

Minutes: Committee and Trinity Factors Meeting

3rd September 2024, St. Michael's Parish Church

Attendees

- Rich Gibb
- Neil Raphael
- Sharon Laird
- Carmel Connolly
- Emmanuel Artiges
- Jane Buxton
- Ross Crawford
- Mike Begley
- Liam Langedijk

Apologies

- Massimo Fabbreschi
- Ana Arsene
- Jennifer Hill
- Ruth Evans

Agenda

- New committee members
- Outstanding emails
- Investment Plan
- Trinity Update
- AOB

New Committee Members

We're delighted to welcome 4 new properties/5 new people to the committee! Now we've good representation from Sinclair Close which has been needed for a long time as well as enough people to establish sub committees to focus on burning topics like the stairwell refurbishment.

Outstanding emails

The committee has been very inactive over the summer months after the AGM so there a number of outstanding emails to the committee that need to be responded too:

- 2 of the outstanding emails are from members of the committee will be followed up offline with Neil.
- Neil will action the email about the survey query.
- Neil will action the email about committee start up query. Recommendation to use [Under One Roof](#). Jane has volunteered to assist too.

Refurbishment

Feedback from owners at the AGM was that there was a lack of transparency and information from the committee regarding the refurbishment items, costs, how quotes where sources, specifications etc. The committee welcome this feedback. The information that was disseminated to owners was an attempt to summarise it into understandable chunks of information, but we recognise that some owners need more detail.

To resolve this, a Refurbishment Sub Committee has been established:

- Jane
- Neil
- Mike
- Ross

The action for the Refurbishment Sub Committee is to provide the refurbishment items and high level specs to Sharon for her to then source the quotes. The Refurbishment Sub Committee will also look at a 'do nothing' scenario, i.e., what if we don't change the entry phone system, what costs are associated with doing nothing, repairing existing etc. From here, the Refurbishment Sub Committee will share information with owners on:

- What's planned
- What's involved
- How quotes have been sourced
- Quotes broken down per refurbishment item

Action for Sharon to reshare the quotes with the new and existing committee members to support the above work. Note that these quotes are old now and would new quotes would be generated when required.

For entry phone system plans, the majority of the committee are against having dual entry phone systems due to concerns of costs, impact to fabric of shared area and private dwelling from the installation work, anti-social behaviour and security considerations .

Suggestion to standardise signs throughout on back doors to advise people where to find the front door. This works well where individuals have implemented it. Action for Sharon to research.

Sharon highlighted that an option for managing work between blocks, especially if one block agrees on a refurbishment and another disagrees. Action for Sharon to share how this works in practice for the Sinclair Development.

Emmanuel and Sharon informed the group that for potential new owners, they are made aware before they buy of the existing factor costs and ballpark future increases. Additionally, Trinity share information to them as well for any upcoming votes if applicable. Owners are also informed that existing investment funds remain with the property, not the owners.

Investment Plan

The Investment Fund Policy will be renamed to Reserve Fund to avoid any confusion.

The team reached clarity on the items in the Investment Fund Policy that were questions and/or controversial. The plan is for the Emmanuel and Rich to:

- Review the policy
- The policy to be redrafted
- The new policy to be communicated to the owners so they are aware of options and cost considerations.
- A Teams call organised for owners for them to vote?

Action on Sharon to reshare the Reserve Fund example she had from another development with the committee.

Trinity Update

Gas Works

Every 10 years, gas pipes need to be checked in between floors in the flats. In the Sinclair Development, gas pipe and electricity pipes are right next to each other. Sharon has been in discussion with GTC to understand how this can be handled. The next step is to potentially install a non-conductive membrane to ensure the gas pipes are compliant with government legislation.

Action for Sharon to:

- Inform necessary parties of the situation including owners.
- This work has not been included in the budget so the owners need to be informed of the costs
- Find out if this work is retrospective
- Find out when the work needs to be done by
- Find out what risks are associated with the issue
- Find out how long would it take to resolve

She will also share the inspection paperwork and quotes with the committee before any action is taken by email.

Stairwell Deep Clean

Stairwell deep clean has moved from the Reserve Fund to the General Maintenance. Sharon has gotten quotes for ~£35 per flat. General consensus is for Sharon to proceed with the deep clean, focussing on the tiled areas and the carpet including treads. It will take about 2 weeks to complete. Before and after photos of the deep clean will be taken to communicate on the website with owners the benefits of performing.

The replacement of the internal door mats was also discussed to try and capture as much external muck.

Drone Survey

Sharon has a quote for a drone survey for the roofs at £160 a block. This survey will be useful for reviewing tiles, gutters, gull nests, coping stones etc. Suggestion and agreement for Sharon to share the output with the roofers to help be strategically target any roof repairs. Committee are in agreement to proceed. Committee propose this is repeated every spring.

Insurance

Insurance claims have gone down, however there are investigations in progress for #31 for water egress. Sharon to action communication with owners about tips and tricks about understanding water egress signs in their flats, via email and a notice in the stair wells.

Stairwell Notices

Sharon to action a notice of factor contacts, emergency numbers etc. to be displayed in each stair well. Sharon to ask cleaners if they would put a flyer through each flat as an additional step. Lower priority is displaying information about bike sheds, rubbish etc.

Miscellaneous

- Stair lights timing is all complete.
- Car parking white lines: Sharon to reaction this item and share latest details with the committee.

- Car park space poles: Action for Massimo to include contractor options on the next Newsletter.
- Fountains: All are in working order but the cleaning of them hasn't been effective.
- Myreside: Complaints must be made by individuals as the committee cannot complain on behalf of owners: <https://myreside-management.co.uk/statement-of-service/#complaints>. Providing guidance and information to owners was also discussed including how people claimed back independently.
- Outstanding debt: The 2 properties who have not paid any outstanding debt are still being investigated. For 1, it's suspected that there's been a name change which has slowed investigation.

Bike Sheds

The Bike shed closest to Costa (that's part of the Gorgie Road development) has 3 holes in the roof and may have upcoming repairs/clear out required. It appears that people from the Sinclair development are using it. Request for Sharon to notify owners that they should move their bikes to a Sinclair shed. Request for Massimo to include this notice in the next newsletter too.

AOB

- Suggestion for the next AGM to share the AGM votes results from Microsoft Forms using dashboards to improve the transparency or revert to a show of hands.
- Neil, Mike, and Liam to follow up on the Microsoft system the committee are using to understand licensing, email issues etc.
 - Mike to share his collation of the legacy system with the committee that he formed a few years back.
 - Suggestion from Liam to swap from Teams to a forum type set up where an owner logs in and is verified before accessing items. This can be used too for reviewing documents and it needs to have a file hosting. The committee would essentially become moderators of the system. Action with Mike and Liam to pursue and share options with the committee at the next meeting.