



Powderhall Village Owners Association
MINUTES from Committee ZOOM meeting
Wednesday 24th January 2024

Present: Roddy Martine (Chair), James Bowyer (Secretary), Gordon Chrumka, Jane Garrett (Minutes), Sabine Goldhausen, Gemma Halkett, Franz Kooy, John Riley, Richard Ross, Craig Williams

Apologies received: Kevin Patch, William Laing, Kathryn Tomlinson, and Shaun Gaukrodger

In attendance: Sarah Wilson from Charles White Factors

Action Number	Action Description	Responsibility
1	Sub-committee to meet and design factor process	PVOA Committee
2	Provide gardening and cleaning job specification to Committee	Charles White
3	Consider seeking legal advice regarding violation of Deeds by commercial vehicles parked on the estate	PVOA Committee
4	If internal paintwork proposal passes, Charles White to communicate to owners in advance when work will commence	Charles White
5	Share upcoming insurance renewal figures with the Committee	Charles White
6	Post a message on Facebook discouraging leaving food out for foxes/animals	PVOA Committee

PVOA Committee-only:

1. Welcome, Introduction, Apologies, Approval of previous minutes
- Notification to the Committee that Shaun Gaukrodger has joined although he unable to attend this meeting.

2. Committee objectives for 2024: purpose of this item was for the Committee to discuss any objectives and key projects for 2024

- James asked the Committee to consider putting the factor out to tender with the main reasons highlighted by the Committee:
 - The last tender process took place pre-2010.
 - The issue was raised at the last AGM.
 - Prudence.
- The following concerns were raised:
 - There are 335 properties on Powderhall and not all companies are prepared to consider a development of this size.
 - Charles White has a detailed knowledge of Powderhall and the individual properties over 20 years.
 - The process of factoring is onerous, and the changeover could be problematic.
- The PVOA Committee would require a sub-committee to run the process and dedicate sufficient resource.
- The PVOA Committee agreed to setup the sub-committee and begin a factor process even if only to reassure the householders that they are getting the best deal for their fees.
- The following members agreed to be on the PVOA sub-committee:
 - James Bowyer
 - Gemma Halkett
 - Craig Williams
 - Frans Kooy
 - Sabine Goldhausen

3. Review of actions/updates by Charles White

- AGM actions were reviewed:

Action Number	Action Description	Charles White update
1	Charles White Terms of Service to be sent to all owners	Latest Terms of Service were sent to all owners via their selected communication method (on the Portal as well) – Action completed
2	Charles White to report to blocks in scope for potential water tank cleaning	Charles White awaiting breakdown from company who performed the testing
3	Provide float increase information in the December 2023 Newsletter	Float increase was included in the December 2023 newsletter
4	Charles White to produce an expenditure forecast for owners for expected 2024 costs	Completed as planned preventative maintenance by Development Inspector. Will be ready by time of next meeting (March 2024) as obtaining all relevant costs (including internal paintworks)

5	Charles White to produce an activities list with associated vendors and contract renewal dates	With Facilities Manager and will be posted on the Portal
6	Review contract specifications of cleaning vendor and review alternative providers	Charles White to provide the Committee a current job specification of the cleaning and gardening vendors first for comments then to be uploaded onto Portal
7	Charles White to put Inspection Reports onto the Portal	Posted on the Portal by end of February. Charles White's Oversight team are responsible to be ensuring work is carried out as expected from the Terms of Service
8	Charles White to report to the Committee on how to implement KPI assessment with respect to Charles White's Client Charter.	Charles White taken request to internal Oversight team and KPI assessment not normally offered for individual development. If property owners are unhappy with the service, then it is suggested they follow the procedures outlined in the Terms of Service

- Paintwork:
 - The external paintwork has been completed.
 - £500 have been retained by Charles White until the snagging has been completed.
 - Completion of remedial works can occur once weather improves (expected March 2024).
 - The internal paintworks are currently out for tender.
- Gas safety check:
 - Following spot checks, there are some gas safety issues at The Brae.
 - Identified issues were decompartmentalization between floors.
 - A letter has been sent to residents regarding the costs to bring these issues up to standard.
 - The Rigg is currently being reviewed.
- Cold Spots:
 - The issue of cold spots in rooms adjacent to the bin stores can only be reviewed by the specialists when there is an average air temperature so slight delay on obtaining that report.
 - Charles White will communicate once the review can take place.

- Parking spaces:
 - Painting new lines will be completed when the weather is less cold.
 - Expected May for the 7-11 Rigg.
 - The Brae and the Powderhall Road is complete.

- Parking issues/ commercial vehicles/ abandoned vehicle:
 - There is an issue with a blue van parked in an inconvenient position near The Rigg - Sarah is investigating into the owner and has requested for the vehicle to be moved as the location is a traffic hazard.
 - There are other issues with some residents possibly violating the parking rules.
 - Next steps if owners do not comply or engage with Charles White is for the Committee to seek legal advice to enforce the Deed.
 - There is a vehicle that appears to be abandoned at The Brae- it now has moss growing on it. Sarah has investigated this, and the vehicle has a SORN (Statutory off-road notice) and has communicated with the owner. As it has a SORN, the police nor Council can't remove the vehicle.

- Dunedin Street Concrete Fence:
 - Two concrete slabs have slipped on the boundary between the townhouses and Dunedin Street.
 - Development Inspectors made safe although the fence is not within the remit of the Powderhall Development.
 - Charles White engaged with the relevant party to resolve the issue.

- Recent storm damage:
 - There are some roof tiles lost at 7 The Rigg.
 - Tec Roofing to review the damage on 7 The Rigg along with the Development Inspector.
 - Powderhall Development Inspector is fixing the damage of a blown-down fence next to 7 The Rigg.
 - Work has been instructed on the pathway that was damaged following removal of the cherry tree recently.
 - Work will commence in the Spring due to the temperature.

- Bike Removal project:
 - Not applicable to the Powderhall Road.
 - Project completed for The Brae apart from 7 The Brae.
 - Project completed for 7-11 Rigg.
 - 2-6 Rigg is not yet complete. Charity to return and finish collecting the tagged bikes.

- Skylight:
 - 10 The Rigg need a replacement actuator arm on the skylight at the top of the stairs.
 - Has been ordered with 6-week lead time.

- Comment from cleaners:
 - Please don't drag real Christmas trees across the carpet as challenging to clean.

- Interior paintwork plans:
 - Proposed on block-by-block basis and cover four sections of Development: Powderhall Road, The Brae, 7-11 The Rigg and 2-6 The Rigg:
 - The Development should be done as whole to meet the uniformed site clause within the Deeds.
 - If proposal agreed, Charles White will notify owners in advance on when the work will commence.

4. Insurance

- Brokerage will go out to tender and alternatives to the current broker will be reviewed for the next insurance year.
- Next insurance renewal will be with existing broker.
- A renewal meeting will be held with brokers Gallaghers on 18 March.
- Fortunately, claims have levelled somewhat, index linking (how much declared value goes up) has decreased significantly to 4% and labour costs seem to have stabilised.
- Charles White not expecting major rate increase either.
- Once insurance figures, Charles White to send to the Committee.

5. Any Other Business (AOB)

- There have been complaints from some residents about people leaving food out for foxes- particularly around the Brae area.
- Agreed to put a notice on Facebook to avoid feeding foxes.
- Residents are requested not to dump furniture etc. in the rear car park or bin stores. A special collection by the Council is easy to organise and will keep Powderhall in a good condition and appearance.
- Franz updated us on the long-running situation regarding the destroyed trees and bushes behind the townhouses.
 - The Committee feels that the compensation amount did not match the loss to residents of their privacy and security.
 - £10,000 was awarded after a long battle, and Franz had hoped and planned that this would provide 40 feet of trees/cover. Instead, the gardeners hired planted only 20 feet and did not listen to residents wishes on the matter.
 - This has been the general situation since the start of the event 18 months ago and is disappointing. Some properties may be eligible for loss cover.
- Sarah reported that an individual at 7 The Rigg was unhappy about work that has been completed on the lifts and raised a complaint with the Housing and Property Chamber (HPC).
 - The Housing and Property Chamber (the Chamber can help resolve issues arising between homeowners and property factors).
 - The complaint is examinable on the HPC website.
 - Outcome was that Charles White was not at fault although better communication with an individual block is advisable (for major works that that involve significant sums).
 - No Property Factor Enforcement Order issued in this case.
 - The individual is appealing the decision.

NEXT PVOA MEETING (By Zoom): Wednesday March 20th at 19:00