

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**DRAFT MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 28<sup>th</sup> May 2010**

Present: Reg Sillence (Chairman)  
Ian Currie (Company Secretary)  
Andy Sinton-Gerry

In attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

10/05/001 Apologies were received from Mike Sandall, Michael Slack and Nick Hewitson

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 28<sup>th</sup> APRIL 2010**

10/05/002 Typographical amendments were made to minutes 10/03/020, 10/04/035, 10/04/036, 10/04/040, 10/04/040, 10/04/042 and 10/04/046, following which, the minutes were approved. Andy Sinton-Gerry proposed and Ian Currie seconded.

**3. MATTERS ARISING**

10/05/003 A Director asked for an update on the progress that has been made with regards to marking of the parking spaces designated to [ ] to [ ] Tintagel Way. Countrywide confirmed that they will issue the work order to the contractor to mark out the bays and advise the owners of the necessary arrangements.

In response a Director commented that as the bays are allocated to the houses in the title deeds then it is a good idea as it will stop people from unwittingly parking in the bays. Even if the owners do not use the bays they are still owned by them and are for their exclusive use.

**4. MANAGING AGENTS REPORT**

**Finance - Budget - Expenditure**

10/05/004 Countrywide advised the Board that expenditure as at 18<sup>th</sup> May 2010 was £132,696.64 against a budgeted figure of £134,274.

A Director commented that the budgeted figure should be £137,287 as the sinking fund is calculated as 3% of the total budget.

10/05/005 A Director asked for clarification on what management expenses have been incurred as the expenditure has exceeded the budget figure by £1788.86. Countrywide advised the Board they would discuss the matter with the Accounts Department and report back in due course.

Countrywide noticed that costs for printing and distributing the April Newsletter had been posted in the professional fees schedule rather than the communications schedule. They advised the Board they would adjust this incorrect posting for next month's report.

**Arrears**

10/05/006 Total arrears including all aged debts as at 18<sup>th</sup> May 2010 amount to £10,085.83.

10/05/007 [ ] **Newlyn Way** – See confidential minutes

- 10/05/008 [ ] **Newlyn Way** – See confidential minutes
- 10/05/009 [ ] **Carbis Close and [ ] Coverack Way** – See confidential minutes
- 10/05/010 [ ] **Coverack Way** – See confidential minutes
- 10/05/011 [ ] **Tintagel Way** – See confidential minutes
- 10/05/012 [ ] **Bryher Island** – Countrywide advised the Board that this situation remains unchanged.
- 10/05/013 [ ] **Coverack Way** – See confidential minutes
- 10/05/014 [ ] **Mullion Close** – See confidential minutes
- 10/05/015 [ ] **Coverack Way** – See confidential minutes
- 10/05/016 [ ] **Carne Place** – See confidential minutes
- 10/05/017 A Director queried whether a provision should be made in the year end accounts for the aged debts of £2,716.15. The matter will be discussed with the Auditors and the Director will report back to the Board in due course.

#### Property Alterations

- 10/05/018 [ ] **Bryher Island** – See confidential minutes
- 10/05/019 [ ] **Bryher Island** – Countrywide advised the Board that it had received the necessary plans from the owner showing the pergola footprint. The Covenants Working Group has reviewed the application and POSOL consent for the alteration was granted on 5<sup>th</sup> May 2010.
- 10/05/020 [ ] **Bryher Island** – Countrywide advised the Board that following a meeting at the property with the Owners and the subsequent discussions at the April Board Meeting that POSOL consent was granted on 5<sup>th</sup> May 2010. Consent was granted on the condition that the amount of available carport space retained after the conversion is no less than 2 metres.
- 10/05/021 [ ] **Bryher Island** – Countrywide advised the Board that the owner of the property has requested permission to partially convert the carport whilst retaining 1.75m of available carport space.

The application states that they will be repositioning the front door and installing vision panels constructed from glass blocks above the front door in the new stud wall and there intent is for it to mirror the alterations carried out at [ ] Bryher Island.

The Covenants Working Group and Countrywide attended the property on the 18<sup>th</sup> May 2010 to discuss the application and verify the measurements that had been provided. They recommend that a minimum of 2 metres is retained by the owner but feel that for the property to mirror [ ] Bryher Island then the owners would need to increase the retained available carport space to 2.65 metres.

Countrywide has written to the owners and upon receipt of their response to the proposed changes to the application, it will report back to the Board.

- 10/05/022 [ ] **Bryher Island** – Countrywide advised the Board that the owners of the property have submitted an application to partially convert the carport retaining 2.2 metres of available carport space. The works to the carport have been completed by the owner without POSOL approval or consent being granted.

The Covenants Working Group and Countrywide attended the property on the 18<sup>th</sup>

May 2010 to view the works and check the actual measurements against the submitted application. The measurements that were taken show that the owner has in fact retained 2.65 metres and it was noted that the property has ample parking for two cars and therefore they recommend that consent be granted. The Board endorsed this recommendation and POSOL consent was granted.

10/05/023 [ ] **Bryher Island** – Countrywide informed the Board that the owner of the property is seeking POSOL consent to partially convert the carport into habitable space whilst retaining 2.4 metres.

The Covenants Working Group and Countrywide attended the property on 18<sup>th</sup> May 2010 and met with the owner to discuss the proposed works. The Covenants Working Group recommends that consent be granted on condition that the owner submits a further plan which shows the stud wall and the position of the glass blocks that are to be fitted within it above the front door.

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

10/05/024 [ ] **Bryher Island** – Countrywide advised the Board that the owners of the property has agreed to retain 2 metres of available carport space as per the Covenants Working Group's recommendations.

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

10/05/025 [ ] **Bryher Island** – Countrywide advised the Board that it had met with the owners of the property and advised them that their application had been discussed by the Board and that consent could not be granted as a minimum of 2 metres available carport space must be retained.

The owners were advised to reconsider their application and resubmit to the Board. Unfortunately it seems that they have carried out the works without POSOL consent or to the specification to the original application and have only retained 1.58 metres.

The Board reconsidered the application but were unable to grant consent for the car port conversion with the wall in its current position and asked Countrywide to write to the owners to inform them that the alterations will not be approved and that this could have possible repercussions when they come to sell the property.

10/05/026 [ ] **Kelsey Head** – Countrywide informed the Board that they had received an application from the owner to install an awning or canopy over the patio doors on both the front and rear elevations of the property whilst coating the south facing windows with tinted glass film.

The Board discussed the possible implications of the tinted glass film and it was commented that as long as a silver metallic film or other coloured opaque was not used it should not be too visually offensive. A Director raised concerns whether the soffit board was strong enough to hold the weight of the awning.

The Board having considered the application see no reason why consent should not be granted subject to the owner submitting a plan showing where both the awnings will be placed and a sample of the tinted glass film. It was agreed that upon receipt of the plans, the matter could be referred to the Covenants Working Group for final approval.

10/05/027 [ ] **Mullion Close** - Countrywide informed the Board that the owner has requested permission to extend out into the car port. The owners advised the Board that as well as retaining 2 metres of the car port, they also have access to an external garage as well as car parking space in front of their garage. The Board asked Countrywide to locate the garage in question.

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

### **Gardening**

10/05/028 [ ] **Cadgwith Place** – Countrywide informed the Board that it had incorporated all of the proposed amendments into the Licence Agreement and that this has been returned to Verisona Solicitors to be finalised. The Board asked Countrywide to chase Verisona for the matter to be concluded as soon as possible.

10/05/029 **Estate Gardening Review** – Countrywide advised the Board that the Spring review of the estate with the Gardening Working Group and Hambrooks took place on 26<sup>th</sup> April 2010. This highlighted a number of beds which require replanting and/or rejuvenation and Hambrooks have been asked to provide the necessary quotes which will be submitted to the Garden Working Group in due course.

A Director informed the Board that the owners of [ ] Carbis Close has approached POSOL and enquired as to whether they would be granted permission to take over the maintenance of a remote planter near their property.

Countrywide advised the Board that the Gardening Working Group was also aware of this request. Countrywide commented that there is currently a large well established fir tree in the planter and on several occasions the bed has been replanted but the fir tree has prevented any shrubs from flourishing. It has been agreed with Hambrooks, to improve the overall presentation of the bed that the area around the tree will be shingled and maintenance of the planter will remain under POSOL control.

The Director asked Countrywide to write to the owners of [ ] Carbis Close explaining the situation and outlining what the proposed plans are to improve the planter.

A Director commented that it had been noted by a visitor that some of the trees in Carbis Close are Oak trees and as such should not be in such close proximity to the houses. Countrywide advised the Board that they should all be Mountain Ash trees and was not aware of any Oak trees in situ across the estate. Countrywide advised it would ask Hambrooks to clarify this and report back in due course

Countrywide commented that as there is no estate rejuvenation scheme planned for this year, the Gardening Working group will be concentrating on the general husbandry across the estate with particular attention being paid to the Portway.

10/05/030 **D-Section in Holywell Drive** – Countrywide advised the Board that there still are some additional works to be carried out in this area by Hambrooks as well as arranging for a suitable lock to be installed to prevent access to the area by dog walkers.

### **Berthing**

10/05/031 **Berth Lengths** – Countrywide advised the Board that it had been made aware that three Shareholders are challenging the stance that the residential berths are a nominal 11 metres in length. They have claimed that their berth is in fact 12.5m rather than 11m and therefore should not be subject to the new procedures implemented by Premier Marinas.

They claim that their berth sub-underlease clearly states that their berth is 12.5m, whereas the signed copies of the said sub-underleases held by Countrywide do not specify exact measurements and only provide a scaled plan which shows the berths measuring 11m.

It is believed that the Shareholders in question are basing their argument on a document that has been obtained from Portsmouth City Council Planning Department which claims that the berths are longer.

The Berth Working Group has held a meeting with Premier Marinas and has asked Premier to take the necessary action with each Shareholder. Premier Marinas agree that the water space they have leased to POSOL is 11m and the Shareholder can not lease more water space in their sub-underlease than the amount that has been leased to POSOL in its underlease with Premier Marinas.

Countrywide commented that in reference to the odd shaped berth [ ] that it has come to light that the Shareholder was not leased a greater amount of water space than the nominal 11m but instead was granted permission to moor a vessel of up to 14m.

10/05/032 **Berth [ ] and [ ]** – Countrywide advised the Board that they have contacted Walcon Marine, who were dismissive of the failed bolt. Verbally Walcon Marine advised Countrywide that the fault occurred because either the pontoons have been poorly maintained or there has been general wear and tear over the years.

Unsatisfied with this response, Countrywide followed up their conversation with a letter outlining the fault and included photographs of the pontoon and the sheared bolt and asked them to reconsider and advise accordingly.

A Director commented that the older pontoons around the estate had not experienced the same fault with the bolts shearing off. Since Walcon Marine built the pontoons they should look into why this occurred.

10/05/033 **Berth [ ]** – A Director advised the Board that the owner of berth [ ] has requested permission to let his son-in-law use his berth for a period of three months whilst his vessel is out of the marina. Countrywide commented that it had received the same query and wanted to clarify the Board's position on whether, as a family member the berth owner is required to licence the pontoon..

It was agreed that there is no special case as a result of the would-be license being related to the owner. A standard licence is required.

10/05/034 **Berths [ ] and [ ]** – The Berthing Working Group advised the Board that it had carried out the periodical inspection of the pontoon and had measured the extent of the lean. There had been no further movement.

The Board asked Countrywide to instruct Baker Trayte Marine to adjust the position of the pontoon to accommodate the lean of the pile and prevent it from causing further damage to the sacrificial strip.

### **Estate Security**

10/05/035 **Marina Safety Ladders** – Countrywide advised the Board that it had received a report from the owner of Berth [ ] that the security ladder at the end of the pontoon is broken and that it looks like it had been hit by a vessel.

The Board asked Countrywide to order a new ladder with anti-crush sleeves and in the meantime ensure a sign is placed on the ladder informing people that the ladder is unsafe.

### **General**

10/05/036 **Proposed Closure of the Pathway between Oyster Quay and Port Solent** – See confidential minutes

10/05/037 **Request for Refuse Bins** – Countrywide informed the Board that Portsmouth City Council has denied the request for refuse bins to be installed in Lock View as they believe that this will encourage people to litter and have a negative effect on the area.

Countrywide has lodged an appeal against this decision stating that whether there are bins there or not as is the case, littering is a major problem and can only be eased by

providing visitors with the necessary facilities to dispose of their rubbish correctly as opposed to discarding it onto the ground. The Council disagree with POSOL's argument and advised that their decision is final.

The Board recommended that Countrywide contacts the Local Councillor to request his assistance in this matter.

## 5. WORKING GROUP REPORTS

### Finance

10/05/038 Nothing further to report.

### Covenants

10/05/039 Nothing further to report

### Gardening

10/05/040 Nothing further to report

### Website & Shareholders Communications Working Group

10/05/041 **Website Rejuvenation** – The Communications Working Group advised the Board the meeting with Apollo Media was held on the 9<sup>th</sup> May 2010 and the rejuvenation of the website had been discussed.

The Group asked the Directors to put forward any ideas they wish to be incorporated into the website as soon as possible and they will review the matter and report back at the next Board meeting with a outline of the proposed new POSOL website.

10/05/042 **Management Statistic** – Countrywide advised the Board that during the period 23<sup>rd</sup> April 2010 to 27<sup>th</sup> May 2010 they had received 190 letters/emails and sent out 168 letters/emails. They received 57 phone calls in and made 46 calls out. 5 applications for external alterations had been received and 2 property assignments were completed.

### Berthing

| 10/05/[043](#) Nothing further to report.

### Security

| 10/05/[044](#) Nothing further to report.

### Television

| 10/05/[045](#) Nothing further to report.

## ANY OTHER BUSINESS

10/05/046 **Annual General Meeting 2010** – The meeting discussed the proposed arrangements for the Annual General Meeting in November.

A Director proposed that the venue for the meeting should be changed back to Portchester Parish Hall as several Shareholders had experienced issues with parking at the Community School.

The Board agreed to the venue proposal and asked Countrywide to book the Parish Hall for the 26<sup>th</sup> November 2010.

10/05/047 [ ] **Coverack Way** – See confidential minutes

**7. DATE OF NEXT MEETING – 18 June 2010**

