

**Carnbee Owners Association
Annual General Meeting
Meeting held on Monday 22 September 2014, 1900hrs
Gracemount High School, Edinburgh**

Minutes

Item	Details	Action
1	<p>Welcome and Apologies</p> <p>John Pendlebury opened the meeting at 1900hrs and welcomed everyone to the Carnbee Owners Association (COA) Annual General Meeting (AGM) for 2014.</p> <p>There were 20 members present, 34 proxy forms received, giving a total of 54 owners represented. The AGM was therefore quorate in accordance with our Constitution.</p> <p>There were no apologies.</p>	
2	<p>Minutes of last AGM held 23 September 2013</p> <p>Minutes and accounts from our 2013 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>An owner raised the subject of the amount of money paid to IHJ regarding debt collection. The figure was £613.57; most of that money was spent in taking an owner, who had two properties on the estate, to court. While we did obtain judgement, trying to get the owner to pay resulted in us paying out considerably more than we received in return. We have not yet decided to take other owners to court but the matter is still being considered. The amount spent this year on IHJ is £24.00.</p> <p>The minutes state that a lively discussion took place on the possibility of appointing a factor. The outcome of this discussion was that there were many new faces among the committee at our first meeting. For the first time in our life, all the various duties were assigned to the committee as a whole. With the committee working well at their assigned roles we have achieved much together. We now have a vibrant committee sharing the work; the spectre of a factor lurking in the background has disappeared.</p>	

	<p>All action points arising from last year's AGM have been completed.</p>	
<p>4</p>	<p>Chairperson's Report</p> <p>It's been another successful year for the Carnbee Owners Association. We have now been in existence for 5 years. 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 for everyone.</p> <p>In the past year we have continued to maintain the communal areas of the estate. 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. The major project this year was to eliminate the muddy patches on the path in area 7. We completed one patch early in the year as an experiment and were so delighted with the results that we completed the other three patches just weeks ago. The total spend on the project has been £3649 though only £1477 shows in this year's accounts, the remainder will be in 2014/15 accounts.</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 Tree Planning part of the council for their advice. Arbor Vitae completed the second year of a management plan in area 10. This comprises the reduction of the trees in this area to 25% over a five year period. Trees are our second largest expenditure and also our major source of complaints from the owners. There are basically two types of trees within the estate, mature trees that were in existence before the estate was built and trees that were planted or have self-seeded since that time. The mature trees fall within a TPO and the COA are very limited in what we can do to them. They are inspected regularly in compliance with our duty of care. The self-seeded trees fall mainly within area 10 which runs down the side of Ellen's Glen Road and area 11 at the far end of the estate. The main complaints are trees growing too close to fences. We have over the past two years removed all the trees growing within 3 metres of the fences. This has not satisfied some owners who now wish to</p>	

	<p>have the trees reduced in height. We put this case to the tree planning department some time ago and they flatly refused our request. This declaration was forwarded to the owners concerned but there is now a new call to have the trees reduced in height. I will say this again we can cut the trees down if you wish but we can't reduce the height. Cutting the trees down is not a possibility because the owners want them as a privacy screen, some battles you just can't win.</p> <p>Another source of complaint is breaches of the terms of the deeds. This is not something the COA can help with. I spoke to Ian Murray MP on this subject and he confirmed what I suspected that there is no Feu Superior to enforce the terms of the deeds. Your options are, firstly I would suggest you speak to the owner who is upsetting you as an individual or as part of a group. Secondly your recourse is to the Law, a visit to the CAB first may be helpful.</p> <p>The Committee have also continued to carry 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. Though this is not strictly within the remit of the COA but we have decided to take on this duty as a focused approach from the COA should give a better result than individuals phoning the Council.</p> <p>It is now just over a year since our former friend and committee member Kerstin Weir died on holiday on Skye. A Rowan tree in her memory has recently been planted by the roundabout.</p> <p>Finally, I would like to thank everyone who has helped run the Committee over the last year. The owners who pay their fees, especially the ones who pay on time and make the committee's job so much easier. Bob Crosbie for his work in maintaining the website and dealing with the electronic correspondence list and thanks to Colin Knox our auditor. The owners who kindly help in the delivery of correspondence and lastly Ian Murray MP for his advice and Councillor Norma Hart for her invaluable assistance.</p>	
5	<p>Treasurer's Report</p> <p>The COA accounts for the year 2013-14 have been audited by our auditor Colin Knox and show a closing balance of £9,445 which is nearly £900 higher than at the beginning of the period. Income from fees reduced by £650 compared to last year. Our main expenses show a very small increase on the cost of our regular</p>	

scheduled estate maintenance even though this included some new work on a neglected corner beside the Carnbee Avenue flats. We were able to make a major improvement in the Area 7 path surface and drainage this year funded partly from a much lower cost of tree maintenance. The second phase was finished in the last week of August and will appear in next year's accounts costing £2,172 and will be paid immediately. There were no significant changes to the minor expenses except for Debt Collection for which we had Court costs last year but not this year. We had 9 Beazer owner non-payers this year though there are 10 Beazer owners on the non-paying list taking into account previous year's debts. The level of fees for the coming year will be set by the committee before sending out new invoices to owners in November

Lynn Wallace, 24 Carnbee Park

Asked do we have any plans to reinvest any of our balance of funds in maybe projects on the estate. The committee indicated that we have previously asked for ideas from owners and are happy for owners to suggest projects for committee discussion and approval during the coming year. Lynn stated that some additional planting may be a good idea.

Bob Crosbie, 29 Carnbee Park

Stated that storm damage to trees has the ability to wipe out a great deal of our budget in removal of damaged trees after just one storm. Bob also stated that the remainder of the bill for the path work was still due and would reduce our balance by around £2000.

Elizabeth Stott, 61 Carnbee Park

Suggested it would be a good idea to ask owners for ideas for projects in our next newsletter. Committee stated that this would be a good idea and we would incorporate into our Spring Newsletter, it would also be possible to put something on our website.

Sue Smith, 18 Carnbee End

Asked if some of our balance of funds could be invested in an account which would provide us with a higher interest rate, the Committee indicated that we would look into this. Sue also said she would like to see a copy of the proposed budget for the coming year shown to owners at the AGM. Committee stated that this is not normal practice at an AGM, but we would discuss prior to next

	<p>year's AGM. Committee also stated that each year the budget is very similar to the previous year's budget and this budget is sent out with the fee letters in November. Bob Crosbie stated that if owners had any ideas for projects they wished to be considered for incorporation into next year's budget then the AGM is the perfect place to suggest this.</p> <p>Eleanor Grieve, 13 Carnbee End Asked if the budget was published on the website and the Committee stated it was not but is sent out with the fee letters in November.</p> <p>M Wallace, 24 Carnbee Park Suggested it may be a good idea to incorporate a forecast budget as a slide in next year's presentation, Committee stated this would be discussed.</p>	
6	<p>Committee Elections</p> <p>An election was held in accordance with the Constitution the following individuals were formally elected to serve until the 2015 AGM:</p> <p>Chairperson Name John Pendlebury Proposer Alan Graham, 15 Carnbee Park Seconder Elizabeth Stott, 61 Carnbee Park</p> <p>Vice Chairperson Name Paul Valente Proposer Gerry Dryburgh, 59 Carnbee Park Seconder Pete Millican, 35 Carnbee Park</p> <p>Treasurer Name Alan Graham Proposer Marion Martin, 5 Carnbee Dell Seconder Eleanor Grieve, 13 Carnbee End</p> <p>Secretary Cath Crosbie Proposer Shona Dryburgh, 59 Carnbee Park Seconder Pete Millican, 35 Carnbee Park</p>	

	<p>General Members Eleanor Grieve, Elaine Reid, Denise Siegal, John Shepherd, John Whitchelo Proposer Margaret Taylor, 41 Carnbee Park Seconder Pete Millican, 35 Carnbee Park</p>	
7	<p>Owner Proposed Items for Discussion</p> <p>Dog Fouling</p> <p>This is an item that will no longer be undertaken by the COA. I have recently discussed the subject with Councillor Hart on your behalf. This is a problem that is shared by the City as a whole and as you can imagine resources are stretched. There are ways in which as individuals we can help target the resources we have at our disposal. Dog walkers or perhaps the animals they take out are creatures of habit, they tend to exercise their animals in the same place and time each day. If you see someone not cleaning up after their animal in the same vicinity each day, start to keep a diary, date, time etc. You will then hopefully see a pattern emerging which you can report to the dog warden. They will come along, catch them in the act and issue a fixed penalty notice. The same procedure applies to owners who clean up after their animals and then throw the plastic bags into the trees.</p> <p>There is a link on the COA website, Local Links page, to Edinburgh South Neighbourhood Services, which details services they cover along with their phone number and email address.</p> <p>Alan Gibson, 8 Carnbee Park Owner asked if the dog warden would accept video evidence. The Committee stated the dog warden would be best person to answer this question</p> <p>Speeding</p> <p>This is not an item within the remit of the COA or within our capability as an organisation. I have recently discussed the subject with Councillor Hart on your behalf. She has emailed the Police and the Council on our behalf, I have nothing to report on the progress yet but we will keep you informed through the website.</p>	

	<p>The procedure on the speeding is that the police will keep an eye on the situation and see if there any measures they can take to stop or reduce the problem.</p> <p>M & L Wallace, 24 Carnbee Park Stated that they were concerned with speeding in the estate and would it maybe not be a better idea for the COA to co-ordinate any dealings on this issue. John Pendlebury asked if Lynn had contacted her Councillor or MP, Lynn said that she had. Committee stated that we would await reply from Council and Police and then discuss how we will proceed with this matter.</p> <p>Car Parking</p> <p>This is not an item within the remit of the COA or within our capability as an organisation. I have recently discussed the subject with Councillor Hart on your behalf. This is a difficult problem, again she has contacted the Police and the Council, I have nothing to report on the progress yet but we will keep you informed through the website. The procedure in this case is that the Police will in the first instance check to see if the parking is creating a safety problem. If they consider it isn't then there is no action they can take and it will be over to the Council. The Council's usual response is to install double yellow lines and in Councillor Hart's experience this is not popular with the residents, also it takes a considerable time to decide to install the lines. There are two downsides to this course of action, one, the owners cannot park outside their premises and neither can their visitors. Two the problem is, in this case moved farther into the estate where the roads are narrower, increasing safety concerns and also traffic congestion.</p> <p>Committee stated that we had previously included an article on parking in our 2014 Spring newsletter. Marion Martin, 5 Carnbee Dell Asked if owners had the right to ask people not to park in bays on the estate if they obviously do not live in Carnbee. M. Wallace, 24 Carnbee Park, stated that the roads and pavements belong to the Highways Department therefore can be used by all. It was suggested that owners with this issue park their own cars in the spaces in the morning and then move them later in the day.</p> <p>Bob Crosbie, 29 Carnbee Park Suggested a friendly note placed on the windscreen of a badly</p>	
--	--	--

	<p>parked car may alleviate the situation.</p> <p>Sue Smith, 18 Carnbee End Stated that she felt the double yellow lines that were painted on Lasswade Road had had an effect on additional parking situation in Carnbee. Sue also asked about relations with the owners of Southfield House, the Committee stated that we had not been in touch with them recently.</p> <p>Weeds on roads and kerbs This is not an item normally within the remit of the COA but it is within our capability as an organisation. I have recently discussed the subject with Councillor Hart on your behalf and she has asked the Council to respray the weeds in Carnbee Avenue. The committee considers that we are probably better placed to coordinate any approach to the council on this matter. During the spring of each year we will remind the council of their duties to this estate with respect to weeds.</p>	
8	<p>Meeting Close The minutes from tonight's meeting will be published on our website within 28 days of this meeting. If you require a paper copy then please let us know and we'll be happy to deliver this to you.</p> <p>I would like to thank you all for attending this evening.</p> <p>The meeting closed at 2015hrs</p>	