

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**DRAFT MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 19<sup>th</sup> MARCH 2010**

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

In attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

10/03/001 Apologies were received from Ian Currie.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 15<sup>th</sup> FEBRUARY 2010**

10/03/002 Minor amendments were made to minute 10/02/032. Barry White proposed, Mike Sandall seconded.

**3. MATTERS ARISING**

10/03/003 Nothing further to report.

**4. MANAGING AGENTS REPORT**

**Finance - Budget - Expenditure**

10/03/004 Countrywide advised the Board that expenditure as at 9<sup>th</sup> March 2010 was £343,587.18 against a budgeted figure of £376,255.

10/03/005 A Director asked for clarification on why the actual expenditure is significantly lower than the budgeted figure and whether this was due to an outstanding invoice which is yet to be paid. Countrywide advised that all expenditure was up to date and that Hambrooks had only invoiced for two months maintenance following the rejuvenation of Tintagel Way as a goodwill gesture due to the difficulties that POSOL encountered.

**Arrears**

10/03/006 Total arrears including all aged debts as at 9<sup>th</sup> March 2010 amount to £6,303.31.

10/03/007 [ ] **Newlyn Way** – See confidential minutes

10/03/008 [ ] **Coverack Way** – See confidential minutes

10/03/009 [ ] **Newlyn Way** – See confidential minutes

10/03/010 [ ] **Carbis Close and [ ] Coverack Way** – See confidential minutes

10/03/011 [ ] **Coverack Way** – See confidential minutes

10/03/012 [ ] **Newlyn Way** – See confidential minutes

- 10/03/013 [ ] **Tintagel Way** – See confidential minutes
- 10/03/014 [ ] **Bryher Island** – See confidential minutes
- 10/03/015 [ ] **Coverack Way** – See confidential minutes
- 10/03/016 [ ] **Mullion Close** – See confidential minutes
- 10/03/017 [ ] **Coverack Way** – See confidential minutes
- 10/03/018 [ ] **Carne Place** – See confidential minutes

**Property Alterations**

- 10/03/019 **Car Port Alterations Policy** – The Directors discussed the existing carport alterations policy and the number of applications for POSOL consent that had been made recently.

A Director reminded the Board that the original planning permission granted to the developers states that there must be two parking spaces per property, not including external garages. It was commented that there is an evident parking problem on the estate and several properties do not have any parking facilities whatsoever. As more owners are converting their car ports into habitable space, the amount of off road parking available to these Shareholders is being significantly reduced.

The Board agreed that if the owner has adequate parking for two passenger vehicles on the driveway then they will not unnecessarily withhold consent, upon due and full consideration of the application.

- 10/03/019a **Car Port Alterations** - See confidential minutes

- 10/03/020 [ ] **Carbis Close** – The Covenants Working Group advised the Board that they have attended the property and measured the retained space in the car port to be 1.88m.

The Board discussed the proposed alterations and does not see any issue with granting consent on the stipulation the conversion as it meets the requirements laid out in the POSOL Policy on the conversion of carports into habitable accommodation and that retain enough space is retained to park two commercially produced cars on the drive way.

- 10/03/021 [ ] **Carbis Close** - The Board discussed the proposed alterations and does not see any issue with granting consent on the stipulation the conversion as it meets the requirements laid out in the POSOL Policy on the conversion of carports into habitable accommodation and that enough space is retained to park two commercially produced cars on the drive way.

- 10/03/022 [ ] **Bryher Island** – Further to last month’s Board Meeting, the Covenants Working Group reviewed their policy for converting car ports into habitable accommodation.

The owner had contacted Countrywide to stress the urgency of POSOL’s decision due to personal circumstances. The owner understood that POSOL may have concerns and was willing to compromise and retain 1.8m rather than the proposed 1.367m, which would mirror alterations carried out at [ ] Bryher Island.

The Covenants Working Group had considered the application and Countrywide granted consent on behalf of POSOL on 24<sup>th</sup> February 2010. This action was endorsed by the Board.

- 10/03/023 [ ] **Sennen Place** – Countrywide advised the Board that they are still awaiting

receipt of the detailed drawings with accurate measurements and dimensions of the proposed alterations.

10/03/024 [ ] **Carbis Close** – Countrywide advised the Board they had received revised drawings from the owner.

A Director requested clarification that the extension would not exceed the balcony that is already in situ. In response, a Director commented that he did not think that it would but would require sight of further dimensional drawings to be sure.

The Covenants Working Group asked Countrywide to arrange a meeting with the owner to discuss the alterations as soon as possible. It was agreed that the Covenants Working Group would report back to the Board.

10/03/025 [ ] **Bryher Island** – The Board asked Countrywide to write to the owner who had requested POSOL consent for a loft conversion and an under balcony extension, and advise that the application has been forwarded to the Covenants Working Group for consideration. Furthermore, Countrywide was asked to arrange a meeting to discuss the proposed alterations.

10/03/026 [ ] **Bryher Island** – Countrywide advised the Board that on the 1<sup>st</sup> March 2010 the owner had began excavating the shingled area alongside the property. POSOL consent had been granted for decking to be placed in this area, but the depth of the excavations raised concerns.

A site inspection was carried out in the presence of a Chartered Surveyor from Edgar Horn & Associates. In their professional opinion the foundations being dug were too substantial for decking and were consistent with an intention for them to be built upon at a later date.

Clarification was sought from the Owner, who advised that he is only intending to lay decking and nothing more. Further enquiries to the Planning Department of Portsmouth City Council revealed that the layout of the foundations were identical to those proposed for a three storey extension at the side of the property which received planning approval from the Council but was rejected by POSOL.

A letter was sent to the Owner to cease all activity as they were in breach of the rule stating that there should be no building within 7 metres of the capping wall. To date, no response has been received but POSOL believes that the foundations have been laid and the area reinstated over the top.

It has been proposed that the matter be referred to Verisona solicitors as the works could impede 150 year guarantee of the Marina capping wall.

### **Gardening**

10/03/027 [ ] **Cadgwith Place** – Countrywide informed the Board that the draft of the agreement had been received from Verisona Solicitors and issued to the Owner and the Chairman for their comments and amendments.

Andy Sinton-Gerry declared his interest and abstained from POSOL discussions on this matter.

A Director advised the Board that the owner has made a few minor amendments and these have been discussed and those that have been agreed will be incorporated into the agreement.

It was suggested that the Chairman acts on behalf of POSOL in this matter and deals directly with Verisona Solicitors to finalise the agreement.

10/03/028 **Rejuvenation of the D-Section in Holywell Drive** – Countrywide advised the Board they had met with Hambrooks on site and discussed POSOL’s proposal to install a gate on the D-Section.

The Gardening Working Group informed the Board that the proposed costs are £500.00 including VAT, and that the design will be in keeping with the log rolls that are currently in situ.

The Board asked for clarification of the proposed start date for the works. Countrywide confirmed that the Work Order had been issued and that work should start within the coming weeks, and be completed before the end of the current financial year.

10/03/029 Countrywide advised the Board that further to their comments regarding the low level hedge situated on the exit of Tintagel Way, the matter has been discussed with Hambrooks. Hambrooks state that they have cut back the hedge as much as they could but they do risk losing it if they prune it any further.

### **Berthing**

10/03/030 **Occupation of Residential Berths by Oversized Vessels** – The Berth Working Group advised the Board that it had met with Premier Marinas on 5<sup>th</sup> March 2010 and finalised the policy for the mooring of over-length vessels and the wording of the letter to all B Shareholders.

Countrywide advised the Board that the letter was sent to all B Shareholders on the 12<sup>th</sup> March 2010. The Directors commented that they had read the letter and felt the information sufficiently explained the new procedures.

Countrywide advised the Board that there is a potential issue with the Berth Owner of [ ] as prior to the introduction of the new rules, Premier Marinas had agreed that the owners could moor a 12.9m boat on the Berth, however they are now not able to as under the new rules that no over-sized vessel can be moored on a sub-let mooring.

10/03/031 **Pontoon Repairs** – Countrywide advised the Board that the final phase of repairs had been completed. A Director commented that he believed his Berth still required attention. In response since some repairs have already been carried out to the pontoon the Berthing Working Group will visit the property and inspect it further.

10/03/032 **Berth [ ] and [ ]** – Countrywide advised the Board that whilst the pontoon repairs were in progress, a report was received that a pontoon had collapsed and needed urgent repair. Baker Trayte advised that the pontoon had failed because of a faulty bolt holding the pontoon onto the marina capping wall.

The Berthing Working Group informed the Board that they believe the bolt failed due to a manufacturing fault rather than general wear and tear or the age of the bolt as it is located in the third phase of the estate development. The Group recommended to the Board that an inspection programme is instigated and that ten random bolts be tested. The Results of the tests would then be used to determine what further action should be taken.

A Director requested clarification of which bolt on the pontoon failed. In response, they were advised that it was the bolt that goes into the donut.

It was suggested that all the bolts are tested sonically to find out what condition they are in. The Berthing Working Group confirmed that they will be making enquiries to ascertain if this is a feasible option.

A Director advised the Board that this incident had happened previously to a pontoon located by Tintagel Way, and Countrywide was asked to review the matter.

10/03/033

**Berth [ ] and [ ]** – The Berthing Working Group informed the Board that RS Divers attended site on 25<sup>th</sup> February 2010 and carried out the works to straighten the pile. These were deemed to be successful in the first instance however when the winch and chain were removed the pile returned to the original leaning position. RS Divers has confirmed that the cement used to hold the pile in place has set, so enquires have been made for Baker Trayte to comment on why the pile fell back to its original position.

It was commented that the costs to replace the pile are substantial and therefore the Berthing Working Group has asked Baker Trayte to modify the pontoon to accommodate the leaning pile. In the meantime the Group will record the angle of the tilt and will monitor the situation on a regular basis for further tilting.

### **Estate Security**

10/03/034

**[ ] and [ ] Bryher Island** – Countrywide advised the Board that they had received several complaints from residents about the installation of razor wire and nails over a fence located between [ ] and [ ] Bryher Island.

Michael Slack declared his interest and abstained from POSOL discussions on this matter.

The Owner advised the Board that the spikes had been in situ for several months but would welcome their comments and recommendations for resolving the complaints.

A Director suggested that the roll of razor wire is removed and singular taught line of wire is applied instead. Countrywide asked the Owner to clarify the height of the gate and there was a possibility to increase the height of the gate and coat it with anti climbing paint.

The Owner agreed that the razor wire would be removed and an application of anti-vandal paint will be applied to the top of gate. The Board approved these security measures.

The Board asked Countrywide to respond to all complainants and advise that following discussions with the Owner that a compromise has been agreed.

A Director advised that several residents had informed him of an incident of trespassing on the Estate, where youths were seen walking along the outer capping from Oyster Quay to Bryher Island. He requested that the security gates have an application of anti-vandal paint to prevent this from happening again.

In response, a Director commented that the gates are below the minimum height of 2 metres allowed by Occupiers Liability Act, so they can not apply anti vandal paint as someone could potential instigate legal action against POSOL if they were to get the paint on them.

The Security Working Group offered to visit the area and report back to the Board next month with their recommendations for the security in the area.

### **General**

10/03/035

**Television Supply** – The TV Working Group advised the Board that a solution had been found for those properties affected by Virgins switch off of analogue signals and this involved installing aerials. It was proposed that the Group monitor the change in current technology and advise the Board accordingly.

10/03/036

**Proposed Closure of the Pathway between Oyster Quay and Port Solent** – See confidential minutes

10/03/037 **Pathways for Pedestrians** – Countrywide advised the Board they are in receipt of a letter from [ ] Tintagel way regarding the inconsiderate parking across the estate, in particular the number of residents and visitors parking on the pavements therefore restricting access for pedestrians.

It was commented that the pathways are adopted by the Council and therefore it is their responsibility to monitor and prevent cars from parking on the pavements and it should be raised at the meeting with Mrs Rogers, the Sustainable Transport Officer at Portsmouth City Council.

A Director asked the Board for an article to be placed in the newsletter, reminding all residents that parking on the pavement is illegal and a response be drafted to the owner of [ ] Tintagel Way outlining the action that can be taken by POSOL.

10/03/038 **Request for Refuse Bins** – Countrywide informed the Board that on behalf of POSOL they had made an official request for refuse bins to be installed along Lock View, to reduce the amount of litter in the area.

Colas has advised that the Street Cleaning Team will now monitor the area in the coming weeks and will advise POSOL if they feel it is necessary.

## 5. WORKING GROUP REPORTS

### Finance

10/03/039 **Budget for 2010/2011** – The final draft of the Budget for 2010/2011 had been circulated for the Board's consideration. The Budget was approved. Michael Slack proposed, Andy Sinton-Gerry seconded.

### Covenants

10/03/040 [ ] **Bryher Island** – Countrywide advised the Board they are in receipt of an application for POSOL consent to erect a Pergola at the property. The Board asked Countrywide to write to the owner and request detailed dimensional drawings of the proposed external alterations before a decision can be taken.

### Gardening

10/03/0341 The Gardening Working Group asked Countrywide to organise an estate walk around with Hambrooks to ensure the estate is ready for the coming spring.

### Website & Shareholders Communications Working Group

10/03/042 **Website Rejuvenation** – The Communication Working Group advised the Board that a meeting is to be arranged with Apollo Media to discuss the rejuvenation of the website. The Group will report back to the Board in due course.

10/03/043 **Management Statistics** – Countrywide advised the Board that during the period 15<sup>th</sup> February 2010 to 18<sup>th</sup> March 2010 they had received 111 letters/emails and sent out 584 letters/emails. They received 47 phone calls in and made 49 calls out. 1 application for external alterations had been received and 2 property assignments were completed.

10/03/044 The Chairman requested the Working Groups submit their articles for the April Newsletter as soon as possible, as the newsletter will need to be circulated and

approved before being issued to Shareholders.

10/03/045 **Flood Risk Article** – A Director read out an article to be placed in the Newsletter in response to a letter received from a resident concerned about the recent communication from the Environment Agency and the potential flood risk to Port Solent.

### **Berthing**

10/03/046 **Berth [ ]** – The Berthing Working Group advised the Board that an application for consent for an oversized vessel measuring 12.5m to be moored on Berth [ ] had been received from the owner. After careful consideration the Group could see no problem with granting consent as the vessel fits on the Berth and poses no obstruction to other Boat Owners.

The Board asked Countrywide to inform the owner that POSOL had no objection to the oversized vessel and that the application would be forwarded to Premier Marinas for their approval.

### **Security**

10/03/047 The Security Working Group asked for POSOL's consideration to provide all Board and Working Party Members with High Visibility Tabards for use when on site attending to POSOL matters.

10/03/048 A Director asked Countrywide to ensure the coded gate located in the vicinity of [ ] Bryher Island is updated with a new code, as previously agreed.

10/03/049 **Security Ladders in the Marina** – Countrywide advised the Board of the prices they had obtained for the replacement of several of the safety ladders. In response, a Director commented that they seemed relatively inexpensive.

The Security Working Group informed the Board they will carry out a survey of the Marina to ascertain where new security ladders are required and highlight which ones are in need of restoration.

### **Television**

10/03/050 The Television Working Group asked Countrywide to chase the contractor for the removal of the rack mountable units from the Head End Building.

## **ANY OTHER BUSINESS**

10/03/051 There were no points of business raised at this time.

**7. DATE OF NEXT MEETING – 23 April 2010**

