

# **MINUTES for GCRA Committee Meeting**

**Tuesday 4/10/2016**

## **Present:**

Gus McNulty (GM) - Chair  
Sam Rennie (SR) - Secretary  
Graham Sutherland (GS)  
Graeme Dunbar (GD)  
Jackie Sutherland (JS)  
Jane Norie (JN)  
Susan Currie (SC)

## **Apologies**

Michael Sharp (MS) - Treasurer

## **1 & 2. Welcome & Apologies**

GM opened the meeting by giving apologies for those unable to attend.

## **3. Adoption of minutes from last committee meeting**

Unopposed

## **4. Actions from previous meeting**

### **Outstanding accounts:**

GM, GD and SR conducted a door-knock to those flats with outstanding accounts. SR has been working continuing to chase up outstandings which is an on-going battle.

Current outstandings have been reduced from approx. £3,610 to approx. £3,060 – with a further £450 apparently being deposited and ‘on its way’.

Hardcopies of any outstanding invoices will be provided on the next door-knock, and/or at the AGM in the hope the owner(s) may be in attendance.

SR will contact MS to see if anyone has emailed to the Treasurer email.

## **5. Treasurer report**

SR now has full access to the software used to reconcile the bank account including the bank account statements folder and bank access dongle.

MS has advised SR his intention to step down as Treasurer. SR has volunteered to transfer to the Treasurer role but will need joint-assistance with the Secretary role.

## **6. Secretary report**

SR advised she had been answering the usual emails and queries from residents as and when they came in.

SR has also been continuing create a database for owners/agents in case emergency contact is required. About 2/3s way through and wishing to get done before an email is sent out to all owners with regard to the AGM.

Notification of this meeting was not emailed to all residents as the database is still being updated with email addresses.

## **7. Website**

GM advised his daughter nearly finished the new website with nearly 10 hours spent. It was also agreed to adopt a Domain Name at an approx. charge of £5.00 per month. SR will meet with GM's daughter to set this up. A debit card will also need to be arranged on the GCRA bank account to pay for the subscription fees. All were in favour.

## **8. Stairwell Lighting**

As advised by Council, all maintenance to stairwell lighting will no longer be their responsibility from 30<sup>th</sup> June 2016.

SC supplied details of a 'special tool' which can be used to change the light bulbs at a cost of approx. £10.00 each (details will be placed on the new website).

## **10. AOB**

### Factor:

Due to the ongoing situation with unpaid accounts, questions with regard to stairwell lighting and general Estate issues including enforcements and legal matters; the subject of appointing a Factor was (again) discussed.

Each member has volunteered to contact a Factor for a quote for services ready for the AGM:

GM	Charles White
SR	Council
GS & JS	James Gibb Residential Factors 4 Atholl Pl, EH3 8HT 0131 229 3481
GD	Trinity Factoring Services Ltd 209-211 Bruntsfield Pl, EH10 4DH 0131 447 9911
JN	Hacking & Paterson 103 E London St, EH7 4BF 0131 523 1575
SC	Aspect Residential Lettings Ltd 28 Drumsheugh Gardens, EH3 7RN 0131 524 0227

### AGM:

The next AGM will be held at the Stockbridge Library, Monday 28<sup>th</sup> November, 6.30-7.45pm. The room has been booked at a charge of £15.00 – MS, please bring the cheque book with you. A flat-screen TV is available to project the new website to all attendees. SR will take along her laptop. GM – can you please bring along yours just incase.

### Committee Members:

All members discussed the matter of the Committee it was decided to give a year's notice of the current Committee standing down at the AGM. Further – if no one at the AGM was willing to step in, the non-optional appointing of a Factor will need to be done. A 'general resident's group' will be kept to handle general email and website enquiries.

Meeting closed.