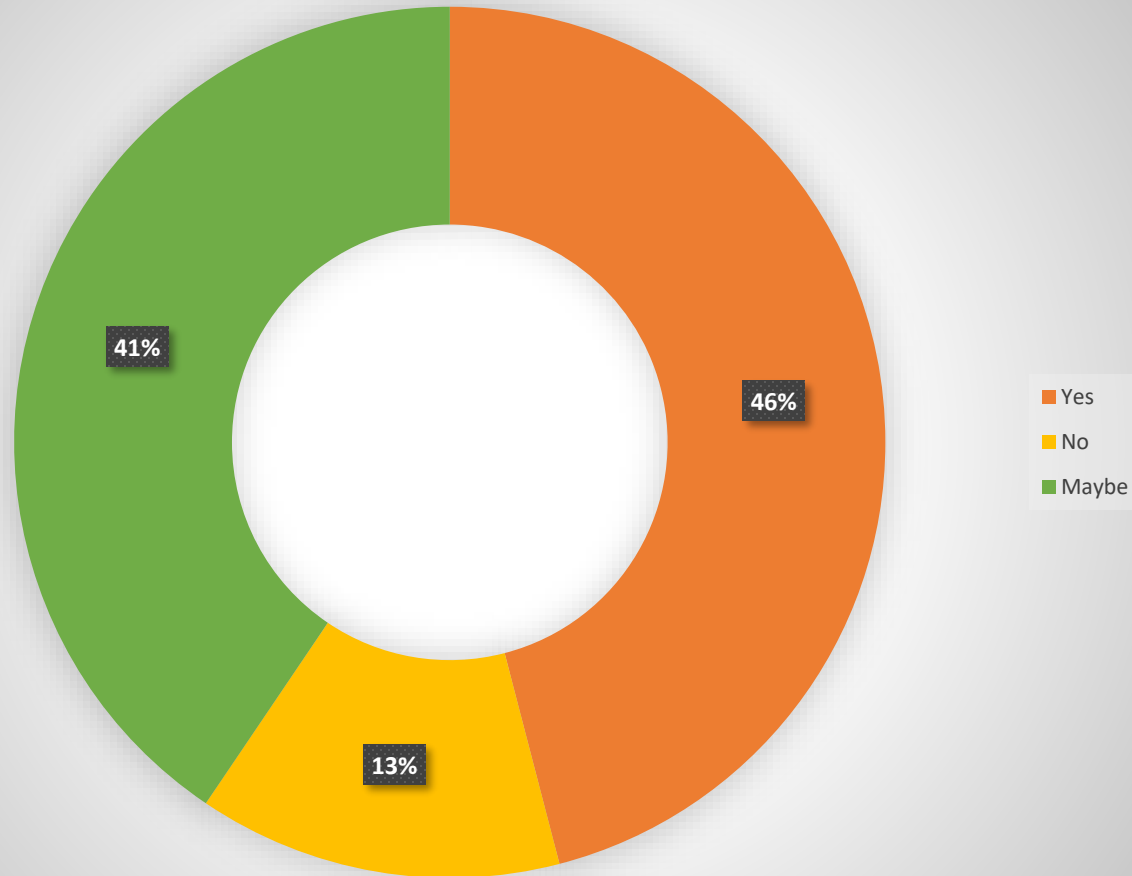
- **Thinking about the garden areas of the development, how do you currently feel about the following issues ?**
- Tree removed after special survey to protect the buildings
- Balanced view on gardening cost
- Fountain electrical repairs
- Issues with cleanliness
- Car park issues general are owners' responsibility.

Committee Report – 2023 Survey Highlights



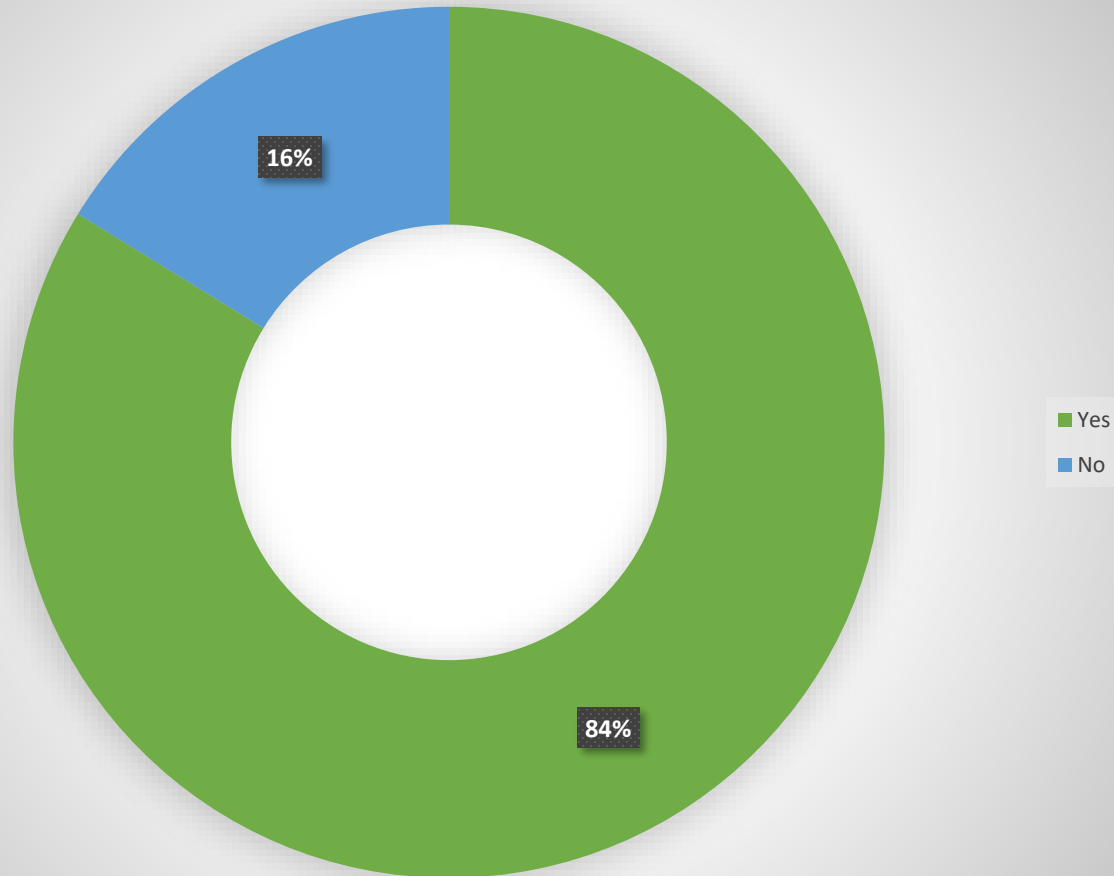
- **Thinking about the signage around the development, how do you feel about the following statements ?**
- **Action**
 - Better door plates on all Blocks
 - Committee current looking at general development signage

Committee Report – 2023 Survey Highlights



- **Would you support a more active enforcement of the deed of conditions when it comes to external changes to the building ? ie. external pipe work being added to buildings etc**
- Committee needs to understand the concerns of the “may be” people.

Committee Report – 2023 Survey Highlights

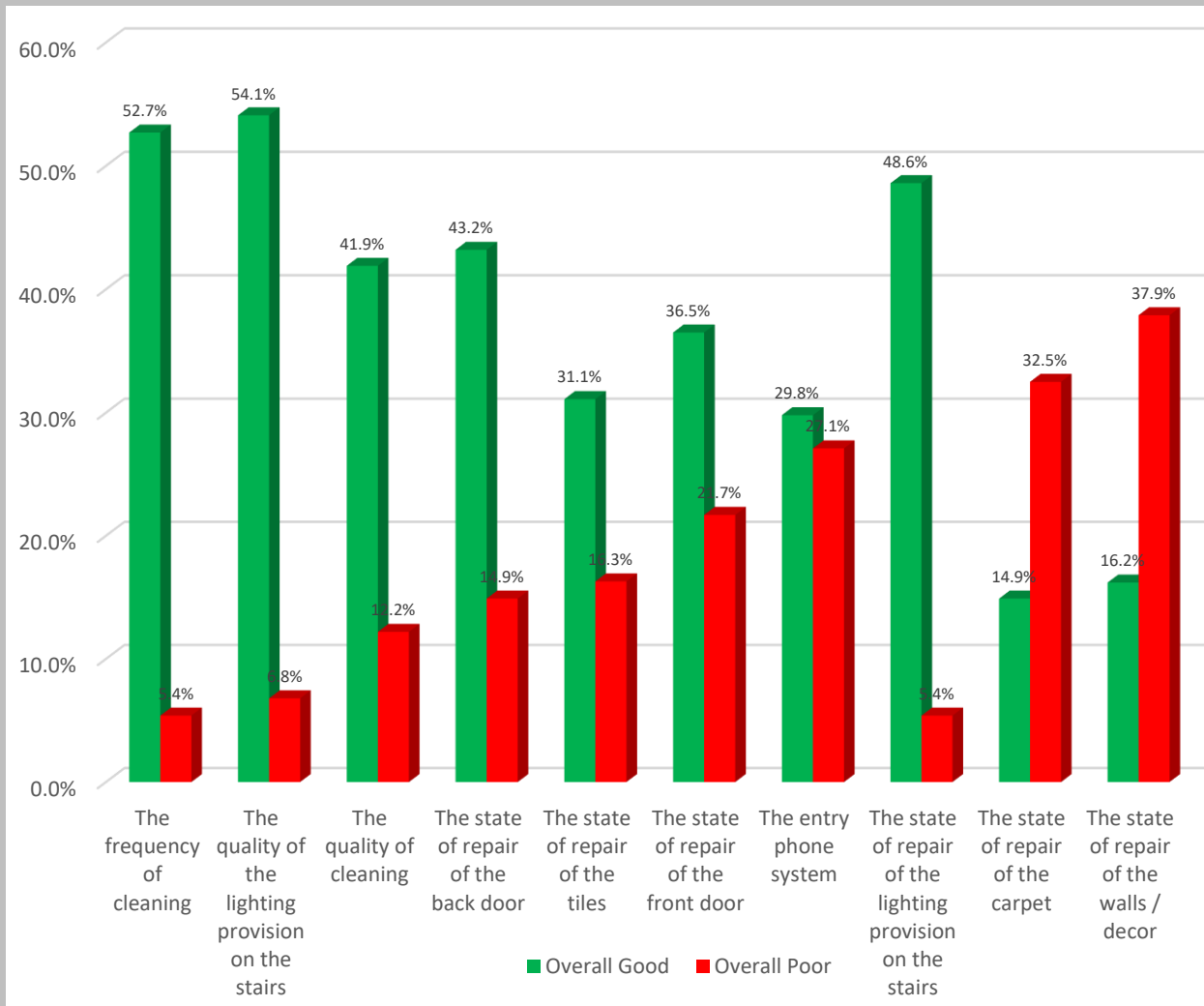


- **Would you support the addition to the buildings of alternative internet service providers if cabling can be contained in existing service ducting ? ie. Hyperoptic, cityfiber etc**
- Flats Only
- Covered by AGM vote

Factor Performance

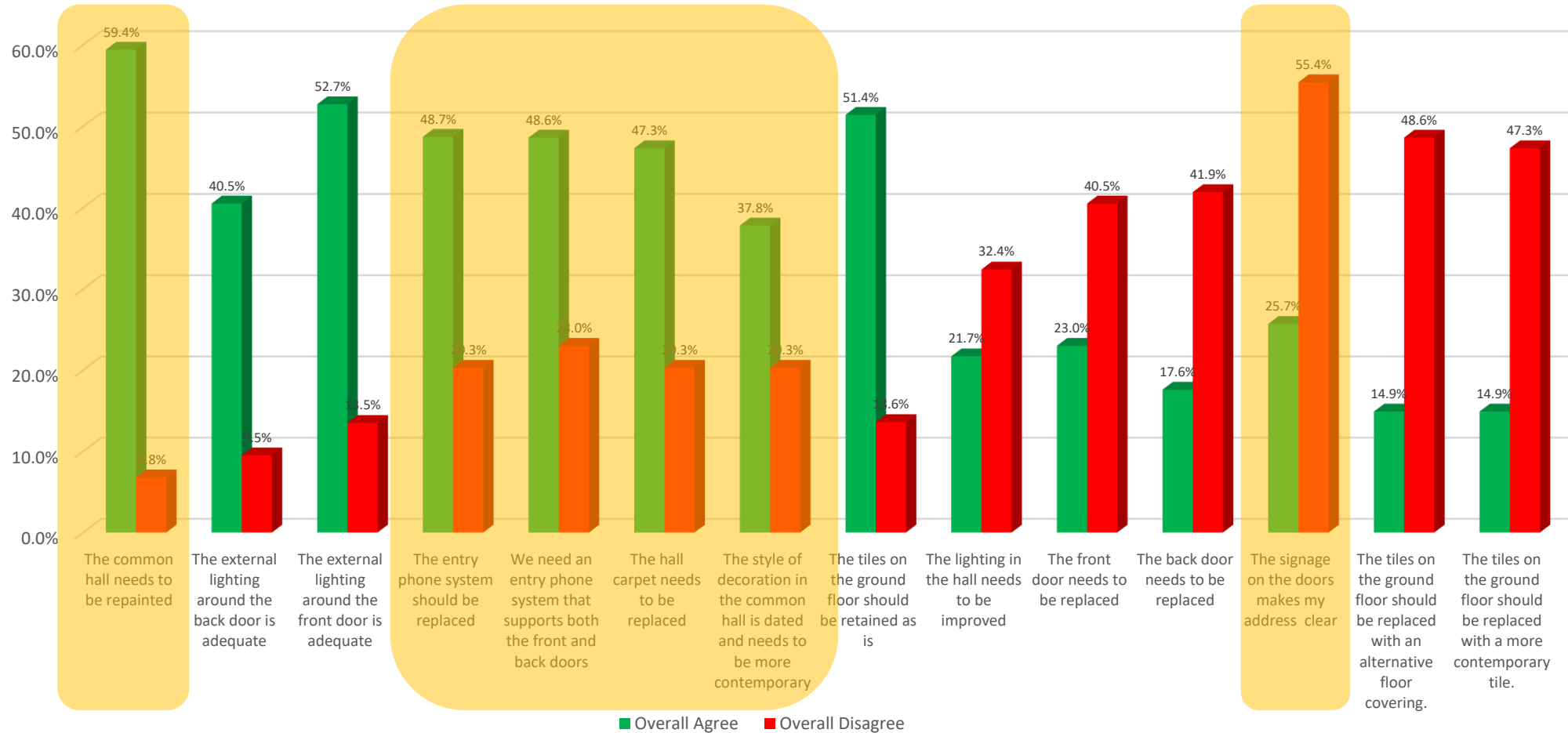
- We asked you to rate the factor
 - How did you rate your overall experience with regards to your "specific interaction" with Trinity ?
 - Average Score 3.5 out of 5 (Based on 38 responses)
 - How do you rate Trinity as a factor in general ?
 - Average Score 6.2 out of 10 (based on 83 responses)
 - Over Positive View
- The committee view
 - We have an excellent relationship with Trinity and vice versa.
 - Trinity attends most of the committee meetings.
 - Trinity is responsive to the input and suggestions from the committee.
 - Trinity is transparent open with the committee regarding all matters.
 - Trinity is clear with the committee with regards to the financial position of the development

Committee Report – 2023 Survey Highlights



- Thinking about your shared block / stair hall, how do you currently feel about the following issues?
- Flats Only
- Positive Views
 - Cleaning
 - Lighting
 - Back doors
- Mixed View
 - Tiles
 - Front doors
 - Entry Phone
- Negatives
 - Hall Décor
 - Carpets

Committee Report – 2023 Survey Highlights



- Thinking about the common areas of the building and how you would like them to be in the future, how do you feel about the following statements?
- Flats only
- Item to be Addressed
 - Hall Décor
 - Entry Phone
 - Hall Carpet
 - Block signage

Common Stairs Refurbishment

- Clear message from survey
 - Owners want
 - Redecoration of the common stair
 - Replacement of Carpets
 - New Entryphone system supporting back and front door
 - Most owners want this all to happen in 0 to 18 Months (up to 60% of owners)
 - 0 to 3 years (up to 87% of owners)
 - **Funds need collected before the work can start**
 - Current yearly investment fund payment per flat = £50
 - Suggest average investment fund payment per flat from Survey = £135
 - 50% of owners suggested within range of £60 - £120
 - Suggested one off payment varied widely. Average £ 223, medium £150

Common Stairs Refurbishment

- Option 3

- £180 per year (£ 15 per Month)
 - Entry phone replacement 1 years, 4 Months
 - Redecoration 2 years, 7 Months
 - Carpet Deep Clean, 2 months
 - Carpet Replacement, 3 years
- Total program of work 7 years

- Option 4

- £240 per year (£ 20 per Month)
 - Entry phone replacement 1 year
 - Redecoration 1 year, 11 Months
 - Carpet Deep Clean, 1 month
 - Carpet Replacement, 2 years, 3 months
- Total program of work 5 years, 3 months

- Option 5

- £300 per year (£ 25 per Month)
 - Entry phone replacement, 9 Months
 - Redecoration 1 year, 7 Months
 - Carpet Deep Clean, 1 month
 - Carpet Replacement, 1 year, 10 month
- Total program of work 4 years, 3 Months

- Option 6

- £360 per year (£ 30 per Month)
 - Entry phone replacement, 8 Months
 - Redecoration 1 year, 4 Months
 - Carpet Deep Clean, 1 month
 - Carpet Replacement, 1 year, 6 month
- Total program of work 3 years, 6 Months

Common Stairs Refurbishment

- The reality check !

- Based on the average costs & funding as an indication. The duration is measured from 1st June 2024
- Inflation is not factored in any of these calculations
- Will need to be charged at a block level
 - Sinclair close will typically take longer to generate the funds.
 - 32 Sinclair place will typically generate the funds faster
- Total charge for full refurbishment approximately £ 1,400 Per Flat

- Option 1

- Based on 2022 AGM investment fund vote
- £50 per year (£4.16 per Month)
 - Entry phone replacement 4 years, 8 Months
 - Redecoration 9 years, 4 Months
 - Carpet Deep Clean, 6 months
 - Carpet Replacement, 10 years, 10 months
- Total program of work 25 years, 4 months

- Option 2

- Based on the average suggested contribution in the 2023 Survey
- £132 per year (£ 11 per Month)
 - Entry phone replacement 1 year, 9 Months
 - Redecoration 3 years, 7 Months
 - Carpet Deep Clean, 2 months
 - Carpet Replacement, 4 years, 1 month
- Total program of work 9 years, 7 months

Committee Report

Questions & Feedback to the
Committee ?

Factor Report - Trinity



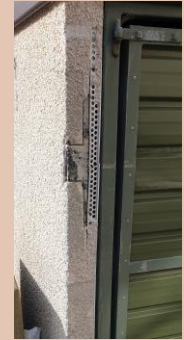
FACTORING

LETTING

INSURANCE

Factor Report - Review Of Work Carried Out In 2022/23

- All 5x fountains up and running – all had electrical issues.
- Signage on entrance doors, bin stores have been installed this week. Errors will be rectified soon.
- All Bike Stores – removed non-tagged items, swept out and pressured washed.
- Bike Store 1 – roof replaced and damaged harling repaired.
- Bike Store 4 – vandalised roof has been fixed under insurance.
- The 2022 gutters clearing was completed in November.
- Several water ingresses were repaired - some have been covered under insurance.
- Tree works carried out – replacement planting of appropriate shrubs planned for 2023/24.
- Various re-pointing of loose stonework across the development.
- Over 100 jobbing repairs have been completed within the development. These include repairs like fixing faulty internal and external lighting, entryphone systems, door locks and closers.



Factor Report - Review Of The 2022/23 Budget

- Estimated underspend per property, per block

- 12 Houses £11.71
- 10 Block K (1 - 6 Sinclair Close) £114.83
- 15 Block G (1 -2 Sinclair Place) £124.18
- 2 Block B (30 – 31 Sinclair Place) £104.64
- 3 Block C (27 - 29 Sinclair Place) £133.35
- 4 Block D (24 - 26 Sinclair Place) £ 81.16
- 5 Block E (1 - 5 Sinclair Gardens) £ 60.08
- 6 Block F (18 - 20 Sinclair Place) £ 68.43
- 8 Block I (3 - 6 Sinclair Place) £128.46
- 9 Block J (32 Sinclair Place) £112.03



- These are estimated credits and are likely to change following the budget reconciliation. There are six weeks to the end of the financial year.

Factor Report - Proposed Work to Be Carried Out In 2023/24

- Forthcoming year we would be looking to arrange for additional street signage around the development, this is a work in progress with the Committee and is almost finalised.
- EICR remedials will commence in November. This includes replacing all internal lights with LED equivalents including a dimming feature managed by an inbuilt sensor.
- Private yellow lines in various areas around the development to prevent parking outwith private parking bays.
- The gutter cleaning and roof check for 2023 to be carried out early in 2024 for all the blocks.
- Additional planting will be instructed across the development.
- Standard jobbing repairs as and when they arise.
- Instructing and overseeing any of the larger works should these be agreed.

Factor Report - Review Of the Proposed 2023/24 Budget

6 Month Budget Period: 01/12/2023 -1/5/2024

	Apportionments	2022/2023 (12 Months)	2023/2024 (6 Months)
Bank Service Charges	1/306	£30.00	£500.00
Building Insurance *	1/292	£82,633.00	£51,645.00
Communal Cleaning	1/292	£32,797.00	£16,500.00
Communal Electricity	1/292	£85,641.00	£15,000.00
Communal Ground Maintenance	1/306	£28,200.00	£14,000.00
Communal Ground Maintenance Extra	1/306	£2,990.00	£1,500.00
Fountain Maintenance	1/306	£3,200.00	£1,000.00
General Repairs & Maintenance	1/292	£30,000.00	£20,000.00
General Repairs & Maintenance (Townhouses)	1/14	£600.00	£600.00
Association I.T. Running Costs	1/306	£0.00	£750.00
Gutter Cleaning & Roof Repairs	1/292	£14,600.00	£7,000.00
Hire of Meeting Hall	1/306	£220.00	£100.00
Insurance Excess	1/292	£5,000.00	£2,500.00
Management Fee	1/292	£42,784.00	£23,317.00
Management Fee (Townhouses)	1/14	£1,119.00	£610.00
Pest Control	1/306	£3,500.00	£1,750.00
Property Owners Liability (POL) Insurance**	1/306	£6,355.00	£3,178.00
Reserve Fund	1/292	£14,600.00	£7,300.00
Smoke Ventilation System	1/40	£1,116.00	£450.00
	TOTAL	£355,385.00	£167,700.00

Flats	£1,198.21	£565.06
Flats with Smoke Vents	£1,226.11	£576.31
Townhouses	£313.92	£160.87

*This is an estimate as we cannot get costs in yet as renewal is due 1 December.
It will be based on an 18 month policy

** Also based on an estimate, actual costs will be added to the budget when received

Factor Report - Update on Debt

- From last year's report of 60 properties with an outstanding balance your development has:
 - Five owners have made no payment – £10,355.61 outstanding.
 - Each property has had a Notice of Potential Liability (NOPL) registered on their title.
 - One owner made part payment in 2021. An NOPL has been registered on their title.
- This makes up less than 2% of owners.
- From December 2022:
 - Six owners are on a payment plan and if all payments are made, they will have fully paid by November 2024.
- We closely monitor any missed payments and will instruct further action if required.

Factor Report

Questions & Feedback to the
Factor ?

Votes

<https://forms.office.com/e/r3Bb19Wqd4>

2023 AGM Voting Paper

