



Sinclair AGM 2025

18th June 2025



Agenda

- **Introduction to the Committee and Factor (5 mins)**
- **Committee Report (45 mins)**
 - Review of Committee Activities in 2024/25
 - Intercom options
 - Overview of stair refurbishment / conditions
 - Overview of external pressure washing
 - External doors repainting
 - External metal work repainting
 - Communication and collaboration improvements
 - Gardening improvement initiatives
 - Q & A
- **Votes (10 mins)**
- **Factor Report (35 mins)**
 - Review of Work Carried Out in 2024/25
 - Review of the 2024/25 Budget and Development Debt
 - Proposed Work to be Carried Out in 2025/26
 - Review of the Proposed 2025/26 Budget
 - Q & A

Introduction to the Committee & Factor

- The Committee :
 - The Committee is here to act as a 'bridge' between the owners and the factor.
 - To advise the factor on the general views of the owner community.
 - To develop a strategy for the common parts of the development and common parts of the buildings.
 - To provide a degree of oversight of the factor on the owners' behalf.
- **Note : The committee can only provide proposals and advice to the factor and owners.**
 - **Only a meeting of all owners can 'Instruct' the factor. The Factor may also act on their own with the same powers as a meeting of the owners,**
- Currently the Committee has a total of 10 members from Sinclair Close, Sinclair Place & the Townhouses

Introduction to the Committee & Factor

- The factor :
 - Is responsible for the day to day running and maintenance of the development
 - The gathering of money to pay the development costs
 - The hiring of sub contractors i.e. gardener, cleaner etc.
 - Is responsible for making sure the development and flats are properly insured
 - Execute projects agreed with the committee and or owner meeting
 - The Factor is only accountable to You the owners
- Please remember the Factor does not “own” the development they purely execute work on behalf of the owners.

Committee Report - Review of Committee Activities In 2024/25

- 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

Committee Report - Intercom options

Following last years AGM and concerns raised by a number of owners around options, costs and security considerations it was agreed to bring options and indicative costs back to owners to allow an informed decision to be made. The options that were available are as follows

1. **Do nothing** – The current rate of failure and driver to replace the intercoms need to be understood. What has become clear is these are not technically obsolete and parts are still readily available and in production
2. **Replace like for like** – Replace the intercom panels with similar device reducing the cosmetic impact of installation, removing the need to replace handsets in individual dwellings and also reduce costs.

Replace with alternative single-entry system – Alternative products / formats are on the market however it needs to be understood the implications for installation, compatibility with existing handsets and costs

3. **Replace with dual entry system** – Consideration is needed for the work required to install these, the cosmetic impact to external and internal shared building fabric of such installation including panels and associated cabling. Also consideration of impact to private dwellings. Impact to security and risk of anti social behaviour especially for properties on perimeter of development. Additionally overall cost implications not just the system needed.

Replace with video entry system – The cost benefit analysis for this ruled such a solution out at the previous stage as the work and costs involved with extensive and due to the style of some entries video would be problematic.

Committee Report - Intercom options (cont)

Option 1 - Do nothing

- The current intercom's on the whole work well however we do see a level of faults which are primarily down to the "contact block" which is replaced at a cost of around £## a time.
- The committee have been in discussion with the manufacturer of the intercom system, and these are not obsolete and parts are still available and no plans to remove these from sale
- As with many parts of the development the state of each stair varies and although many are in reasonable shape a few stairs look like they have been 'serviced with a hammer' and have broken or missing parts although still operational.

Option 2 - Replace like for like

- The panels on some stairs are extremely "tired" looking however the other aspects of the system are fully operational and no need for replacement. (eg 1 handset failure in last 6 years)
- Review with manufacturer and installation partner confirms that the option to replace intercom panel is available and identical panels to match each stair is in production. This would freshen up the entrances to each block , address common point of failure while keeping costs to a minimum due to not needing new handsets etc.
- Indicative quotes obtained which will cost up to £### (avg £##) per owner (custom made engraved stainless-steel panel)
- Indicative quote obtained for direct replacement will cost up to £###** (avg £##) per owner



Committee Report - Intercom options (cont)

Option 3 - replace with dual entry system

- New intercom panels will be surface mounted at front and rear entrances of stairs, existing panels removed and existing aperture will be boarded up. (different form factor of panels)
- Replacement handsets to be installed in each flat (consideration needed for impact to hall décor due to replacement handsets due to size / shape)
- Indicative quotes have been obtained for a new dual entry system which would cost up to £### (avg £###*) per owner
- Concerns discussed at last years AGM around impact to security and anti social behaviour especially for stairs that face out to the perimeter of the development (Stewart terrace / Robertson avenue)
 - Concerns around the reports of anti social behaviour including drug use in tenement stairs in the wider Gorgie area (multi agency programme ongoing to tackle issues)
 - Concerns around opportunistic traffic including “buzz door run” from youths or using stairs as a short cuts. Or using stairs as shortcuts
- From discussion with many owners the need for dual intercom isn't a key requirement for most. Regular visitors know where the front door is and rear door signs have been updated to direct delivery drivers to other door.



Examples of intercom condition across the development



31



19



27



Committee Report - Overview of stair refurbishment / conditions

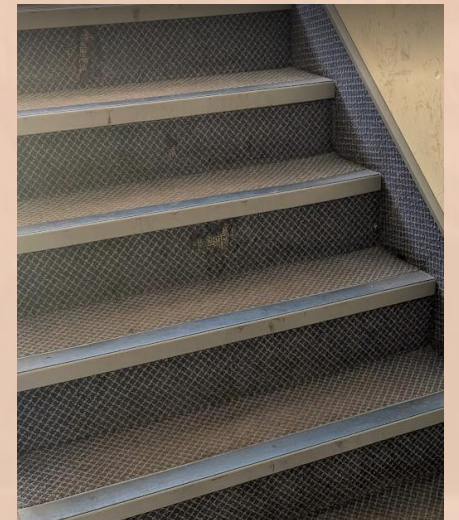
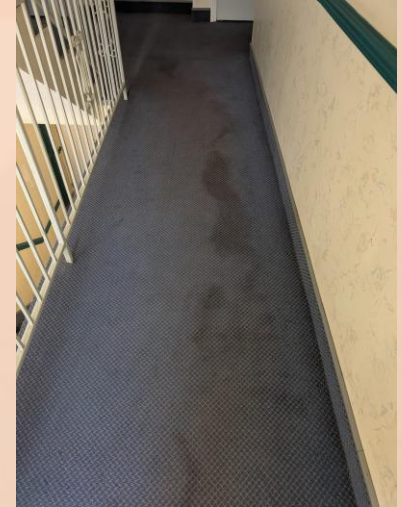
Wide variance of stair condition across the development which became clear after a few committee members visited some stairs.

- Concerns around the quality of the deep clean results which have been highlighted to the factor
- Outcomes of deep clean work below results from individual DIY cleaning a few of us had already done in our own stairs.
- Level of regular cleaning could be improved and needs to be to protect any investments made. Ongoing discussions with factor to progress this.

Updated quotes have been obtained to undertake the refurbishment of stairs including the painting of walls / ceilings and railing along with the replacement of carpets. Questions however have been raised as apartment doors had been excluded with impact to deeds.

- **Internal painting** – up to £### per owner (avg £###*)
- **Carpet replacement** – up to £### per owner (avg £###*)

Would like to gauge general appetite to undertake this work and whether we need to consider on a block by block basis as clearly some stairs really need refurbished where others are in reasonable state of repair but need a bit of TLC.



Committee Report - Overview of external pressure washing

Many areas of the development are looking tired and build up of dirt and vegetation around the paths and gardens

- Initial discussions with factor and their contractors taken place
- Members of the committee have undertaken some test areas to see impact of cleaning activities

Proposed paths / wall work

- Instruct factor to undertake pressure washing of paths and walls from the reserve fund. Cost for development £#. #k (1/306 share ~ £## per owner)
- These costs are shared by all owners so 1/306 share would be charged to each owner including townhouses.
- Instruct factor / contractor to undertake pilot area to be reviewed prior to full rollout to ensure quality of work / benefits realisation
- Committee agreement before full development undertaken

External building cleaning

- Staining of building walls throughout the development is impacting the aesthetics of the development.
- Application of cleaning chemical to external stained areas and then pressure washing. Scope is staining from boiler overflow pipes
- As part of wider external cleaning factor has obtained quote for cleaning of these areas. Current quote of around £##k (1/292 share ~£## per owner)
- Once again requirement for pilot approach prior to full rollout would be requested.



Committee Report - Overview of external pressure washing

Water fountain cleaning / pressure washing

- The committee have undertaken a sample deep clean of the water fountain at 27-29SP removing dirt and moss.
- Previous agreement with Factor that this would take place and look for this to be progressed this year as part of wider fountain / garden work
- Ongoing work with Factor to review maintenance of fountains and improvements as aware there has been limited work for a number of years and current team don't wish to maintain them.
- Members of the committee will continue to progress some of these aspects with a view to shaping future works along with test areas.
- Although having only completed part of 1 fountain, and was a first pass It's felt this has really brightened up the water feature however should be considered along with wider gardening and landscape improvements which we will be covering later in the slides.



Committee Report - External painting (doors / railings)

- External door painting took place in 2020
 - Quality of work was extremely poor
 - Woodwork was not properly prepared / repaired prior to painting and paint was flaking off within days
 - Parts of the doorstep on a number of blocks had been left to rot and then painted over which also peeled off in a very short period of time

The following work has been discussed over the last couple of years and the factor have been instructed to proceed under the terms of general maintenance due to impact of doing nothing

- Proposal to address **external door** paintwork and woodwork repairs prior to painting
 - If we allow the doors to remain untreated it will result in larger costs longer term due to level of rot increasing
 - Request the factor to contract the repair of required wood (Joiner) and then proper preparation and repainting (Painter) of external doors for all stairs within the development
 - Indicative quotes have been obtained for this and would **cost up to £## (avg £##*)** per owner for repainting however this excludes any joinery work required.
- External **railings** across the development are starting to rust in places and paintwork needing some TLC
 - Undertaking this work now will compliment proposed external cleaning to brighten up the development but also reduce risk of future costs of rust etc.
 - Request the factor to contract the preparation and repainting of railings across the development to prevent further deterioration
 - Indicative quotes obtained for work which would be shared by all owners (flats / townhouses) and is in the region of **£## each**
 - Requirement to once again trim back bushes / ivy to enable access to all areas to allow painting to be undertaken

Committee Report - Communication improvements

- Continuation of work around the newsletter increasing frequency and content to owners
- Starting to utilise stair noticeboards to inform residents of important updates / contact information
- Concerns have been raised over a number of years around the lack of collaboration and engagement between factor / committee / owners and residents.
 - Members of the committee looking at options to help improve online collaboration instead of 1 way messaging
 - Increase frequency of adhoc communication across the development (not reliant on newsletter)
 - Improve transparency throughout the year around ongoing maintenance and wider initiatives
 - Social media options considered however not all people use Facebook etc. How do we minimise moderation requirements / spam management?
 - Online forum / community solution being evaluated and how this will work to allow structure and control around different groups (ensure access based on owners / residents etc)
 - Working with factor to understand best approach for owner verification to enable certain content to be restricted
 - Looking to reduce costs of any solution unless adoption / usage justifies increased spend
- Review of Microsoft 365 licensing has reduced cost by £#### p/a (now ~£###) further work to take place to reduce this further.
- Management and maintenance of online services brought back under the control of the committee to enable future improvements to progress (Were still being managed by an ex-resident on our behalf)

Committee Report - Gardening improvement initiatives

- Pockets of activity around the development undertaking some proactive work to compliment the ground works team
- Concerns raised by a number of residents around the nature of work being undertaken by groundworks team.
- Working group kicked off discussions in Sinclair Close in 2024 around areas of improvements with recommendations circulated
- Committee and a few interested owners met with factor and groundwork team early 2025 however has been limited traction to date
- Looking to gauge interest in a “sub committee / working group” to shape future work and areas for improvement.
 - Help shape the activities of the current gardening team and look at areas of short-term focus
 - Understand areas for improvements and investment in the longer term
 - Look at formalising some owner / resident adoption for sections of the gardens (fountain flower beds etc)
 - Creation of longer-term plan for outdoor shared spaces for residents

Committee Report

- Questions & Feedback to the committee ?

Factor Report



FACTORING

LETTING

INSURANCE

Review Of Work Carried Out In 2024/25

Review Of The 2024/25 Budget

Development debt

Proposed Work to Be Carried Out In 2025/26

Review Of the Proposed 2025/26 Budget

Factor Report - Review Of Work Carried Out In 2024/25

- Over the course of the financial year, we have carried out the following at the development:
- Replaced external lighting with new fittings across the development, new bollards and fountain lights. Improved lighting in dark areas to address safety concerns eg 5-6SC
- Cleared all external drainage channels throughout the development.
- Replaced front and back door coir matting in all stairs.
- Monoblock repairs throughout, including fitting a path where areas are constantly walked across.
- Drone survey carried out which highlighted areas across the development which needed to have work carried out. Quotes were obtained and the work was carried out this year.
- Following the storms all external damage across the development was dealt with as quickly as possible and is complete.
- Carpet Cleaning & Deep Tile Cleaning has been carried out with mixed outcomes.
- We have a maintenance contractor who has been attending the development once a month, to check each stair and do any ad-hocs repairs required. They have been attending over the course of the last 5 months, and there are less and less repairs required and as such this will be reduced to every other month. The jobbing repairs being carried out range from replacement door closers, door/window handle replacements, fixing stair edging, repair night latches & locks – detailed expenditure will be issued with the reconciliations as charges vary per block. This is more so to keep on top of general upkeep in the building.
- Following the light sensor replacement last year, these are now emergency lighting and as such this will be tested twice a year. This has been an addition to the forthcoming budget.

Factor Report - Review Of Work Carried Out In 2024/25

Factor Report - Review Of The 2024/25 Budget

**Further details can be
obtained by submitting a
request to committee /
factor.**

- Overbudget on the General Repairs Maintenance this year but there has been a lot of repairs. Included in this the emergency light testing a which is a recent addition following the replacement stair lighting. A new budget heading has been introduced for 25/26.
- Debt Recovery Expenses will be a new addition to the budget

Factor Report – Update on Debt

- From last years report of two owners who have made no payment to their factoring charges and five owners who are on payment.
- We now just have one owner who has failed to make aby payments to their factoring account since we took over the management of the development. There is an NOPL on their property.
- The other owner who had failed to make any payments, we have since located and are now making payments towards their charges. There is still a debt, but regular payments are being made with the hope the debt will be cleared this financial period. There continues to be an NOPL in place.
- The 5 owners who were on a payment plan I am pleased to advise that regular payments continue to be received, and the debt should be cleared in the next couple of months.
- We will closely monitor any missed payments and will instruct further action if required.

Factor Report - Proposed Work to Be Carried Out In 2025/26

- 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 stone work.
- External Stair Door Painting/Repairs to rotten timbers
- External Railings

Factor Report - Review Of the Proposed 2025/26 Budget

Further details can be obtained by submitting a request to committee / factor.

GTC Work – Overview of programme of work

Background to GTC programme

- GTC own the gas pipes from where they connect from the main pipes in the street to where they enter individual flats and therefore are responsible for the safety of the networks.
- Every ~6-10 years, the networks need to be checked and this is what has triggered the proposed work in the development.
- Historically checks have been lacking or not actioned. Due to recent events the industry is now much stricter around compliance / enforcement.
- The proposed work is to try to prevent gas getting into any voids in the buildings. These voids need to be sealed. Additional, areas around the gas pipes need to be kept clear of electrical equipment and any other items.
- Non compliance could result in disconnection of Gas supply to properties. (as such this isn't optional)

Activities that have taken place to contract the work

- Number of site visits and reviews with GTC / Contractor / Factor and members of the committee to understand scope and requirements. Agreed approach in place to ensure compliance. Small reduction in costs due to scope review as part of the clarification, also reduced impact to stair décor.
- Work is due to start Sept/Oct - a programme of works will be issued nearer the time from the contractor and communicated to owners / residents
- Costs are allocated on a block by block basis. Quotes agreed and will **cost up to £### per flat (avg £###*)**. Individual breakdowns will be communicated to owners.
- As previously advised the costs will be taken from the reserve fund.

Future activities to ensure compliance (GTC sign off / signs for cupboard doors etc)

- The cupboards should be cleared, and vents will be vacuumed once a year by the cleaning contractor.
- Factor and committee working on guidance document which will be published on the website, also creation of stickers / notice to be mounted inside cupboards notifying of compliance requirements.
- Factor ensuring compliance of any future work at development level
- Individual owners must ensure that any contractor completes appropriate compliance work (seal holes etc)
- Individual property non-compliance will be owners responsibility in the future (not dev wide)

* Price varies per block based on apportionment

Factor Report

- Questions & Feedback to the Factor ?