

# Minutes of the TENOA Committee meeting

Tuesday 8<sup>th</sup> May, 2018 at 10.00am  
at 33/9 Western Harbour View

## 1. Initial matters

**Present:** Rodney Matthews, Ken Webb, Pamela Bowman & Jo King, Alan Henderson, Evan Simpson, Simon McIntyre (SMc)

**Apologies:** David Gardner

**In attendance: TEF and Baltic Solutions reps.** Marc( MM) & Simone Myburgh (SM), Christine Fourie (CF), Jakub Swidzinski (JS—Baltic Solutions)

We agreed to tackle the agenda in the order set out.

## 2. The minutes of last meeting were approved.

## 3. Matters arising (where not dealt with later)

- a) [2.a] **Website update.** JK reported that she is researching other website host contracts when current one runs out. The form for owners to apply for TENOA membership has been added. Other items are pending.
- b) [2.c] **Identifying key people in each block:** RM reported that quiet and steady progress has been made to identify key people in 6 out of the 11 blocks, two of which are covered by Ocean Apartments. How they decide to establish good links with residents in their respective blocks will be left entirely up to them.
- c) [2.e] **Pets & dog fouling etc.:** KW reported that TEF have been in touch with owners of pets to remind them gently of their responsibilities. KW is still to contact the Council about reinstating notices on public walkways. In addition he will ask about adding bins for litter.
- d) [5.e] **Community 'clean up' action:** KW reported that a group of around 15 from WHV blocks 7 & 9 went into action on Saturday April 21st to pick up litter from the wild area to the East of Western Harbour View and then enjoyed refreshments in KW's flat overlooking the area.
- e) [6a] **Communal recycling bins:** KW has not been able to obtain posters to stick on the green lidded communal recycling bins. KW has, instead, sent round an Email to all owners reminding them of what is and what is not allowed to be put in the recycling bins. TEF have requested more recycling bins. The situation is confusing because what is allowed in these differs from what is allowed in the recycling bins for private properties. It was suggested we make a representation to the local councillor requesting consistency in line with latest government policy to avoid the confusion. **(Action — See 9.a below)**

## 4. Membership update (Ken). KW reported that since last meeting some properties have passed to new owners. Each has been contacted with a welcome letter and invited to join TENOA. Current voting membership is 204.

## 5. Anderson Strathern—Disputed charges

A paper detailing the correspondence about disputed charges from Anderson Strathern for work done in respect to the new constitution was discussed. As some of the extra charges were understandable the committee voted to pay an extra £750 +

VAT for these. We will request an itemised bill for the extra charges over and above that before payment.

## 6. TEF report

- a) **CCTV project in WHV Block 7:** (This has been requested by owners following what we have done in WHM block 8) It will consist of 22 cameras, two for each floor, one pointing at the lift door and one at the stairwell door to increase coverage for smoking and fire alarm tampering. These will be connected to the fibre line in the carpark. Relevant signage is being put up. TEF have budgeted £13,500 but we hope to have it coming in closer £12,200 by using the Baltic Solutions to run the cables etc.
- b) **The emergency door project:** The committee agreed that it was to everyone's advantage to be able to exit and enter by these doors. Not only will this mean we can all access our communal courtyard, it will also make it possible to reenter the block from the basement via the courtyard. But it would also help to have a similar arrangement for the two gates into the communal courtyard garden as well. Having costed and looked at the various options MM suggested we split the project into two phases.

**Phase one** will be to install new fire exit push bars on the inside and new self locking locks on the outside of the emergency exit doors (2 per block) and 2 keys per household. Total cost of this is £6,504 inclusive of vat. The cost can be absorbed by the Green Fund at no extra cost to the owners.

**Phase two** is installing marine grade materials to the two gates leading into the courtyard and locks that will be operated by the same keys as the emergency doors. Total cost is £4,620

The committee authorised TEF to proceed with phase one and will consult with owners about phase two. TEF will update owners once the timing of the project becomes clear.

- c) **Handling emergency calls out of hours:** MM reported that they will be using Acorn Building Services to deal with emergency calls and repairs at weekends and out of hours, as the demands made on TEF out of hours was more than they could cope with, slowing progress with their main work. Full details of the services will be attached to the website. The committee agreed this was a sensible arrangement to make.
- d) **New software:** TEF are currently in the process of getting all the owners loaded onto the new software. Updates will follow as soon as they have completed loading all the owners.
- e) **Insurance:** A claim was submitted after an immersion water heater in block 6 flat 9 burst. Update will follow once TEF hear back from the assessor.
- JS has met with the insurance broker and given substantial reports for the following year's insurance cover. TEF is awaiting the outcome to see if premiums will be effected
- f) **Fire collars:** JS updated the committee as to the state of progress on installing fire collars around all piping to prevent fire travelling between floors and properties.
- g) **Fire alarm incident:** There was incident in block 8 WHM where the fire alarm system did as it was supposed to. And CCTV footage enabled the fire service to

locate the source of the problem, which had been caused by someone leaving something on top of an electric radiator.

- h) **Key-holder for fire panels:** We have 3 months left of G4S contract, after it will be up for renewal. Despite the fact that we could save £3,485 p.a. by relying on key holders in each block, the committee felt this was too heavy a burden to place on anyone. So TEF will renew the contract.
- i) **Hyperoptic:** This service runs all the CCTV connections as well as the potential to have remote access for electricity billing. The complimentary service runs out at the end of June. Thereafter the service will have to be paid for monthly.
- j) **TEF's additional contract:** MM reported that TEF have taken over the factoring at the Forth Quarter development at Marine Drive which has a total of 60 units and in desperate need of rescuing. He said TEF would continue to be based on site here and their new contract is run completely independent of this development. The committee noted that this was a sign of public confidence in our factors.
- k) **Financial report:** This had been circulated along with the agenda. The majority of the urgent issues highlighted by F3 surveyors have been addressed. Hence, in the next financial year, so long as TEF can maintain a balance of around £13k for contingencies, it may not be necessary immediately to impose a separate charge for the Red Fund. If so the factoring fee could be reduced until such time as a major item of repair is needed. A decision about this was deferred till the next meeting.

## 7. TENOA activities / planning

- a) AGM will be on 4th September to bring it closer to the TEF accounting year end.
- b) After the success of last year's Courtyard Party it was agreed that it would be a good idea to have another one on Saturday, 18th August. **ACTION:** KW to set up an initial meeting to form a planning sub committee, but said he could not chair it this time.

## 8. AOCB

- a) Mike Brook's request for representation to ECC re. traffic issues in Newhaven access roads: The committee gave RM authority to act with Mike Brook on behalf of TENOA. Combine with Recycling issue.
- b) As Alan Henderson had indicated this would be his last meeting as a committee member the chairman thanked him for his loyal service to the Association. He noted the fact that Alan had been on the committee since the beginning of its existence and that his wide knowledge of managing property had been of immense help over the years.

## 9. Date of next meeting. 10th July 2018 same time and place.