0023- JAMES SQUARE - AGM FACTORS REPORT – 4th JUNE 2026

My name is Ania Jennings, and I am your property manager. Myreside Management took over management of your development on 1st February 2026 and I joined Myreside Management in March this year.

Generally, the factors report is produced as an overview of the previous year in terms of work carried out and expenditure. We are only 4 months into our management of the development, and the report reflects this.

Although I will have the support of the wider Myreside team, I am your main point of contact for all matters relating to James Square and I am committed to ensuring proactive, transparent management of your development.

We have been working closely with the JSPA committee since we took on management of your development. They continue to be a great source of information and I would like to thank them for their input.

Myreside Management provide management services, along with communal cleaning and grounds maintenance. The cleaning and grounds maintenance teams are headed by Tony and Colin respectively. We have a maintenance team who can attend to small repairs that are out with the caretaker's remit. However, your caretaker, Jimmy, continues to be a valued member of the team whist we strive to provide proactive management of your development.

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1. Building Insurance

In relation to raising an insurance claim, our process is as below:

- Claims are assessed by our claims team, with a loss adjuster appointed if necessary.
- Claims generally cover damage to walls, ceilings, or floors caused by leaks or accidental damage.
- We only raise a claim when the cost is significantly above the excess, to avoid unnecessary premium increases.

Myreside Management takes no commission from insurance premiums and charges no fees for managing claims on behalf of owners.
The excesses applicable are as noted below, the excess is split in on the same basis as the insurance premium.

Cover and Excesses Applicable:	Fire, Explosion, Lightning and Aircraft:	£0
	Earthquake:	£0
	Riot and civil commotion:	£0
	Malicious Damage:	£500
	Storm:	£500
	Flood:	£500
	Escape of water or oil:	£5,000
	Impact:	£500
	Escape of water from any automatic sprinkler system:	£500
	Theft or attempted theft:	£500
	Subsidence, Landslip and/or Ground Heave:	£1,000
	Accidental breakage of or Damage to fixed glass or sanitary ware:	£500
	Any other Accident:	£500

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2. Myreside Management Web Portal

Our portal has been live since November 2025. All owners can register for an account, where you will be able to:

- View your account balance and payment history
- Access development documents and invoices
- Report issues directly to our team

This will greatly improve communication and transparency between owners and management.

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3. Electricity

As yet we have not received any electricity bills for this development. The CoT is with our broker. However, we are taking monthly meter reads and submitting them to U Save.

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4. Building Works and Maintenance

As you will be aware, there are a few issues on the development that require addressing one being maintenance of the external common parts and the other being the recent issue with the swimming pool.

4.01 Roof

The gutters and downpipes have been cleared and small repairs were carried out at the time of attendance.
In general, gutter cleaning and roof inspections are dealt with as a common charge with resulting roof repairs being charged to individual blocks.

4.02 External Envelope

Although a PPM was carried out in 2021 by F3 Surveyors, we are not aware of any work being carried out to mitigate the issues raised in the report. We have requested that F3 re visit to update the PPM.
Whilst any repairs will be apportioned on a block basis, the cost to compile the report will be split equally between all owners. The cost will be £80.38 per owner to have the

survey updated; the surveyors will check the external walls, boundary walls and roofs to update their report.
Due to the costs involved, we will need agreement from owners to proceed and unless we use the sinking fund to cover the cost, we would have to request advance payment.

4.03 Pool Area

The pool area has been closed since the beginning of March. There was an electrical fire which caused issues with the dehumidifier which in turn had an impact on the internal finishes.
There is an area of ceiling which was taken down before we became the factors for the development, and there was an issue with a section of plaster cornicing being affected by the increase in moisture and becoming detached. In light of both of these events we instructed F3 Surveyors to check the pool area to establish if it was in a fit state to be used. They advised not, their report is on the portal for owners to refer to.

They also advised that due to the age of the building they had concerns that RAAC concrete had been used in the construction. A test was carried out on Thursday 28th May which established that RAAC was not used.

F3 have advised that the following work requires to be carried out before the pool can reopen, please see table below.

0023 - JAMES SQUARE - POOL SURVEY	
Work Required as advised in F3 report	**Comments**
Drain the swimming pool to allow full inspection and hands-on testing of the ceiling. The boards are fixed to a timber frame, its is unclear how the frame is fixed to the concrete structure	The pool would only have to be drained if the scaffolding company needed to build from the base of the pool itself - it may be possible to build over the pool
Check and re-fix or replace any sagging or defective plasterboard, with moisture / chlorine resistant plasterboard suitable for use within swimming pool areas. Consideration should be given to removal of the ceiling and replacement with new, with suitable framing and boards.	We need to consider if we want to carry out a localised repair and look towards refurbing the whole area or if we want to replace the whole ceiling at this stage. If the plan is to refub ar some point in the near future, I suggest we carry out a local repair to the area that was removed previously. If we are looking to refurb - we should consider alternatives to plasterboard.
Replace fallen cornice and securely re-fix all remaining loose sections. Ensure that all fixings are moisture / chlorine resistant.	Cost to repair the loose cornicing and replace the areas that have become detached are required. Consideration should be given to replacing all cornicing with an alternative lightweight cornice.
Replace plywood boxing with a suitable moisture / Chlorine resistant board.	The plywood boxing noted in the report is at high mlever amd runs along the perimerer of the pool - it is in poor condition particularly above windows and the mirrors.
Inspect all light fittings and replace any defective units suitable for use within high moisture and chlorine environments.	Instruct Craig Booth to check prior to re opening
Open up and repair sagging floor areas around pool-side vents.	Cost to replace required - a suitable material needs to be used
Arrange inspection of pool mechanical and electrical installations by suitably qualified contractors.	Instruct Aquatec/ Calorex to carry out maintenance checks on equipment prior to re opening
Re-grout the loose and missing areas to the balcony and seal cracked perimeter, and where required undertake any minor repairs to the sagging / cracked upstands.	To form part of the repair works

However, there are further considerations that should be taken into account, and whilst we appreciate that owners would like the pool to open as soon as possible, this does require further reflection in relation to carrying out repairs vis a vis refurbishing the whole area.

It may be that refurbishing options are costly especially if the pool is to remain in situ. An alternative use for the area could be explored, for example, change to gym only, perhaps introduce a jacuzzi, upgrade the gym and sauna/ steam room.

In the short term, we can carry out repairs to enable the pool to open again, but that may not be the best solution in the long term.

4.04 Communal Repairs

Repair Responsibility Clarification

- Communal repairs: General wear and tear or damage to shared areas are billed to individual blocks.
- Private repairs: Damage within a flat (including windows) or caused by an individual owner remain their responsibility.
- Insurance claims: Damage covered by the block's buildings policy will be treated as a communal matter.

4.05 Communal Cleaning

The internal common parts of each block are cleaned on a weekly basis. The team are on the development every day attending to a different block each time

4.06 Grounds Maintenance

Ground maintenance is charged to all owners in equal shares.
We have received a quote for works to the Weeping Willow outside number 61 Caledonian Crescent. Frontier Forestry attended to assess the tree and advised that although it has root heaved in the past, it appears to have stabilised. However, it is growing in a planter with limited rooting area so further root heave it likely as it grows and the crown gets heavier and catches the wind.
We could heavily reduce this tree by approx. 50%, trying to keep the structure of the tree. This is a winter job. The tree will then regrow. Ongoing crown reduction work will have to take place every 3-5 years.
The cost for this work will be £690 + VAT and will be charged to all owners in equal shares.

4.07 Fire Safety

Biannual checks are carried out on the emergency lighting, the fire panel and the AoVs and dry risers. Not all blocks have all of the fire services noted.
The emergency lighting has a 1hr and 3hr discharge test carried out on an annual basis. This is to ensure that in the event of a power outage the lights will stay illuminated for a minimum of 1 hr and up to 3hrs.
The smoke detectors on each level will operate the AoV in the event of a fire within the common parts.
We have just received the reports from the contractor and I will write to each block advising the outcome and the cost of any work required.

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5. Finances

Please see below the debt position on the development. Please note that this reflects that the quarterly invoices have just been released, hence the 37 clients at normal status.

5.01 Development Debt

Letters have been sent to the 9 properties at debt recovery status. Should payment not be forthcoming, we have advised the owners that we will proceed to raise a claim under the Simple Procedure at Edinburgh Sheriff Court.

If you would like to check the status of your account please do contact me, or you can check via the portal.

Unfortunately, if we have owners who do not settle their invoices, it can impact future work where we need to raise funds in advance of instructing works.

5.02 Sinking Fund

We were advised by your previous factors, Trinity, that they were still in receipt of funds that had not been transferred to Fior. We have set up a bank account in the name of the co- proprietors and Trinity transferred £25,661.81 on 7th May.

We hope this sum increases once Fior have completed their final accounts.

I hope you find the forgoing information helpful. I look forward to meeting regularly with owners to discuss ongoing matters and ensure we remain proactive in maintaining your development to the highest standard.

Ania Jennings

Myreside Management Ltd