

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

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

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

In attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

10/01/001 Apologies received from Ian Currie.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 18th DECEMBER 2009

10/01/002 Minor amendments were made to minutes 09/12/019, 09/12/021, 09/12/022 and 09/12/026. These were then approved by the Board. Michael Slack proposed, Barry White seconded.

3. MATTERS ARISING

10/01/003 Nothing further to report.

4. MANAGING AGENTS REPORT

Finance - Budget - Expenditure

10/01/004 Countrywide advised the Board that expenditure as at 11th January 2010 was £332,150.91 against a budgeted figure of £337,055.

10/01/005 The meeting noted that the total expenditure was in line with the budgeted figures although closer than usual. Countrywide advised the Board that this due to the second instalment of the Port Solent Charge having been paid.

A Director noted that the expenditure for Pontoon Repairs had exceeded its budgeted figure and requested clarification on whether the charges incurred from Premier Marinas for the towing and temporary mooring of vessels are recovered from the owner. The Board was informed that these charges are absorbed by the Service Charge as they are already included in the budget allocation for pontoon repairs.

It was noted that a couple of metered water rate charges were high in comparison to other metered points across the estate. Countrywide advised the Board they will look into the matter.

A Director asked for clarification on the costs involved with a replacement fence in Coverack Way and the removal of sets of railings on the estate. Countrywide advised the Board that the fence in Coverack Way was erected to screen the area from the Portway while shrubbery from the area is removed and the area replanted later this year.

Arrears

10/01/006 Total arrears including all aged debts as at 11th January 2010 amount to £8,330.54.

- 10/01/007 [] **Newlyn Way** – See confidential minutes
- 10/01/008 [] **Cadgwith Place** – See confidential minutes
- 10/01/009 [] **Coverack Way** – See confidential minutes
- 10/01/010 [] **Newlyn Way** – Countywide advised the Board the outstanding balance has been settled in full.
- 10/01/011 [] **Bryher Island** – See confidential minutes
- 10/01/012 [] **Carbis Close** and [] **Coverack Way** – See confidential minutes
- 10/01/013 [] **Coverack Way** – See confidential minutes
- 10/01/014 [] **Tintagel Way** – See confidential minutes
- 10/01/015 [] **Newlyn Way** – See confidential minutes
- 10/01/016 A Director expressed his thanks to Countrywide for their hard work and effective management of the Service Charge arrears.

Property Alterations

- 10/01/017 [] **Carbis Close** – Countrywide advised the Board that the length of carport remaining after the extension was 1.8m. The Board was advised that the length of the previously approved carport at [] Bryher Island is 1.9m.

A Director noted that partially extending into the carport would provide the property with additional storage space. If the items were just placed in the carport this would look unsightly. In response, it was commented that by reducing the carport it would increase the already evident parking problems on the estate.

The meeting discussed the inadequate parking on the estate and was reminded that the original planning permission granted to the developers states there must be two parking spaces per property, not including external garages. The driveway alone at the property does not have adequate space for two four wheeled commercially produced passenger vehicles to be parked.

As the carport had been extended out so far, a vehicle could no longer be parked in it and the Board felt reluctant to give consent for this alteration.

Countrywide advised the Board that the owner had commenced the works without waiting for approval to be granted by the Board. The Board advised that the matter will be looked at by the Chairman of the Covenants Working Group and a report would be circulated prior to the next Board meeting.

- 10/01/018 [] **Sennen Place** – The Board having studied the application for consent asked Countrywide to contact the owner to request detailed drawings with accurate measurements and dimensions. The Board raised no obvious objections to the proposed alterations subject to all materials and colours being in keeping with the existing, and that the level of the patio is not raised above its current height.
- 10/01/019 [] **Tintagel Way** – Countrywide advised the Board that a letter had been sent to the owners of [] Tintagel Way to ascertain their position in regards to carrying out a balcony extension at the property.
- 10/01/020 [] **Carbis Close** – Countrywide informed the Board that it was in receipt of an application from the owner to carry out an extension of the front of the property which would involve partially infilling the carport. This would be achieved by erecting a stud partition wall; 2.25m of carport will be retained. Furthermore, the owner has

proposed the installation of three vision panels which will measure 60cm x 30cm.

A Director commented that the submitted drawings suggest that a load bearing wall is to be removed and replaced with the stud partition wall, which would reduce the properties security. Countrywide will seek clarification on this matter from the owner and report back to the Board.

The matter will be referred to the Covenants Working Group, and report to the Board at next month's meeting.

10/01/021

[] **Carbis Close** – Countrywide advised the Board that the owner had submitted an application to carry out external alterations, so the property will mirror that of [] Carbis Close.

A Director commented that some of the proposed alterations, in particular the under balcony extension could potentially disturb the privacy of the neighbouring properties and could be an issue if the alterations are approved.

The Board asked Countrywide to contact the owner to request additional detailed drawings with accurate measurements and dimensions. The matter will be referred to the Covenants Working Group who will report back to the Board at next month's meeting.

Gardening

10/01/022

[] **Cadgwith Place** – Countrywide advised the Board they had contacted Verisona Solicitors to chase the paperwork and had been informed that the Solicitor dealing with the matter is on maternity leave and the that file had been transferred to a Locum Solicitor.

The Locum will review the file and update Countrywide as soon as possible, who will report back to the Board at the next meeting.

10/01/023

Rejuvenation of the D-Section in Holywell Drive – Countrywide advised the Board that Hambrooks had been instructed to carry out the works approved at the last Board meeting.

The Directors asked Countrywide to obtain a timescale from Hambrooks, on when they anticipate the works will commence.

Berthing

10/01/024

Occupation of Residential Berths by Oversized Vessels – Countrywide advised the Board that it was in receipt of an email from Premier Marinas' which outlines the new system for the mooring of oversized vessels, with some amendments to the Terms and Conditions agreed at the meeting between the Berthing Working Group and Premier Marinas in December 2009.

The meeting discussed the contents of the email. The matter was referred to the Berthing Working Group, who will report back to the Board at next month's meeting.

The Berthing Working Group informed the Board that a meeting had been held with the owner of [] Tintagel Way and advised that the owner is satisfied with the conclusion of the discussions between POSOL and Premier Marinas. The owner commented to the Berthing Working Group that he had been issued with a letter from both POSOL and Premier Marinas, stating he is entitled to moor his oversized vessel on his Berth indefinitely.

The Board asked Countywide to retrieve a copy of the letter from archiving for reference. A Director noted that it would be more time and cost effective for Countrywide to ask the owner to provide a copy of the letter.

10/01/025 **Pontoon Repairs** – Countrywide advised the Board that the final phase of repairs had to be postponed as the contractor had been on sick leave with Swine Flu. The works will be rescheduled as soon as possible and the Shareholders will be advised in due course.

10/01/026 **Berth [] and []** – The Berthing Working Group informed the Board that the survey of the pontoon pile had not been completed due to adverse weather conditions. The Group will report their findings to the Board at next month's meeting.

Estate Security

10/01/027 **Estate Security Patrol** – Countrywide informed the Board that they had contacted the Managing Agents for the Boardwalk to discuss the security measures it has in place. They were advised that it only has CCTV cameras in operations and that any anti-social behaviour is reported to the police.

The Directors commented that there are several men seen in high-visibility jackets walking around the commercial marina and the Boardwalk. Countrywide advised the Board, that it would contact Premier Marinas to ask which company they have patrolling the commercial marina and report back to the Board with their findings.

General

10/01/028 **Television Supply** – Countrywide advised the Board that it is arranging an appointment between the Television Working Group and Mike Thompson of Sound Views to carry out a survey of the facilities on site.

Countrywide asked the Board if it would be beneficial to ask Southern Aerials to be in attendance as it has extensive knowledge of the television and aerials systems across the estate. The Directors agreed, and asked Countrywide to make the necessary arrangements.

10/01/029 **Proposed Closure of the Pathway between Oyster Quay and Port Solent** – Countrywide informed the Board that Charles Planning Associates had sent a letter to the Sustainable Transport Officer at Portsmouth City Council requesting confirmation of any Public Right of Way that exists for the pathway between Oyster Quay and Coverack Way.

The Board asked Countrywide to contact Charles Planning Associates for an update in this matter.

A Director asked that contact be made with the Managing Agents of the Boardwalk, as the closure of the pathway could affect the restaurants and shops in Port Solent. Countrywide will make contact.

5. WORKING GROUP REPORTS

Covenants

10/01/030 Nothing further to report that has not been covered elsewhere in the minutes.

Gardening

10/01/031 **[] Carne Place** – Countrywide advised the Board that it had been notified by the owner that the heavy snow fall had caused half the fir tree opposite his house to snap under the weight. Hambrooks have been instructed and will be attending in due course.

Website & Shareholders Communications Working Group

10/01/032 **Monthly Email Newsletter Trial** – The Communications Working Group advised the Board that it would shortly circulate a draft of the monthly email for the Board's consideration.

The Communications Working Group informed the Board that they are compiling all the email address's received so they are able to identify those Shareholders which have abstained.

10/01/033 **POSOL Website** – The Communications Working Group asked Countrywide to clarify why the colour specifications have not been included on the website, as the owner of [] Bryher Island supplied all the relevant information for Bryher Island.

Countrywide asked the Communications Working Group to supply another copy of the specification as Samantha had no recollection of having received the document and it would then be uploaded to the website.

10/01/034 **Rejuvenation of POSOL Website** – A Director asked the Communications Working group to provide an update on the re-vamping of the website. The Group advised the Board that it had received one quotation but the costs were extortionate.

10/01/035 **Working Group Members** – The Communications Working Group asked Countywide to ensure the list of Working Group Members on the website was fully updated in particular to include the new Directors.

Berthing

10/01/036 Nothing further to report that has not been covered elsewhere in the minutes.

Security

10/01/037 **Security Ladders in the Marina** – The Security Working Group commented that as reflective tape does not have a long life span then it may be more cost effective to paint the tops of the piles with Day-Glow paint. It was noted that it may be visually offensive to the surrounding properties. A Director suggested seeking professional advice on which method would be the most effective.

The Security Working Group preferred the idea of having signs made up just as Premier Marinas' has in the Commercial Marina advising people of the location of the sea ladders. The Group asked Countrywide to make the necessary enquiries to find a suitable supplier and obtain a quote.

The Security Working Group advised the Board that it will survey the Marina to ascertain how many ladders are currently situated in the water. A Director commented that enquiries should be made to a Health and Safety Officer who specialises in the Marine Industry, to find out the legal requirement for ladders and escape points.

10/01/038 The Security Working Group advised the Board, that it will be making regular contact with PC Jamie Ironmonger and will report back to the Board each month about incidents at Port Solent.

ANY OTHER BUSINESS

10/01/039 **Board Meeting Agenda** – The Board asked Countrywide to ensure that the newly formed Working Groups are included on the Agenda for the coming Board Meetings.

10/01/040 **Budget for the Year 2010/2011** – The Chairman asked all Board members to propose expenditure they wish to have included in the budget for the coming financial year and to have these ready for discussion at the February Board Meeting.

- 10/01/041 **Management Statistics** – A Director asked Countrywide to include the management statistics for calls, letters and emails in the Managing Agents Report each month.
- 10/01/042 **Bryher Island Bridge** – A Director asked Countrywide to chase HGC Electrical Services to carry out the repairs to the lights on Bryher Island Bridge.
- 10/01/043 **Methods of Payment** – The meeting discussed the announcement that cheques as a form of payment will be withdrawn in 2018. Countrywide advised the Board it would contact its Head Office to ascertain what procedures will be implemented so other forms of payment can be accepted.
- While Countrywide does not currently accept payment by credit or debit card, shareholders may request POSOL's bank details for internet bank transfers.
- 10/01/044 **External Redecoration of Properties** – A Director commented that several garages across the estate are in need of redecoration, and asked Countrywide to write to owners requesting the works are carried out. It was proposed that as an alternative, if they failed to complete the works then POSOL could instruct a contractor and charge the costs to the owner.
- 10/01/045 A Director informed the Board they had contacted Portsmouth City Council to complain about the state of cleanliness of the roads on the estate and about the rubbish that has accumulated.
- 10/01/046 A Director mentioned that Portsmouth City Council has proposed introducing a second wheelie bin for general household refuse, in order to make rubbish collections easier POSOL will look into having a number of central collection points.
- 10/01/047 **Annual General Meeting** – The Directors discussed an issue that had been raised about the available parking at the venue for the Annual General Meeting. The Board agreed to hire the Portchester Parish Hall for the next AGM, which will take place on 26th November 2010.

7. DATE OF NEXT MEETING – 15 February 2010

