

**Carnbee Owners Association
Annual General Meeting
Meeting held on Monday 23 September 2013, 1900hrs
Gracemount High School, Edinburgh
Minutes**

Present: Cath Crosbie - Chairperson
Alan Graham - Treasurer
Eleanor Grieve (Minutes)
Robert Mitchell
John Pendlebury
Elaine Turbitt

Item	Details	Action
1	<p>Welcome and Apologies</p> <p>No apologies at this time.</p> <p>Cath Crosbie opened the meeting at 19:00 and welcomed everyone to the Carnbee Owners Association (COA) Annual General Meeting (AGM) for 2013.</p> <p>There were 30 members present, 48 proxy forms received, giving a total of 78 owners represented. The AGM was therefore quorate in accordance with our Constitution.</p>	
2	<p>Minutes of last AGM held 24 September 2012</p> <p>Minutes and accounts from our 2012 AGM were posted on our website and paper copies provided to those who requested them.</p>	
3	<p>Matters Arising from the minutes</p> <p>Minutes of 2012 AGM were accepted, the following points raised from last year's AGM have all been actioned.</p> <p>Bruce Scott (50 Carnbee Park) asked the Committee what plans they had to deal with waterlogging of the path in Area 7. A lot of committee time and has went into this item and we have just recently accepted a quote from Robert Darling last month, this work will address the issues in the central section of the path and work will commence shortly.</p>	

	<p>Bruce Scott had also asked about the grass in area 7 and why it had not been cut to a regular length at the border of Southfield House. Our agreed schedule of work states that the grass in area 7 should be cut to an acceptable standard and not raked up. This matter has not been taken any further, no modifications have been made to our agreed schedule.</p> <p>Nick Christofi (58 Carnbee Park) raised the issue over the tree work in area 11. Mr Christofi was advised that a meeting would be held with the owners in area 11. Although a meeting was never held the committee met with Steve Milne from the Council and Mike Charkow from Arbor Vitae to gain their advice. All owners who back onto area 11 were sent a letter in May advising that topping of trees in this area would not be carried out as this was unsightly and damaging to the health of the trees but a 5 year thinning plan would be carried out. Year 1 of this work has already been undertaken.</p> <p>Nick Christofi also asked about smoothing out the road humps in Carnbee Ave. He was told that this was out with the remit of the Committee and was a matter for the Council. Mr Christofi was provided with the appropriate contact details.</p>	
4	<p>Chairperson's Report</p> <p>It's been another successful year for the Carnbee Owners Association. We have now been in existence for 4 years and our existence has had a very positive effect on our estate.</p> <p>In the past year we have continued to maintain the communal areas of the estate and have also made some minor improvements within the estate. We have 12 communal areas, with area 7 being the largest. We renewed the ground maintenance contract with Greenfingers as they are fairly priced and do a very good job and we hope you agree they have done a great job in maintaining the estate. We have not undertaken many improvement projects this past year apart from planting some new shrubs in various locations and a few large tree projects in areas 10 and 11. We have had ongoing meetings with companies regarding drainage issues in area 7 which are impacting on the path. Initially we had major problems getting anyone to come out and meet with us and provide us with</p>	

	<p>quotes. We have just recently accepted a quote from Robert Darling who will shortly start work on the drainage issues on the central section of our path.</p> <p>We hope that with each passing year of having an Owners Association with a dedicated and enthusiastic committee the estate's appearance will continue to improve, therefore making the estate more attractive.</p> <p>This year the Committee have discussed employing a Factor to carry out the administration side of things next year. This has been discussed due to previous apathy shown by the majority of owners over the past few years, reflected in only one additional committee member coming on board last year and an attendance of only 13 at last year's AGM with 8 of these 13 being committee members. If we get additional committee members to join the committee this year who are willing and able to carry out the numerous tasks involved in running the association then next year's committee may be able to carry out all the work themselves. It goes without saying that there would be additional fees incurred by employing a Factor and these fees will be payable by only the Beazer Homes owners as of course the Walker Homes owners pay voluntarily and is not written into their deeds. The additional fees would be in the region of around an additional £35 per year per household.</p> <p>Trees are one of the things that give our estate character and make it stand out from similar type new developments. Arbor Vitae continue to look after our trees, your committee are guided by them in nearly all of the tree work that is carried out on the estate and we sometimes call on the Council for their advice also. Arbor Vitae carried out removal of some trees in area 10 as requested by the owners, they also carried out year 1 of a five year thinning plan down in area 11. Unfortunately a car ran into our Scots Pine that we planted 2 years ago in our entrance and we are currently pondering what to plant in its place. A Scots Pine was also removed in the area adjacent to the roundabout by an owner without our permission.</p>	
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	<p>Ideally we would love to plant more trees on the estate but when we tried this 2 years ago the majority of trees that were planted were vandalised. That is not to say that we may not trial some vandalproof tree guards next year with a view to planting more trees in the coming years.</p> <p>The Committee have also carried out various ad-hoc tasks to help improve the overall look of the estate, mainly by logging calls with Clarence and the Council who are liable for maintenance of our roads and pavements. We have had an issue this Summer again with weeds on our roads and pavements even though we initially logged a call with the Council in May asking for them to be sprayed. The COA will continue to monitor the Councils work within the estate and log calls with them when necessary.</p> <p>Myself and the other committee members would like to pay tribute to Kerstin Weir who was our Deputy Chair on the COA from 2011 to 2013 and who sadly died in June while on holiday on Skye. Kerstin will be a great miss on the Committee as she was a keen and enthusiastic, valued committee member. We send our condolences to Kerstin's family.</p> <p>Finally, I would like to thank everyone who has helped run the Committee over the last year.</p>	
5	<p>Treasurer's Report</p> <p>Alan Graham (Treasurer) confirmed that our accounts had been fully audited and thanks were given to Colin Knox (Auditor).</p> <p>There was a very small drop in income this year by £54 to £10,565, the fee amount being unchanged. Expenditure overall was similar to last year (£9,529.28 to £9,491.62) although the Debt Collection legal costs are starting to rise, mainly in regard to the accumulation of debts by certain owners over the first three years since the COA came into being.</p>	

6	<p>Committee Elections</p> <p>Robert Mitchell and Elaine Turbitt stood down from the Committee.</p> <p>An election was held in accordance with the Constitution the following individuals were formally elected to serve until the 2014 AGM:</p> <p>Chairperson – John Pendlebury Vice Chair - Paul Valente Treasurer - Alan Graham Secretary - Vacant</p> <p>General Members – Cath Crosbie, Eleanor Grieve, Elaine Reid, Denise Siegal, John Shepherd, John Whitchelo, Joe White and Karen Greechan.</p> <p>The position of Secretary remains vacant and the Committee welcomes applications for this important role.</p>	
7	<p>Members Questions</p> <p>An owner asked had we thought about naming the non-payers. John Pendlebury (previous treasurer) stated that the COA had sought advice from a Solicitor at the Citizens Advice Bureau and we had been advised not to do this.</p> <p>An owner raised a question relating to the amount of money we paid last year to IHJ regarding debt collection. John Pendlebury explained the difficulty we had in chasing debtors and the fact that we cannot go to the small debt court until an individual owner's debt reaches £200, with fees at their current level this takes 3 years for an owner to reach a £200 debt. John went on to explain, last year we had taken one owner to court who owned 2 properties on the estate and we had obtained a decree in our favour. Making the owner pay up had proved to be a very difficult task and most of the sums paid to IHJ were involved in this case. The owner had paid some money but we were still owed a considerable sum.</p> <p>A lively discussion took place re the appointment of a Factor for Carnbee Estate, if this would indeed be necessary.</p>	

	<p>There were many questions asked re the amount that the owners would be expected to pay if a Factor was brought in to help with administration and why would it only be the Beezer home owners that would be liable.</p> <p>Cath advised that the annual fee would be increased by £35 approx. The Walker owners are not liable to pay the annual fees as it is not part of their title deeds, however 2/3rds of Walker owners already pay the fees voluntarily.</p> <p>Cath ended the discussion by saying that hopefully as now there was a bigger committee, hopefully a Factor for the estate would not be necessary. Cath indicated that the committee would make a decision at their first committee meeting and that decision would not be taken lightly and would be dictated by the committee members ability to carry out the tasks required.</p>	
8	<p>Meeting Close</p> <p>Cath thanked everyone for attending and the meeting closed at 20:30</p>	