

Minutes: Committee Meeting

22nd April 2025, Teams Meeting

Attendees

- Ruth Evans
- Sharon Laird (Trinity)
- Rich Gibb
- Mike Begley
- Carmel Connolly
- Emmanuel Artiges
- Ana Arsene
- Liam Langedijk

Apologies

- Colin Douglas

Agenda

- Reserve Fund
- Questions for Voting
- Trinity Update
- Newsletter
- Flarum
- Intercom
- Actions

Reserve Fund

- The latest version of the Reserve Fund policy has been rearranged into these themes
 - Purpose and Operation
 - Use of the Reserve Fund
 - Exclusions
- All comments by committee members now resolved
- Carmel to upload to Sinclair website and share URL with Sharon and Ana for the AGM notice + Newsletter

Questions for Voting

- Committee discussed voting items
- Draft started, with Rich and Carmel finalising draft, ready to share with committee for comments.

Trinity Update

- Carpet cleaning complete, however mixed results reported by committee members.
- External storm damage repairs are now complete. There are still some water ingress damage outstanding but in progress.

- Discussion re GTC, GTC works will be using the Reserve Fund. This is an exception for the Reserve Fund but the committee unanimously agreed that GTC was an emergency item.
 - Sharon to share updated quotes from contractor with committee

Newsletter

- Ana starting to draft next Newsletter, using previous minutes for content
- Ana will share draft w/c 28th April
- Content will include before and after photos of carpet cleaning and AGM info.
- Agreement that it will be sent before Sharon emails owners regarding AGM notice.

Flarum (Sinclair development forum tool)

- Liam demo'd Flarum as new tool providing forum and collaboration functionality for development and committee
- Enable owners / residents to engage with the committee to improve transparency and get wider communities views throughout the year
- Allow residents to collaborate around every day issues on the development and help drive more of a community while also reducing regular requests into the committee (tradesmen suggestions, missing mail etc)
- Some mails to the committee could be handled via Flarum instead
- Really nice focus on getting owners involved for areas of expertise
- There's a committee only section for our items
- Next steps is to review requirements and understand whether the solution is fit for purpose and how this will address issues and replace legacy websites etc,
- Committee to review requirements document for future IT services previously circulated (Mike to recirculate to committee)
- Understand how Flarum aligns with current issues and requirements
- Review onboarding process for users and how owners / residents can be validated as part of the sign up process. Need to review options with Sharon while maintaining GDPR compliance.

Intercom

- Committee's preference is to retain single door entry system. As following discussion around cost / benefits along with concerns previously highlighted about security and anti social behaviour risks. Especially for stairs that face out to Stewart Terrace and Robertson Avenue. This was viewed as the best approach.
- Intercom item will be added to AGM Voting Questions including a 'Do Nothing' option
- Sharon to action prices for different iterations of intercom options
 - Include price breakdown per flat
- This would be an item from the Reserve Fund

AOB

- Mike to liaise with Niall Scott to take over management of online services (Domain registration / DNS etc for Sinclair Residents online services to help support ongoing

development of MS365 / Flarum etc. Also ensure renewals are managed via Trinity payment processes.

AGM Actions

- Sign in sheets available on Teams, Mike will print
- Carmel will bring pens
- Voting papers Mike to print too - Rich to create voting paper