

# Woodilee Residents Association

Committee Meeting CM2020-12b – 7pm, 15<sup>th</sup> Dec 2020 – Online MS Teams Meeting

## Minutes

### **1. Welcome and Apologies**

Ewan opened the meeting, welcoming attendees to the meeting.

In attendance were:

- Ewan Miller (EM)
- Paul Ellison (PE)
- Gordon Jahn (GJ)
- Neil Logue (NL)
- Shona Angus (SA)
- John Dias (JD)
- Marie MacAuley (MM)
- Jason Porteous (resident)

Apologies were received from:

- David Hunter
- Graeme Middleton
- Stuart McIntyre
- Ruth Campbell
- Tracey Gow

### **2. Approval of Minutes and Matters Arising**

#### **a. Last Committee Meeting Minutes**

Previous meeting minutes are approved and published at <http://www.woodilee.org.uk/committee-meeting-cm2020-12/>

b. Matters Arising - Ⓐ items from minutes

Reference	Action	Assignee
AGM2020 – 3.2	Investigate / provide missing accounts information for 2018/19 and 2019/20 periods	RMG / PE
<b>A set of responses has been provided, but it does not seem to be complete. Action carried forward pending further clarifications.</b>		
AGM2020 – 3.3	Check debt information following conflicting reports presented	RMG / SA
<b>Debt explanation provided – agreement to close this one but to open a new item to request further debt information regularly.</b>		
<b>Ⓐ NEW action to get regular debt updates / follow up information (PE)</b>		
CM2020-12 – 4a-1	Gordon to share Ewan’s contact number for people to message him to be added to the group	GJ
<b>Provided, set up and this action to be closed.</b>		
CM2020-12 – 4a-2	Gordon will set up a Google Drive with the files/structure he has available and share with the group	GJ
<b>Set up – to add PE with write access and share link for others. Action carried forward.</b>		
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
<b>Suggested member does not feel able to take up the role. Given revised comms / operational model agreed at CM2020-12, GJ and EM will pick this up with no explicit role. Action closed.</b>		
CM2020-12 – 5a-1	Ewan to follow up on the WRA FOI request	EM
<b>EDC indicated that this was responded to, but no record of it exists. We requested the response be re-sent to the original mailbox (<a href="mailto:contact@woodilee.org.uk">contact@woodilee.org.uk</a>) but this has not been resent yet. Action carried forward.</b>		
CM2020-12 – 5a-2	Shona and Graeme to follow up on the sampling quotations	SA/GM
<b>Sampling quotation was selected, follow up to check if would meet requirement. This action can be closed.</b>		
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
<b>Discussion took place around RMG and what was happening – various residents have provided negative feedback. Carry Forward.</b>		
<b>Ⓐ Look at RMG performance against SLAs – performance appraisal – NL</b>		
<b>Ⓐ To start benchmarking alternative providers, James Gibb (LPM), Hacking and Paterson, Spiers Gumley – EM</b>		
<b>Ⓐ Obtain from RMG last 4 maintenance reports from Active Playground who are contracted to identify and resolve H&amp;S issues on playgrounds – EM</b>		
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>Info sent round – some of it difficult to understand... isn’t quarterly. Was typed up quickly, comments provided but took 6 weeks to publish then out of date. Closed.</b>		
CM2020-12 – 7a	Gordon to reintroduce revised constitution at a future meeting	GJ
<b>Carried Forward</b>		
CM2020-12 – 8a	Gordon to feedback committee decision to Aldi representatives	GJ
<b>Provided feedback – an updated letter advising of a public (online) pre consultation. Circulate this and close.</b>		

### **3. Update on Accounting Queries**

#### **a. Proposal to request that RMG revert to providing annual accounts**

As noted in actions above – data has been provided by RMG, is under analysis, but specific queries remain that will be sent back to RMG which will hopefully be resolved by the next meeting. After the 2018-19 accounts are analysed as far as possible, analysis will then move onto 2019-20.

Noted that RMG stopped providing annual accounts but the SLA with RMG states these will be provided. £2k fees were removed by stopping annual accounts, but as the SLA states these are provided in the management fee, requirement to understand how an SLA item can be an extra charge. It's considered that these accounts are really needed to properly understand the financial position of the estate.

Ⓜ Paul proposed a motion that the committee request that RMG provide annual accounts again. This motion was seconded by Shona. All committee members present were in favour of requesting annual accounts again. The motion passed.

### **4. Update on Asbestos Sampling**

A vendor has been selected for the asbestos sampling, work was underway to check it was a fully inclusive quote that was not likely to incur additional charges, and the sampling is expected to be instructed.

### **5. MUGA Use**

A discussion took place on the MUGA use, following on from the discussion that took place on the WhatsApp. To summarise, some individuals were using the MUGA by the Spar for business purposes, were aggressive to other users and refused to cooperate with the committee or residents requests to share the space. The committee agreed the following actions:

- Ⓐ Produce a sign / slide encouraging acceptable use with "Do's and Don't's" to be posted (NL)
- Ⓐ Seek better understanding of the legal position and what the Committee can or cannot do in respect of restricting use of the MUGA should this continue to be an issue (EM)

### **6. Landscaping of common area by James Salmon Building**

Jason Porteous explained a situation where he would like to discourage use of the common area to the west of the James Salmon building and explained the issue as it has played out over the last 2 years or so. The motion to the committee was:

Ⓜ Gordon proposed that the committee would authorise the revised planting arrangements for this common area, to be paid for and undertaken by Jason, to address his issues. Maintenance after planting will then become part of the normal maintenance. This was seconded by Ewan Miller. No representations were made against this, and the motion passed.

### **7. Council liaison position**

There has been planning action around Woodilee with both Aldi and CALA homes intending to bring planning application in the new year. It was recognised that having someone attend and/or keep up with the Lenzie and Waterside Community Council meetings would give a good opportunity to both be aware of what is happening around Woodilee, and to influence things.

Marie MacAuley volunteered to take on this role and this was accepted by the committee.

8. Planning: Aldi (update) and CALA plans: <https://www.fauldheadplanning.co.uk/>

This was simple a noting of both the Aldi and CALA plans and discussion of next steps. It was agreed that Gordon would place a notice on the Woodilee RA website, crossposting to the Facebook group, highlighting these to locals.

Ⓐ Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)

9. Agreement of Future Meeting Dates

The next meeting was agreed for 19<sup>th</sup> Jan 2021 at 7pm via Teams.

10. AOB

- Lighting

Given several lighting faults, it was noted that RMG never seem to pass these on to developers whose job it is to deal with them (except for Calmuir Road/Menzies Drive).

It was agreed to confirm the correct approach. If RMG have offered to do this or should do it as part of their service, then we should understand this and press for completion. If they do not consider it part of their service, the committee would rather they advised residents this and told them where to seek advice.

Two actions were taken:

Ⓐ Check what should be the correct process for roads, drains, lighting faults (EM)

Ⓐ Advice on street lighting (+roads and drains) with contact details to website (GJ)

- Infrastructure Issues

Maintenance appears to be lagging for some items like stairs near Rutherford Drive, Cala 1 and the bridge across the Bothlin Burn. Some members have been advised that quotes for these, and for drainage reports, have been received by RMG, but the details have never been shared with the committee. The RMG SLA also states that bridges should be inspected monthly, but it's not clear whether this is a "qualified engineer" bridge inspection or as part of a routine (monthly) walkround by the property manager.

Ⓐ Draft query to RMG requesting details of outstanding planned maintenance, costs to understand how and when this will be instructed (SA)

10. Close

Ewan closed the meeting thanking the attendees for joining.

## Summary of Outstanding Actions After Meeting

Reference	Action	Assignee
<b>AGM2020 – 3.2</b>	Investigate / provide missing accounts information for 2018/19 and 2019/20 periods	RMG / PE
<b>CM2020-12 – 4a-2</b>	Gordon will set up a Google Drive with the files/structure he has available and share with the group	GJ
<b>CM2020-12 – 5a-1</b>	Ewan to follow up on the WRA FOI request	EM
<b>CM2020-12 – 6d-1</b>	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
<b>CM2020-12 – 7a</b>	Gordon to reintroduce revised constitution at a future meeting	GJ
<b>CM2020-12b – 2b-1</b>	Agree process to get regular site debt updates / follow up information	PE
<b>CM2020-12b – 2b-2</b>	Look at RMG performance against SLAs – performance appraisal	NL
<b>CM2020-12b – 2b-3</b>	To start benchmarking alternative providers, James Gibb (LPM), Hacking and Paterson, Spiers Gumley	EM
<b>CM2020-12b – 2b-4</b>	Obtain from RMG last 4 maintenance reports from Active Playground who are contracted to identify and resolve H&S issues on playgrounds	EM
<b>CM2020-12b – 5-1</b>	Produce a sign / slide encouraging acceptable MUGA use with “Do's and Don't's” to be posted	NL
<b>CM2020-12b – 5-2</b>	Seek better understanding of the legal position and what the Committee can or cannot do in respect of restricting use of the MUGA should this continue to be an issue	GJ
<b>CM2020-12b – 8</b>	Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)	GJ
<b>CM2020-12b – 10-1</b>	Check what should be the correct process for roads, drains, lighting faults	EM
<b>CM2020-12b – 10-2</b>	Advice on street lighting (+roads and drains) with contact details to website	GJ
<b>CM2020-12b – 10-3</b>	Draft query to RMG requesting details of outstanding planned maintenance, costs to understand how and when this will be instructed	SA