

Annual General Meeting Thursday 30th May 2024

Gorgie Dalry Parish Church Hall, 190 Gorgie Road, EH11 2NX

Committee 2024

Attendees

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

Apologies

- Jack Whitelaw (Flats)
- Justyna Pawelek (Flats)

Trinity Factors

- Sharon Laird

Agenda

- Introduction to the Committee & Factor
- Committee Report
- Q&A
- Factor Report
 - Review Of Work Carried Out In 2023/24
 - Review Of The 2023/24 Budget
 - Proposed Work to Be Carried Out In 2024/25
 - Review Of the Proposed 2024/25 Budget
 - Development debt
- Q&A
- Vote

Introduction to the Committee & Factor

Neil covered the Development Governance to ensure all attending were familiar with the different parties and their responsibilities:

- The Deed of condition
- The Factor
- A Meeting of Owners
- The Residents Association Committee

Neil covered off Committee status. There are about 5 active members coming to meetings and contributing to development items on Microsoft Teams and over email.

Call for new members to help, with a focus on sub-committees to cover specific areas like gardening, refurbishment, lighting etc.

Committee Report

- The Committee have met 3 times with Trinity present in the last 6 months
- Topics covered included lighting, abandoned cars, signage, gardening, fountains, parking.

Successes included:

- Refurbishment survey
- Replanting of gaps
- Newsletter
- Signage

Work in progress includes:

- Notice board
- Agree costed refurbishment plan
- New entry phone system
- Parking space painting

For Refurbishment, Neil went through the survey results and how they fed into the vote options at the AGM. This is to help people understand the survey inputs, outputs, and why the voting choices were selected by the Committee.

Neil also addressed the frequent questions raised in the survey to inform attendees.

Neil established that a Development Investment Fund Policy has been created by the Committee to ensure there is complete clarity on how the Investment Fund can and cannot be used.

Q&A

- What is the Investment Fund to be used for? And how is it replenished?

The Investment Fund is like a savings account. It gets topped up. Once it gets to an amount that fits with a refurbishment item, it will be spent. It will be included in the budget and part of your payments to Trinity. Trinity will separate them to a different account. It will be reviewed and voted on at each AGM.

- Do we know the split of landlords and owners?
No, we do not know this breakdown.
- Can we share what is being spent on the entry phone system and what type it is?
Specifics have not been defined yet.
- Point raised about how Trinity is able to access and use the fund without permission.
Request for this to be removed. Instead request for any discretionary funds to be kept separate and charged as usual. This needs to be an Investment Fund **ONLY**.
- Point raised about moving money between buildings?
Yes, this is to support economies of scale and to ensure there are enough funds to cover work. Any money borrowed needs to be paid back in the same financial year.
- Points raised about contingency funds for major works and request to see the Investment Fund in an escrow account.

The account is a client/trustee account, it is in trust of Sinclair Development. Clarity requested for the Policy.

- Discussion on voting on the policy in principle, then making minor amendments, and another vote done in a couple of weeks.
- Can Sharon supply the rules that Trinity work under regarding the Investment Fund? These rules do not cover the Investment Fund, that is what this policy is for.

Factor Report

Review of Work Carried Out in 2023/2024

- All fountains up and running
- External fountain light issues will be carried out this week
- General Development Signage starting in Sinclair Place as a trial
- Gutters all cleared Dec 2023.
- Several water ingresses repaired – some covered under insurance
- Over 60 jobbing repairs for lighting, door locks, entry phone systems.
- Fascia repair to bike store on Stewart Terrace

Call out for owners to report issues ASAP rather than thinking that others might have already reported it.

Suggestion of flyers to each flat and info on stairwell noticeboard will be taken on board by Trinity.

Request for communication on what is causing the water ingress will be taken on board by Trinity. Information has previously been shared along with the Newsletter.

Review of the 6 month 2023/2024 Budget

Any overspend is related to EICR works carried out. The end of July is when reconciliation will be communicated.

Proposed Work to Be Carried Out In 2024/25

Includes but not limited to:

- External lighting upgrades
- Deep clean of communal stairs
- Gutter cleaning and roof check end of 2024
- Instructing and overseeing any large items of work

Review Of the Proposed 2024/25 Budget

Some changes have been made to the budget compared to the budget set at last AGM, these are decreases like the reduction in communal electricity, 50% less for the year.

Communal grounds maintenance has increased but aligned with increased frequency of visits.

Development debt

Debt has gone down from 12 to 2 owners who have made no payments at all since Trinity came on board.

These 2 have not been found yet but have Notice of Potential Liability (NoPL) registered on their title. £6003.92 is the outstanding amount of debt. This represents less than .65% of owners.

5 other owners are on payment plans and actively making payments for debts and current charges.

Q&A

- What is the metering situation?
All meters are now moved to one supplier.
- Still using the previous meter reader?
Sharon is doing the meter readings for non-smart meters (the vast majority are smart meters). The current contract is until May 2025 and with EDF.
- Point raised about Sinclair Close Gutters overflowing.
Sharon to visit to review gutters
- Suggestion to QR FORM codes for quickly submitting issues.

Sharon will consider.

- Point raised about Seagulls and a request to investigate spikes
Sharon will consider.
- Point raised to check the Deeds are correct on the Sinclair Development website.
Carmel to raise with Sharon.

Vote

5 items were voted on and all passed with a majority. [Full details of the vote breakdown are available.](#)