

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT - 8TH APRIL 2011**

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

In attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

11/04/001 No apologies received

2. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH MARCH 2011

11/04/002 Typographical amendments were made to the minutes following which, the minutes were approved. Mike Slack proposed and Barry White seconded.

3. MATTERS ARISING

11/04/003 Nothing to report.

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/04/004 Countrywide advised the Board that expenditure as at 31st March 2011 was £353,963.49 against the budgeted figure of £406,026.

Arrears

11/04/005 Total arrears including all aged debts as at 31st March 2011 amount to £9,672.92.

Property Alterations

11/04/006 [] **Bryher Island** – Countrywide advised the owner of the Board's concerns over the loss of landscaping if the driveway is extended, but as a compromise POSOL would be prepared to reconsider the application should the owners of [] and [] Bryher Island agree to mitigate the loss of vegetation by way of a joint planting scheme.

To date, Countrywide is yet to receive a response and will advise the Board in due course.

11/04/007 [] **Carbis Close** – Countrywide informed the Board that a final letter had been sent to the owner of [] Carbis Close reiterating POSOL’s position on the matter and giving the owner a further 28 days to remedy the breach of covenant relating to unauthorised alterations within the car port.

11/04/008 [] **Bryher Island** – A Director commented that the owner is taking into consideration comments he has received from the Covenants Working Group with regards to the proposed alterations and he will write to Countrywide accordingly with the additional information.

Gardening

11/04/009 **Portway Vegetation** – Countrywide advised the Board that it had contacted Hambrooks to make enquires of the costs involved to carry out independent soil testing of the area. The Board gave Countrywide its authorisation to instruct the works as soon as possible.

Berthing

11/04/010 **Berth Lengths** – The Chairman advised the Board that he had received a response from Andy Osmond of Premier Marinas, which he feels does not answer the questions which POSOL posed to the marina operator.

A Director commented that it would be beneficial for all POSOL shareholders to be advised of the privileges they are entitled to as part of their contribution to the Port Solent Charge. It was agreed that an item including their link would be put on the POSOL website.

11/04/011 **Berth [] and []** – Countrywide advised the Board that it was awaiting receipt of the report on the condition of the bolts and would report back to the Board in due course.

11/04/012 **Pontoon Condition Survey** – Countrywide advised the Board that due to unforeseen circumstances Solent Marine Limited was unable to attend on the 21st March 2011 to carry out the survey. The works have been rescheduled to commence on the 11th April 2011.

Estate Security

11/04/013 [] **Coverack Way** – The Security Working Group advised the Board that it had visited the area to assess the need for additional security measures.

A neighbouring resident approached the Group and commented that he had not experienced any problems and feels that additional fencing is not necessary. The Group informed the Board that it is considering alternatives to the installation of a fence/gate such as planting Pyrachantha to obstruct access.

A Director responded that the neighbour concerned isn’t necessarily on the estate full time and may not be aware of incidents with unauthorised access to the capping. He commented that [] Coverack Way is now occupied full time so the owners should be able to provide more information if any further incidents occur.

The Board asked the Director to make contact with the resident to ask that she keep a log of incidents that occur for the Board to evaluate the necessity of increasing the security in the vicinity of the property.

General

11/04/014 **Pathway between Oyster Quay and Coverack Way** – Countrywide advised the Board that Oyster Quay MCL has submitted a planning application to Portsmouth City Council for the installation of the gate between Port Solent and Oyster Quay.

The Board discussed the appropriate action to take and it agreed to submit a formal objection to the planning application. Nick Hewitson Proposed and Reg Sillence seconded the motion. The Board agreed to ask Tony Charles to draft the necessary paperwork.

The meeting discussed placing an item in the newsletter to notify all shareholders of what action POSOL is taking and giving residents the opportunity to object.

11/04/015 **Port Solent Charge** – The Chairman advised the Board that he had received a response from Andy Osmond of Premier Marinas, which he feels does not sufficiently answer the queries which POSOL requested answers to.

A Director commented that the legal documentation does not state that POSOL has an obligation to contribute towards the costs for enhancements only for general maintenance. The meeting discussed the matter further and a Director advised the Board that there is a provision in the lease, to withhold payments whilst the Port Solent Charge is under negotiation. The Board agreed to issue payment in the amount of the previous years invoice plus the standard 4% increase and plus the increased VAT.

5. REORGANISATION OF POSOL WORKING GROUPS

11/04/016 The Board discussed the Chairman's proposal to restructure the existing POSOL working groups. A Director commented that for the restructuring to work the names of the new group will need to be more succinct so Shareholders know which group undertakes which tasks.

A Director queried whether the restructuring the groups would be of benefit to the Groups or the Shareholders. Countrywide commented that it felt the emphasis should be to encourage new members to join the Groups to ease the work load of some of the Directors, rather than restructure the existing groups. It was agreed that the groups would remain in their current format.

6. WORKING GROUP REPORTS

Finance

11/04/017 Nothing further to report.

Covenants

11/04/018 [] **Sennen Place** – The meeting discussed the under balcony kitchen extension carried out to the property and it agreed that the Covenants Working Group will review the file and report back to the Board.

11/04/019 [] & [] **Coverack Way** – Countrywide advised the Board that the owner had requested clarification of the paint colours for the front and rear elevations rendering and woodwork. Subsequently the contractor who has decorated the properties has expressed concerns that it is more of a yellow shade of cream than a magnolia like other properties in the vicinity.

The meeting discussed the paintwork and referred the matter to the Covenants Working Group for its consideration.

Gardening

11/04/020 [] **Coverack Way** – The owner has asked POSOL to replant his front garden. A Director commented that the front garden rather is untidy and lacks continuity. The Gardening Working Group confirmed that it will attend the property during the forthcoming estate walk around, and report back in due course with the action it will be taking.

11/04/021 [] **Bryher Island** – Countrywide advised the Board that it has asked Hambrooks for the costs to remove the Mexican Orange Blossom from the front garden and replant the plot with suitable replacements.

Website & Shareholders Communications Working Group

11/04/022 **Re-design of POSOL Website** – The Board confirmed that it has awarded Interpo the contract to re-design and maintain the POSOL website. A Director commented that a final draft will be circulated to the Board for its approval before it is uploaded to the web.

11/04/023 **Monthly Email** – The Directors asked Countrywide to insert the additional information it had discussed and then gave authorisation for the email to be circulated to all shareholders on its distribution list.

11/04/024 **Bi-annual Newsletter** – The meeting discussed the final draft of the Spring Newsletter and it was agreed that subject to the suggested amendments it will be printed and sent out with the April Service Charge Invoices.

Berthing

11/04/025 A Director asked for the Board's consideration that an article be placed in the Spring Newsletter advising Shareholders of their entitlement to use certain Premier Marinas facilities as a Port Solent Shareholder.

Security

11/04/026 Countrywide advised the Board that it has issued a work order for a contractor to lubricate the locks and hinges of all the gates across the estate.

11/04/027 **Unauthorised access across the Capping** – Countywide advised the Board that it had received a complaint from the owner of [] Bryher Island that a contractor appointed by other residents was walking along the capping at the base of his garden.

The meeting discussed his complaint and it was commented that the contractor is well known across the estate and whereas POSOL do not agree with his presence or his conduct, it has very limited powers as it is the residents who have issued him with the requisite keys to gain access through the gates.

A Director asked that a letter be sent to the owner advising him that should the incident occur again then he should report it to Premier Marinas as they own the Capping. In the meantime, the Board asked Countrywide to obtain the contact details for the contractor and issue him a letter requesting he discontinues using the capping for access to the rear of the properties.

11/04/028 **Estate Parking** – The meeting discussed the ongoing parking problems across the estate following two new complaints it had received from Shareholders. A Director raised the concern that it is primarily the office workers from The Port Way, causing the parking issues in Port Solent.

A Director commented that as the roads are public high way, POSOL has no jurisdiction to prevent the problem and a standard letter should be compiled in response to residents' complaints.

The meeting discussed possible preventative measures such as a council permit scheme for residents and visitor vouchers.

Port Solent Community Working Party

11/04/029 The Chairman advised the Board that Port Solent Community Working Party will be conducting a Traffic Survey to further illustrate that the traffic and congestion issues will only get worse with an increased number of dwellings.

He also informed the Board that he is having to take some leave from the Working Party and is looking for a volunteer to stand in for him. The meeting discussed the Chairman's request and it was commented that possibly an existing member of the working party could present back to the Board.

A Director mentioned that there is already a member of the Working Party that is currently a member of the Covenants Working Group and it agreed to extend an invitation to Ken Raby to become POSOL's contact and ask that he presents to the Board.

7. ANY OTHER BUSINESS

11/04/030 Nothing further to report.

8. DATE OF NEXT MEETING – 13th May 2011