

THE BRACKENHILL PARK

HAMILTON OWNERS' ASSOCIATION

OA Committee Meeting

Date: August 20, 2025 7:12 PM BST

Participants: Andrea Harned, Chrissy Rooney, Craig Freeland, Dasha Chan, Hazel Hutton, James McIntyre, Lhyam Sumal, William Chan

Apologies: None

Location: 35 Holstein Avenue

Duration: 112.00 mins

Overview

- Engaged Scottish Woodlands and Integro for factoring services; Homesbook recognised as a top option for estate management based on reviews.
- Ewan Scott from Scott Builders expressed interest in AGM after communication regarding factor responsibilities; highlighted need for clearer contractor roles.
- Suggested legal assistance from Strathclyde University Law School to address property responsibility disputes affecting maintenance of the development.
- Confirmed AGM on September 17th at 7pm with a required 40% attendance for quorum, focusing on committee performance and contractor presentations.
- Draft agenda includes H&P presentation and votes for contractor change and committee elections, with a Google Forms survey for resident feedback created.
- Communication strategy includes weekly Facebook posts and an email request to H&P for AGM notice dissemination to residents.
- James and Hazel assigned as co-hosts for Teams meeting, with Craig responsible for section presentations and slideshow preparation.

- Advanced voting system allows residents to vote online prior to AGM; important for addressing quorum needs.
- Ongoing H&P billing inconsistencies reported, with varying charges leading to confusion among residents regarding play park costs.
- Technical setup confirmed with training for website management and timeline for speech drafts and leaflet distribution set for next week.

Notes

Contractor/Factor Management

- Scottish Woodlands, Integro, and other factors contacted for potential services - Scottish Woodlands responded via online form but no direct contact achieved, Integral expressed interest in managing similar developments.
- Homesbook contractor identified as highly rated option for estate management services, found through research of contractors with decent reviews.
- Scott Builders communication - Ewan Scott called unexpectedly, initially defensive about responsibilities but showed interest in attending AGM after learning about potential factor change.
- H&P factoring issues discussed - residents on Jersey Lane factored by H&P perform better maintenance, common nature path only half-completed due to responsibility disputes and unclear ownership.

Legal and Administrative Issues

- Legal advice needed for property responsibility disputes - suggestion to contact Strathclyde University Law School for free legal assistance, particularly for conveyancing/property law matters.
- Monica Lennon MSP status - elected as MSP elsewhere, uncertainty about continued representation for current area.
- Council legal team suggested as resource to determine property responsibility according to title plans covering entire estate.



AGM Preparation and Planning

- Meeting format confirmed - Teams online meeting scheduled for September 17th at 7pm, requires 40% attendance for quorum.
- Draft agenda established - Overview of committee performance, H&P presentation, Scott Builders presentation, prepared Q&A, constitution vote, contractor change vote, committee elections.
- Google Forms survey created with 10-scale ratings for factors/contractors, proposal questions, and free format question submission. Form may be moved to web site though.
- QR code system implemented for flyer distribution directing residents to website for voting and information access.



Communication Strategy

- Website updates required - form needs completion with voting buttons and information compilation before flyer distribution scheduled for next week.
- Facebook promotion plan - scheduled posts every 4-5 days leading up to AGM, emphasising deadline for advance voting.
- Email communication - request to H&P to send AGM notice to all residents (uncertain if they will comply).



Meeting Logistics and Roles

- Team assignments for AGM - James and Hazel to control Teams meeting, Craig and others to present different sections, slideshow preparation assigned.
- Question submission process - advance questions accepted until Friday, September 12th, allowing weekend review and Monday delivery to H&P for preparation.
- Time management - target 1-hour meeting duration with 10-minute sections for each presenter, 10 minutes final Q&A.



Voting and Constitutional Matters

- Constitution adoption - committee dissolution and re-election process, new roles to be determined (chair, vice chair, secretary, treasurer needed). Committee to appoint roles as its first monthly meeting.

- Reserve fund proposal - potential £20 quarterly collection managed by factor for estate improvements, but decision postponed until factor situation resolved.
- Advanced voting system - residents can vote online in advance if unable to attend, votes combined with live meeting attendance for quorum.

Property and Billing Issues

- Standard charges inconsistency - ongoing issue with H&P billing different amounts to residents, some receiving incorrect invoices.
- Play park billing confusion - charges appearing on invoices for £218 despite different expected costs, affecting different phases inconsistently.
- Bellway area inclusion - future consideration to extend association coverage to Bellway phase 2 after AGM.

Technical and Administrative Setup

- Website management - password access provided for form creation, content management system training for Google Forms alternative.
- Meeting preparation schedule - speeches to be drafted by weekend, slideshow creation, leaflet distribution planned for following week.

Action Items

James

- ☐ Control Teams meeting on September 17th - manage muting, questions, and time keeping

Hazel

- ☐ Co-host Teams meeting and assist with meeting control

Craig

- ☐ Complete website updates with voting buttons and information before next week
- ☐ Set up scheduled Facebook posts every 4-5 days promoting AGM
- ☒ ~~Provide website access and training for form creation~~

Chrissy, Lhyam & William

- ☒ ~~Draft speeches for AGM sections by weekend for slideshow creation~~

Committee

- ☐ Distribute 300 leaflets throughout estate next week after website completion
- ☐ Review and filter submitted questions over weekend of September 12th and provide to H&P and Scott Builders

Approved by: Chrissy Rooney

Seconded by: James McIntyre