

TENOA Committee

Minutes of meeting on 9th January 2018 at 10.00am at 33/9 Western Harbour View

Present: Rodney Matthews (chairman), Ken Webb (secretary), Pamela Bowman, Evan Simpson, Simon McIntire, Alan Henderson, Jo King, David Gardner

1. The agenda was agreed without change
2. The **Minutes of last meeting** (15/11/2017) were approved by all

3. Matters arising

a) Website design and development

KW and JK met after the last meeting to discuss the content and design of the website. JK has taken on the role of website manager. JK reported that she has been learning about Word Press, the platform that our website uses, in order to be able to redesign and manage it effectively. There is a new home page and calendar. The menu is clearer and links now function more simply. The new side bar includes a link to events. She has improved the look of the background and will put a different photo on each page. She has experimented with loading a video that shows the Element off well. She hopes to add a photo gallery page and add audio files (e.g. chairman's annual address) when appropriate. She will document what she has done so that she can hand over easily to someone else when the time comes. Her work was commended by the committee. **ACTION:** JK ongoing

b) Ways of ensuring we press the conditions of Title Deeds (see Chairman's New Year letter to ALL owners)

RM received one immediate positive response to his letter commending both TENOA and TEF for recent improvements.

DECISION: to put some guidelines and the burdens included in our title deeds on website for easy reference by owners. **ACTION:** DG & RM

c) Identification of key people in each block to build up a closer sense of community

With the help of the Joanne Weir (TEF administrator) ES, AH and RM have identified people in each of the blocks whom they can approach see if they would be willing to act as people who will help foster the sense of communal wellbeing of residents in their block.

DECISION: ES, AH and RW to visit these personally to find out whether or not and how they would be willing to be involved. (PB not in favour as their role is not clear and she wants to avoid another layer of bureaucracy.) **ACTION:** ES, AH, RM

d) Contact, for comparison, with how The Midway Block organises owners'/ tenants' activities (Rodney and Alan)

AH said that the Midway factors, Ross & Liddell, seem to be doing a good job. The way their committee operates is not dissimilar to ours. But their committee, unlike ours, consists of block reps.

e) Contact with City Suites Management

AH reported that both Midway factors and committee have a problem with City Suites in way they do their cleaning (creating fire and security risks) and with the careless way they let the properties. The Midway committee and factors have had meetings with the proprietor, but nothing has improved. AH will feed any solutions that next door committee come up with back to us.

DECISION: AH to pass on our concerns to the Midway Committee. **ACTION:** AH

4. **TENOA matters:** brief update on membership

KW has received updates on new owners from Joanne Weir as they arrive, the most recent of which was only yesterday. RM writes to each one inviting them to become TENOA members. Total membership stands at 204 with some having sold and some new owners still to register.

5. **TEF matters:**

a) Report and financial decisions

The TEF report had been received. DG & SM met with Simone to go over accounts report. These are the matters they raised

Green Fund matters:

- An 'Actual spend' column to be added to compare with budget.
- Electricity tariff still seems a bit high. Detail now supplied. Next review will be in 2019.
- Lift upgrade balance needs note on remaining balance to be paid off
- The expenditure on car park doors was the cost of a spare set of doors.
- Some of the expense on Blacklocks is expected to be recovered from debtors.
- The sundry replacement parts estimate of £400 seems to be fairly accurate judging by past payments.
- TEF question whether the payment of £650 for skip hire for illegal waste is a one off or regular quarterly payment. Can we do anything to prevent such illegal dumping of waste such as screening off the area where people are dumping. AH noted that Midway have set aside an area for dumping and hire a skip from time to time. It was noted that there has been an improvement since July. The committee suggested reminders are placed in TEF Newsletter from time to time. **ACTION:** TEF
- They requested that TEF make it clear that spend balance over three months is accumulative.

Red Fund matters:

- Clarification on the procedure for obtaining estimates on larger items was requested and provided.
- The Acorn CO sensor air replacement in garage of £4,305 is a non-recurrent transaction.

b) Update on tribunal case

TEF have been given till 18th January to submit their response to the complainant. RM will send the factors a paper giving the history of the development and the background to the situation TEF inherited that they can use in presenting their case.

6. **Priorities and plans for 2018** (deferred from last meeting)

Deferred again.

7. AOCB: none

8. Date of next meeting: **Tuesday 6th March, 2018 at 10.00am** in 33/9 WHV