

**Carnbee Owners Association
Annual General Meeting
Meeting held on Monday 12 September 2016, 1900hrs
Gracemount High School, Edinburgh**

Minutes

| Item | Details | Action |
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| 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 2016.</p> <p>There were 21 members present, 50 proxy forms received, giving a total of 71 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 14 September 2015</p> <p>Minutes and accounts from our 2015 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>Geoff Foster, 33/1 Carnbee Avenue 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. If the meeting is quorate (and proceeds on the stated date without re-schedule), then no discount is applied to fees.</p> | |

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| | <p>This was discussed at a committee meeting held on 19 January 2016. Extract from minutes of meeting:</p> <p><i>We discussed this suggestion and agreed that we would not offer this incentive as the implementation of it may be as much work as the extra canvassing for proxies currently is.</i></p> | |
| 4 | <p>Chairperson’s Report</p> <p>Welcome to the 7th AGM of the Carnbee Owners Association. My opening last year was in the form of a trilogy, Where we are, What we do and finally What we don’t do. I then went on to look at each point in detail. The only area where we have not seen a significant improvement is in the attendance at the AGM or owners not letting us know if they will attend and sending in proxy forms. The only reason we manage to hold an AGM each year is because the Committee goes out canvassing for proxy forms. Unfortunately this position has not changed and committee member were again knocking on doors.</p> <p>Two weeks ago I received an email reminding me that it was three years since we looked at handing over the COA to a Managing Agent. Time flies when you are enjoying yourself. At that time although there were a few committee members only three of us did the work and it wasn’t sustainable. However since then we have a new team with everyone with a job and sharing the work load. I would like to say a hearty thank you and well done to the present Committee. I am happy to say that we have replied declining their offer of help.</p> <p>This year we carried out an exercise to check the market price of the garden contract. We put the maintenance contract out to tender and unfortunately the only reply was from our existing contractor, Greenfingers. We are happy with this contractor. We are going to see how much it would cost to improve the quality of cutting the grass in area 7. We are not trying to establish a lawn but the finish could be better. We have plans to plant two new trees in area 7. When we took over the estate one of the first things we did was a survey of all the trees, this resulted in felling some and replacing them. Only one of the seven planted was not destroyed by vandals. It is time to try again. This time we will plant larger trees with cages to see if they will survive. We are going to plant two and see what happens. Hopefully over the next few years we can plant some more. We are going to have to look at area 10 again. This is the land on Ellen’s Glen Road and it is</p> | |

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| | <p>again getting out of hand with reseeding trees and weeds in general. We are going to have to come to some more permanent management technique. Unfortunately this will cost money. We will keep the members informed with the next two newsletters.</p> <p>Weeds on the estate are becoming more of an eyesore than in previous years. We have again contacted the council and we always get the same answer, it's in the programme. With the amount of criticism being hurled in the general direction of the EDC over poor bin collections, this may be the time for individual on the estate to flood the council with complaints about the weeds.</p> <p>We have been fortunate this year in the number of request to the committee for help that are not within the remit of the committee have fallen to almost zero. Our attention was drawn to a number of men walking about on the roundabout in high visibility jackets. Subsequent enquiries by John Whitchelo uncovered plans for work to be done on the roundabout. This work will take about 4 weeks and the traffic light system will probably be in place all the time. If you want any further information please speak to John after the meeting.</p> <p>Once 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. Unfortunately she is stepping down from her role on the Council. Thank you.</p> | |
| 5 | <p>Treasurer's Report</p> <p>The summary page of the Accounts spreadsheet was passed out as well as a second page highlighting the opening and closing balances and the major and minor items of expenditure.</p> <p>The opening balance was £8,256.43 and closing balance £10,391.03 There have been no significant changes to our regular costs. The higher figure for Estate Maintenance reflects extra improvement work completed last November at a cost of £405.60 We have decided to stay with Greenfingers after a tendering process and they will undertake our schedule of works in the coming year for no extra charge compared to 2015-2016. The overall cost of Tree Reports and Tree Maintenance stays about the same, with no Tree Report required during the year but a lot of selective tree clearing in Area 10 by Carnbee Avenue (£920) and a vandalised tree guard (£25). No further expense was required on</p> | |

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| | <p>our woodland path in Area 7 and the drainage work there has produced very satisfactory results throughout the year.</p> <p>Nearly all Beazer home owners paid their fees this year and a substantial number of Walker home owners continue to contribute to the upkeep of the estate. As usual a small amount of debt was collected after pursuing our normal legal processes and luckily we had no legal charges as all payers paid up before the final deadline.</p> <p>Thank you to all owners who paid their fees to maintain the attractive appearance of the Carnbee estate.</p> | |
| 6 | <p>Committee Elections</p> <p>John Pendlebury advised that Eleanor Grieve was standing down and thanked her for her assistance while on the Committee.</p> <p>An election was held in accordance with the Constitution the following individuals were formally elected to serve until the 2017 AGM.</p> <p>Chairperson Name John Pendlebury Proposer Margaret Taylor, 41 Carnbee Park Seconder David Williams, 53 Carnbee Avenue</p> <p>Vice Chairperson Name John Shepherd Proposer John Pendlebury, 17 Carnbee Park Seconder Elaine Reid, 10 Carnbee End</p> <p>Treasurer Name Alan Graham Proposer Cath Crosbie, 29 Carnbee Park Seconder John Pendlebury, 17 Carnbee Park</p> <p>Secretary Cath Crosbie Proposer Janis Monaghan, 32 Carnbee Crescent Seconder George Leitch 1 Carnbee Avenue</p> | |

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| | <p>General Members Elaine Reid, John Witchelo Proposer Alan Graham, 15 Carnbee Park Seconder Margaret Taylor, 41 Carnbee Park</p> <p>John Pendlebury then asked if anyone present wanted to join the Committee and we received no volunteers.</p> | |
| 7 | <p>Owner Questions</p> <p>Iain Penman, 33/5 Carnbee Avenue Iain picked up on John Pendlebury's comment in his speech about additional work in area 10. Iain stated that some owners thought that the trees had previously been thinned too much in this area; a barrier of trees in this area would be good in light of the upcoming building works at the Scottish National Blood Transfusion Service (SNBTS) building. John Pendlebury advised that the additional work in area 10 would be carried out further along this area nearer Lasswade Road.</p> <p>Brian Whigham, 33/3 Carnbee Avenue Brian said he had heard that there may be as many as 200 new homes built on the SNBT site. Owner is concerned about the impact additional traffic from this new development may have on Carnbee. Cath Crosbie stated that the roads in Carnbee are owned by the Council so they can practically do what they want. John Pendlebury stated that roads and traffic are not the remit of the Carnbee Owners Association (COA) but at certain times is it beneficial for the COA to act on behalf of the owners and this is one of these times. The COA will find out any information they can on this development and pass the information onto the owners.</p> <p>Margo Farquharson, 80 Carnbee Park Margo said that she had found quite a few owners in Carnbee are parking their cars on the pavements therefore forcing pedestrians to walk on the road. John Pendlebury stated there is a website where you can post pictures of cars that are illegally parked to name and shame the owners. Cath Crosbie stated that the COA had previously included an article in one of our previous Newsletters addressing this issue and asking owners to refrain from parking on the pavements, other than this there is very little that can be done.</p> | |

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| | <p>Alan Gibson, 8 Carnbee Park Alan suggested as a way to increase our attendance at future AGMs we may want to think about holding it at the weekend during the Summer and maybe incorporate it into a 'fete' in area 7. Elaine Reid and Alan Graham stated that this sounded like it would involve additional work for the committee. Alan Graham stated that the accounts would not be available for an earlier AGM as they are not audited until 31 August.</p> <p>Sue Smith, 18 Carnbee End Sue asked about the area to the rear of her property in area 11a. John Whitchelo advised that we had already contacted Arbor Vitae and a meeting has been arranged between Arbor Vitae, John Shepherd and John Whitchelo to discuss a management plan for this area. Once we have further details we will advise the owners who back onto this area.</p> <p>John Whitchelo, 14 Carnbee Avenue John stated that the SNBTS have a 10 year Strategic Development Plan. About two years ago The City Council held a consultation meeting over the SNBTS site housing proposal with the owners at Malbet Park. John believes additional traffic generated by new houses being built on this site will access the new estate through Malbet Park. John stated that we will keep owners updated on any information we identify on this development. Sue Smith asked if the council know of our existence.</p> <p>Margaret Taylor, 41 Carnbee Park Margaret kindly thanked the committee for their work over the past year.</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> | |