

Minutes

Sinclair Residents Committee Meeting May 6th, 2015

Present	Apologies	
Pamela Gidney Kieran McCallum Peter Williamson Rosina Weightman Jean-Baptiste Richon	Barry Moore Pauline Thomas	Chair: Jean-Baptiste Richon Minutes: Rosina Weightman

Composition of New Committee

Reviewed. New members not present at this meeting: Dawn Allan, Fiona Thomson.

Flat Insurance

Pamela raised the difficulty of continued high rate of claims. Insurance rates have been steadily increasing. Rosina confirmed DCPM's assertion – backed by their lawyers, HBJ – that the Committee can legally make a decision on behalf of the estate on the matter of changing how insurance claim excesses are paid for – currently claims are apportioned among all the flat owners, the committee is in favour of making individual claimants personally responsible for settling the excess related to their claim.

We noted a need to obtain a historical record of insurance claims made on the development.

Billing and Debt Collection

It was noted by several committee members that debt collection seems unreliable. For example debt accumulation due to standing orders not being updated after the February 2015 increase in factoring service premium is not being chased, 3 months after the increase took place.

Pamela suggested we get a detailed picture from DCPM about the level of debt currently held by the estate (around £43,000 by her reckoning) and the measures that are in place to collect it.

Meeting Frequency

The next committee meeting will take place approximately 6 weeks from today. The dates of June 17th and June 24th have been earmarked, an online pool will be set up shortly to confirm members availability.

New DCPM Contract Documents

- It was agreed that committee members would each examine the new contract documents and circulate their comments by the end of the coming week-end, with Jean-Baptiste to compile a list that will be submitted to DCPM on Monday, May 11th.
- It was suggested that DCPM should take a vote from the whole estate on the proposal of individual proprietors being responsible for excess payments. It was further suggested the proposal should indicate that an absence of participation to the vote would be taken as positive support for said proposal.
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- Examination thus far of the documents produced the following comments during the meeting:

- £10,000. threshold for authority to commit expenditure on behalf of the development is too high.
- DCPM should provide the committee with regular reports on planned and committed expenditure, insurance claims and a stock condition survey, say on a quarterly basis.
- Up to now Pauline has been carrying out quarterly pre-invoicing expenditure checks at DCPM, but her availability has recently diminished. It was agreed Jean-Baptiste would check with her whether she is able to continue with these checks. If not it was suggested that we ask for sample of works invoices to match regularly with work being done and anonymised sample invoices.
- The committee would like to see comparative costs between external contractors and in-house trades team for cleaners, electricians, plumbers, gardeners, and menial operations such as light bulb replacement.
- Difference between original DCPM contract and new contract not that much (Rosina)
- On the matter of retaining DCPM as factor for the estate: it was suggested we continue with DCPM for 3 more months and then reassess our level of satisfaction with their performance. In parallel with this we would initiate informal contacts with one or more potential replacement factors, e.g. Myreside.

Mailing List and Web Site Hosting

Jean-Baptiste explained that currently the mailing list server and web site hosting are still both with Chris Gibson's company. Chris provides this service graciously, it runs well but in fine we have no control over the safekeeping of the mailing lists and web site data should anything go wrong. Jean-Baptiste suggested that we migrate the mailing list and web hosting services from Chris' servers to a commercial provider and offered to investigate the associated costs and technicalities.

Summary of actions decided at the meeting

- Comments on New contract documents: ALL, by May 11th
- Compile feedback, circulate and send to DCPM: JBR
- Contact Pauline Thomas re invoice checking: JBR, week of May 11th.
- Set Doodle pool for next committee meeting: JBR, asap
- Investigate mailing list and web site hosting: JBR, by next meeting

Possible actions discussed at the meeting

Get independent legal advice on committee voting on behalf of the whole development.