

Woodilee Residents Association

Committee Meeting CM2021-06 – 7pm, 8th June 2021 – 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)
- Stuart McIntyre (SM)
- Neil Logue (NL)
- Marie McAuley (MM)
- Shona Angus (SA)

Apologies:

- MJ Dias

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-cm2021-05/>

EM proposed / GJ seconded.

b. Matters Arising - Ⓐ items from minutes

Reference	Action	Assignee
AGM2020 – 3.2	Investigate / provide missing accounts information for 2018/19 and 2019/20 periods	PE
Review of performance in Agenda Item 4. Close.		
CM2020-12 – 7a	Gordon to reintroduce revised constitution at a future meeting	GJ
Carry forward		
CM2021-04-2b-1	Set up with regular debt updates Melissa and Lisa	PE
Part of quarterly pack now – Close this as now ongoing. £43k showing but is both funds (£30k) and fees (£13k).		
CM2020-12b – 8	Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)	GJ
CALA posted at http://www.woodilee.org.uk/cala-planning-for-fauldhead-sites/ - leave open pending Aldi application.		
CM2021-02-4	Request information on the wall risks from Osterna / RMG	EM
Report issued indicating no risk so this should be closed. Note that issues ongoing as additional fencing was damaged during winds shortly after being erected. May come back to a future meeting.		

CM2021-03-03a	Enter discussions with Envirocentre and provide binding commercial proposal for survey and design works	MS
<p>RA recommended the report go ahead with Envirocentre but the main issues raised in looking to undertake this was that Envirocentre carried no risk in the event that the interventions did not work.</p> <p>At a further meeting it became obvious that the report was covering a small number of issues and the RA felt that things weren't covered that should be (e.g. Playparks).</p> <p>Carry forward.</p>		
CM2021-03-03d	Provide sign designs / costs for playparks	MS
<p>No update but to be tracked via the action tracker. Close as CM action item.</p>		
CM2021-05-3	Reach out to other factors, understand requirements and discuss at next meeting	EM
<p>Feedback received – to be built into Target Factor Model. Close.</p>		

3. Review of RMG performance (following performance review meeting in Feb)

Aim to build a better picture on the transition from responses EM received following CM2021-05-3.

Info on transition, SLA, payment / cash / debt management.

- Ⓐ EM to share responses from factors so far
- Ⓐ PE to start a Target Factor Model of how we'd like it to work in the future

4. Update on finances/Budget

PE presented his annual expenditure report.

This showed how the expenditure amounts have varied through recent years. Grounds maintenance varied due to changing the way the contracts were awarded and the management has been largely static but some was inadvertently refunded and clawed back. The figure should be around the £45,116 figure.

A change in fee was made late in last years budget process and brought up at the time, but reverted and the higher amount was charged. The charge was previously for over 900 homes and the RA is expecting a refund on the basis of there never having been this many houses.

Trees vary depending on work and the larger general amount in 19/20 was stairs. In 20/21 this was largely winter visits.

Reconciliation attempt is made but many of the supplied numbers are contradictory.

No precise figures on debt / reserves etc but these are broadly £200k cash (mostly float cash - £172k), £30k debt. Remainder of cash in sinking fund / tree fund – £40-50k – trying to calculate exact cash position between accounts.

- Ⓐ PE to update and GJ to post with minutes of this meeting

5. Grounds Maintenance

Temporary maintenance – executive decision made on the scope for temporary grounds maintenance. This was cutting grass, trimming trails and emptying bins. Cost was £780 + VAT per visit. Taking summer maintenance period, this comes to £18k which is considerably less than the existing annual contract.

Re-tender of works – Walkrounds are continuing this week as part of the replacement. Two complete, Root One not requiring walkround and one to carry out tomorrow. Companies are Landscape, SGS, Root One and GMCB.

6. Tree Remediation

This was in the agenda for last month – residents were furious about the state of this. Two quotes were obtained, and Ayrshire Tree Surgeons were cheapest. The RA was keen to ensure resident issues were all covered by this work, and pushed this back to RMG during CM2021-05.

MS later confirmed that an additional tree causing a resident issue was not included and this was added to the remediation list (at an additional ~£400) to address the issue.

EM proposes that the work is approved for go-ahead, NL seconded.

Work should go ahead – if any owner issues are not covered / addressed by the work, it is noted that this is not the responsibility of the RA.

7. Update on Council Adoption Issues

No further information over the last month.

8. AOCB

a) Invasive Weeds

When this was proposed, the committee requested further information but none has been forthcoming. In the absence of more information the Committee would like to continue with the status quo.

b) Community Council

MM: Lots of planning things – talking about the CALA and other development in the area

9. Agreement of Future Meeting Dates

- 13th July at 7pm – check if possible to be in-person.

10. Close

EM – thanks all for attendance

Summary of Outstanding Actions After Meeting

Reference	Action	Assignee
CM2020-12 – 7a	Gordon to reintroduce revised constitution at a future meeting	GJ
CM2020-12b – 8	Place a post on the WRA website / Facebook advising of the planning applications in the new year (GJ)	GJ
CM2021-03-03a	Enter discussions with Envirocentre and provide binding commercial proposal for survey and design works	MS
CM2021-05-3	Reach out to other factors, understand requirements and discuss at next meeting	EM
CM2021-06-3a	Share responses from factors so far	EM
CM2021-06-3b	Start a Target Factor Model of how we'd like it to work in the future	PE
CM2021-06-4	Update report and GJ to post with minutes of this meeting	PE