

# Minutes: Committee Meeting

13<sup>th</sup> February 2025, Teams Meeting

## Attendees

- Carmel Connolly
- Jane Buxton
- Mike Begley
- Rich Gibb
- Sharon Laird (Trinity)

## Apologies

- Ross Crawford
- Liam Langedijk
- Emmanuel Artiges
- Jennifer Hill
- Ruth Evans
- Ana Arsene
- Colin Douglas

## Agenda

- GTC Site Visit update
- Storm Damage
- Gardening
- Outstanding Emails
- Pressure Washing
- Trinity update
- AOB

## GTC Update and Next Steps

Sharon, Mike, and Jane met with Martin from MG Contracts on 30th Jan. Discussion included:

- Discussed requirement for existing gas pipe ducts to require an inspection panel following conflicting guidance from GTC meeting
  - Action for Martin to clarify this position with GTC and confirm / update quotes as appropriate
  - Preference would be to minimise these where possible for cost and cosmetic impact to stairwells
  - Understanding that a reduced number of inspection panels certainly required to allow Martin to complete work (access to dwelling ingress points etc)
- Gas pipes need rerouting; they cannot be in the attic space. Applicable to block 32 Sinclair Place for example. There will be no extra cost for this as this is the responsibility of GTC to correct
- There are complexities in some blocks due to gas pipe routing and complexity of ground floor cupboards (example 5 Sinclair Close). An approach for this was discussed and included in the current proposals.

- Existing quotes and updated quotes are based on existing surveys and understanding of likely issues that will be encountered. These take some of these unknowns into consideration and as such shouldn't result in further costs. There however is a risk that additional costs may be incurred should any major issues be encountered during the work. This would however be raised at earliest opportunity with factor and discussed with committee. GTC don't usually carry out post work inspections however MG contracts work closely with GTC during these types of work to ensure all parties happy with the approach taken. For complex aspects GTC may visit site with MG Contracts to sign off approach during the work.
- Martin will take photos of all work for records and share them with GTC as evidence of compliance against the site reports. These photos will be shared with Sharon and the Committee for future reference. These photos will act as proof of the work as well as proof for the future if owners/residents make any changes against the policy.

Next steps include:

- Sharon is awaiting GTC's response about the inspection hatches and finalisation of quotes and will update the committee once GTC responds.
- A task for the committee and factor is to draft owner policy for appropriate activities (e.g., no storage or drilling in cupboards). This will be communication through owner communication and also published on the website,
- Creation of guidance notice / sticker for the inside of each shaft / meter cupboard has also been proposed which will reference the above policy and ensure that any resident or trades person working in these areas understand the requirement to keep the shafts clear and also ensure all work is properly sealed to reduce risks from any gas leaks. Once drafted will get this checked with GTC contacts for input and have Sharon arrange for these to be printed. (Can look to get Martin to install these as he is working on each cupboard)

## Storm Damage

- Most repairs are completed.
- Work requiring scaffolding in progress at Sinclair Gardens and Sinclair Close.
- Only one flat had water ingress, which has been resolved. Another flat reported damage to a roof hatch and has since been repaired.
- Potential issues in roof spaces may take time to appear
- Ridge Tiles will be secured using a modern technique for longevity.
- Impact on preplanned roof repair to be determined however items that have been repaired since the storm will not be charged for.
- Sharon has requested before and after photos of the roof repair.

## Gardening

Rich, Jane, and Sharon did a walkaround the development with Cameron, the gardening contractor. Discussions included:

- Replacing shrubs and fountains.
  - Cost-benefit analysis of replacing the fountains vs. maintaining.
  - Alternatives would be more modern and easier to maintain.

- Sharon to research and potentially will gather quotes.
- Ivy will be cut back to the rails by the end of the month.
- Lawns are full of moss and have been neglected for some time. Further discussion needed.
- Shrub cutting is scheduled for the end of the month.
- Moss will be removed under plants and shrubs.
- Dead Plants; Dead lavender will be removed and dogwood identified as replacement.
- Cameron to address shortcut issues with mono block or fences.

An AGM topic will include starting a gardening group for the development and to gauge owners' interest.

## Outstanding Emails

- Carmel to respond to outstanding email re parking.

## Pressure Washing

Committee agree pressure washing of monoblock is a positive activity to pursue, next steps include:

- Sharon to meet contractors for pricing.
- Identify priority areas identified for immediate improvement.
- Item for AGM for further discussion.

## Trinity Update

- Regarding boundary wall at Sinclair Gardens, confirmation has been sent to Council, Sinclair does not own the wall.
- Mats replaced in blocks at front and back doors.
- Signage wording and price confirmed for front and back doors indicating entry phone. The committee are happy to proceed.

## AOB

- Sharon to investigate solar lights for areas without existing lights.
- Look at options to extend lighting in Sinclair Gardens perimeter wall due to limited light at top end. Sharon to discuss with electrician
- For long standing “abandoned / inactive” vehicles in the development this falls outside the terms of the deed of conditions. This is seen to be encouraging more of a free for all with regards to 3<sup>rd</sup> parties using the private car park. the committee are considering legal assistance to draft suitable correspondence to applicable owners regarding deed breach.