

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 15<sup>th</sup> OCTOBER 2010**

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

In attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

10/10/001 Apologies were received from Mike Sandall.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 17<sup>th</sup> SEPTEMBER 2010**

10/10/002 Typographical amendments were made to the minutes following which the minutes were approved. Michael Slack proposed and Nick Hewitson seconded.

**3. MATTERS ARISING**

10/10/003 Nothing to report.

**4. MANAGING AGENTS REPORT**

**Finance – Budget –Expenditure**

10/10/004 Countrywide advised the Board that expenditure as at 6<sup>th</sup> October 2010 was £210,906.00 against the budgeted figure of £232,572.

10/10/005 The Board asked for clarification on what management expenses have been incurred as the expenditure had exceeded the budgeted figure. Countrywide advised that this was due to their fees being raised monthly rather than on a quarterly basis.

10/10/006 Following a request from a Director for a breakdown of the professional fees paid to date, Countrywide explained that the costs related to legal advice for the proposed closure of the pathway between Oyster Quay and Port Solent and consultation fees with regards to planning and land issues.

10/10/007 Countrywide informed the Board that it had made enquiries into the high costs of a Portsmouth Water bill and had ascertained that this was due to a water leak, which has since been repaired.

10/10/008 A Director asked if a provision had been made in the budget for the security works that have been carried out. In response, he was advised that the budget allowed £5000.00 for the security works and to date POSOL had spent only a minimal amount of the funds.

### Arrears

- 10/10/009 Total arrears including all aged debts as at 30<sup>th</sup> September 2010 amount to £8,903.73.
- 10/10/010 [ ] **Coverack Way** – See confidential minutes
- 10/10/011 [ ] **Coverack Way** – See confidential minutes
- 10/10/012 [ ] **Tintagel Way** – See confidential minutes

### Property Alterations

- 10/10/013 [ ] **Newlyn Way** – Countrywide advised the Board that it had written to the owner once more to request more detailed information on his proposed car port alterations and to date it had not received a response.

The Board considered the application and agreed that until it received the scale drawings for the alterations it was unable to issue consent. Countrywide to write to the owner to advise him of the outcome of POSOL's decision.

- 10/10/014 [ ] **Bryher Island** – The Covenants Working Group advised the Board that it had reviewed the submitted plans and could see no reason why consent should not be granted. It recommended that, subject to the standard terms and conditions, POSOL consent should be granted.

The Board agreed with the group's recommendations and asked Countrywide to issue the relevant consent on behalf of POSOL.

- 10/10/015 [ ] **Tintagel Way** – Countrywide advised the Board that it had still not heard from the owner as to when the re-routing of the pipe work is likely to commence. Given that the works were long overdue, it asked POSOL to confirm how it wished to proceed.

The meeting discussed the consent, which was given subject to certain conditions which have not been complied with. POSOL feels that if the owner is unwilling to adhere to the terms and conditions, POSOL therefore has little choice but to withdraw it and the alterations will remain unapproved.

It was commented that the original application, did not specify the provision of air conditioning units and external ducts. The Board agreed that the file should be reviewed as soon as possible by the Covenants Working Group who will report back on how to proceed.

- 10/10/016 [ ] **Tintagel Way** – Countrywide advised the Board that as far as it was aware the windows and doors at the rear of the property were still to be painted.

The Board asked Countrywide to write to the owner asking for a timetable for the works to be completed.

- 10/10/017 [ ] **Bryher Island** – The Covenants Working Group informed the Board that it had met with the owner to discuss the works currently being carried out to the property. It advised that the owner is unprepared to agree to POSOL's recommendations.

The owner commented that he is unable to retain more of his car port as there is a down pipe situated in a cupboard and by moving the new wall back it will leave the pipe exposed. The Covenants Working Group acknowledged this issue.

Ultimately a majority of the houses on the estate will have reduced their car port lengths and those that choose to do so should comply with the regulations set by POSOL. The Board, commented on the need for continuity and agreed that the alterations are not approved.

The Board discussed his comments and it agreed that consent would not be issued for the car port alteration with the proposed amount of retained car port space.

10/10/018 [ ] **Sennen Place** – Countrywide advised the Board that it had provided copies of previous correspondence in relation to the proposed alterations to the Covenants Working Group for its consideration.

The Group informed the Board that the owners did not propose to raise the level of the garden. The under balcony kitchen extension will meet the level of the existing decking.

It was agreed that the Covenants Working Group will arrange a meeting with the owner and subject to confirmation that the owners do not intend to raise the level of the garden, the Board agreed that the Group could grant the necessary consent.

10/10/019 [ ] **Kelsey Head** – Countrywide advised the Board that it would write to the owners to obtain the required details about the proposed front porch door and report back to the Board in due course.

10/10/020 [ ] **Sennen Place** – Countrywide advised the Board that it would write to the owners to advise the owners of the Board's comments and recommendations, and would report back to the Board in due course.

10/10/021 [ ] **Bryher Island** – Countrywide informed the Board that it had received the detailed drawings from the owners for the proposed Bi-fold doors and the widening of the opening on both sets of windows.

The Board considered the application and asked Countrywide to grant the necessary consent with the standard terms and conditions.

10/10/022 [ ] **Newlyn Way** – Countrywide advised the Board that it had received an application from the owner to carry out a partial car port conversion.

The Covenants Working Group had reviewed the application and commented that it was satisfied with the measurements that the owner provided but that it would like to clarify if the owners intend to install a window and/or vision panel in the new stud wall before the Group recommends that consent be granted.

### **Gardening**

10/10/023 [ ] **Cadgwith Place** – Countrywide confirmed to the Board that this matter has been finalised and is now closed.

10/10/024 [ ] **Holywell Drive** – Countrywide advised the Board that it was awaiting a response from the owner as to whether he wished to proceed in licensing a parcel of land from POSOL.

10/10/025 [ ] **Coverack Way** – Countrywide advised the Board that the owner had agreed to pay the fees relevant to the licensing of a portion of POSOL’s land and the matter has been referred Verisona Solicitors.

10/10/026 Countrywide informed the Board that it had completed a walk around of the estate with the Gardening Working Group and had identified several beds in the older part of the estate which need rejuvenation and replanting. Such works will be scheduled to carried out over the winter months.

### **Berthing**

10/10/027 **Residential Berth Lengths** – The Board discussed the ongoing matter concerning the owner of berth [ ]’s dispute with both POSOL and Premier Marinas over the length of his residential berth.

The Berth Working Group advised the Board that it was now aware of at least two Berths on the estate that appear to have poorly drafted plans attached to their sub-underlease suggesting that the length of the berth is longer than 11m. Countrywide was asked to check other sub underlease plans for Tintagel Way berths to see if this was the case for all berths in the area.

However, the underlease between POSOL and Premier Marinas and the attached conveyance plan determines that the water space in this area leased to POSOL is 11m. The Directors agreed that the matter should be referred back to Verisona Solicitors. POSOL will confer with Trevor Allen at Premier Marinas and a response will be sent to the owner of berth [ ], after the issue has been resolved with solicitors.

10/10/028 **Berth [ ] and [ ]** – Countrywide advised the Board they are making the necessary arrangements for the Berth Working Group to meet Solent Marine on site, to discuss the overall condition of the pontoons and any works required.

10/10/029 **Berth [ ]** – Countrywide advised the Board that it had received the registration documents for the vessel the owner wishes to moor on berth [ ].

The Board reviewed the registration documents and can see no reason why the registration cannot be approved. It asked Countrywide to process the registration and issue the relevant confirmation letter to the owner.

### **Estate Security**

10/10/030 **Marina Safety Ladders** – Countrywide advised the board that the six replacement safety ladders had been fitted in the Marina and that the next stage of the works to identify the exit pontoons by fitting white reflective tape around the pile caps had begun.

The Security Working Group informed the Board that, following its latest survey of the Marina, it had identified six locations which require the fitting of an additional ladder. The Group asked Countrywide to place the necessary order with Racolin for the additional ladders.

The Group commented that it noticed during its inspection that several ladders around the estate were covered in a green algae substance which could potentially make difficulty for anyone using the ladder when getting out of the water. Countrywide

will arrange for ladders to be cleaned above and below the water line as part of the ongoing works to improve safety.

A Director asked for clarification on the life span of the reflective tape which has been applied to the pile caps. In response, it was commented that the life span of the product is unknown but even if the pile requires re-taping every few years it will be more cost effective and increase the visibility on the piles rather than replacing individual pile caps. A Director suggested that the tape is also applied to the tops of the safety ladders.

The Board asked Countrywide to provide a report with the full costs of all the works undertaken to the marine ladders at next month's Board Meeting.

### **General**

10/10/031 **Proposed Closure of the Pathway between Oyster Quay and Port Solent** – Countrywide advised the Board that a meeting had been arranged for the 9<sup>th</sup> November between POSOL, Oyster Quay MCL and their respective managing agents to discuss the proposed closure of the pathway.

A Director informed the Board that he had written a letter to the Sustainable Transport Department, expressing POSOL's objections as the pathway has been used as an unhindered public right of way for more than 20 years. To date, no response has been received.

10/10/032 **Portsmouth City Council Parking Proposals for Lock View** – Countrywide informed the Board that the concerns raised by POSOL were submitted to the Public Hearing on 23<sup>rd</sup> September 2010. In spite of POSOL's concerns Portsmouth City Council's decision was to approve the traffic enforcement measures and these will come into effect on Monday 8<sup>th</sup> November 2010.

10/10/033 **Proposed Double Yellow Line Marking in Tintagel Way** – A Director advised the Board that due to complaints that have been raised by POSOL Shareholders, Portsmouth City Council have issued a proposal to put down double yellow lines alongside the island in front of numbers 34-44 Tintagel Way. The Board expressed its concerns that these measures will only exacerbate an already evident problem on the estate.

The Director asked if, as a visual deterrent, a few 'Private Parking Clamping in Operation' signs be erected in problem areas across the estate. In response, he was advised that this would not be an effective option as, with effect from 1<sup>st</sup> January 2011 it would be illegal to clamp on private land.

Various options were discussed and it was agreed that Countrywide would investigate the matter further and report back to the Board on the action it was taking.

10/10/034 **Remote Mooring Gate adjacent to [ ] Cadgwith Place** – POSOL advised it had received a complaint from a Shareholder about access to the remote mooring area being blocked by cars parking in the three spaces adjacent to the gate.

This was particularly inconvenient for a boat owner seeking to access his berth when carrying large items of sailing gear.

Various solutions to the problem were discussed and a Director proposed erecting a tubular fence allowing enough space for the gate to be opened unhindered even if a vehicle choose to park in the vicinity of the gate. The Board asked Countrywide to source contractors to carry out the fence works. With care, it will still be possible to park 3 cars in this area after installation of the proposed fence.

- 10/10/035 **Parking in Newlyn Way** – Countrywide advised the Board that it had received two complaints about the actions of the tenants of [ ] Newlyn way. According to the complaints the tenants are running a light industrial business from the property.

The meeting discussed the complaints and the Board asked Countrywide to write to the owners of [ ] Newlyn Way advising them of the issues concerning their tenants behaviour and asking them to take the relevant action as soon as possible.

## 5. WORKING GROUP REPORTS

### Finance

- 10/10/036 **Port Solent Charge Review** – A Director advised the Board that the review of the invoices supplied by Premier Marinas had commenced and to date a number of invoices/charges had been identified which will be challenged by POSOL in an attempt to get a reduction in the proposed figure for the next financial year.

### Covenants

- 10/10/037 [ ] **Coverack Way** – Countrywide advised the Board it had received an application for POSOL consent to a standard alteration to convert the loft into habitable space, which includes the installation of a dormer window. It had also received a complaint from the owner of the neighbouring property who feels such an alteration will impinge on their privacy.

The Board reviewed the application and commented that consent can be granted subject to receipt of confirmation that the window in the gable end of the property mirrors that of the neighbouring property and that the window in the dormer is obscure glass and only opens at a high level at a horizontal angle.

- 10/10/038 [ ] **Cadgwith Place** – Countrywide advised the Board that it had received an application from the owner to replace the windows with dark wood UVPC units as well as cladding the soffits and barge boards also in dark wood UVPC, to replace the guttering with dark wood plastic and to replace the balcony slats with tinted glass.

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

- 10/10/039 [ ] **Bryher Island** – Countrywide advised the Board that it had been contacted by the owner to clarify where the land boundary between his and the neighbouring property lies.

A Director commented that the Board is unable to advise on such a matter and that the owner should seek professional counsel. The Board asked Countrywide to write to the owner to inform him that POSOL is unable to intervene in neighbour disputes.

## Gardening

10/10/040 **D-Section in Holywell Drive** – A Director advised the Board that residents have continued to use the D-Section to walk their dogs and have now begun trampling down a pathway into the section through the newly planted shrubs. The Director suggested that the grass should be removed and the lawn areas be planted with shrubs instead.

Countrywide advised the Board that it had discussed the continued rejuvenation of the area with Hambrooks and it had been agreed that the log fencing would be continued around the whole of the D-Section. In response, the Director commented that he felt it would not prevent residents or their pets accessing the area, as they will continue to lift their animals over the fence.

The meeting discussed the proposed ideas and it was commented that there is little point in keeping the area grassed if no one can see and enjoy it once it has been totally fenced off. The Board agreed that the matter should be referred to the Gardening Working Group for further action.

10/10/041 A Director advised the Gardening Working Group and Countrywide that opposite [27] Tintagel Way there are two dead plants which require attention. Countrywide informed the Director that the Hambrooks are already aware of this and have been instructed to deal with them accordingly.

## Website & Shareholders Communications Working Group

10/10/042 **Bi-Annual Newsletter** – The Board wished to express their thanks to Reg Sillence for the production of another successful newsletter.

10/10/043 **Website Rejuvenation** – Countrywide advised the Board that Apollo Media is prepared to negotiate their quoted price. The Communications Working Group agreed to meet with Apollo Media to discuss the matter further.

The Board commented that it felt they could receive the same service for less money and asked Countrywide to source three further quotes for the redesign, hosting and the general maintenance of the website.

## Berthing

10/10/044 **Berth [ ] and [ ]** – Countrywide advised the meeting that the Berthing Working Group had established that there is a trespass into the neighbouring water space of [ ] by the vessel situated on Berth [ ]. The owner of berth [ ] has confirmed he will not consent to the trespass and so Countrywide will now write to the boat and berth owner requesting that the vessel is removed within the next 30 days.

10/10/045 **Berth [ ]** – Countrywide informed the Board that it was in receipt of a Boat Registration and a Licence to Sub-let Form for berth [ ]. In accordance with the oversized vessels policy, the vessel is judged by Premier Marinas to be too long for this berth.

Countrywide had advised the owner of the vessel of the restrictions. However the boat owner advised that he had verbal permission from Premier Marina's acting Marina Manager that the boat could moor on the berth. Countrywide commented that

it is due to meet with Premier Marinas to discuss this matter and will report to the Board accordingly.

**Security**

10/10/046 Nothing further to report

**Port Solent Community Working Party**

10/10/047 A Director circulated a report to the Board which was duly read through and discussed by the meeting.

The Group advised the Board that it is organising a Community Involvement Exercise, to allow residents of all developments and other interested parties to express their ideas on what they would like to happen when Port Solent is developed.

The Director commented that Portsmouth City Council has withdrawn options one to four whilst a review of the city's housing requirements is undertaken by the local government and what the council can realistically site in Port Solent.

**6. ANY OTHER BUSINESS**

10/10/048 **Annual General Meeting** – The meeting discussed the upcoming AGM and the Board was advised that two Directors will be standing down by rotation but will offer themselves for re-election.

**7. DATE OF NEXT MEETING – 19<sup>th</sup> November 2010**