

**Carnbee Owners Association
Annual General Meeting
Meeting held on Monday 14 September 2015, 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 2015.</p> <p>There were 21 members present, 57 proxy forms received, giving a total of 78 owners represented. The AGM was therefore quorate in accordance with our Constitution.</p> <p>There was one apology from John Shepherd – committee member.</p>	
2	<p>Minutes of last AGM held 22 September 2014</p> <p>Minutes and accounts from our 2014 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 asked do we have any plans to reinvest any of our balance of funds in maybe projects on the estate? Owner stated that some additional planting may be a good idea. We asked owners through the website for project ideas and nobody replied to us. We will be undertaking further planting this Autumn.</p> <p>Another owner suggested it would be a good idea to ask owners for ideas for projects in our next newsletter. As above we asked owners through the website for project ideas and nobody replied to us.</p> <p>An owner 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. The committee discussed this idea and decided due to low interest rates and the fact we needed money to be available for unforeseen events e.g. Storm damage we would not be investing any of our</p>	

	<p>funds.</p> <p>An owner 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 year's AGM. This was discussed and decided against as the budget is for the new committee to produce.</p>	
4	<p>Chairperson's Report</p> <p>Welcome to the 6th AGM. As an association we have had a good year. We have completed the tasks we set ourselves and come in under budget.</p> <p>Good news but I have two major concerns about the health of the Carnbee Owners Association. Firstly there is a general apathy towards the Association which is shown in the attendance at the AGM. Secondly the continuing amount of correspondence we receive about irritations on the estate which are not within our remit. Commercial vehicles, road markings, binmen leaving bins across you entrance are not our problem, contact the Council, see a lawyer or phone the police, what is stopping you?</p> <p>Where are we?</p> <p>I want to start with reviewing the attendance at the previous AGM's. In 2010 there were not enough owners present to convene a meeting and we had to convene another meeting. Never in our history have there been enough members present to convene a meeting. We only hold a meeting because the committee, electronically or by doorstep calls canvass for proxy votes. This really should not be the case.</p> <p>In 2013 we had a great turnout. At that time we had plenty of people on the Committee but only three of us did the work, this wasn't sustainable so we decided to look at using a Factor. One of the non-working members decided to spread some disinformation and there was a lively AGM. Since then there has been a big change in the way the Committee works.</p> <p>I am delighted to say that we now have a good Committee with the workload spread evenly. I would like to say a hearty thank you and well done to the present Committee.</p>	

	<p>What we do. The two basic aims of the Association are:-</p> <p><i>a) The Association shall look after the collective interests of the Members of the Association in respect to the management of areas of the estate which are outside the boundaries of individual feu holdings.</i></p> <p><i>b) The Association shall maintain or manage the maintenance of common areas of the estate such that these areas reflect the reasonable standards and expectations of the Association Members.</i></p> <p>The other aims, which can be found on our website support the major aims.</p> <p>As you might expect one of the major sources of irritation to some owners are the trees that have self-seeded over the years. I mentioned it in detail last year. In association with our tree surgeon we decided to write a policy statement to cover how we look after trees in the coming years. This policy will assist the committee in ensuring that decisions made relating to trees are made fairly and consistently now and in the future.</p> <ol style="list-style-type: none"> <i>1. COA trees will be regularly inspected for hazards and nuisances and recommendations acted on to ameliorate the risk.</i> <i>2. Other tree works may be required between inspection dates due to damage from weather/vandalism/infection etc. These will be acted on.</i> <i>3. All other proposed tree works that are not due to hazard or nuisance will be assessed, but may not be acted on. The COA has a duty to retain the aesthetic and ecological quality of the area by retaining trees where possible, and by planting new trees.</i> <p>We have continued to look after the common areas and our major financial task over the past eighteen months, in area 7 has been to remove the damp areas from the path and apply a top dressing of whin dust.</p> <p>What we don't do. Roads and pavements do not belong to the owners of the estate. If you have a problem with them contact the Local Council Office. The deeds say no parking of commercial vehicles. As I said last year there is now no Feu Superior to enforce the deeds. If you don't</p>	
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	<p>like your noisy neighbour or you neighbours noisy commercial vehicle, go and see a Solicitor or the CAB, please don't come to us, we are not the appropriate vehicle to solve your problem.</p> <p>We have taken on some tasks that are affecting the lives of all the owners on the estate, for example, speeding and parking. A speed test was carried out but the majority of owners were obeying the limits and the Council decided that no action was required. An extension to the no parking line on Carnbee Avenue has been agreed but as yet we have no starting date for the work to be carried out. If something or someone is spoiling your experience on this beautiful estate, firstly say to yourself what can I do about the problem. The resources out there will astound you if you look for them.</p> <p>Someone on the estate had a rubbish bin installed at the entrance to area 7 on Carnbee Avenue. Don't ask me who it was because I don't know but they have my thanks and those of the Committee. Within days the COA had a letter telling us to move the bin somewhere else because it would become smelly in the summer. Nothing to do with us but I kept my eye on it, all the plastic bags full of dog waste were now being deposited in the bin rather than being left in the woods. Unfortunately the bin was not being emptied. A phone call told me the bin belonged to the Council but the department who installed it had forgotten to tell the department that empties it, par for the course? It was emptied that day but soon began to fill up and so another phone call and an e-mail to our local councillor solved that problem. The point that I'm trying to make is that the person who wrote to the COA could and should have performed that task after all said and done the Committee is made up of volunteers whose spare time is as important to them as yours is to you.</p> <p>One again I would like to thank Councillor Norma Austen Hart for the work she has done for the Committee this year and by extension, all the owners on the estate.</p>	
5	<p>Treasurer's Report</p> <p>The COA accounts for the year 2014-15 have been audited by Colin Knox who lives on the estate. As in previous years this task has been done speedily and without cost to the Association and on behalf of the committee I thank Colin for his work this year as in previous years. The closing balance of £8,256 is £1,189 lower than</p>	

	<p>last year as expected which is due to the cost of £4,404 for improvements to our woodland path – the path drainage problems in the middle of the parkland appear to have been solved and there has been a complete resurfacing. This was the main item of improvement requested by owners. Our biggest expense has always been the estate management programme as detailed in the Schedule of Works (see website) which cost £5,538 this year, representing a 3% increase. The tidy entrance to the estate, including the Carnbee Avenue hedge, and the excellent appearance of our woodland park in area 7 are only some of the items in the Schedule of Works and this all represents excellent value for money for all owners on the estate. Tree maintenance remained fairly low at £500 and our biannual tree condition report was due this year which cost £400. Both the Tree Report and our Tree Policy can be found on the website. Most owners who were due to pay fees did so this year with only seven not paying. Debt collection costs were minimal (£30) and there were no significant changes to our other minor expenses. The level of fees for the coming year will be set by the committee before sending out invoices to owners in November.</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 2016 AGM:</p> <p>Chairperson Name John Pendlebury Proposer Cath Camplin, 29 Carnbee Park Seconder Christine Lees, 8 Carnbee Crescent</p> <p>Vice Chairperson Name John Shepherd Proposer Eleanor Grieve, 13 Carnbee End Seconder Bob Crosbie, 29 Carnbee Park</p> <p>Treasurer Name Alan Graham Proposer Elaine Reid, 10 Carnbee End Seconder Elizabeth Stott, 61 Carnbee Park</p>	

	<p>Secretary Cath Crosbie Proposer Alan Graham, 15 Carnbee Park Seconder John Whitchelo, 14 Carnbee Avenue</p> <p>General Members Eleanor Grieve, Elaine Reid, John Whitchelo Proposer Margaret Taylor, 41 Carnbee Park Seconder Hugh Cairney, 7 Carnbee Avenue</p>	
7	<p>Owner Questions</p> <p>Christine Lees, 8 Carnbee Crescent Christine referred to John Pendleburys speech where John mentioned 'apathy' in respect to our low numbers at past AGMs. Christine suggested that it may not be apathy that stopped owners attending AGM but the fact that the owners who do not attend are actually happy with the COA and the estate.</p> <p>Geoff Foster, 33/1 Carnbee Avenue Geoff suggested we could offer an incentive to owners to attend future AGMs similar to the scheme that ran at Geoff's previous estate in Buckstone.</p> <p>Instead of the committee spending time canvassing owners for the promise of attendance at the AGM (or for proxies), only the statutory meeting notice be sent out with the following invitation.</p> <p>"If the meeting has to be re-scheduled due to lack of quorum, then all those who showed commitment and did attend (or submitted proxies) of their own volition would be eligible for a £5 reduction in their fees for the following year as thanks for their loyalty."</p> <p>If the meeting fails to reach quorum the action above occurs.</p> <p>If the meeting is quorate (and proceeds on the stated date without</p>	

	<p>re-schedule), then no discount is applied to fees. Committee said they would discuss this before next years AGM.</p> <p>Iain Penman, 33/5 Carnbee Avenue</p> <p>Iain stated that an incentive scheme could be unfair to those owners who could not make the AGM due to other commitments. John Pendlebury suggested that the Committee could incorporate an article on this subject into our Spring Newsletter.</p>	
8	<p>Meeting Close</p> <p>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 19:45hrs</p>	