

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**DRAFT MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 23<sup>rd</sup> April 2010**

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

In attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

10/04/001 Apologies were received from Barry White.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 19<sup>th</sup> MARCH 2010**

10/04/002 Minor amendments were made to minutes 10/03/020, 10/03/021, 10/03/024, 10/03/025, 10/03/026, 10/03/030, 10/03/033, 10/03/034, 10/03/037; C10/03/013 and C10/03/036, following which, the minutes were approved. Nick Hewitson proposed, Michael Slack seconded.

**3. MATTERS ARISING**

10/04/003 Nothing further to report.

**4. MANAGING AGENTS REPORT**

**Finance - Budget - Expenditure**

10/04/004 Countrywide advised the Board that expenditure as at 31<sup>st</sup> March 2010 was £374,679.72 against a budgeted figure of £394, 171 subject to final audit adjustments.

10/04/005 A Director asked for clarification on a particular item that had been under spent by £20,000.00. In response a Director advised the Board that this year's professional fees expenditure was considerably lower than in previous years.

**Arrears**

10/04/006 Total arrears including all aged debts as at 31<sup>st</sup> March 2010 amount to £6,194.50.

10/04/007 [ ] **Newlyn Way** – See confidential minutes

10/04/008 [ ] **Newlyn Way** – See confidential minutes

10/04/009 [ ] **Carbis Close** and [ ] **Coverack Way** – See confidential minutes

10/04/010 [ ] **Coverack Way** – See confidential minutes

10/04/011 [ ] **Newlyn Way** – Countrywide advised the Board that the account had been settled in full.

10/04/012 [ ] **Tintagel Way** – See confidential minutes

10/04/013 [ ] **Bryher Island** – Countrywide advised the Board that this situation remains

unchanged.

- 10/04/014 [ ] **Newlyn Way** – See confidential minutes
- 10/04/015 [ ] **Coverack Way** – See confidential minutes
- 10/04/016 [ ] **Mullion Close** – See confidential minutes
- 10/04/017 [ ] **Coverack Way** – See confidential minutes
- 10/04/018 [ ] **Carne Place** – See confidential minutes

### **Property Alterations**

- 10/04/019 [ ] **Sennen Place** – Countrywide advised the Board they had written to the owners and requested clarification on whether they intend to carrying out alterations to the property and if so, they are asked to submit the necessary paperwork for the Boards consideration as soon as possible.
- 10/04/020 [ ] **Carbis Close** – The Covenants Working Group advised the Board that it attended the property on 25<sup>th</sup> March 2010. Countrywide granted consent on behalf of POSOL on the same day for the installation of Black Wrought iron gates on the car port, the replacement of the wooden balcony slats with tinted glass panels, the installation of a near full width patio door on the ground and first floor level, an under balcony kitchen extension and the installation of two Velux windows on the rear elevation and one Velux window on the front elevation.

A Director asked Countrywide to clarify if a response had been sent to the owners of [ ] Carbis Close, who raised their concerns about the effect on their privacy if the alterations were carried out. Countrywide advised this had not been done to date but a letter would be sent out shortly.

- 10/04/021 [ ] **Bryher Island** – The Covenants Working Group advised the Board that it attended the property on 15<sup>th</sup> April 2010 and would recommend the approval of the proposed alterations subject to the usual terms and conditions in relation to style, colour and materials.

The Covenants Working Group informed the Board that it had asked the owner to modify the alterations to ensure that the new gable end window continues to a point thereby following the line of the eaves. The owner agreed to this proposed change.

- 10/04/022 [ ] **Bryher Island** – Countrywide advised the Board that they are awaiting confirmation from Verisona Solicitors that a letter has been sent to the owners requesting confirmation of their intent with regard to the building works.

It informed the Board that the Acting Marina Manager for Premier Marinas has confirmed that she will be reviewing the file and will be writing to the owners also asking them to cease any buildings works which contravene the Marina rules and regulations, about building within 7 metres of the Marina containment wall.

- 10/04/023 [ ] **Bryher Island** – Countrywide informed the Board that the owner has requested permission to erect a pergola on the driveway.

The Covenants Working Group having considered the application see no reason why consent should not be granted subject to the owner submitting an overall site plan showing the footprint of the pergola on the driveway.

- 10/04/024 [ ] **Bryher Island** – Countrywide informed the Board that the owner has requested permission to extend out into the car port to mirror the alterations recently carried out at [ ] Bryher Island.

The Covenants Working Group advised the Board that it visited the property on

Wednesday 21<sup>st</sup> April 2010 and met with the owner to discuss the proposed works. The Covenant Working Group recommends that consent be granted on condition that the owner retains a minimum of 2m of car port space.

The Board agreed with these recommendations and asked Countrywide to write to the owner to inform them of the conditions attached to the consent being granted.

### **Gardening**

10/04/025 [ ] **Cadwith Place** – Countrywide informed the Board that no further action had been taken in regards to this matter at this time. The matter was progressing and Countrywide would report back to the Board in due course.

10/04/026 **Estate Gardening Review** – Countrywide advised the Board that it will be meeting with the Gardening Working Group and Hambrooks shortly to carry out a spring review of the estate grounds and to discuss the general maintenance, outstanding works and the replanting schedules for individual beds and planters.

A Director asked the Gardening Working Group to take a look at the garden of [ ] Newlyn Way with a view to introducing new plants into the bed.

10/04/027 A Director commented that a padlock should be placed on the gate on the D-Section, in addition to signs advising no dogs were allowed.

### **Berthing**

10/04/028 **Berth [ ] and [ ]** – Countrywide advised the Board that they will be seeking advice from Walcon Marine, at the request of the Board, as to why a bolt on the pontoon recently failed.

### **Estate Security**

10/04/029 [ ] **and [ ] Bryher Island** – Michael Slack declared his interest and abstained from POSOL discussions on this matter.

Countrywide advised the Board that the owner of the property has carried out the modifications to the security measures at the property as agreed at last month's Board Meeting together with the installation of a security light.

The Covenants Working Group advised the Board that it has visited the property, and even though it felt that the alterations were not in keeping with the overall appearance of the estate it felt it could not object to the Shareholder making his home secure.

10/04/030 **Marina Safety Ladders** – Countrywide advised the Board that it is awaiting further instructions from the Security Working Group with regards to the number of ladders requiring repair or replacement and the number of additional safety ladders that will need to be purchased.

The Security Working Group informed the Board that it would report back at the next meeting.

### **General**

10/04/031 **Proposed Closure of the Pathway between Oyster Quay and Port Solent** – See confidential minutes

10/04/032 **Request for Refuse Bins** – Countrywide informed the Board that it had not yet received a response from Portsmouth City Council with regards to the installation of refuse bins on Lock View.

## **5. WORKING GROUP REPORTS**

### **Finance**

10/04/033 A Director asked Countrywide to ensure that all future POSOL invoices are printed with the bank account details to enable Shareholders to pay their Service Charge via BACS or CHAPS payment. Countrywide will ensure that this action is taken.

10/04/034 **Port Solent Charge Review** – A Director asked for an update on the review of the Port Solent Charge. In response, he was advised that POSOL is currently awaiting receipt of paperwork from Premier Marinas.

The Board asked Countrywide to contact Trevor Allen of Premier Marinas to request the relevant documents for the review.

A Director recommended asking the Shareholder of [84] Newlyn Way for his assistance in this matter.

### **Covenants**

10/04/035 [ ] **Carbis Close** – Countrywide advised the Board they are in receipt of an application to remove the planter and the tree situated in the front garden and replace them with block paving to provide the property with an additional space on the driveway.

The meeting discussed the owners' recent conversion of their car port into habitable space. Furthermore, Countrywide informed the Board that the tree is healthy and well established.

All Board members agreed that a healthy tree should not be removed and that the Owners should have taken parking into consideration when making an earlier application to convert the carport. The Board does not wish to see any reduction in the landscaped areas, if this can be avoided. It was agreed that consent for these alterations should not be granted. The Board asked Countrywide to write to the owner and inform them of its decision.

10/04/036 [ ] and [ ] **Bryher Island** – The Covenants Working Group advised the meeting that it was in receipt of a joint application to convert the car ports of both properties into habitable space retaining 1.35m of carport space.

They have visited the properties and spoken to the owners about the proposed alterations. The Covenant Working Group feels that the 1.35m proposed by [ ] Bryher Island is not sufficient and requested that the application is amended to ensure that 2 metre of carport space is retained. The owner agreed to the proposed compromise, which they confirmed in writing via email to Countrywide.

The meeting also discussed the proposed conversion at no [ ] and it was mentioned that by approving different lengths for the retained car port space, it would break up the uniformity of the house fronts and would be a drastic change of external appearance.

A Director commented that all such applications should be required to retain 2m of car port space to ensure uniformity. It was also mentioned that some drive ways bend so anything less than 2m would be impractical as they would not be able to park the same number of vehicles on the driveway, as one which runs straight to the roadway.

The Board asked Countrywide to write to owners of both properties and request that both properties retain 2m of car port for the Board to reconsider their application.

10/04/037 [ ] **Bryher Island** – Countrywide advised the Board that it had received an application from the owner to convert the car port into habitable space. The application states the owner will retain 2.2m of car port space.

The application has been forwarded to the Covenants Working Group and subject to confirmation of the dimensions shown on the plans, POSOL consent will be granted in due course.

10/04/038 A Director asked the Board members if they had reviewed the existing carport policy published on the website and requested their comments. The Policy had been reviewed and it was agreed that there is no need to make any changes at this time.

10/04/039 A Director asked if the Board would consider either sign posting or painting the parking spaces in Tintagel Way, in cases where these were owned as part of the land transferred with a house to prevent unauthorised people from unwittingly parking in them.

As it is believed that each house between number [ ] to [ ] Tintagel Way inclusive has a designated space within its Title Deeds, the Board asked Countrywide to verify this in each case. Countrywide should also consult the owners to see if they wish for the works to be carried out, assuming the above belief is correct.

### **Gardening**

10/04/040 A Director asked for his garden to be included in the estate maintenance programme by Hambrooks. He had previously chosen to maintain it himself.

10/04/041 It was commented that the Gardening Working Group and Hambrooks will need to review the condition of the shrubbery along Portway with a view to clearing undesirable undergrowth and generally encourage the health of the trees and shrubs. In particular, the pathway behind the garage blocks needs to be kept clear so that owners have access for maintenance..

10/04/042 [ ] and [ ] **Bryher Island** – Countrywide asked the Board to confirm if POSOL will be paying for the reinstatement of the planter recently removed to enable works to be carried out at the property or whether this would be the responsibility of the owners.

The Board asked Countrywide to check the agreement made with the owner at the time of the application.

### **Website & Shareholders Communications Working Group**

10/04/043 **Website Rejuvenation** – The Communications Working Group asked Countrywide to arrange a meeting with Apollo Media to discuss the rejuvenation of the website.

10/04/044 **Monthly Email** – Countrywide advised the Board that the monthly e-mail had been issued to 93 Shareholders. It had received 7 mailer-daemons, so Countrywide had written to the owners by regular mail asking them to reconfirm their e-mail address.

The Communications Working Group informed the Board it would compile the next issue and circulate for their approval.

### **Berthing**

10/04/045 **Oversized Vessel Applications** – Countrywide informed the Board that during the course of the month two applications for oversized vessels had been approved.

10/04/046 **Berth [ ]** – Countrywide advised the Board that they had received an application from the owner to moor a rib on the opposite side of the pontoon of his Berth [ ] which is not a demised berth. The matter has been referred to Premier Marinas for their consideration as it is its space.

10/04/047 **Berth [ ]** – Countrywide advised the Board that permission has been granted for the owner to install a corner fender on the pontoon.

10/04/048 **Berth [ ]** – Countrywide advised the Board they had received a complaint from the

owner of the berth with regards to the over-sized vessel policy recently introduced by Premier Marinas

The owner does not currently own an oversized vessel but believes his pontoon is 42ft 8 inches in length and reserves the right to use that space which was privately agreed when purchasing the property from the developer.

In response a Director commented that they had seen no official documentation which includes the exact measurements of this demised water space, and as such could not comment further on this matter.

The Owner has been asked to supply a copy of the agreement with the developer granting this special arrangement.

10/04/049 **Berth [ ] and [ ]** – The Berth Working Group advised that it would be monitoring the leaning pile and after a period of settlement will periodically measure and record the angle of the pile.

#### **Security**

10/04/050 A Director asked Countrywide to ensure that the coded gate located in the vicinity of [ ] Bryher Island is updated with a new code, as previously agreed. Countrywide advised the Board that the contractor is currently on holiday and will attend to this upon his return.

10/04/051 **Security Signs** – The Board asked Countrywide to enquire about the costs involved to erect signs on the entrances onto the estate to deter anti-social behaviour.

#### **Television**

10/04/052 A Director informed the Board that he had received comments from a Shareholder regarding the installation of Broadband internet across the whole estate. In response, it was stated that POSOL has no further obligation under the covenants to provide this service and referred the matter to the Television Working Group to consider.

#### **ANY OTHER BUSINESS**

10/04/053 Countrywide advised the Board that it had received a complaint from a Shareholder regarding the state of some of the car ports which were used as storage areas and which were very untidy and unsightly. It was noted that some owners have placed translucent plastic on the gates. However should POSOL consider allowing opaque backing to the gates as it would less visually intrusive?

In response the Directors commented that if they allowed opaque backing, residents could potentially convert the car ports into habitable space without obtaining consent from POSOL.

10/04/054 A Director commented about the poor condition and quality of the water in the Marina. The water is often very dirty and strewn with litter suggesting it is not cleaned on a regular basis. The Board asked Countrywide to contact Premier Marinas to discuss the matter as cleaning of the Marina is a service that the Shareholders pay for in the Port Solent Charge.

10/04/055 **Management Statistics** – Countrywide advised the Board that during the period 19<sup>th</sup> March 2010 to 22<sup>nd</sup> March 2010 they had received 226 letters/emails and sent out 729 letters/emails which include 421 service charge invoices. The monthly email was also sent out to 93 Shareholders. They received 73 phone calls in and made 73 calls out. 5 applications for external alterations had been received and 5 property assignments were completed.

10/04/056 A Director advised the Board that the Shareholder of [ ] Bryher Island has requested the relevant information from the Covenants to compile a comprehensive database for

the paint colours across the estate.

The Director was informed that the developers only kept record of the paint colours for the properties on Bryher Island and the garages doors that were painted red. They asked Countrywide to arrange a meeting with the Shareholder to provide assistance with creating the database.

**7. DATE OF NEXT MEETING – 28 May 2010**

