

The Element, Newhaven, Owners Association Committee

Minutes of Zoom Meeting 2nd December, 2020

7.00pm

Preliminaries:

a) Present: *Committee Members:* Rodney Matthews (RM—Chairman), Ken Webb (KW—Secretary), Martyna Adamowicz (MA), Tony Barry (TB), Alastair Byres (AB), Linda Gilroy (LG), Jane Brook (JB), Grant Laing (GL) & Evan Simpson (ES)

TEF team In Attendance: Marc Myburgh (MM), Simone Myburgh (SM) and Jakub Swidzinski (JS) present for items 1 to 3.

There were no apologies

b) Welcome:

RM welcomed Linda Gilroy as the newly co-opted member of the committee.

1. Minutes of last meeting

The minutes of the meetings held on 4th, 9th and 17th November, were passed as being an accurate record.

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

a) EWS1 Certificate (2a): MM reported that he had passed the Vertex report and other documentation relating to the cladding and fire breaks to Paul Nelis. However, he explained that TEF are not going to proceed further with the idea of obtaining a block by block generic certificate, since Paul Nelis was not forthcoming with any quotes. Instead Paul Nelis instructed MM to simply refer any owner who wished to contract him to issue a certificate to to contact him directly.

b) Response to complainant: KW had circulated a further complaint from the same person who had submitted previous complaints and RM had circulated a letter robustly responding to the complaint, the text of which the committee had seen and approved.

ACTION: RM to mail the letter to the said complainant.

3. TEF report

a) RM notified the committee that TEF have been awarded a contract to become the factors for our neighbouring Western Harbour development. SM explained that this had the advantage of reducing costs of management and cleaning, since they were on site anyway and the office will be shared with the two developments. As a result they will be able to reduce their fee for management to both developments. It will also reduce the procurement costs, as they have double the capacity. Changes will be announced once the Red Fund costs for work F3 and TEF deem urgent are known, which will be in April. The committee congratulated them for their success and wished them well.

b) Finance report

AB has examined the accounts and discussed them with SM and pointed out how fortunate we were to have accurate, up to date and easy to digest financial reports for each meeting. It was noted that the new format was much easier to navigate and understand. SM said that budgets for the work highlighted by the updated F3 survey will be added in a column so we can keep track of the costs easily in future.

- Outstanding fee payments are £15,130 a reduction of £2,623 from October. TEF continue to pursue outstanding payments vigorously and with court action where appropriate.
- Green Fund has a carried forward balance of £21,185 and Red Fund £88,202. Given the priority work identified in the updated F3 Report, we will need all of these funds. We will hear at the meeting TEF's priorities for work.

SM asked for someone else on the committee to replace AB in holding the finance portfolio. The committee agreed that this was important and a decision as to who will replace AB will be taken at the next meeting.

c) Update on discussions with Scottish Power (SP) regarding substation

JS reported that there is now no water ingress coming from the seals around the access hatches above the substation. However, there is still water ingress through the joint between the carpark access ramp and the road. He said that SP are wanting to cooperate with TEF resolving this problem. So Baltic Solutions are going ahead and finding a contractor to resurface the whole ramp and seal the joint between the ramp and road. JS is asking David Bonar (of F3 Surveyors) to advise and comment on the solution being offered by the contractor. To that end he, David Bonar and an SP engineer will have a meeting on site next week.

AB and GL suggested that before any work is undertaken and the tender accepted, SP have sight of the statement of works and confirm that they are happy with the work proposed. JS said that, whilst SP say the work is urgent, they have not set a time limit for us to complete the repair. JS copies SP into any Email correspondence with the contractor.

d) Baltic Solutions update

The committee had no questions regarding the report that had been perviously circulated with the finance report. JS highlighted the fact that they have successfully installed the new entrance intercom system in WHM block 6. Those in WHV blocks 1 & 3 will be replaced next. Some spare parts that are still functional from the system that has been replaced in WHM 6 can be used to replace parts that are not working in other blocks.

e) Security matters and CCTV coverage

MM reported that over the past six weeks there have been 13 incidents ranging from theft inside the blocks to someone damaging the car park gates. One person who has been trying to gain access to various blocks has been caught on CCTV. But the police are very busy and still have not met with MM.

Currently, investigations are ongoing with regard to three incidents involving theft of mail. The CCTV covers the entrance and lifts, not the mail boxes. MM explained that people gain access by simply buzzing a random number and residents are letting them in without checking if it is for legitimate business.

MM reported that new good quality CCTV cameras have been installed so that the exit and entrances to the car park are covered.

MM reminded the committee that TEF's responsibility is to install and maintaining the CCTV cameras, not to view the videos. That is the police's responsibility, though TEF will assist them where they can. But they are willing to find out who damages property, and those responsible for the fire in the bin store of WHV block 9 and for damaging the carpark entrance gates have all been caught on CCTV and have paid for the expense incurred.

Neighbourhood Watch WhatsApp group: JB asked KW to advertise the fact that we have a Neighbourhood Watch WhatsApp group. KW responded that more people were asking to join and there has been a lot of activity in the group. SM requested that when there is an incident that those in the Neighbourhood watch group have noticed, that they are also notified in an Email, specifying time and place. RM wanted KW to remind people to be careful to try and find out exactly where the disturbance is occurring. MM reminded us that the police do have a noise disturbance reporting line, but they may be very slow to respond. **ACTION:** KW to include these matters in his next mailing.

f) F3 survey update: (to discuss how we proceed with this.)

RM pointed out that there may be remedial work that is important and urgent that is not in the F3 report. SM also pointed out that there are items in the report for which there is already a budget and plan to tackle. Hence she is putting the critical risk budget costs into the financial reports. SM said that TEF will look at the report and check the condition of the items marked as urgent. Having drawn up what they consider to be the top

priorities for the next two years they will then present that list to David Bonar and ask for his opinion before setting the budget and planning to tackle these jobs first.

RM suggested that the committee form a sub committee consisting of either the chairman or secretary and two others members to meet with TEF and look at these matters. GL and MA volunteered. This group will report back to the committee early in 2021 so we can prepare for the AGM / EGM whenever that will be. Meanwhile, matters we have already agreed need to be tackled such as sealing the roof of the SP substation, can go ahead.

4. Chairman's Update

RM reported that he had received some helpful suggestions from a member as to how to improve his '**How to View the Element**' document and will redraft it for KW to post on the website.

In view of the fact we have not had an AGM this year RM said he would also be adding a paper in the style of an annual report that can also go on the website. But he may be incorporating this with his normal New Year chairman's letter which he will send out by the end of December.

5. Secretary's Update

- a) **Membership:** KW reported that there have been some changes in membership, with some having left and some moving in and joining. The current total membership is 250 of which 209 are voting members.
- b) **Neighbourhood Watch WhatsApp group:** (See above) RM noted that responsibility for the behaviour of both tenants and visitors to properties lies, ultimately, with the owner. KW would like someone else, who does not have to be a member of the committee to take over the management of the Neighbourhood Watch WhatsApp group. **ACTION:** KW to invite members who have not already signed up to join the group and to ask someone else to take over the management of the group.
- c) **Website:** KW continues to have problems with items he has published not appearing on the website at all, despite posting documents to the right category. So, for example, the notice to not have an AGM this year, which he posted, does not appear on the AGM page or anywhere, though a search will reveal it. The committee agreed that we should ditch the current website and set up a new one with the help of a professional web designer. **ACTION:** KW and GL agreed to contact professional website designers whom they know and obtain costing for next meeting.

6. TENOA Committee

RM noted the fact that Alastair Byres, Evan Simpson and Jane Brook are stepping down from the committee and thanked them for their careful attention and constructive input into the work of the committee. The rest of the committee added their vote of appreciation.

7. **AOCB:** There were no other matters that members wanted to raise.

8. **Date of next meeting:** Thursday 7th January 2021 (19.00hrs)