



Sinclair AGM 2024

30th May 2024



Agenda

- Introduction to the Committee and Factor (5 mins)
- **Committee Report** (30 min)
 - Rescheduling of Development Year End
 - Review of Committee Activities In 2023/24
 - Review of Work in Progress and In Discussion
 - Options For Common Stair / Hall Refurbishments
 - Q & A
- **Factor Report** (30 mins)
 - 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
 - Q & A
- **Votes** (5 mins)
- **Close**

Development Governance

- The Deed of condition (The Rules)
 - This defines the fundamental legal rules that govern the rights and responsibilities of owners, the role of the factor, which parts of the development are co-owned and which parts of the development are owned privately by individual owners
 - This is analogous to country's constitution or basic common law that never changes
- The Factor (Executive Decision Making)
 - The owners hire a factor to run the development on our behalf. The powers of the joint owners meeting is effectively delegated to the factor. The factor has the power to do anything that a meeting of owners could do except for hire the factor.
 - The Factor is analogous to the government or executive, the factor property manager is analogous to the first minister
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- A Meeting of Owners (Strategic Decision Making)
 - A meeting of owners (with 2 weeks' notice, a quorum of 32, including proxies)
 - This could be an AGM or a Special meeting
 - The owners can issue instructions to the factor or other co-owners on any areas of common ownership
 - The owners can hire or dismiss a factor
 - The owners meeting requires owners to vote on any proposal by simple majority)
 - The meeting of owners is analogous to a parliament passing laws
- The Residents Association Committee (Strategy Development, Proposals, Advice & Scrutiny)
 - The committee scrutinizes & supports the detailed work of the factor on behalf of all owners
 - The committee provides the factor with suggestions for improvements to current activities and future plans.
 - The committee develops strategic plans & proposals with the factor for approval at owners' meetings
 - The committee try to act as a focal point for owners' issues or suggestions that effect common parts of the development
 - The committee reaches out to the whole owner community to find consensus or the majority view on issues of common interest
 - The committee is analogous to a select committee providing detailed advice, scrutiny, suggestions and proposals to the factor & Owners

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.
- The committee is a group of individual volunteer owners with the same same rights and responsibilities as all other owners. There is nothing special about a committee member.
- We very much work together to achieve a consensus with a considered collective committee position bought into by all members.
- All Committee members are equally responsible for the output from the Committee.

- **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,**

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 started 1st December
 - Bills sent out in December for the following year
 - Reconciliation of the previous year completed around end of February
- Historically the Development year used to start 1st June
 - The committee and the factor believe it will be beneficial to all parties to avoid having the year end so close to the Christmas holiday period.
- New Arrangements
 - Financial year started on 1st December 2023 and will only run to 31st May 2024 (6 Months)
 - New financial year will now start on 1st June annually
 - AGM will now 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 Status

- **The committee is in a fragile state**

- Officially we have 8 members
 - 1 Resignation in 2024
 - We have 3 dormant members
 - These members have not resigned but have not attended any meetings in the last 12 months and little interaction on teams
 - We have only 5 regular members
 - This includes the chair and secretary
 - This is made up of 4 flat owners and 1 town house
 - Some members have been on the committee for a considerable number of years
 - Meetings often only have 3 – 4 committee members

- **The committee is limited in ability to deliver due to its small active membership**

- We need more people now
- **There is a real risk that people will leave and there will be no committee**

- Development of 306 properties (292 flats & 14 town houses)

- If 5 % of owners were on the committee that would be 15 people
- Current regular committee is less than 2% of owners

Committee Status

- Ideally, we would like 5 new active members
 - This would allow some existing members to retire
 - This would also allow the office bearers to change
 - We are particularly short of flat owners in Sinclair Close and Sinclair Place
- We would ideally like to have sub committees covering specific areas
 - Gardening and Grounds
 - Block Refurbishment
 - External Lighting and Signage
 - Resident Association website and communications
 - Low Carbon Economy – EV charging points, gas boiler replacement etc.

Committee Report - Review of Committee Activities In 2023/24

- The committee has met a total of 3 times this year (6 months) with a Trinity representative present
- The topics covered by the Committee were :
 - Stair lighting
 - Abandoned cars / cars in disrepair
 - Gaps in planting
 - Quality and frequency of gardening
 - Development signage
 - General repairs
 - Development budget and bad debt
 - Insurance claim record
 - Stair refurbishment planning
 - Stair refurbishment survey & budget setting
 - Fountain refilling
 - Development notice board
 - Parking space numbering & white lines

Committee Report - Review of Work in Progress and In Discussion

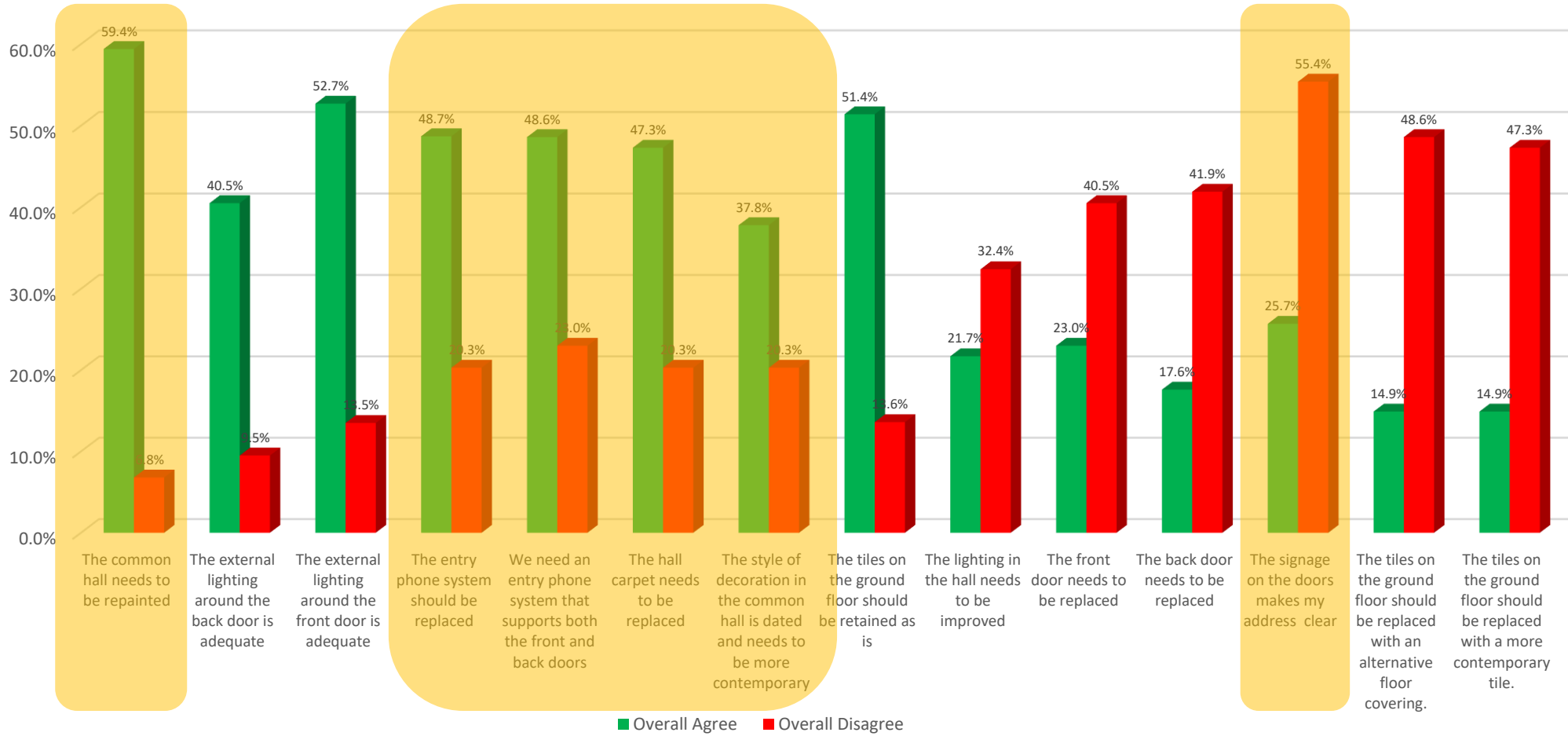
• **Successes**

- Items from the plan delivered in 23/24
- Survey on the cost and duration of the stairs' refurbishment plan
- Replanting of gaps in the development
- 1 issue of Residents' Association Newsletter
- Replacement of stair lights with new energy efficient solution
- Proposed policy on how the building development fund should be managed
- New development signage in Sinclair Place

• **Work In Progress**

- Items to be delivered in 24/25
- Repeat of development survey
- Residents' Association notice board
- Agreed costed refurbishment plan
- Detailed plan on new entry phone system
- Further development signage
- Car park space numbering & white lines

Committee Report – Stair Refurbishment



- 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

Results of February 2024 Refurbishment Survey

Option	Cost Per Flat per Year	Typical time to complete all work	Typical Time to Fund a Deep clean	Typical Time to Fund an Entry Phone	Typical Time to fund Redecoration	Typical Time to Fund Carpets
Option 1 (Status Quo as per 2022 AGM)	£50 per year (£4.16 per Month)	25 years, 4 months	6 months	4 years, 8 months	9 years, 4 months	10 years, 10 months
Option 2 (average suggested payment from 2023 Development Survey)	£132 per year (£11 per Month)	9 years, 7 months	2 months	1 year, 9 months	3 years, 7 months	4 years, 1 month
Option 3	£180 per year (£15 per Month)	7 years	2 months	1 year, 4 months	2 years, 7 months	3 years
Option 4	£240 per year (£20 per Month)	5 years, 3 months	1 month	1 year	1 year, 11 months	2 years, 3 months
Option 5	£300 per year (£25 per Month)	4 years, 3 Months	1 month	9 months	1 year, 7 months	1 year, 10 months
Option 6	£360 per year (£30 per Month)	3 years, 6 Months	1 month	8 months	1 year, 4 months	1 year, 6 months
Option 7	£420 per year (£35 per Month)	3 years	1 month	7 months	1 year, 1 month	1 year, 3 months
Option 8	£480 per year (£40 per Month)	2 years, 8 Months	1 month	6 months	1 year	1 year, 2 months
Option 9	£600 per year (£50 per Month)	2 years, 1 Months	0 months	5 months	9 months	11 months
Option 10	£1200 per year (£100 per Month)	1 year	0 months	2 months	5 months	5 months

Refurbishment Cost vs Schedule (Feb 2024) - Response Rate

6. What type of property do you own in the Sinclair Development ?

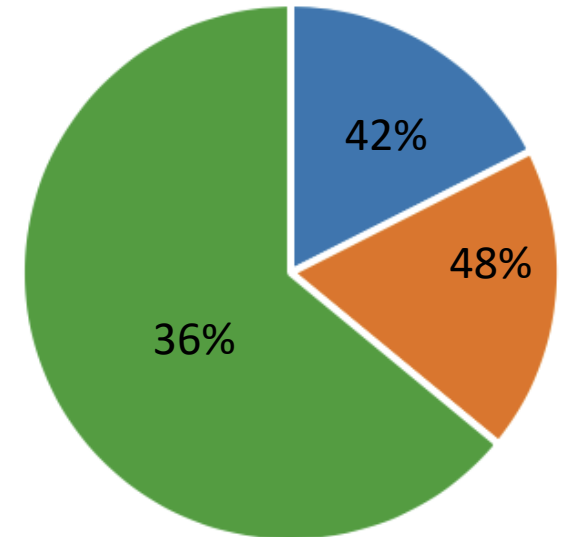
[More Details](#)

 Insights

Total Number of responses 114 of 292

Response rate of 39 %

 Sinclair Close (Flat)	20
 Sinclair Gardens (Flat)	21
 Sinclair Place (Flat)	73



Weighted vote system

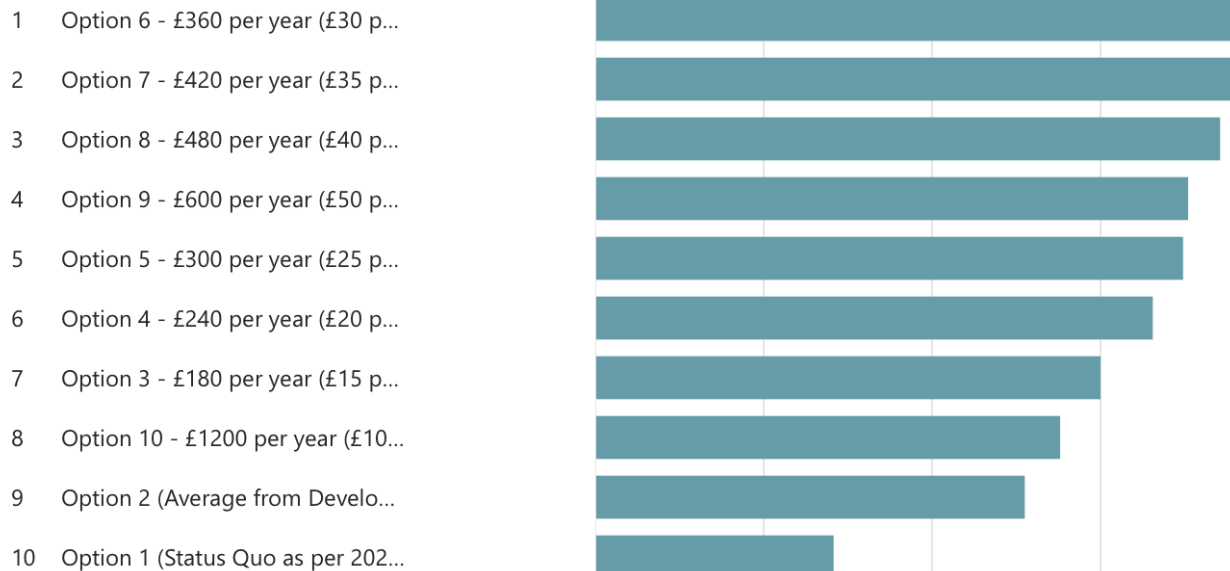
9. Can you please read the information provided carefully before answering the question below :

https://sinclairresidents.sharepoint.com/:b:/s/committeegroup/ETHSRJlp871Eugvo8TxZR14BIAckrAUBVDvEK_7PSIXWCQ?e=BX6dA1

Can you now please sort into rank order your preference for funding the Flat hallway refurbishment program.

Please place your most preferred option at the top of the list, followed by you next preferred option, repeat this for all options so that your least preferred option is at the bottom of the list.

[More Details](#)



- **10 point per 1st choice**
- **9 points per 2nd choice**
- **8 point per 3rd choice**
- **And so on ...**
- **1 point for 10th choice**

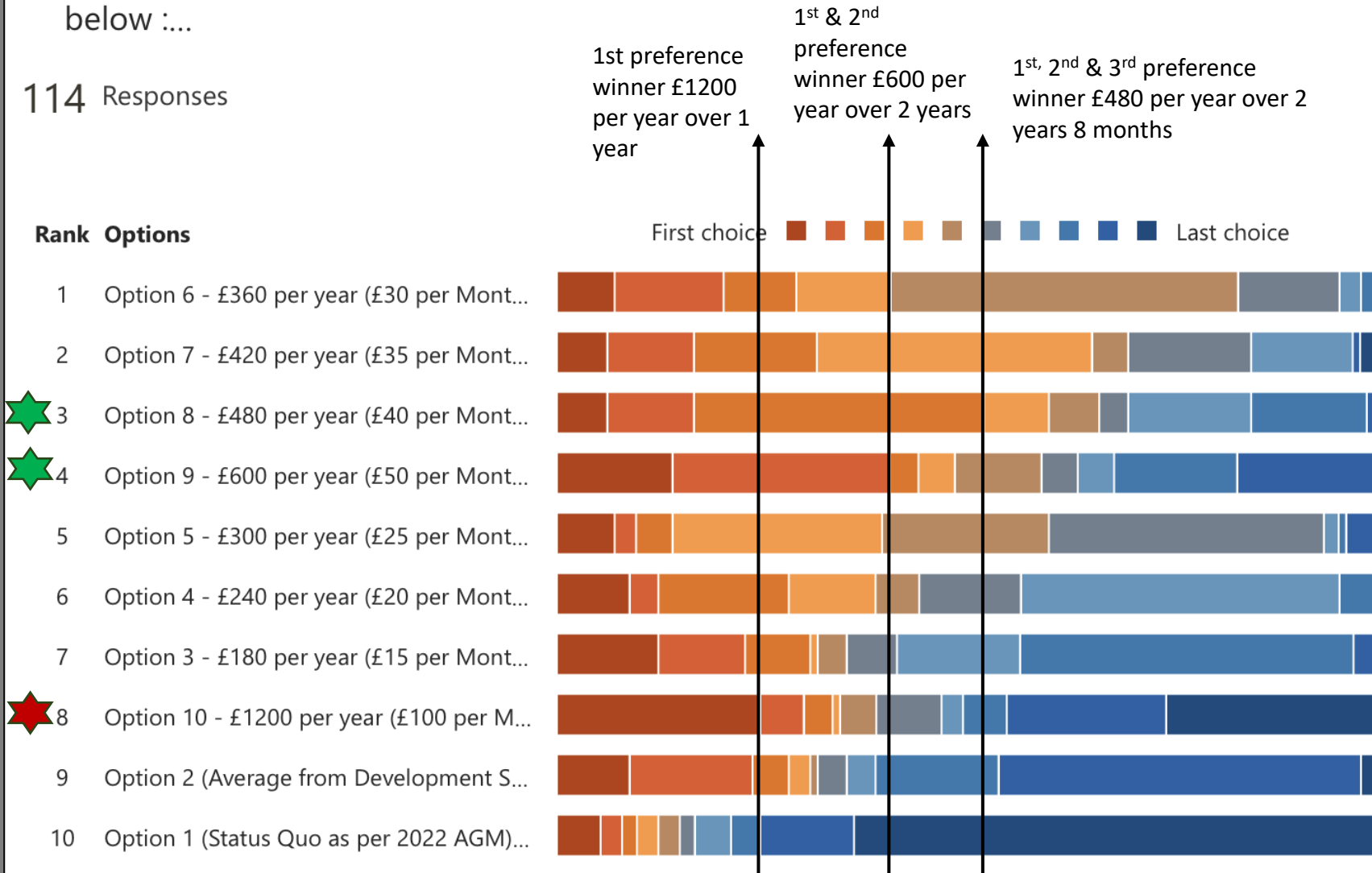
- **All points added together to give the result.**

Heat Map View

9. Can you please read the information provided carefully before answering the question below ...

114 Responses

Rank Options



Option 8

- £480 per year (£40 per Month)
- 2 years, 8 Months
- Majority from 1st, 2nd & 3rd preferences
- Move to vote

Option 9

- £600 per year (£50 per Month)
- 2 years, 1 Months
- Majority from 1st & 2nd preferences
- Move to vote

Option 10

- £1200 per year (£100 per Month)
- 1 year
- Rejected due number of low rankings

Comments from Survey

- From the 114 Survey returns we received 32 comments
 - Most comments were positive 12
 - Preference would be for the works to be started (and completed) as soon as possible otherwise there is the risk that delay to carrying out all of the works will result in higher overall cost / further deterioration in condition.
 - I'm really glad to see this initiative go forwards as the work is overdue.
 - My preference is that it could be done as soon as possible with whatever the best timescale for other owners of the block
 - Flats need to be looked at to refresh! At least entry phones, decoration if then carpets etc! Big Thanks to the Committee Members for their Work!
 - Really pleased that the committee is putting some future planning in place. It'll make such a difference.
 - The committee has done a very good job in presenting the rather complicated options clearly
 - The sooner this can be done the better as prices will just get higher.
 - Thanks for all the work you do.
 - This is a great plan. Thank you for organising it. The refurbishment is very much needed.
 - The work definitely needs to be done in a reasonable timescale as the common areas are looking very run down.
 - I agree a renovation is needed and I suggest not to take a long time to accumulate the money and execute the works.
 - Thank you for all of your research, calculations and for putting these options out to the owners. You are doing an amazing job of representing us and having the development's best interests at heart.

Comments from Survey

- From the 114 Survey returns we received 32 comments
 - Most comments were positive 12
 - Common questions
 - Is the deep clean necessary, if the carpet are to be replaced (7 responses)
 - The deep clean is inexpensive around £20 per flat
 - The deep clean is required on the tiled area regardless of the carpet
 - The deep clean should be perhaps considered as annual maintenance
 - Is second entry phone required ? (2 responses)
 - 49% of the responses to the statement "we need an entry phone system at supports both the front & back doors" were positive vs 23% negative in the 2023 development survey
 - This would appear to be backed up as only 2 respondents out of 114 commented on it in February 2024
 - What happens if the cost goes up before the work is done ? (5 responses)
 - Kind of depends on by how much. Work will either take longer or we would need to pay more
 - Have we not paid for this already ? What have all the other factor spent the money on ? (1 respondent)
 - This has been used for day-to-day maintenance of the development ie gardening, cleaning etc.
 - There has been no established fund for strategic work until last year

Development Investment Fund Policy

- We have written a policy to ensure there is complete clarity on how the investment fund can and can not be used.
- Policy document is [linked](#) to in the voting form.
- Some key points
 - Applies to flats only
 - The charge will be voted on annually
 - The AGM will give consent on how it will be used
 - It will be used for one off projects only that will benefit all owner equally
 - It will be charged at a building level
 - It will not be used as an alternative to insurance claims or for bad debit
 - The Investment fund will transfer with the property on sale
 - The Investment fund will transfer with a change of factors

Committee Report

Questions & Feedback to the
Committee ?

Factor Report - Trinity



FACTORING

LETTING

INSURANCE

Factor Report - Review Of Work Carried Out In 2023/24

- The fountains are up and running, all except one which may need the pump replaced.
Some of the external lights, fountain lights are out. Parts have been ordered and should be carried out end of this week.
- Signage installed Wednesday 29 May 2024.
- Gutters all cleared end of December 2023
- EICR work now all completed, sensor lights some teething issues
- Additional planting to fill in gaps has been completed.
- Several water ingresses were repaired - some have been covered under insurance.
- Over 60 jobbing repairs have been completed in the last 6 months within the development. These include repairs like fixing faulty internal and external lighting, entryphone systems, door locks and closers.
- Fascia repair to bike store on Stewart Terrace



Factor Report - Review Of The 6 Month 2023/24 Budget

- Estimated underspend per property, per block

- 12 Houses £63.79
- 10 Block K (1 - 6 Sinclair Close) £78.12
- 15 Block G (1 -2 Sinclair Place) £82.14
- 2 Block B (30 – 31 Sinclair Place) **-£68.22**
- 3 Block C (27 - 29 Sinclair Place) **-£8.06**
- 4 Block D (24 - 26 Sinclair Place) £81.75
- 5 Block E (1 - 5 Sinclair Gardens) £53.56
- 6 Block F (18 - 20 Sinclair Place) £65.76
- 8 Block I (3 - 6 Sinclair Place) £79.27
- 9 Block J (32 Sinclair Place) **-£111.25**



- These are estimated credits and are likely to change following the budget reconciliation. The 3x with recharges, this is down to the EICR works carried out during this period, but large credits on the reconciliation for previous period should cancel this out.

Factor Report - Proposed Work to Be Carried Out In 2024/25

- External Lighting to be updated, bollards are to be replaced and some additional lighting at the Townhouses & Sinclair Close
- Deep Cleaning of Communal Stairs
- The gutter cleaning and roof check for end of 2024
- 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 2024/25 Budget

Budget Date Range: 01/6/2024 - 31/05/2025

Development Name: SINCLAIR DEVELOPMENT

	Apportionments	23/24 - 6 monthly	24/25 12 months
Bank Service Charges	1/306	£200.00	£400.00
Building Insurance	1/292	£34,929.04	£69,858.00
Communal Cleaning	1/292	£16,500.00	£33,000.00
Communal Electricity	1/292	£15,000.00	£15,000.00
Communal Ground Maintenance	1/306	£14,000.00	£29,000.00
Communal Ground Maintenance Extra	1/306	£1,500.00	£3,000.00
Fountain Maintenance	1/306	£1,000.00	£2,000.00
General Repairs & Maintenance	1/292	£20,000.00	£40,000.00
General Repairs & Maintenance (Townhouses)	1/14	£600.00	£1,200.00
Association I.T Running Costs	1/306	£750.00	£1,500.00
Gutter Cleaning	1/292	£7,000.00	£7,000.00
Hire of Meeting Hall	1/306	£100.00	£200.00
Insurance Excess	1/292	£2,500.00	£10,000.00
Management Fee	1/292	£23,317.00	£46,634.00
Management Fee (Townhouses)	1/14	£610.00	£1,220.00
Pest Control	1/306	£1,750.00	£3,500.00
Property Owners Liability (POL)* Insurance	1/306	£2,176.00	£0.00 paid for the 18 months, from first 6 monthly budget
Reserve Fund	1/292	£7,300.00	£0.00 still to be confirmed
Smoke Ventilation System	1/40	£450.00	£900.00
TOTAL		£149,682.04	£264,412.00

	Per month
Townhouses each per annum	£302.25
Flats each per annum (except 30, 31 & 32)	£975.08
Flats each 30, 31 & 32 Sinclair Place	£997.58

Factor Report - Update on Debt

- From last year's report of 12 properties with an outstanding balance your development has:
 - We now **only have two** owners have made no payment – £6,003.92 outstanding.
 - Each property has had a Notice of Potential Liability (NOPL) registered on their title.
- This makes up less than 0.65% of owners.
 - Five owners are on a payment plan and are making payments toward the debt and current charges
- 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/WQKrUUXpHb>

2024 (May) AGM Voting Paper

