

Carnbee Owners Association

Adjourned Annual General Meeting 26th October 2010

Held at Gracemount High School, 1915hrs

Minutes

Apologies: Janis Monaghan

Item	Details	Action
1	<p><u>Welcome and Meeting Introduction</u></p> <p>Cath Crosbie (CC) 2009/2010 Chairperson for the Carnbee Owners Association called the meeting to order and welcomed the attendees. This is the second AGM meeting called for as the initial AGM held on 27 September 2010 was cancelled due to us not reaching a quorum (a minimum of 50 members present or represented by proxy as per our Constitution)</p> <p>At tonight's adjourned AGM there were 24 members present and 13 proxy forms giving us a total of 37 owners represented. As this is the second calling of the AGM - in accordance with the Constitution, Members who are present shall be deemed to be a quorum.</p> <p>Conor Snowden (Liberal Democrat Cllr representing the Liberton / Gilmerton ward) and Norma Hart (Labour Cllr representing the Liberton / Gilmerton ward) did not attend as they had attended the previous AGM on 27 September 2010.</p>	
2	<p><u>Chairperson's Report</u></p> <p>Cath Crosbie delivered the Chairperson's report summarised as follows:</p> <p>The first year in the life of the Carnbee Owners Association (COA) has been successful with the COA Committee receiving positive feedback via emails and the COA website. In the past year, the COA Committee has endeavoured to return the common areas of the estate (those within scope of the COA) back into good order, after a significant period of neglect.</p> <p>The ground maintenance contract was awarded to Greenfingers and we commissioned a tree report, which was undertaken by a company called Arbor Vitae. As a result of this report, the COA Committee commissioned all work that was recommended, including the removal of 6 trees which have to be replanted in accordance with the rules and regulations of Edinburgh Council. All contracts were awarded after going out to tender and contracts were awarded on price and other deciding factors. The Committee has carried out various ad-hoc tasks over the last 12 months in a bid to improve the estate for all owners – although these are actually outwith the purview of the COA Committee itself. This included logging various calls with Clarence and the Council and succeeding in getting electric boxes painted, road signs replaced, street lighting fixed and allocation of a dog warden for the estate.</p> <p>CC took the opportunity to thank</p> <ul style="list-style-type: none"> • the owners who were involved in the initial steering group in early 2009 • Conor Snowden for his initial involvement and help in the creation of the COA. • the committee members John Pendlebury, Elaine Turbitt, Alan Carmichael, Audrey Darling, Alan Gibson and Janis Monaghan, for all their hard work and support over the last 12 months • John Pendlebury, the COA Committee Treasurer • Lynn Banks and Abbie Paterson who both had to stand down from the committee earlier this year • the COA Auditor Colin Knox and • Bob Crosbie for his work in designing and maintaining the website. 	

	<ul style="list-style-type: none"> The owners for their support and encouragement over the last year <p>There was a slide on our website detailing statistics on usage over the past year and advising on how the website could be developed in the future e.g. Advertising opportunity for local business, interactive forms for reporting problems, children's pages and opinion polls/surveys.</p>	
3	<p>Treasurers Report</p> <p>The Treasurer presented the meeting with a copy of the COA accounts and explained these to the attendees.</p> <p>As at 31 August 2010 the financial position was, Income £11795, Expenditure £7735 and the Balance of Income over expenditure was £4060. This should not be considered as a surplus of £4060 in our first year as this will reduce to £800 by mid December 2010 when the new money appears. This £800 will be our true reserve or surplus in our first year.</p> <p>Income</p> <p>Income at £11,791 50 was far higher than we had expected. It had allowed us to employ Greenfingers, obtain Public Liability Insurance, run the Association and obtain a report on the condition of the trees. Unexpectedly we had been able to carry out all the work required by the Tree Surgeons report and very little had been spent on pursuing owners who had not paid their fees.</p> <p>Expenditure</p> <p>The cost of running the Association was £292.48 of which the majority was for communication in the form of printing and envelopes. One way to reduce cost that was being considered was to ask members to subscribe to electronic communication and fee payment. Owners who did not wish to follow the electronic route would still be able to use Spring Professional Services and receive paper communication. When asked if there was any objection to the Committee pursuing this course no objection was received.</p> <p>All fees apart from Walker Homes were collected by SPS. Their costs were £724. This had been inflated by £240 because of 16 owners who had waited until the last moment to pay and had incurred a £15 management fee for the final reminder letter. Employing a debt collector to pursue non payers had been effective and only five owners had not paid their fees.</p> <p>Work on the trees cost £3215. The report cost £650 and the work specified cost £2565 which included removing six trees.</p> <p>Greenfingers costs to date are £3055.88, however, since 31 August, two further payments totalling £1200 have been made and the contract is now complete.</p> <p>Surplus</p> <p>We have two financial periods running in parallel, the Accounting Year and the Monetary Year which are about four months apart. Determined by the AGM the Accounting year runs from 1 September to 31 August, and the Monetary year, fixed by the Deeds starts on 15 January, The COA membership is offered a discount for early payment and money starts to arrive in mid December. There was a working capital/surplus of £4060 at the 31 August; the end of our accounting year but there is further known expenditure of £3200 before the start of the monetary year.</p> <p>Greenfingers</p> <p>The Greenfingers contract is paid in monthly instalments in arrears. Since the accounts closed in 31st August, Greenfingers had been paid £1200 and that contract is now complete. The Committee expects a further expenditure of £1000 on ground maintenance and shrub planting in area 1 before mid December. The total payment is expected to be £2200.</p> <p>Arbor Vitae</p> <p>When agreement was given by the Tree Planning Authorities for the removal of six trees as required by the tree surgeons report, this was on the condition that these were replaced by new trees. The</p>	

	<p>cheapest and easiest time to do this is in October/November. The total cost of all the replanting work will be about £1000.</p> <p>Reserve</p> <p>With a known expenditure of £3200 and working capital of £4000 there will be approximately £800 in the reserve.</p> <p>The Committee has considered future expenditure and required improvements and would make the following recommendations to the incoming 2010/2011 Committee:</p> <ol style="list-style-type: none"> 1. Extend the Greenfingers contract for another year. 2. The paths through area 7 are getting thinner each year so take them back to their original width, this does not include resurfacing the paths. 3. Keep the fees at last year's rate with the same discount for early payment. <p>The Treasurer having completed his presentation asked for questions.</p> <ul style="list-style-type: none"> • Helen Scott, 50 Carnbee Park, raised that at the previously cancelled AGM a comment was made that Greenfingers would not automatically receive the 2010/2011 tender. However, they appear to have been awarded this, and queried how this had occurred. CC advised that in consideration of the quality of work demonstrated, and the value for money received on 2009/2010, that Greenfingers were offered the contract for a further year. • Brian Whigham, 33/3 Carnbee Avenue, asked if the replaced trees would be replaces on a "like for like species" basis. CC advised that advice was taken from Arbor Vitae and a decision was taken on that basis. A schedule of the trees to be replanted will be placed on the News section of our website shortly. • Sue Smith, 18 Carnbee End, asked why the path in area 7 was not being extended. JP advised that we would be arranging for the path in area 7 to be redefined and taken back to its original width and this work would be getting carried out in the near future. After this work is carried out we will then take a look at the condition of the path and if necessary obtain professional advice and obtain quotes for any additional work that is to be carried out. Dependant on the cost of these quotes would depend on whether we would ask the owners to vote on the work required at next year's AGM. 	Committee
4	<p>Committee Elections</p> <p>CC advised that in accordance with the COA Constitution the current committee will now retire. The new committee for year 2010 to 2011 was elected as follows:</p> <p><i>Chairperson</i> : Cath Crosbie <i>Vice Chairperson</i> : Elaine Turbitt <i>Treasurer</i> : John Pendlebury <i>Secretary</i> : Lee-Anne Mitchell <i>Other Committee Members</i> : Janis Monaghan, Alan Gibson, Audrey Darling, Sue Smith</p> <p>Colin Knox has kindly agreed to be our auditor for the coming year 2010/2011.</p> <p>The following owners have all volunteered to deliver correspondence in support of the Committee: Ian Penman, Kay Williams, Morag Hamid, Eleanor Grieve and Pete Millican</p>	
5	<p>Graffiti in Carnbee</p> <p>CC advised that Graffiti has never been a problem within Carnbee, until recently. Whilst the issue of graffiti does not fall within the purview of the COA a quote was requested by the committee from the Council to remove the graffiti. The Council provided us with a quote for removal and kindly removed the existing graffiti free of charge. Some graffiti has reappeared since then. The Police advised that they couldn't install electronic surveillance to monitor the situation for financial reasons. The COA</p>	

	<p>Committee advises Owners to report graffiti on their property to the Police as soon as possible after it happens and obtain a reference number. In addition, owners are encouraged to remove the graffiti as soon as possible after reporting it to the Police.</p> <p>Guidance will be uploaded to the COA website.</p> <ul style="list-style-type: none"> Eleanor Grieve, 13 Carnbee End, asked where the graffiti was located and CC advised of the locations <p>William Hogg, 4 Carnbee Park, advised that Police had confirmed they were confident in locating the perpetrator.</p>	
<p>6</p>	<p>Any other Business</p> <ul style="list-style-type: none"> Mr & Mrs Ballantyne, 13 Carnbee Avenue, asked on behalf of 13/15/17/19 Carnbee Avenue if the COA would maintain the footpath or shared access to 13, 15,17 and 19 Carnbee Avenue. CC advised this area is similar to others on the estate and the COA do not maintain these either as they are only common to these properties and not to the estate as a whole. Therefore it is up to these owners themselves to maintain this area. With the help of the map that Greenbelt Group supplied to us we believe that we have now identified all 12 areas that are common to the estate as a whole. Sheena Archibald, 46 Carnbee Park, raised concerns about speeding in the estate near to her home. CC advised that whilst this was outwith the purview of the COA, we had dealt with a similar request from an owner in Carnbee Avenue earlier this year. The COA reported the issue to Clarence and they installed cameras to monitor car speed on the Avenue, the outcome of this was that the average speed was acceptable and the Council would not be installing speed bumps. CC advised she would pass Sheena the contact details of her contact at Clarence if she wished to pursue. Helen Scott, 50 Carnbee Park, asked if the Committee had taken any decisions about potentially providing advertising space to businesses within the estate on the COA website as mentioned by CC. Helen was advised that this was only something we were thinking about at this stage and if we did go ahead and offer this to owners then charges to use this service would be minimal and we would not be looking to make a profit but only to cover the costs of running the website. Mr Scott, 50 Carnbee Park, raised the issue that there were no litter or dog mess bins on the estate. CC advised that whilst this was outwith the purview of the COA Committee, in this case the Committee would contact the Dog Warden for further information, however future queries should be dealt with by the owners themselves. Pete Millican, 35 Carnbee Park, asked if the parking of commercial vehicles contravened the owner's Deeds and what the Committee suggested could be done. CC advised that this was outwith the purview of the COA Committee, and should be dealt with by the owners themselves. Sue Smith, 18 Carnbee End, asked who now held the position of Feu Superior as mentioned in Deeds. CC advised that whilst this was outwith the purview of the COA Committee that she would raise the query with Conor Snowden (Councillor). A resident of Carnbee Avenue, advised that people were still cutting across the roundabout at the entrance to the estate. CC advised that the COA had raised this with Clarence earlier this year and the outcome of this was that they painted arrows on the roundabout to encourage drivers to go around and not over, but due to access for vehicles such as lorry bins, raised edging can't be added. CC advised that this was outwith the purview of the COA Committee and that concerned owners should contact Clarence direct. Sue Smith, 18 Carnbee End, asked how residents would be advised of the value of the 2010/2011 fees. CC confirmed it would be contained within the fee letters which would be distributed to all residents by 15 November 2010 and would also be available on the website. Jane Paterson thanked the Committee for its efforts and stated that a great job had been done this past year. 	<p>Committee</p> <p>Committee</p> <p>Committee</p>
<p>7</p>	<p>Meeting Close</p> <p>CC brought the meeting to a close and thanked all members for attending.</p>	