

Sinclair Committee Meeting Minutes

12th February 2026, Microsoft Teams

Attendees

- Ana Arsene
- Carmel Connolly
- Sharmika Basu
- Mike Begley
- Ruth Evans

Apologies

- Emmanuel Artiges
- Colin Douglas
- Liam Langedijk
- Sharon Laird (Trinity Factors)
- Ross Crawford

Agenda

- Welcome to new member
- Intercom
- Garden update
- GTC
- Liam and Forum update
- monoblock and external wall cleaning pilot feedback
- External lighting and bike store light discussions
- Monoblock planning
- AOB

Welcome to new member

Welcome Sharmika to the committee, we're delighted to have you onboard.

Intercom

Mike presented on the Intercom progress, harking back to the AGM decision of replacing them like for like and summarising the 3 quotes we're received.

Communication to owners as part of the replacement works will highlight liability for any damage caused by DIY attempts would be with the individual owner up to and including full panel replacement.

All requests regarding the intercoms need to go through the Factor.

No names will be on the panel, number only.

Agreement from the committee to proceed with option 2.1 (more information in [this PDF](#)), Mike will present back to report decision back to Trinity (update 23/02/2026, Trinity proceeding with option 2.1)

Garden update

Subcommittee formed and email alias updated. Next scheduled step is 25th Feb at 1pm.

Next action for gardening is to cut back the shrubs ahead of external painting.

Action: Sharon to notify Mike when gardeners are scheduled to come back

Action: Mike to print notice for car owners for them to move cars forward 0.5m -1m to allow space to complete.

GTC

Everything is on track, 24-26 are happening next week and that'll complete phase 1.

Photos have been taken and notices are now up in the stairs.

Forum update

Based on the IT requirements document, reqs 1 + 3 doesn't appear to be met with Flarum.

Mike presented an option using WordPress with plugins to enable registration for owners/residents, allows Trinity to do user verification, and provides private user forums. These do meet reqs 1 + 3 but

Action: Liam to go back to the 3/4 options previously known, create a matrix and assess each of them against the 9 requirements, using Red, Amber, Green (Mike happy to assist). When ready, present back to the team.

Monoblock and external wall cleaning pilot feedback

Good feedback from the monoblock pilot, even in the wet weather and dark days/evenings.

Further discussion required for the wall pilot.

Action: Sharon to provide clarity on the wall pilot, where and what was the source of the staining?

Action: Sharon to proceed with the monoblock quote only for when the weather starts to dry up,

External lighting and bike store light discussions

Committee agree we're happy with the proposed bollard decision near 7 Sinclair place.

Action: Mike to do a walk round with the Electrician for lighting options. Once date decided, Mike will share with the group.

For bike store light, there is no power source close and to bring a supply it'll need a lot of work and high costs.

Option to invest in a better powered solar light source, the committee agree to proceed with this option rather than work needed to provide a power source.

Monoblock planning

Monoblock work has been instructed with lots of notice requested to support planning and notice for owners for road closure.

Need to identify a 2/3 spaces to allow for a space for the contractor to temporarily store materials etc.

Action: Committee members to observe parking spaces and identify what ones might be available and alert Sharon.

Future action: Work out a plan for space allocation for car owners to park when they can't access Sinclair Place.

Ventilation + mold

Sharmika raised issues of ventilation and mold issues in the development to understand what others have experienced and what solution options there might be.

Options are to investigate the outside ducts and if they're blocked or if they're opening. (Electrician with a camera or builder) and to raise with Trinity.

AOB

- Fountains: Work instructed to remove moss and repair loose bricks and mortar.