

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT - 15TH JULY 2011**

Present: Michael Slack (Deputy Chairman)
Reg Sillence
Ian Currie
Mike Sandall

In attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

11/07/001 Apologies were received from Nick Hewitson, Andy Gerry and Barry White.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 17TH JUNE 2011

11/07/002 The minutes of the previous meeting were discussed and approved. Ian Currie proposed and Reg Sillence seconded.

3. MATTERS ARISING

11/07/003 Nothing to Report

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/07/004 Countrywide advised the Board that expenditure as at 15th July 2011 was £154,985.57 against the budgeted figure of £178,604.

11/07/005 Countrywide circulated the financial information to the Board

11/07/006 **Port Solent Charge Review** – A Director advised the Board that negotiations with Premier Marinas in regard to the Port Solent Charge had been concluded and POSOL has secured reductions in the Port Solent Charge. The Board asked Countrywide to write to Premier Marinas to request confirmation of the finalised figures.

Arrears

11/07/007 Total arrears including all aged debts as at 15th July 2011 amount to £14,259.31

11/07/008 [] **Coverack Way** – The Board asked Countrywide to confirm that it had reassigned the case to another solicitor following the Board's decision to remove Allens Solicitors. Countrywide advised that the file relating to the property had been given to Lockings Solicitors.

11/07/009 The meeting discussed the new layout of the debtors figure provided by Countrywide and it requested clarification of the total amount of arrears outstanding including the April 2011 invoices.

Countrywide informed the Board that the arrears currently stand at £57,943.29 of which only £14,259.31 is aged debtors.

Property Alterations

11/07/010 [] **Bryher Island** – Michael Slack declared an interest in this property to the meeting.

The Covenant Working Group informed the Board that it had considered the submitted application and suggested the following action:

- a) The applicant is to provide further details of how additional parking was going to be provided in respect of the fill in of the car port.
- b) The applicant is to obtain consent from the owner of [] Bryher Island regarding the kitchen extension.

The Group advised that it could see no reasons why consent could not be granted for the installation of the Velux windows to the roof, front and rear and the Board agreed that should the owner submit revised drawings which only included the Velux windows, consent would be duly granted. The Board agreed with the comments of the Group and asked Countrywide to notify the owner accordingly.

11/07/011 [] **Carne Place** – The Covenants Working Group, having studied the owners application for consent to convert an under balcony sunroom enclosure into a conservatory, agreed to arrange a meeting with the owner to discuss the proposed property alterations.

11/07/012 [] **Bryher Island** – The Covenants Working Group advised the Board that the owner has carried out external alterations to the car port and the Group was satisfied that they complied with its requirements. However it had yet to receive a set of drawings from the owner in relation to the window matter and would therefore arrange a meeting with the owner to discuss further.

11/07/013 [] **Sennen Place** – The Covenants Working Group advised the Board that it is the intention of the owner to install a Juliette balcony and replace the front door. The Group advised that it will report back to the Board once the owner had submitted a formal application.

11/07/014 [] **Sennen Place** – The Covenants Working Group, having studied the owner's application for consent to carry out a under balcony kitchen extension advised the Board it would arrange a meeting with the owner to discuss the proposed alterations.

11/07/015 [] **Bryher Island** – The Covenants Working Group, having studied the owner's application for consent to install cabrio velux windows in the roof, recommended that conditional approval be granted. This decision was endorsed by the Board of Directors.

11/07/016 [] **Coverack Way** – The Covenants Working Group advised the Board that it had received an application to carry out a loft conversion. Having considered the application, it can not see any reason not to grant the necessary consent subject to the windows being fixed with a vented frame and the glass within them being obscured.

The Board asked Countrywide to write to the owners to advise them of the Board's comments and recommendations.

Gardening

11/07/017 **Portway Vegetation** – Countrywide advised the Board that along with the Gardening Working Group, it was monitoring the area for any further signs of deterioration and will determine in due course whether the area should be replanted.

11/07/018 [] **Bryher Island** – Countrywide advised the Board that due conflicting schedules it had not been possible to arrange a meeting between the owners and the Gardening Working Group. In a bid to resolve this matter the Group has put forward two proposals for the owner’s consideration and it currently awaits a response.

Berthing

11/07/019 **Residential Berth Lengths** – Countrywide advised the Board that it was seeking clarification from Premier Marinas of the notice period for a berth to be vacated should the licence to occupy their water space be revoked.

11/07/020 **Pontoon Condition Survey** – Countrywide advised the Board that the program for the repairs works to the pontoons had commenced on the 11th July 2011 and Solent Marine Limited anticipate that they will last twelve weeks.

A Director informed the meeting that the contractor had commented whilst on site that several of the bolts had been previously over tightened which has decreased their lifespan.

Estate Security

11/07/021 **Estate Security Gates** – Countrywide advised that CIA Locksmiths and GSB Fabrications were working together to create the new lock plates and a removable shroud. The contractors are hoping to be in a position have all the new locks fitted by the end of the month. GSB Fabrications will fit the shrouds as soon as possible but as they are custom made for Port Solent, there might be a slight delay.

General

11/07/022 **Pathway between Oyster Quay and Coverack Way** – A Director informed the Board that he attended a meeting with a representative of Oyster Quay MCL to discuss access for POSOL residents through the gate. Oyster Quay has advised that the code will be provided for the use of POSOL residents and they anticipate the gates will be erected within the next three months.

The Director commented that he asked for OQMCL consideration for the changing of the codes to coincide with POSOL’s invoice mail shot to reduce costs.

Oyster Quay advised POSOL that should the security of the gate be breached as a direct result of the actions of a POSOL Shareholder and/or resident it will withdraw access through the gate to all parties other than those living in the Oyster Quay development.

5. WORKING GROUP REPORTS

Finance

11/07/023 The Company Secretary informed the Board that he was due to meet with Taylor Cox on Tuesday 19th July 2011 to finalise the accounts for the year ended 31st March 2011 and to discuss possibly increasing the sinking fund provision from 3% to 4% in the accounts.

Covenants

11/07/024 A Director extended his apologies to the Board and the Covenants Working Group that due to prior commitments he will be away from the Estate and therefore will be unable to attend the coming Working Group meeting.

Gardening

11/07/025 The Gardening Working Group and Countrywide advised that it would be arranging an estate walk round with Hambrooks in the coming weeks to discuss ongoing landscape issues and maintenance on the estate.

A Director asked for the Group to ask Hambrooks to clarify when they anticipated starting the pruning works across the estate.

Communications

11/07/026 **Monthly Email Newsletter** – The meeting discussed June’s email newsletter. Unfortunately due to a technical error a copy had not been sent to Countrywide and therefore it had not been circulated to Shareholders.

The Communications Working Group agreed to resend it to Countrywide and also advised that it would circulate a draft of July’s newsletter to the Board for approval in due course.

11/07/027 **Website Rejuvenation** – Countrywide advised the Board that the final touches were being put to the new site and that it would go live in August.

11/07/028 The Group asked the Board for its consideration of items to be included in the October Newsletter.

Berthing

11/07/029 A Director asked the Board if it was concerned with the cleanliness of the marina waters as a few residents had commented that it was particularly bad in a few areas across the estate.

The meeting discussed the matter and agreed that in certain corners of the estate there will be a build up as there is no free flow of water but overall was satisfied that Premier Marinas were doing all they can.

11/07/030 The Berthing Working Group advised the Board that it had received requests from Shareholders for the cleats on their pontoon structure to be relocated. The Group commented that it had advised the Shareholders concerned that it would not grant permission for such works to be undertaken but could see no reason to not allow them to add additional cleats should they wish, on condition that the works were undertaken by a POSOL approved contractor.

Security

11/07/031 **Security Gate Access** – A Director commented that he was concerned with the possible negative feedback from Shareholders as a result of the changes to the gates and the reduction to the number of keys being supplied.

The meeting discussed possible difficulties with making these changes but agreed that it was necessary to increase the security of the gates to the benefit of all that live on the estate. The Board agreed that allowances would have to be made in special cases but these would be dealt with on a case by case basis.

A Director agreed to draft the new operating procedure access through the gates and for the distribution of keys, which will be circulated to all Shareholders.

Port Solent Community Working Party

11/07/032 Nothing further to report.

6. ANY OTHER BUSINESS

11/07/033 Nothing further to report

7. DATE OF NEXT MEETING – 19th AUGUST 2011