



Powderhall Village Owners Association
MINUTES from Committee ZOOM meeting
Wednesday 20th March 2024

Present: Roddy Martine (Chair), James Bowyer (Secretary), Gordon Chrumka, Jane Garrett (Minutes), Sabine Goldhausen, Franz Kooy, John Riley, Richard Ross, Craig Williams, Kevin Patch and William Laing

Apologies received: Kathryn Tomlinson, Sean Gaukrodger and Gemma Halkett

In attendance: Sarah Wilson from Charles White Factors

Action Number	Action Description	Responsibility
1	Engage with the shortlisted factors	PVOA Tender sub-committee
2	Produce the factor requirements document	PVOA Tender sub-committee
3	Obtain quotes for the stain cleaning around the overflow pipes	Charles White
4	Share internal paintworks quotes with the Committee	Charles White
5	Produce clear lift signage to ensure users contact the appropriate organisation.	Charles White & Committee
6	Obtain quotes to put up signage in the emergency turning area near 6 Rigg	Charles White
7	Obtain quotes for underground car park CCTV and special paint	Charles White
8	Update the maintenance plan and forecast documents with descriptions on each section.	Charles White
9	Speak with Bell Group to obtain spare front door paint	Charles White

PVOA Committee-only:

1. Welcome, Introduction & Apologies

- Apologies received from Kathryn Tomlinson, Sean Gaukrodger and Gemma Halkett

2. Tender sub-committee update

- The tender sub-committee reported on progress to the full committee:
 - Sub-committee have met twice since the last PVOA meeting.
 - Initial focus was to identify potential factors who can provide the required service to the Development.
 - The sub-committee researched an initial long list of 49 property factors.
 - The long list of factors was examined against multiple criteria including:
 - Registered on the Property Factors Register
 - Type of factor (social, commercial, residential etc)
 - Type of company (Private, sole trader)
 - Number of current managed properties (as per Property Factors Register)
 - Local presence (Scotland and Edinburgh)
 - As a result, the long list was narrowed down to 12 acceptable factors, including Charles White.
 - Next steps are to invite the selected 12 factors to participate in the factor process and for the sub-committee to produce the Powderhall Village development's requirements. The sub-committee highlighted that the scope of requirements goes beyond just price and will include such areas as communication and support systems and transition arrangements for a new factor.
 - Kevin thanked the sub-committee for their logical and coherent approach to this matter which is not just price-led but examines the quality of the service offered.
 - It was pointed out that timelines for future actions on the issue could take some time. A progress report will be delivered at the next PVOA meeting.

PVOA Committee and Charles White:

3. Charles White update

- Smoke vents:
 - Smoke vents at 5 The Brae has been activated – there were no faults in the openers. Issue has been resolved.
- Water leak:
 - Substantial water leak at 7 The Rigg.
 - There were no obvious faults on the flat roof area and the water tank shows no issues.
 - A reminder to all owners to check pipes and fitting and take preventative actions where necessary.

- Water staining:
 - Some blocks have exterior wall staining from the overflow pipes.
 - These can be cleaned chemically.
 - 3 The Rigg is particularly affected.
 - Charles White to obtain quotes for the work and the Committee to subsequently decide on the course of action.

- Smart Meters:
 - Smart meters are being installed in all blocks.
 - Brae partially complete.
 - Rigg not commenced.
 - The Road is complete.
 - Readings will be taken automatically and more frequently resulting in more accurate billing.
 - Two blocks in the Brae that have the Smart meters installed received substantial credit in their quarterly bill.

- Fencing:
 - Fencing damage following a storm near 7 The Rigg.
 - The cost of repairing this damage is currently going through the insurance claim process.
 - Fencing between the Springfield development and Powderhall Road has fallen.
 - The repair of this damage is the responsibility of the Springfield factor.
 - In addition, shrub overgrowth between Springfield and Powderhall's townhouses are also the result of the Springfield factor.
 - The damage fence behind 6 The Rigg is the responsibility of Edinburgh Council.
 - Charles White has contacted the council again about rectifying the matter.
 - The damaged concrete fencing near Powderhall Road and Dunedin Street is also the responsibility of the owners in 2-8 Dunedin Street. Charles White has written to the owners twice about this matter and have now contacted the Council to ask if they can enforce works.

- Paving:
 - Aim is for the paving rectification to start in April 2024.

- Internal Paintworks:
 - Charles White obtaining quotes for the internal paintworks and will be shared with the Committee for review and approval before commencing action.

- Playpark:
 - Playpark report complete.
 - A notable outcome is the requirement to have emergency contact numbers added to the signage and small amounts of shrinkage noted to the wet pour edges.

- Lifts:
 - Schindler plans to install GSM SIMs in the lifts free of charge.
 - This was negotiated as part of the Schindler contract.

- As a result, there is no longer a requirement to have a phone line, and associated cost. The land lines will also be obsolete from 2025.
- No cost to the mobile sim.
- REMINDER TO RESIDENTS – ring Charles White first if any issues with the lift unless you are stuck in the lift (entrapment), only then call Schindler directly.
 - Each unnecessary callout to Schindler is an expensive avoidable cost.
 - Committee agreed clearer signage is required.
- Bike Removal:
 - 1 Brae still have one tagged bike that will be resolved.
- Postman fob:
 - Some postmen are not using the postal fob to gain access to properties.
 - Those affected to remind the postman to use the postal fob.
- Parking issues:
 - The emergency parking area near 6 The Rigg still has commercial vehicles parked in the area.
 - Proposed to put up signage first to encourage the vehicles to move.
 - Once clear, painters can then paint the required hatched surface.
- Underground car park:
 - After a recent storm, there was flooding in the underground car park.
 - Water also entered the CCTV system and will need replacing.
 - The water damage will also require a reapplication of the intumescent paint.
- Anchor-bolts:
 - All anchor-bolts have failed the inspection.
 - Two options presented to the Committee:
 - Leave in place, no additional work required (roof workers will use cherry pickers). Removing these would leave holes in the roof, very costly to then rectify.
 - Remove the old bolts and have new ones installed, again very costly.
 - The Committee agreed to leave the bolts in the place and have them tagged to remove any liability.
- Cleaning and Gardening Specifications Review:
 - The Committee went through the cleaning and gardening specification documents provided by Charles White.
 - Additional request to ask cleaners to clean smoke vents more often on ground floors.
 - Specifications will be posted onto the Portal.
- Maintenance Plans:
 - Charles White shared the maintenance plan and cost forecast documents that will be uploaded to the Portal as agreed in the AGM.
 - Sarah explained each section and the Committee agreed a brief description of each element will be a benefit to the owners.
 - Charles White was thanked for the production of the documents.

4. Paint for main door

- William Laing reminded Charles White that a request was made to leave a paint can of the new front door paint for each block to allow for touch-ups.
- Charles White to speak to the vendor, Bell Group, to provide the paint.
- The paint will need to be stored within a private unit and not in a communal area.

5. Dogs

- Richard Ross presented his observations of dog activity in the development:
 - Dogs are more plentiful.
 - Not all dogs are on leads.
 - Not all owners are collecting dog poo – represents a health and safety risk.
- Richard proposed a few ideas to improve the situation:
 - Volunteers.
 - CCTV and signage.
 - Additional shrubs on the perimeter of the development.
- As the development includes a public footpath we are limited with restricting access.
- The Committee will consider the options proposed and deliberate on further options.

6. Additional meeting

- The agenda items of insurance and Litter & fence were not covered in the meeting.
- An additional meeting specifically focused on insurance will be set for Tuesday 9th April following Charles White's meeting with brokers, Gallaghers.
- The agenda item of Litter & fence repair, proposed by Gordon, will be included on the agenda as well.

NEXT PVOA MEETING (By Zoom): Tuesday 9th April at 19:00