

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**DRAFT MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 15th FEBRUARY 2010**

Present: Reg Sillence (Chairman)
Ian Currie (Company Secretary)
Andy Sinton-Gerry
Mike Sandall
Michael Slack
Nick Hewitson
Barry White

In attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

10/02/001 No apologies were received.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 15th JANUARY 2010

10/02/002 The minutes were approved by the Board. Nick Hewitson proposed, Michael Slack seconded.

3. MATTERS ARISING

10/02/003 Nothing further to report.

4. MANAGING AGENTS REPORT

Finance - Budget - Expenditure

10/02/004 Countrywide advised the Board that expenditure as at 3rd February 2010 was £337,720.74 against a budgeted figure of £355,185.

10/02/005 A new Director asked for clarification on how the budgeted figures are calculated under each heading. In response, a Director advised that the figures are based on the previous financial year's expenditure and anticipated works in the coming year.

Arrears

10/02/006 Total arrears including all aged debts as at 3rd February 2010 amount to £7,749.04.

10/02/007 [] **Coverack Way** – See confidential minutes

10/02/008 [] **Newlyn Way** – See confidential minutes

10/02/009 [] **Carbis Close** and [] **Coverack Way** – See confidential minutes

10/02/010 [] **Coverack Way** – See confidential minutes

10/02/011 [] **Cadgwith Place** – Countrywide advised the Board that the account had been settled in full.

10/02/012 [] **Tintagel Way** – See confidential minutes

10/02/013 [] **Newlyn Way** – See confidential minutes

Property Alterations

10/02/014 [] **Carbis Close** – The Covenants Working Group advised the Board that the Chairman of the Group has reviewed the proposed alterations to the car port and has undertaken to outline a suggested approach to all owners that are requesting consent for Car port alterations.

A Director suggested that due to the number of applications for Car port alterations that a policy should be agreed by the Board before consent should be granted.

10/02/015 [] **Sennen Place** – Countrywide advised the Board that a letter had been sent to the owner to request detailed drawings with accurate measurements and dimensions of the proposed alterations.

10/02/016 [] **Tintagel Way** – Countrywide advised the Board that the owners of [] Tintagel Way have informed them that they will be carrying out the balcony extension to the property at the same time as [] Tintagel Way, and the works will commence shortly.

10/02/017 [] **Carbis Close** – The Board asked Countrywide to write to the owner and advise that the application has been forwarded to the Covenants Working Group for consideration and their decision will be forwarded in due course..

10/02/018 [] **Carbis Close** – Countrywide advised the Board that a letter had been sent to the owner to request further details and to date no response has been received. However the owner has commenced with the works. Countrywide had made contact with the owner and requested he refrain from doing anything further until consent had been granted.

Countrywide informed the Directors they had received a letter from [] Carbis Close which raises concerns over the impact these alterations would have on their privacy and on their view of the marina.

A Director commented that the proposed alterations are standard external changes and does see any issues with granting consent on the stipulation that the level of the garden is not raised.

10/02/019 [] **Newlyn Way** – Countrywide advised the Board that the owner had submitted an application to alter the windows on the rear elevation of the property which mirror the windows previously installed by [] Newlyn Way.

The Covenants Working Group has considered the application and recommends that consent is granted. This action was endorsed by the Board on the condition that all colours and materials match the external appearance of the windows being replaced.

10/02/020 [] **Coverack Way** – Countrywide informed the Board that the owner has requested permission to erect a conservatory on the property.

The Covenants Working Group having considered the application recommends that consent is granted. This action was endorsed by the Board.

10/02/021 [] **Bryher Island** – Countrywide advised the Board that the owner has applied for permission to replace the existing fence at the bottom of the garden at [] Bryher Island with glass panels which would mirror the fence installed at [] Bryher Island. The owner has confirmed that the fence would be 48 inches in height and would be in line with the existing fence posts.

A Director commented that the Developers originally stated that no fences to be erected at the rear of the gardens but failed to uphold this and installed several such fences across the estate.

The Covenants Working Group had considered the application and recommends that consent is granted. This action was endorsed by the Board.

10/02/022 [] **Bryher Island** – Countrywide advised the Board that the owner has requested permission to install black wrought iron gates on the car port.

The Board approved the standard alteration and asked Countrywide to issue formal consent to the owner.

10/02/023 [] **Bryher Island** – Countrywide advised the Board that the owner has requested permission to convert their car port into a habitable space and reduce the car port by 3.3m.

The Board asked Countrywide to write to the owner and advise the owner that the application has been forwarded to the Covenants Working Group and their decision will be forwarded in due course.

Gardening

10/02/024 [] **Cadgwith Place** – Countrywide informed the Board that Verisona Solicitors has advised them that the paperwork has been drafted and that a draft will be issued for consideration and signature in due course.

10/02/025 **Rejuvenation of the D-Section in Holywell Drive** – The Gardening Working Group advised the Board that it was disappointed with the works carried out to the D-Section. In response, a Director asked if it complied with the plans that were agreed by the Board at last month's meeting. Countrywide advised that it did and that the plants will mature and improve with time.

A Director commented that he had witnessed Residents exercising their dogs on the turfed area of the D-Section and asked if the Board would consider installing a gate or rope fencing off the gap.

The Gardening Working Group asked Countrywide to obtain quotations for installing a rustic gate which is in keeping with the overall appearance of the D-Section.

10/02/026 Several Directors commented that the hedge situated on the exit of Tintagel Way is too high and decreases the visibility for vehicles which could result in an accident. Countrywide to contact Hambrooks to address the matter.

Berthing

10/02/027 **Occupation of Residential Berths by Oversized Vessels** – The Berth Working Group advised the Board that it had received from Premier Marinas the final draft of the Terms and Conditions for the new system for the mooring of oversized vessels.

A Director commented that Premier Marinas will restrict Berth Holders being able to license their Berth to oversized vessels. Countrywide informed the Board that it is Premier Marinas intention to cap the size of vessels which are moored on a licensed Berths and any vessel exceeding the limit of 11.3m will be require to moor in the commercial marina.

The meeting discussed the possible reaction from 'B' Shareholders and feels it should be made clear that this is a policy which has been instigated by Premier Marinas not POSOL.

The Board asked Countrywide to clarify with Premier Marinas if the £25.00 administration charge is inclusive or exclusive of VAT. It also requested a meeting to be arranged between Premier Marinas and the Berthing Working Group as soon as possible.

The Berthing Working Group will draft a letter to all 'B' Shareholders explaining the new over-sized vessels policy and what owners of over-sized vessels can expect.

10/02/028 **Pontoon Repairs** – Countrywide advised the Board that the final phase of repairs has been scheduled for the 1st and 2nd March 2010.

10/02/029 **Berth [] and []** – The Berth Working Group informed the Board that a survey of the pile had been carried out. Upon lifting the pile cap, it was noted that the water level inside the pile was marginally lower than that of the waterline which would suggest that there is not a crack in the pile.

The Berth Working Group commented that there is the probability that the pile can be pulled back straight. A Director has made the necessary arrangements for the use of winching equipment and RS Divers will be on site on 23rd February 2010 to carry out the works.

Estate Security

10/02/030 **Estate Security Patrol** – Countrywide informed the Board that they had made enquiries and asked two companies to provide quotations for patrolling the estate during night time hours and at weekends.

Mitie advised Countrywide that their recommendation would be for a patrol of two men at a rate of £10-15.00 per man-per hour. However, they did comment on the lack of a base to operate from to provide the patrol men with toilet and basic kitchen facilities. They also proffered the option of a Drive-By patrol system whereby any anti-social behaviour is reported to the police.

Countrywide advised that the Board would have to pinpoint problem hours for the patrols to be effective. In response, the Security Working Group commented that it would not be necessary for them to patrol everyday but to show residents that there is a security presence on the estate.

The meeting discussed the other options available such as dummy security cameras or the erection of security notice signs to deter troublemakers from coming to the estate. The Security Working Group advised the Board that the local Police Officer, PC Jamie Ironmonger has reported that the crime level in the estate has been significantly low.

A Director mentioned that some security measures may put potential buyers off and enquired if the Neighbourhood Watch program was in operation on the estate. It was suggested that it be highlighted in April's newsletter to make the Shareholders' aware.

The Board asked Countrywide to enquire about the costs involved with erecting security signs on the four entrances to Port Solent and report back to the Board at next month's meeting.

General

10/02/031 **Television Supply** – The TV Working Group advised the Board that a meeting had been held between the Television Working Group, Mike Thompson of Sound Views and Southern Aerials. The Group has surveyed the facilities on site and a report on its findings had been circulated to all Directors prior to the Board meeting.

The TV Working Group commented that the Covenants prescribe that POSOL must provide the four terrestrial channels, which the Freeview boxes situated in the Head End building sufficiently provide.

They advised that there is a large number of obsolete rack-mountable units being stored in the Head End Building which needs to be disposed of. Countrywide informed the Board they had previously instructed a contractor to remove them and will chase the work order with them.

It was noted that in the newer part of the estate, east of Bryher Island POSOL only owns the conduits as the cabling is owned by Virgin Media formerly known as NTL.

A director suggested that, as Virgin has turned off the services to Port Solent they could be asked to remove their cable or POSOL could levy a charge as rent for them running through POSOL land.

The TV Working Group mentioned that their rough estimation of costs to remove the old cabling was £500,000 which would enable POSOL to upgrade the cable infrastructure. It was noted that it would be more cost efficient to run the cables through the marina water or look at the possibility of installing a low wave transmitter.

A Director commented that a solution had been found for the immediately affected properties by installing aerials this could be looked at during the course of the next year, so the costs can be sufficiently budgeted for.

10/02/032 **Proposed Closure of the Pathway between Oyster Quay and Port Solent** – See Confidential Minutes.

5. WORKING GROUP REPORTS

Finance

10/02/033 **Budget for 2010/2011** – See confidential minutes

10/02/034 A Director wished to formally thank Ian Currie for all the hard work, time and effort he has contributed to compiling the POSOL Budget. Michael Slack proposed and Barry White seconded.

10/02/035 **Review of the Port Solent Charge** – A Director advised the Board that Premier Marinas will be shortly providing POSOL with copies of expenditure invoices for the review of the Port Solent Charge.

The Director advised that a qualified accountant/shareholder has offered her assistance in this endeavour.

Covenants

10/02/036 Nothing further to report that has not been covered elsewhere in the minutes.

Gardening

10/02/037 Nothing further to report that has not been covered elsewhere in the minutes.

Website & Shareholders Communications Working Group

10/02/038 The Communications Working Group expressed their apologies for the lack of progress made this month and promised to circulate a report to all Board members in due course.

10/02/039 **Management Statistics** – Countrywide advised the Board that during the period 15th January 2010 to 14th February 2010 they had received 161 letters and sent out 227 letters. They received 42 phone calls and made 46 calls out. There were 5 applications for external alterations received and 5 property assignments were completed.

Berthing

10/02/040 Nothing further to report that has not been covered elsewhere in the minutes.

Security

10/02/041 **Security Ladders in the Marina** – The Security Working Group advised the Board they had surveyed the Marina and identified several areas that require additional

safety ladders and existing ladders that are in need of repair.

They advised that Oyster Quay have used yellow whipping around the ladders in front of the flats but this is not particularly visible. Neither are the red caps on the tops of the piles in POSOL's area of the marina which were installed by the developers to indicate the location of ladders

Countrywide informed the Board of the quotation they obtained for supplying signs identifying the location of the security ladders which are the same as the signs erected in the commercial marina. The Board asked Countrywide to place an order to supply 60 signs.

The Security Working Group asked Countrywide to obtain quotations from Walcon Marine for the restoration of the security ladders and for the supply and fitting of 10 new ladders. The Board asked Countrywide to make enquires about the costs involved in introducing a regular maintenance contract to maintain the ladders once they have been repaired and/or installed.

Television

10/02/042 Nothing further to report that has not been covered elsewhere in the minutes.

6. ANY OTHER BUSINESS

10/02/043 **Water Rates** – A Director noted that the water rate bills are high. In response, Countrywide advised the Board that they had identified two leaks which have been rectified. A Director commented that to prevent the pipes bursting in the cold weather, they should be sufficiently lagged. The Board asked Countrywide to instruct a contractor to carry out these works.

10/02/044 **Newsletter for April 2010** – The Communication Working Group and the Security Working group advised the Board they will draft articles in relation to the projects the Groups are undertaking to be included in the next newsletter.

10/02/045 **Parking across the Estate** – A Director asked for the Board's consideration of possibly allowing Shareholders to convert a portion of their gardens into additional off road parking or introducing a parking permit scheme. In response, it was noted that the policy in place is to try and retain as much greenery and grassed area as possible and as the roads are adopted highway, the introduction of a parking permit scheme would incur significant costs for residents.

A Director commented that a survey should be carried out across the estate to highlight areas where parking can be increased. Andy Sinton-Gerry volunteered to carry out the survey and report back to the Board.

7. DATE OF NEXT MEETING – 19 March 2020

