



Powderhall Village Owners Association
MINUTES from Committee ZOOM meeting
29th October 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 and Kathryn Tomlinson

Apologies received: Shaun Gaukrodger and William Laing

In attendance: Sarah Wilson from Charles White Factors

Action Number	Action description	Responsibility
Lighting in underground carpark tripping	Charles White to obtain costs for a non-penetrable cover for the fuseboard.	Charles White
Underground carpark paintwork	Charles White to obtain costs for painting of the intumescent white paint.	Charles White
Underground carpark CCTV	Charles White to scope out scale and cost of project to upgrade CCTV	Charles White
Cold spot/insulation	Charles White to hold meeting with owner who raised specific query over insulation and report findings to the Committee	Charles White
AGM	Committee to check availability of venue for AGM and Charles White to issue notice once date confirmed	Committee/Charles White
Tender sub-committee	Factor Assessment Questionnaire to be shared with full Committee for review and comments	James Bowyer

1. Welcome, Introduction, Apologies, Approval of previous minutes

- The PVOA Committee met on Zoom and were welcomed by the Chair.

2. Review of actions by Charles White

- Tree survey to be conducted by Frontier Forestry across Powderhall Village with a cost of £913 +VAT. As whole Development, cost will be shared across all properties.
- Lock/boxes: Continued dialogue with owners and Charles White on the authorisation or removal of the boxes.
- Internal paintwork letters starting to be sent, beginning with The Road.
- Gas works: The Brae and The Road completed. Additional work at 4,5,6 and 8 The Rigg.
- Roofing survey: Charles White explained that the roofs across Powderhall could be surveyed by drone so that necessary work could be identified. This process will cost £3,500 and the insurers will be paying for the cost. Expected to be performed mid-December. Some flat roof areas are showing wear and tear as the single ply membrane has become brittle. Leaks at 1 & 6 the Brae were due to guttering. Scaffolding/ cherry pickers were used to repair these.
- Development inspector spoke with debris left by BT Openreach.
- Parking bay lines painting letters are being sent out. Parking bay painting to be conducted in November in a single day to improve access for waste collection and provide clearer parking allocation.
- Alleged mess left by BT works has been investigated. Mess left by BT and many other vendors both with respect to internet provision and satellite television provision.
- Drop in standard of gardening raised with contractor.
- Underground carpark light issue: Charles White obtaining quote for the fuseboard to be placed into a non-penetrable box as water ingress causing tripping and absence of light.
- Underground carpark paint: special, white paint is 6 years old and Charles White obtaining quote for repainting.
- Underground carpark CCTV: 12 years old and needs to be upgraded and improved coverage. Charles White to obtain a quote.
- Illegal parking: A vehicle has been removed and Charles White has reported another vehicle without SORN to the council. The said vehicle now has a SORN notice.

3. Insulation/cold spot update:

- Two surveys have already been carried out on properties reporting cold spots in their flats with the outcomes of these stating that it was poor ventilation and/or drying clothes indoors that caused some issues with condensation.
- Charles White's Development Inspector to meet with a property owner with specific issues raised to Charles White.
- 10 Rigg had a similar issue and insulation injection was used into the walls.
- Following inspection, Charles White will give recommendations to the Block if a communal issue or leave with the owner if a private issue.

4. AGM:

- AGM to be planned for first or second week of December, given the availability of the venue – most likely 3rd December or 10th December.
- Once date confirmed with venue, Charles White to send out invitations to all owners.
- AGM notification needs to be at least 14 days in advance of the date.

5. AOB:

- None.

6. Factor tender sub-committee update:

- Site visit questions collated from both visits, answered and shared with all 12 shortlisted vendors.
- One vendor has dropped out of the process citing a focus on 'other business development'.
- Next step is for the sub-committee to send the full Committee the Factor Assessment Questionnaire for review and comments.
- The Factor Assessment Questionnaire is the key document that will be used to obtain information from all vendors, covering topics such as services, transition from an existing factor, and pricing.
- The Factor Assessment Questionnaire once reviewed will be sent to the shortlisted factors with an expected submission date prior to the AGM.
- Due to the terms of the Title Deeds enforcing a high bar for any charge to the Factor, if that will be the recommendation by the Committee following the scoring, the Committee are investigating other methods to increase participation in any factor vote.
- The sub-committee expect the voting to be conducted in January/February 2025.
- The Factor tender process will be elaborated upon at the AGM to all owners.

NEXT PVOA MEETING: TBC