

# Woodilee Residents Association

Committee Meeting CM2020-12 – 7pm, 1<sup>st</sup> Dec 2020 – Online MS Teams Meeting

## Minutes

### 1. Welcome and Apologies

Ewan opened the meeting, welcoming attendees to the inaugural WRA2020-21 meeting.

In attendance were:

- Ewan Miller
- Paul Ellison
- Gordon Jahn
- Neil Logue
- Shona Angus
- Stuart McIntyre
- John Dias
- Marie MacAuley

Apologies were received from:

- David Hunter
- Graeme Middleton

### 2. Approval of Minutes and Matters Arising

#### a. Last Committee Meeting Minutes (2019-03)

It was noted that this was some time ago, with a different committee, so these minutes were taken as approved.

#### b. ⑤ AGM Minutes (for release as Draft Minutes)

The draft AGM minutes were discussed, but noted the main outcomes were for the discussion of RMG responses (agenda item 6). AGM minutes will be circulated for approval at the next AGM.

#### c. Matters Arising - ① items from minutes

Reference	Action	Assignee
AGM2020 – 3.2	Investigate / provide missing accounts information for 2018/19 and 2019/20 periods	RMG
AGM2020 – 3.3	Check debt information following conflicting reports presented	RMG

AGM2020 – 3.2 and AGM2020 – 3.3: Information sought is now expected by the end of the week (4<sup>th</sup> Dec) so these are in “holding pattern”.

Noted that Root One had some 2019-20 invoices paid during 2020-21 so need to ensure this was not billed as duplicate in both sessions.

### **3. Committee Update**

#### **a. New People – Intros**

Those present at the meeting each took turns to introduce themselves.

### **4. Communications and Logistics: how should the WRA be communicating and engaging with residents?**

#### **a. Communications between committee members**

It was concluded that the best means of communications between members would be a WhatsApp group, but that a shared storage space (e.g. a Google Drive) should be used to share documents and information pertaining to the RA. Teams would be used for meetings.

Ⓐ Gordon to share Ewan's contact number for people to message him to be added to the group

Ⓐ Gordon will set up a Google Drive with the files/structure he has available and share with the group

#### **b. Communications with residents**

The website is considered to be the best means of communicating with residents but using Social Media channels and the email list to direct people to website content.

Ⓐ Ewan to confirm if the committee member proposed for IT Support is still happy to fulfil the role and understand what's needed to run the present setup, and if we need to change anything.

#### **c. Communications with RMG**

It was noted that existing communications with RMG can happen via WhatsApp and this informal communications method was acceptable, but that achieving action is likely to require emails and letters, that are also more formal.

### **5. Asbestos Sampling: quotes supplied for soil sampling required by SEPA**

#### **a. Ⓕ Discussion/ Approval of quotes for soil sampling**

Shona and Gordon explained that previous discussions meant the property manager had to act on the reports of Asbestos in the estate and that SEPA expected action. The initial fencing of the areas took place during summer of 2020 and initially SEPA required large scale sampling to determine the possible extent of pollution.

There was a discussion on liability and the committee noted that Lynn Pike (WRA 2019-20 chair) sent an FOI request to Mr Roland, Environmental Protection Officer at East Dunbartonshire Council (EDC) on 5<sup>th</sup> October. This has a statutory response time of 20 days, but this has been extended to 60 days by the Coronavirus Act. The 60 day period will expire on Friday, December 4<sup>th</sup> 2020.

The request sought planning permission details pertaining to contamination and remediation, the remediation statement (as approved by EDC) and any other communications relating to this matter the council hold.

Ⓐ Ewan to follow up on the WRA FOI request

When the request has been answered, the response will be considered by the committee to determine further actions.

In terms of actioning the soil sampling, it was noted that Graeme Middleton (not present) and Shona were best placed to review – action added for Graeme and Shona to review and share with group.

Ⓐ Shona and Graeme to follow up on the sampling quotations

**6. Estate Management Strategy: explanation / discussion on dealings with RMG, how they work on our behalf, how we plan to engage in the future**

**a. Unresolved items – e.g. previous years accounts**

These were discussed during Agenda Item 2 and information is still awaited.

**b. Ⓕ Understanding Costs – e.g. Root One contract**

The landscaping costs were noted to be the main cost passed on to householders, but it was questioned whether a single landscape company remains the best means to deliver this.

Neil pointed out that from his home, he can see where the contractors congregate and could vouch that they had been in attendance regularly throughout the year.

**c. Use of RMG complaints process to resolve items**

It was noted as part of the discussion on communications, that the RMG complaints process should be used to both get information and action required of the manager.

**d. Future relationship with Estate Manager**

It was noted that following the engagement driven to reach a quorum for the WRA that information on the “quarterly walkround” was provided by RMG, but the committee cynically noted this was the first time the current property manager had provided such a report, and the report was provided in October, around 2 months after the walkround took place when many items should already have been resolved.

It was also discussed that whilst there is a level of distrust for the management company, no one really knows whether the current charges levelled are fair within the market – i.e. is £50 per property for management alone reasonable? Equally, in previous years it was noted that additional RMG group companies have been awarded contracts to undertake other items directly billed to the estate that some may argue should be part of the management fee.

To attempt to resolve this and provide clarity on what is covered by the charges, a defined scope of what is covered by the management fee has been requested, and the other items that are routinely contracted by the factor (playpark inspections, tree inspections, etc) to understand what the fees should be typically covering.

It was noted that the previous property manager had a greater presence on site and held surgeries where he was available but had left the management company.

Ⓐ Ewan to seek details from RMG on Property Management services provided including expected number of onsite visits to proactively identify issues and assess contractor work

Ⓐ Ewan to seek status on remediation of issues identified during last RMG quarterly walk round and confirmation of date set for next quarterly walk round

**7. Changes to the Constitution: Draft Constitution since 2018 but it was not adopted; intro to this for consideration over the next few months**

a. **F** Previous draft constitution

Gordon introduced the draft constitution, prepared by Lynn Pike in 2018, an item for consideration at a future meeting. This will be followed up at a future meeting

**A** Gordon to reintroduce at a future meeting

**8. Planning: Highlighting a future application by Aldi for a nearby store**

a. **F** Nearby Aldi Store

The committee discussed an approach by communications agents for Aldi UK regarding a planned store near Woodilee. It was noted that no-one currently on the committee is from the Cala 1 bundle that is most likely to be affected. The committee was neutral on the proposals but would be keen to see the plans shared more widely and particularly with residents that may have stronger views.

The decision was to advise the communications company that if the Aldi team wish to set up a meeting then the WRA will share the details via available channels to allow residents to join but that a direct presentation to the committee was not considered suitable business.

**A** Gordon to feedback committee decision to Aldi representatives

**9. Agreement of Future Meeting Dates**

The next meeting was agreed for 15<sup>th</sup> Dec 2020 at 7pm via Teams.

**10. Close**

Ewan closed the meeting thanking the attendees for joining.

**F** items have attachments in the agenda file pack

## Summary of Actions

Reference	Action	Assignee
CM2020-12 – 4a-1	Gordon to share Ewan's contact number for people to message him to be added to the group	GJ
CM2020-12 – 4a-2	Gordon will set up a Google Drive with the files/structure he has available and share with the group	GJ
CM2020-12 – 4b	Ewan to confirm if the committee member proposed for IT Support is still happy to fulfil the role and understand what's needed to run the present setup, and if we need to change anything.	EM
CM2020-12 – 5a-1	Ewan to follow up on the WRA FOI request	EM
CM2020-12 – 5a-2	Shona and Graeme to follow up on the sampling quotations	SA/GM
CM2020-12 – 6d-1	Ewan to seek details from RMG on Property Management services provided including expected number of onsite visits to proactively identify issues and assess contractor work	EM
CM2020-12 – 6d-2	Ewan to seek status on remediation of issues identified during last RMG quarterly walk round and confirmation of date set for next quarterly walk round	EM

<b>CM2020-12 – 7a</b>	Gordon to reintroduce revised constitution at a future meeting	GJ
<b>CM2020-12 – 8a</b>	Gordon to feedback committee decision to Aldi representatives	GJ