

Annual General Meeting Wednesday 18th June 2025

Gorgie Dalry Parish Church Hall, 190 Gorgie Road, EH11 2NX

[Slides are available.](#) For any budget or commercial information, submit a request to committee / factor.

Committee 2025

Attendees

- Rich Gibb (Flats)
- Mike Begley (Flats)
- Carmel Connolly (Townhouses)
- Liam Langedijk (Flats)
- Ross Crawford (Flats)

Apologies

- Colin Douglas (Flats)
- Emmanuel Artiges (Flats)
- Ana Arsene (Flats)
- Ruth Evans (Flats)

Trinity Factors

- Sharon Laird

Agenda

- Introduction to the Committee & Factor
- Intercom options
- Overview of stair refurbishment / conditions
- Overview of external pressure washing
- External painting (doors/railing)
- Communication improvements
- Gardening improvement initiatives
- Review of Work Carried Out in 2024/25
- Update on Debt
- Proposed Work to be Carried Out in 2025/26
- Review of the Proposed 2025/26 Budget
- GTC Work – Overview of programme work
- Vote

Introduction to the Committee & Factor

Carmel opened the AGM by welcoming all and giving a brief summary of the Committee and Factor (Trinity) purpose and responsibilities.

There are about 9 active members coming to meetings and contributing to development items on Microsoft Teams and over email. The committee has met a total of 9 times this year, including 5 times with Trinity present. Topics covered by the Committee were:

- Trinity updates
- GTC
- Reserve Fund policy
- IT changes and improvements
- Sub-committees
- Roof survey and work
- Communications (newsletter, website, stairwell notices)
- Storm damage
- AGM planning
- Emails

Rich did a call out for new members to help, with a focus on sub-committees to cover specific areas like gardening and refurbishment etc.

Intercom options

Following concerns raised at last year's AGM regarding intercom options, costs, and security, Mike presented several options for owners to make an informed decision.

Options Available

1. Do Nothing

- Current intercoms are not obsolete; parts are available.
- Faults are mainly due to the "contact block," costing around £70 per replacement. There were 22 faults raised in 2024.
- Condition varies across stairs; some are in good shape, others have broken parts.

2. Replace Like for Like

- Replace intercom panels with similar devices to minimise cosmetic impact and avoid replacing handsets.
- Freshens up entrances and addresses common points of failure.
- **Costs:** Up to £105 (avg £85) per owner for custom panels; up to £120 (avg £97) for direct replacements. Most of the costs are related to labour.

3. Replace with Dual Entry System

- Surface-mounted panels at front and rear entrances; existing panels removed.
- New handsets in each flat; potential impact on hall décor.
- **Costs:** Up to £340 (avg £290) per owner.
- Concerns about security and anti-social behaviour, especially for perimeter stairs.

Q&A

- Any guarantees with the panels for option 2? Yes, specifics would need to be confirmed.

- Have halfway house options been considered? Yes, sky is the limit, but we need to consider costs.
- Would the buzzing noise stop with option 2? Yes, it would.
- Any thoughts on redoing the survey previously run? Not specifically, but we are considering other options that will be talked about later as mechanisms to collect owner/resident thoughts.

The condition of intercoms varies across the development; one factor is damage due to people trying to replace labels.

Overview of stair refurbishment / conditions

Rich took us through an overview of stair refurbishment / conditions. The committee acknowledges that the results of the deep clean hasn't given the result that were anticipated, however it has been the first deep clean in decades, so it is somewhat fair that it's not come up well on the first go.

Stair Condition

- **Wide variance** in stair conditions across the development, observed during committee visits.
- **Concerns** about the quality of deep cleaning results, highlighted to the factor.
- **DIY cleaning outcomes** showed better results than professional deep cleaning.
- **Regular cleaning** needs improvement to protect investments; ongoing discussions with the factor.

Refurbishment Plans

- **Updated quotes** for stair refurbishment:
 - **Internal painting:** Up to £660 per owner (avg £505).
 - **Carpet replacement:** Up to £670 per owner (avg £600).
- **Questions** raised about excluding apartment doors from refurbishment due to deed impacts.
- **General appetite** for refurbishment needs gauging, considering block-by-block basis due to varying conditions. Some stairs need significant refurbishment, while others require minor TLC.

Q&A:

- Has an alternative to the carpets been considered? Not in costings for the AGM but there's no reason it couldn't be something else like laminate.
- What does the comparison price like now to when it was last quoted? There is a big range.

Comments from attendees:

- General stair cleaning needs to improve, and even more so after refurbishment to maintain the new changes

- An attendee lived elsewhere where they replaced the carpet. The carpet didn't last at all, after one bad winter, it looked like it did before replacement.
- Owners/residents on the ground floor, won't get benefit from a new carpet but still have to contribute to the costs, and they appear quite high.
 - Committee response: The costs will be part of the Reserve Fund and built up over time. Though you may not be directly benefiting from the refurbishment, you will be indirectly as it will add value to your property.
- Want to make sure that the reserve fund funds are being used appropriately and sensibly
- Suggestion to look into different surfaces that are used in schools/hospitals, anti-slip/easy clean etc. and look at what modern materials exist to help with durability.
 - Committee response: These options are costly in themselves.
 - Other opinions: Carpet improves the appeal of the stair over basic tile or vinyl floor approach.

Overview of external pressure washing

Rich took us through an overview of external pressure washing.

General Condition

- Many areas of the development are looking tired with dirt and vegetation buildup around paths and gardens.
- Initial discussions with the factor and contractors have taken place.
- Committee members conducted test cleaning areas to assess the impact.

Proposed Work

1. Paths and Walls

- **Pressure washing:** Instruct the factor to undertake this from the reserve fund.
- **Cost:** £8.7k total (~£28 per owner, shared by all including townhouses).
- **Pilot area:** To be reviewed before full rollout to ensure quality and benefits.
- **Committee agreement:** Required before full development work.

2. External Building Cleaning

- **Staining:** Impacting aesthetics, particularly from boiler overflow pipes.
- **Cleaning:** Application of chemicals followed by pressure washing.
- **Cost:** £11k total (~£38 per owner).
- **Pilot approach:** Required before full rollout.

3. Water Fountain Cleaning

- **Sample deep clean:** Conducted at 27-29SP, removing dirt and moss.
- **Agreement:** Previous agreement with the factor to progress this year as part of wider fountain/garden work.

- **Ongoing work:** Reviewing maintenance and improvements, as current team is reluctant to maintain fountains.
- **Future works:** Committee will continue to shape future works and test areas.

Q&A:

- Could the pressure washing cause any water ingress? No, it's a thermatech **steam** clean rather than water, so no damage would be expected.
- Are they insured if they did cause damage? Yes, they are.
- Would doing the external building clean show up all the other stains? This is possible, we'll be looking at doing a pilot to understand the value and benefit of it.

Actions

- Sharon to share before and after pictures from other equivalent developments.

External painting (doors/ railings)

External Door Painting

- **2020 Work:** Quality was extremely poor; woodwork was not properly prepared or repaired, leading to flaking paint and rotting parts.
- **Proposal:** Address paintwork and woodwork repairs before repainting to avoid larger long-term costs due to increased rot.
- **Costs:** Up to £45 (avg £35) per owner for repainting, excluding joinery work.

External Railings

- **Current Condition:** Railings are starting to rust and need TLC.
- **Proposal:** Preparation and repainting to prevent further deterioration and complement proposed external cleaning.
- **Costs:** Around £60 per owner.

Additional Requirements

- **Bushes/Ivy:** Trim back to enable access for painting.

The ambition would be afterwards to have these items maintained on a schedule as part of general maintenance.

Q&A

- Any thoughts on replacing the wooden slats above the door with something like glass? No thoughts at the moment but we'll add it to backlog discussions.
- Do the costs include the balconies on each flat? This needs more discussion.

Communication improvements

Liam took us through communication improvements.

Newsletter and Noticeboards

- **Newsletter:** Increasing frequency and content to keep owners informed.

- **Stair Noticeboards:** Utilised for important updates and contact information.

Collaboration and Engagement

- **Concerns:** Long-standing issues with lack of collaboration between factor, committee, owners, and residents.
- **Online Collaboration:** Exploring options to improve online communication beyond one-way messaging.
- **Ad hoc Communication:** Increasing frequency of updates across the development, not solely reliant on newsletters.
- **Transparency:** Enhancing transparency around maintenance and initiatives throughout the year.

Social Media and Online Forums

- **Social Media:** Considered but not all residents use platforms like Facebook; challenges with moderation and spam management.
- **Online Forum:** Evaluating community solutions to allow structured and controlled communication among different groups (owners/residents).

Cost Management

- **Owner Verification:** Working with the factor to ensure restricted access to certain content. Consideration that this could be an overhead for Trinity to manage.
- **Cost Reduction:** Reviewing solutions to minimise costs unless justified by adoption/usage.
- **Microsoft 365 Licensing:** Reduced costs by £1100 per year (now ~£850); further reductions planned.
- **Online Services Management:** Brought back under committee control for future improvements, previously managed by an ex-resident.

Gardening improvement initiatives

Current Activities

- **Proactive Work:** Pockets of activity around the development to complement the groundworks team.
- **Resident Concerns:** Issues raised about the nature of work being done by the groundworks team.

Discussions and Meetings

- **2024:** Working group discussions in Sinclair Close on areas of improvement, with recommendations circulated.
- **2025:** Committee and interested owners met with the factor and groundworks team, but progress has been limited.

Future Plans

- **Sub-Committee/Working Group:** Call for peoples' interest in forming a group to shape future work and improvements.
- **Short-Term Focus:** Shaping activities of the current gardening team.
- **Long-Term Focus:** Identifying areas for improvement and investment.
- **Owner/Resident Adoption:** Considering formal adoption of garden sections (e.g., fountain flower beds) by owners/residents.
- **Long-Term Plan:** Creating a plan for outdoor shared spaces for residents.

Q&A

- Dog fouling is a real problem since January. Can signs be put up to dissuade dog fouling? Signs haven't been working for others who have put them up. Option for this to be picked up by the sub-committee.
- Some fountains are running all night long. Can this be looked at? Sharon to action.

Review of Work Carried Out in 2024/2025

Sharon took us through review of work carried out in 2024/2025.

1. Lighting Improvements

- Replaced external lighting, new bollards, and fountain lights.
- Improved lighting in dark areas for safety.

2. Drainage and Matting

- Cleared all external drainage channels.
- Replaced front and back door coir matting in all stairs.

3. Monoblock Repairs

- Conducted repairs throughout, including fitting a new path.

4. Drone Survey and Repairs

- Drone survey identified areas needing work; quotes obtained, and work completed.

5. Storm Damage

- Addressed all external storm damage quickly and completed repairs.

6. Cleaning

- Carpet and deep tile cleaning carried out with mixed outcomes.

7. Maintenance Contractor

- Monthly visits for ad-hoc repairs, reducing to bi-monthly due to fewer repairs needed.
- Repairs included door closers, handles, stair edging, night latches, and locks.

8. Emergency Lighting

- Light sensors replaced last year are now emergency lighting, to be tested twice a year.

We are overbudget on the General Repairs Maintenance this year but there has been a lot of repairs. Included in this the emergency light testing, which is a recent addition following the replacement stair lighting.

Q&A

- Lights not working in all fountains, can this be investigated? Sharon to action, this is potentially that it's simply not been switched on.

Update on Debt

Current Status

- **One owner** still has not made any payments; there is an NOPL (Notice of Potential Liability) on their property.
- **Second owner** who had failed to pay is now making regular payments, with the debt expected to be cleared this financial period; NOPL remains in place.
- **Five owners** on a payment plan continue to make regular payments, with the debt expected to be cleared in the next couple of months.

Monitoring

- Missed payments will be closely monitored, and further action will be taken if required.

Proposed Work to be Carried Out 2025/2026

- GTC Works due to be scheduled towards the end of the year. Dates will be confirmed nearer the time.
- Bike Store Clearance will be arranged
- Some additional lighting for the bike stores and some lighting along the path for the townhouses and lighting at bike store end of SG car park perimeter wall
- Pressure Washing of all monoblock and walls
- Ad-Hoc maintenance repairs throughout the year- this would be small jobbing repairs
- Roof Check/Gutter Cleaning towards end of the year
- External Building Staining Work
- Tree Survey and undertake recommendations
- Cleaning Pressure washing of water fountains, and repairs to stonework.
- External Stair Door Painting/Repairs to rotten timbers

- External Railings

Q&A

Q. Regarding the work proposed to the tree at the substation at Robertson Avenue, does this fall under Scottish Power remit? Jane to email Sharon with information to follow up.

Review Of the Proposed 2025/26 Budget

- A new budget heading has been introduced for 25/26.
- Debt Recovery Expenses will be a new addition to the budget to cover costs associated with tracking down owners not paying. If not used, this will be returned to owners as credit.
- Building Insurance has reduced as claims have gone down
- General maintenance has increased

Actions

- Sharon to share claim figures for previous years with owners.
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GTC Work – Overview of programme work

Mike recapped the history and overview of the latest situation in the development. He also highlighted the due diligence the committee and Sharon have done to assess the work needed.

Background to GTC Programme

- **Gas Pipes Ownership:** GTC owns the gas pipes from the main street connection to individual flats, responsible for network safety.
- **Network Checks:** Required every 6-10 years, triggering the proposed work.
- **Compliance and Enforcement:** Stricter industry standards due to recent events.
- **Proposed Work:** Prevent gas from entering voids in buildings, seal voids with specialist sealant, keep areas around gas pipes clean.
- **Non-Compliance:** Could result in gas supply disconnection; compliance is mandatory.

Activities to Contract the Work

- **Site Visits and Reviews:** Conducted with GTC, contractor, factor, and committee members to understand scope and requirements.
- **Agreed Approach:** Ensured compliance with reduced costs and impact to stair décor.
- **Work Schedule:** Due to start Sept/Oct; programme of works will be issued and communicated to owners/residents.
- **Costs:** Up to £330 per flat (avg £282), taken from the reserve fund.

Future Compliance Activities

- **GTC Sign Off:** Ensuring compliance with signs for cupboard doors.

- **Cupboard Maintenance:** Cupboards should be cleared and vents vacuumed annually by the cleaning contractor.
- **Guidance Document:** Factor and committee working on a document to be published on the website, including stickers/notices for compliance requirements.
- **Factor Compliance:** Ensuring compliance for future work at the development level.
- **Owner Responsibility:** Individual owners must ensure contractors complete appropriate compliance work (seal holes, etc.). Non-compliance will be the owner's responsibility.

Q&A

- Will there be communications about what's happen to what flat and when? Yes, Sharon is currently waiting on program of works for each stair, and this will be communicated.
- What does non-compliant mean? All holes and gaps need to be filled. This is to help keep gas localised so it can escape to the hallway and escape through the windows
- Who's responsible for the leaning wall at Sinclair Gardens? Sharon's confirmed with the council that it's under their responsibility; the Sinclair Development is not responsible.

Vote

8 items were voted on and all passed with a majority. [Full details of the vote breakdown are available here.](#)