



OA Committee Meeting

Date: August 6, 2025 7:00 PM BST

Participants: Chrissy Rooney, Craig Freeland, Hazel Hutton, Lhyam Sumal, William Chan

Apologies: James McIntyre

Duration: 98 mins

Overview

- AGM date has been rescheduled to September 17th; notices must be posted by August 20th to comply with the 28-day notice requirement.
- Decision made to hold AGM online via Teams instead of a physical venue for accessibility and convenience.
- Lack of responses from Scottish Woodland and Integro since July 23rd raises concerns about communication with potential factoring partners.
- Awaiting third contractor quote from Lynsey since May for grounds maintenance continuity; Down to Earth Gardening was suggested.
- Will is set to visit Scott Builders house to analyse factoring and landscaping arrangements to inform committee decisions.
- Billing inconsistencies with Hacking and Paterson since September 2023 remain unresolved, causing ongoing frustration.
- Proposal for a quarterly reserve fund per household for estate improvements to be presented at the AGM.
- Resident engagement strategy includes Google Forms for categorised pre-submitted questions, enhancing participation and organisation.
- Upcoming committee meeting on August 20th is critical for finalising AGM documents and coordinating the presentation.

- Leaflet distribution for AGM planned for the weekend of August 17th-18th to ensure owner awareness and participation.

Notes



AGM Planning and Scheduling

- AGM date rescheduled from August 27th to September 17th due to time constraints for preparation.
- 28-day notice requirement identified, meaning notices must be posted by August 20th at the latest.
- Decision to hold AGM online via Teams rather than finding physical venue.
- Plan to create QR code leaflets for door-to-door distribution to capture resident details and voting preferences.



Factor Selection and Communication Issues

- No responses received from Scottish Woodland or Integro Property Management after emails sent July 23rd.
- Hazel waiting to hear back from C-urb Factoring, will chase tomorrow.
- Andrea volunteered to contact additional factoring companies on Monday.
- Concern about disappointing lack of response from potential new factors.



Contractor and Quote Issues

- Still awaiting third quote from Lynsey for contractors - ongoing since May.
- Down to Earth Gardening Services identified as company that may have connections to Hacking and Paterson and were previously recommended by another resident to OA.
- Lhyam to chase Lynsey tomorrow for outstanding contractor quote.



Scott Builders Update

- Will planning to view Scott Builders house as potential buyer to gather information about factoring and landscaping arrangements.
- Taylor Wimpy performed one-off cutting at top of Holstein Avenue but confirmed they won't handle ongoing maintenance.

- Lhyam to contact Scott Builders tomorrow to arrange meeting that's been delayed.

Action Plan Review - Outstanding Issues

- Billing inconsistencies with Hacking and Paterson ongoing since September 2023 - still no resolution.
- Street lighting issues at Whitecraigs Crescent and Holstein Avenue remain unaddressed despite multiple contacts with South Lanarkshire Council.
- Colin Park from council not responding to emails from June 25th and July 23rd regarding road markings and lighting adoption.
- Playpark ground repair still unresolved - confusion over separate quotes from different contractors which Lynsey was checking.

AGM Content and Motions Planning

- Committee to present year overview first, followed by Hacking and Paterson presentation.
- Two Q&A sessions planned - one for prepared questions, one for additional queries towards the end of the meeting.
- Proposal for a reserve fund charged quarterly per household for estate improvements and managed by H&P.
- Constitution and modified schedule of works to be presented for approval.

Resident Engagement and Communication Strategy

- Plan to use Google Forms for pre-submitted questions categorised by: estate upkeep, individual property issues, and billing problems.
- Facebook post to be created asking new homeowners about receiving Hacking and Paterson communications informing them of the OA.
- Consideration of Property Tribunal complaints if issues remain unresolved after AGM.

Final Preparations and Next Steps

- August 20th meeting scheduled as AGM preparation session to finalise all documents.

- Committee to meet together for AGM to coordinate presentation and question management.
- Andrea to print 300 leaflets on Tuesday for door-to-door distribution.
- Distribution planned for weekend of August 17th-18th.

Action Items

Chrissy Rooney

- ☐ Call Scottish Woodland and Integro factors tomorrow
- ☐ Make formal complaint to South Lanarkshire Council regarding non-response
- ☐ Meet with Lhyam on August 12th at 7pm to draft council complaint

Lhyam Sumal

- ☐ Follow up with Lynsey tomorrow for third contractor quote
- ☐ Contact Scott Builders tomorrow to arrange walkabout meeting next week
- ☐ Create QR code for leaflets by weekend

Will Chan

- ☐ View Scott Builders house as potential buyer to gather information
- ☐ Post Facebook question asking new homeowners about Hacking and Patterson communications

Andrea Harned

- ☐ Contact factoring companies including Holmes Brook on Monday
- ☐ Print 300 AGM leaflets on Tuesday

Craig Freeland

- ☐ Chase up standard charges, play park issues, and Bellway contact with Lynsey
- ☐ Create Google Forms for pre-submitted AGM questions - consider web site forms

Hazel Hutton

- ☐ Call C-urb Factoring tomorrow