

# Minutes: Committee Meeting

12<sup>th</sup> November 2024, Teams Meeting

## Attendees

- Carmel Connolly
- Jane Buxton
- Ross Crawford
- Mike Begley
- Liam Langedijk
- Sharon Laird (Trinity)

## Apologies

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

## Agenda

- Committee Change
- GTC Remedials
- Roof Drone Survey
- Rats
- Stairwell Notices
- Reporting Improvements
- IT
- Refurbishment Sub Committee
- AOB

## Committee Change

Massimo has stepped down from the Sinclair Committee. Thank you Massimo for all you've contributed to the committee and the development, especially taking the lead on creating the committee newsletters and always feeding into discussions on Teams.

## GTC Remedials

The committee will discuss the GTC item further on a Teams post to get a clear list of questions/information we need from GTC.

GTC communications have gone out to all flat owners (297), Trinity have only had 4 inquiries from the communications as of the 12/11/2024.

Sharon has tried to obtain other quotes but other vendors aren't able to assist due to lack of capacity.

Action for Sharon to chase GTC to get on site meeting. Jane and Mike have initially volunteered availability to join a meeting during the day. Once we know date options, Carmel to share Doodle to gauge other committee member availability.

## Roof Drone Survey

Sharon has assessed all the Roof Drone Survey pictures. Where there are issues like slipped tiles/blockages, the pictures have been labelled with the address/issue and shared initially with 2 roofing contractors for quotes to start with.

The committee are keen that a similar survey is performed annually to keep on top of issues, given the size and age of the development.

## Rats

Sharon has alerted us to a rat issue at 6 Sinclair Place. Pest control has been on site. The gardeners will be engaged to reduce the shrubs at the site of the issue as this is where they are nesting.

Reminder for all owners and renters, please do not leave food out like bird feed, as this attracts rats.

A notice will go on the website; Action for Mike and Carmel to form words.

For the next newsletter, a reminder will be included too. Action for Ana and Mike.

## Stairwell Notices

Stairwell Notices are in progress. Suggestion for Sharon to include the map of the development to indicate where bike sheds are.

Action for Ana and Mike to include map on next Newsletter to communicate bike shed locations and also include the Stairwell Notices information.

A word of warning for renters, please make sure you communicate with landlords when there is an issue to make sure you have the bill payers permission to raise items with Trinity.

## Reporting Improvements

The committee have suggested having better reporting and communications on jobs/tasks that have been raised and/or actioned around the development so there's a better resident experience about how jobs are raised, managed, and communicated.

Action for Sharon to ask Trinity colleagues about how this is handled elsewhere.

Jobs can be raised via the [Trinity website](#). Action for Ana/Mike to alert to this on the next newsletter.

## IT

Mike has proposed downgrading the Teams licensing from the £2100 package to the £1000 package. Committee on the call have initially agreed, Mike to post on Teams to gather general consensus.

Action for Carmel to make Mike admin and owner of channels.

Liam is investigating using Flarum as a way to open up discussions for owners in the development and get wider input into decisions.

## Refurbishment Sub Committee

The sub committee is currently on pause with the GTC remedials and low engagement. Request for other committee members to volunteer to join the subcommittee.

## AOB

- Tree Survey
  - Sharon to investigate when the next tree survey is due. The last one was in 2022 and biannual frequency was expected.
- Outstanding emails
  - Mike preparing draft email regarding parking enquiry with committee input on Teams.
- The next scheduled committee meeting will be the 12<sup>th</sup> December on Teams.