



Sinclair AGM 2026

17th June 2026



Agenda

- **Introduction to the Committee and Factor (5 mins)**
- **Committee Report (45 mins)**
 - Review of Committee Activities in 2025/26
 - Overview of internal stair refurbishment / conditions
 - Stair decoration options
 - Reserve fund overview
 - Optional additional external painting
 - Communications/Online Forum
 - Gardening improvement initiatives
 - Q & A
- **Votes (10 mins)**
- **Factor Report (35 mins)**
 - Review of Work Carried Out in 2025/26
 - Review of the 2025/26 Budget and Development Debt
 - Proposed Work to be Carried Out in 2026/27
 - Review of the Proposed 2026/27 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 8 members from Sinclair Close, Gardens and 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 2025/26

Overview of internal stair refurbishment / conditions

Stair refurbishment options

Reserve fund overview

Individual railing painting option

Online Forum

Gardening improvement initiatives

Committee Report - Review of Committee Activities In 2025/26

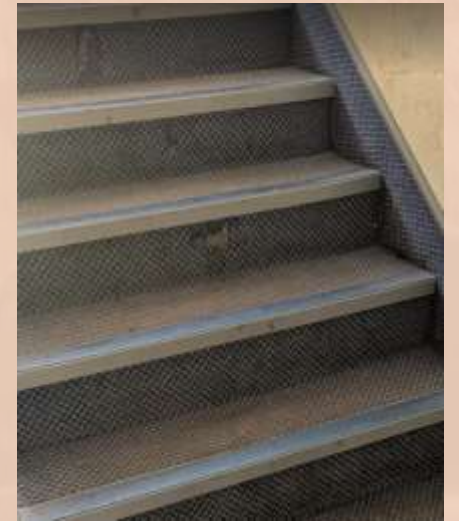
- The committee has met a total of 10 (7) times this year
- Topics covered by the Committee were:
 - Trinity updates
 - GTC
 - Reserve Fund policy
 - IT changes and improvements
 - Sub-committees
 - Roof survey and work
 - Walls and paths cleaning reviews and scoping
 - Site visits with main contractors (GTC / electrical / grounds / gardening)
 - Communications (newsletter, website, block notices, online systems, emails)
 - Storm damage
 - AGM planning

Committee Report - Overview of stair refurbishment / conditions

AGM 2025 summary

Stair condition across the development varies massively which became clear after a few committee members visited majority of stairs.

- Concerns around the quality of the deep clean were highlighted with the factor and taken into consideration for future works.
- Outcomes of deep clean below DIY cleaning a few owners had done in our own stairs.
- Level of regular cleaning needs improved to maintain long-term condition of stairs. Ongoing discussions with factor to progress this.



Committee Report - Overview of stair refurbishment / conditions

AGM 2026 update

Clear that although some stairs aren't in bad condition many stairs are now very tired looking and in need of refurbishment. The complexity of a stair or block level approach is unworkable.

Moving forward to ensure that stairs are maintained to maintain the condition as long as possible.

- Residents reminded that Rubbish bags should not be stored in the stairs even for a short spell at any time and such incidents should be reported to the factor
- Improved quality of regular cleaning throughout the year is needed
- Timely clean up of spillages either by resident or reported out to factor is needed
- Look at more regular deep clean to maintain condition for future years protecting the investment

Communal area redecoration – Stair painting

Priority given to external door painting due to weather impact and longer-term damage being caused.

- Woodwork being repaired and replaced if beyond repair prior to painting
- Last painting of the doors arranged by previous factor was not fit for purpose
- Contactor will prepare all surfaces, apply appropriate primers and two coats of a semi gloss paint to match existing colours and finishes (based on inside of door colour returning it to original colour scheme)
- Work taking place during June / July '26

Communal area redecoration – Stair painting

Now progressing with redecoration of interior staircases across the development

- Colour schemes will be maintained with as close a colour match as possible for each surface (there is a palette of colours used across the development on a stair-by-stair basis)
- Single colour finish on all walls (removing the patterned effect on lower walls)
- Apply the appropriate primers to all bare surfaces followed by two coats of paint to match existing finish
 - All communal ceilings
 - All communal walls
 - Painted/varnish/stained woodwork
 - All metal railings throughout the staircases.
 - Internal doors including utility shafts, service cupboards
 - Private Flats doors would be additional – Approx £### per door



Example finish (*AI Gen)

Indicative costs have been obtained from the contractor however will be taken back to competitive tender before contract award

Up to £### per owner / Average ~ £### per owner

**Agreed that were was no requirement repeat vote- agreement to proceed previously obtained, and options are limited anyway*

Flooring replacement for stairs and upper floors

Option 1 – Carpet replacement with Carpet

(indicative cost – up to £### per owner / avg £###)

Pros

- **Aesthetics** - Warmer/ welcoming feel to the communal areas
- **Safety / Comfort** - Softer underfoot and improved grip reducing the risk of slipping
- **Noise reduction** - Reduce noise of footsteps / traffic in the stairs especially at night

Cons

- **Durability** - Carpet wears and flattens on high traffic areas quicker than vinyl
- **Maintenance** - Harder to clean and maintain especially from stains / spills
- **Hygiene** – traps dirt, dust, allergens and odours over time.



Example of current carpet
~ 25yr old contract carpet



JHS contract carpet
(*AI Generated)

Option 2 – Carpet replacement with Safety Flooring (Industrial grade vinyl)

(indicative cost – up to £### per owner / avg £###)

Pros

- **Durability** – more resistant to heavy foot traffic and easier to clean
- **Hygiene** – Doesn't harbour allergens, bacteria and odours
- **Longevity** – Commercial grade safety flooring will usually outlast carpet covering.

Cons

- **Noise** – Footsteps and general traffic will be much louder, could result in more neighbour complaints
- **Slip risk** – Can be slippery, especially when wet and will require non-slip nosing strips on each step
- **Aesthetics** – Can feel more clinical and less welcoming in residential communal areas



Safety floor
(*AI Generated)

Committee Report – Reserve fund overview

Summary of previous year reserve fund investment so far

- Pre 24 – £### per owner (12/22 11/23 - £### per owner, 11/23 – 05/24 - £###)
- 24/25 - £### per owner
- 25/26 - £### per owner

High level overview of what its funded so far

24/25 expenditure

- Deep clean of stair carpets and tiled areas
- Replacement Coir matting in each stair to reduce dirt being brought in following deep clean

25/26 expenditure

- GTC compliance repairs: £### per owner on average (max £###)
 - In delivery savings realised allowing for total cost to be reduced, final numbers being calculated
- Intercom replacement: £### per owner on average (max £###)
 - *Following the 2025 AGM vote the committee and factor went back to tender for this work and as hoped more competitive pricing was obtained*
 - *Like for like panel including amplifier and speaker units replaced (cause of majority of faults over the last ~9 years)*
 - *Contracted work at ½ original like for like quote presented at '25 AGM and 1/5th of the originally planned replacement service. Savings can be used for next phase of refurbishment works.*

Committee Report – Reserve fund overview

Remaining balances per flat

- Average £### (Range: £### – £###)

Remaining expenditure in current plan

- Stair painting @ average of £###
- Carpets @ average of option 1 £### / Option 2 £###
- Total cost to allow redecoration of stair is £### or £### per owner.
- Average additional reserve fund per owner required is £### or £### (to cover stair refurbishment based on current options and average balance.)

Vote on next years investment

- Option 1 – continue at £### per owner
- Option 2 – increase to £### per owner for stair redecoration complete end of next year or soon after.

Next steps

Some ideas within the committee and previous surveys but need refreshed and reassessed.

- External wall staining
- Gardening / grounds
- Others? - using forum and owner surveys to look at future areas of investment and refurbishment.

Committee Report – Individual railing painting

Optional

- Juliet balconies £### each



- Metal features gutter level and above £### each



Committee Report - Communication improvements / Forum

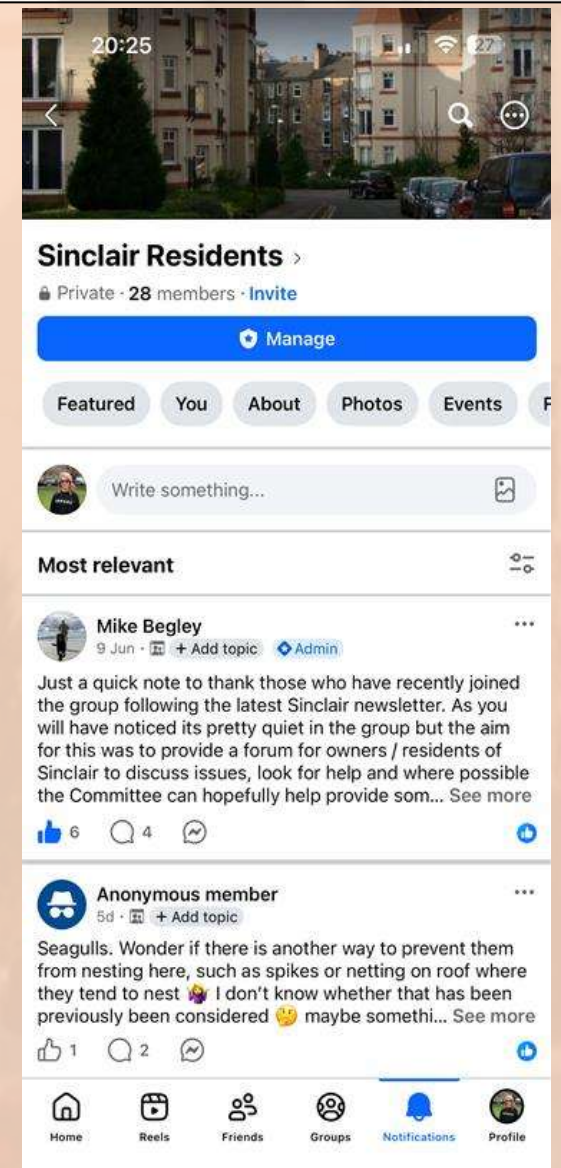
Facebook: Sinclair Residents

Informal group to discuss:

- Issues
- Share ideas
- Look for help from fellow residents.

Membership will be restricted to those owning properties or living on the development.

<https://www.facebook.com/groups/sinclairresidents>



Committee Report - Communication improvements / Forum

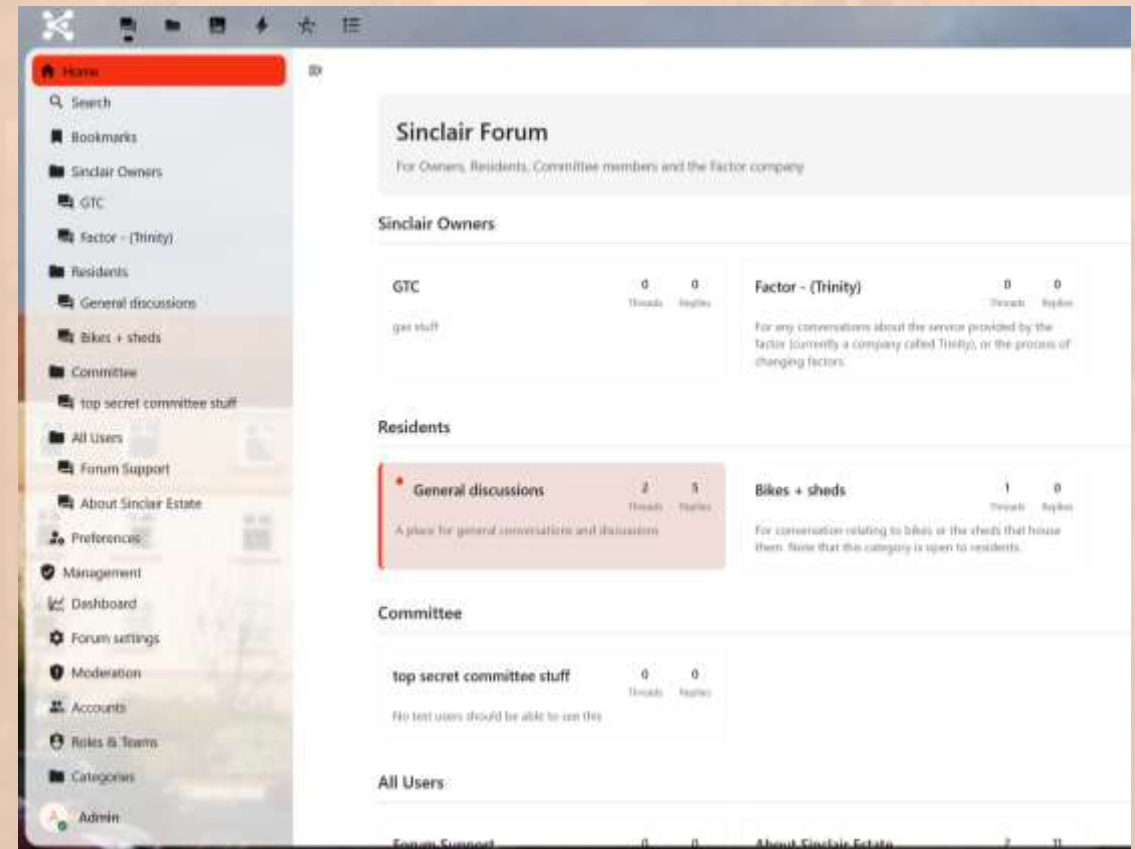
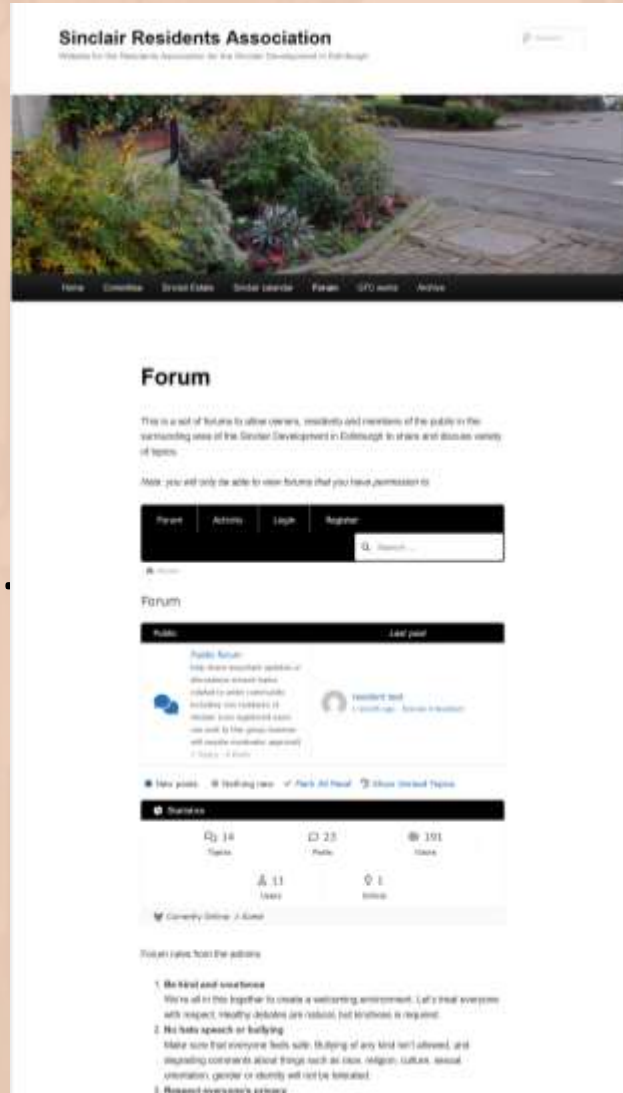
Forum:

Owners can contribute to areas they are interested in.

More restricted access.

Faster updates than newsletter.

Narrowed down to 2 options.



Committee Report - Gardening group

- 2 meet ups including a walk round with grounds team and factor. Ongoing discussions
- Objectives being grouped based on short and longer-term objectives to improve the green space around Sinclair

Short term goals

- Turn over soil in flower beds including the water fountain beds
- Treatment of moss and weeds in lawn areas and reseedling to improve lawns
- Reposition of flowers to more appropriate spaces
- Agree approach for new plants with focus on suitability and aim to provide year-round colour. Initial focus in the Water fountain beds.

Medium / Longer Term objectives

- Look to have representative on the group from each of the garden areas
- Review of scope of groundskeeping / gardening contracts to help drive improvements
- Help develop the spaces to become a nicer space for residents to use (e.g changes to layout / seating etc)
- Review of trees across the development and agree a plan for proactive maintenance.
- Look at future plans including any requirement for funding which will be brought to future AGM vote

The group would love to hear some new voices and help shape the future of our development's grounds.

Committee Report

- Questions & Feedback to the committee ?

Factor Report



FACTORING
LETTING
INSURANCE

Review Of Work Carried Out In 2025/26

Review Of The 2025/26 Budget

Development debt

Proposed Work to Be Carried Out In 2026/27

Review Of the Proposed 2026/27 Budget

Factor Report - Review Of Work Carried Out In 2025/26 pt.1

- Over the course of the year, we have carried out over 320 general maintenance repairs across the development, these items range from replacement door closers, issues with locks, door entry system, lights, removal of large items dumped within the communal areas.
- We had the roof drone survey carried out in September, which resulted in some standard roof maintenance which tied in with clearing the gutters at the same time. For the age of the development the roofs are in good condition, and as long as we get this checked yearly and maintenance continues it will only prolong the roof.
- Works recently completed – monoblock pressure washing, fountain repairs/maintenance. The front & backs door painting is currently underway with the external painting of the railings, bike stores and bins stores following on in Sept/Oct.

Factor Report - Review Of Work Carried Out In 2025/26 pt.2

- The external drains in the car park area have all been cleared, this is now done on an annual basis.
- Bike Store clear out was completed, not as many bikes as previously but will continue to clear out every other year.
- GTC work are now all completed for each stair and signed off accordingly excluding 31 SP as they need GTC to complete – certificates received.
- Pest Control we had a real issue with rats possibly a combination of ongoing construction work in the area and also residents dumping their rubbish at the side of the bins and leaving it for the rats and gulls.
- We have a maintenance contractor who attends the development once a month, to check each stair and do any ad-hocs repairs required this is carried out every other month.

Factor Report - Budget for Period 2025/26

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

We have gone over budget on the roof inspection and gutter cleaning this year by £### per property

The insurance excess is £### over budget as we have had 2x large claims at the development which has result in an overspend.

Both have been increased in the forthcoming budget.

Included in the report is the external painting & the front & rear door painting. This work is ongoing but was agreed in the budget for 25/26.

32 Sinclair Place is a standalone block – A new UPVC window had to be replaced in February which has led to the higher overspend.

Factor Report – Update on Debt

- Since we took over the development, we now only have **one Debtor** who has failed to pay anything towards their factoring charges. There is a Notice of Potential Liability on their property which means if they go to sell the property it will highlight a debt that needs to be paid.
- We have tried to trace the owner with no luck; there is no mortgage on the property which means we cannot claim for non-payment from the bank.
- All other owners have either paid in full or are continuing to make monthly payments to both debt and current charges.
- We continue to explore all options available to us and in the most cost-effective way for the development.
- Out of 306 properties, we now only have **one property** which is proving challenging to collect any payments.

Factor Report - Review Of the Proposed 2026/27 Budget

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

There have been a few changes to the budget for the forthcoming year.

We have changed insurer this year resulting in a small increase to the premium. It has resulted in a £### excess for escape of water but this is largely down to the amount of escape of water claims at the development.

Zurich quoted - £### , Aviva - £### .

The Gutter Cleaning & Roof Inspection has been increased accordingly.

Other items have received small increases.

General Repairs & Maintenance has been reduced as the bigger works are currently underway and included in 25/26 budget.

Reserve Fund – highlight in red as this is subject to change depending on the vote

Factor Report - Proposed Work to Be Carried Out In 2026/27

- Some additional lighting for the bike stores and some lighting along the path for the townhouses
- Roof Drone Check, Roof Maintenance & Gutter Cleaning towards end of the year
- Ongoing External Stair Door Painting/Repairs to rotten timbers
- Ongoing External Painting Railings
- Removal of Ivy and cut hedging in preparation for External Painting
- Intercom Works
- Ad-Hoc maintenance repairs throughout the year - this would be small jobbing repairs
- Internal Painting work

Factor Report

- Questions & Feedback to the Factor ?

The background image shows a residential street scene. On the left, there is a tall, multi-story brick building with several windows. In the center, a street leads away from the viewer, flanked by more buildings and some greenery. On the right, there are several cars parked along the curb, including a dark van in the foreground. The overall scene is a typical urban or suburban residential area.

Votes