

The Element, Newhaven, Owners Association Committee

Minutes of Meeting, 19.00hrs on 3rd June, 2019
at 33/9 Western Harbour View

Preliminaries:

- a) **Chairman's Welcome:** As this had been billed as a meeting open to members those who were not on the committee or from the TEF team were welcomed.
- b) **Present: Committee**— Rodney Matthews (RM), Ken Webb (KW), Evan Simpson (ES), Simon McIntyre (SMc)
In attendance: TEF and Baltic Solutions (BS) reps. — Marc Myburgh (MM), Jakub Swidzinski (JS—Baltic Solutions)
TENOA Members: Craig Malcolm, Brian Grigor 9WHV and Linda Gilroy (Others had notified RM that, due to prior commitments, they were not able to attend.)
- c) **Apologies:** David Gardner (Committee) & Simone Myburgh (TEF),

1. **The Minutes of the last meeting**— as previously distributed and posted— were passed as an accurate record.

2. Matters arising (*not dealt with elsewhere*)

- a) **Recycling bin notices:** These have been replaced with an A3 poster containing only pictures and symbols. Hopefully this will be more obvious and help people not to put non-recyclable waste in the recycling bin.
- b) **Clean up event:** On May 11th eight volunteers from 9WHV did a good job of cleaning up rubbish that had accumulated in the waste ground adjacent to WHV. A photo has been posted on the website.
- c) **Garden party planning progress:** KW reported that we were going to be able to borrow trestle tables from St James' church, Leith again for a donation. However, as the date clashed with the Leith Gala festival we would only be able to borrow three of them, which he considers to be adequate for all the food and drink. Jane Brook has purchased a set of Giant Jenga, costing only £31.99 for TENOA to use in addition to the Boules used in previous years.

3. Secretary's update (KW)

- a) **Website update:** KW reported that he had tried adding a page entitled Letting in the Element to the 'Element Life' as requested. However, he has not been able to make it appear as a separate page on that tab. So he has, for the time being, added it under the Element Code document in Living in the Element. This underlies the fact that he has not the time to get fully acquainted with how Word Press operates. He will be attending a Word Press group meeting in Edinburgh later in the month and will see if he can get any help there. We need someone else who familiar with Word Press to take on the management of the website. They do not need to be a committee member.

- b) Membership update:** TEF admin has supplied KW with a list of 15 people who have moved in recently, one having purchased two properties. Only one of these has applied to become a member of TENOA. All have received the application form and information about TENOA in their welcome pack. Current membership stands at 240, with 203 voting members. Once new people have had time to settle in, KW plans to contact those who are not yet members once more to encourage them to apply before the AGM so they can have a vote in the meeting. **ACTION: KW with TEF admin**

4. TEF report

- a) Finance report and discussion:** MM reported that Simone, who was not able to attend, was working on finalising the year end reports. These need to be audited and scrutinised by the committee at a later meeting before submitting them and a budget for next year at the AGM in September.
- b) Update on current NBHC related repairs:** JS reported that he had received an Email from NHBC finalising which apartments will be investigated. Different companies will want access to these apartments to check what needs to be done. RM reported that he he had submitted a complaint about no action being taken, as had one other owner. Both received an acknowledgement that the delay was too long and, following an inspection, were offered compensation. It was noted that this still does not address the cause of the problem on the roof above.
- c) Baltic Solutions update (JS)**
- **Courtyard Garden:**
 - i) The next job is to repaint the decking in courtyard.
 - ii) It is hoped that next year we will be able to attend to the tiles and other matters in courtyard. This year JS plans to try out different solutions in small parts of courtyard this year and allow owners to say which they prefer before rolling the preferred option out for the whole courtyard.
 - iii) The place where the Christmas tree is planted does not have deep enough soil to enable it to spread its roots and withstand the wind. So it will be placed in a planter of similar design to the ones in which trees are already planted, but smaller in size.
 - **The illegal dumping of large combustible items** continues to be a problem. It is not helped by the fact that there is a large space at the back of the bin store for WHV block 9 where people tend to dump stuff. Fire officers visit regularly, so we still need to get rid of items every two or three months by ordering a skip. The committee agreed with a suggestion that we move bins for WHV block 7, which has no bin store, into the bin store for block 9 WHV to fill up the space. TEF & KW will remind owners to use their own vehicles to dispose of old units or furniture that is being replaced by cutting it up and putting it in a vehicle to take to the Council amenity site at Seafield. **(ACTION: TEF / BS / KW).**
 - **The basement carpark entrance and exit doors** have been replaced and are working well. They been withstanding the wind. The new company has been efficient in dealing with matters. These gages are being used excessively due to them being used by pedestrians. Heavy use leads to the mechanism breaking down. **ACTION: TEF—** Send out reminder that **garage gates not for pedestrian use** and add notice.

- **Parking lot signage:** It was not thought wise to identify which lot is assigned to which apartment, but to stick with the current numbering. **ACTIONS: JS** will make sure visitors spaces are clearly signed and **KW** will add information about this on the 'Living in the Element' page, including those who let their property, so as to encourage owners to allow visitors and guests to use them.
- **Parking on the roads around the Element:** It was noted that cars that park on or near junctions obstruct access for emergency vehicles as well as the Council rubbish collecting vehicles. MM has received assurances from CEC that they will be painting double yellow lines on T junction corners. However they will not be painting them on the far side of WHV where parked cars also make access for emergency vehicles impossible. It was proposed that we put up signage along the East side of WHV saying something like **“Thank you for not parking here as the space is needed in order that emergency response vehicles can access when necessary”** (with picture of fire engine). Vehicles that ignore this notice will find a polite notice stuck on their windscreens, held by the wipers. If the same vehicle continues to ignore polite notices, it was suggested that a yellow sticker is used. **ACTION: TEF / BS**
- **Fire risk assessment:**
 - i) At a recent visit the Fire officers noted that some owners have replaced doors. These will need to be certified as fire safe. The most important thing is that they must have an intumescent strip (a black strip around edge of door). If not, it may nullify insurance claims.
 - ii) A few apartments had things like a table tennis table, shoe racks, bicycles and child buggies blocking stairwells. TEF will have to notify owners who need to remove objects. Those who let properties will have to make sure their tenants or guests comply.
 - iii) Abandoned vehicles in basement car park: TEF are filling out a form requesting DVLA to identify owners so they can be contacted and warned to remove them. If they do not act TEF can claim cost of removal on our insurance.
 - iv) Scottish Power have checked the substation for our electricity supply adjacent to the carpark entrance ramp on WHM . Water was found to be leaking into the power substation, though not actually on electrical equipment. Action is being taken to repair the leak.
- d) Other matters:** LG brought our attention to the fact that trees in WHB are growing larger and requested that we keep an eye on them so as to find ways of limiting potential damage to the fabric of the car park near them. TEF noted the request.

5. TENOA matters

- a) Coopting committee members:** Linda Gilroy and Brian Grigor were thanked for attending and requested to be kept informed of committee business, although they will not be coopted onto the committee. There are three vacancies on the committee. RM asked us all to speak with owners we meet at the Garden Party and on other occasions to see if they might be willing to be coopted. We agreed to be open to alternating times of meetings, with some in the evenings, so that any who were working could also attend.

b) Letting in the Element: It was noted that this was a complex problem. Many details were discussed. We affirmed that TENOA's role is to encourage responsible letting that complies with the law and with the City of Edinburgh Council's policies and that fits with the life of the community as a whole, as set out in 'The Element Code' posted on our website under Living in the Element. RM reported that he had had a helpful meeting with CEC planning department and received assurances that ECC will be sending out a document detailing what was required of owners who let properties as short holiday lets.

6. Date of next meeting. MM pointed out that this will depend on TEF Accounts being completed. The date will therefore be set in consultation with SM.