

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 16th SEPTEMBER 2011**

Present: Nick Hewitson (Chairman)
Michael Slack (Deputy Chairman)
Ian Currie
Andy Gerry
Mike Sandall

In attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

11/09/001 Apologies were received from Reg Sillence and Barry White.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 19th AUGUST 2011

11/09/002 Typographical amendments were made to the minutes following which, the minutes were approved. Mike Slack proposed and Ian Currie seconded.

3. MATTERS ARISING

11/09/003 After brief discussion of Countrywide's accounting system and the new credit control procedure to be introduced, the Board felt it necessary to discuss this matter further and extended an invitation to the Financial Director of Countrywide to attend the October meeting.

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/09/004 Countrywide advised the Board that expenditure as at 18th August 2011 was £239,419.65 against the budgeted figure of £213,953.

11/09/005 A Director asked for clarification on why the pontoon repairs expenditure had significantly exceeded the budgeted figure. Countrywide advised the Board that as a result of the full condition survey carried out by Solent Marine, extensive repairs works were being undertaken and the associated costs were not known at time of preparing the budget.

Arrears

11/09/006 Total arrears as at 15th September 2011 amount to £58,127.61 which includes aged debtors of over four months which amount to £5,856.82.

11/09/007 Countrywide circulated the aged debtors report to the Directors and duly advised as per the Board's instructions not to send out the new style of debt collection letters there had been no movement on any of the aged debtor cases.

Property Alterations

11/09/008 [] **Bryher Island** – Michael Slack declared an interest in this property to the meeting.

Countrywide advised the Board that the owner's application to install velux windows has been approved by the Covenants Working Group. The group will report back to the Board on the application for the under-balcony extension next month, once the exercise to determine potential loss of light is carried out.

11/09/009 [] **Bryher Island** – The Board discussed the appeal lodged by the owner of [] Bryher Island against the decision to reject the owner's application for a flat dormer roof.

The meeting discussed the application and a Director commented that even though he agrees with the Group's decision to not approve the plans, he believes that alterations of this type have been agreed elsewhere on the estate.

Upon consideration of the matter and following a lengthy discussion the Board reluctantly approved the flat dormer roof and agreed to implement a policy for all future applications of this nature which restricts the size of the dormer and ensures all materials and colours are in keeping with the rest of the estate.

Gardening

11/09/010 **Portway Vegetation** – Countrywide advised the Board that during an estate walk around with the Gardening Working Group and Hambrooks, it had highlighted and addressed several ongoing maintenance issues such as litter collection on the Port Way, weeding and the spraying of the remote mooring areas.

The Group advised the meeting that a selection of gardens has been highlighted as requiring rejuvenation. Hambrooks will submit proposals and quotations in due course for the Board's consideration. In addition, it was agreed that during the autumn months that the clearance of the Port Way and the pruning of the street trees will take place.

11/09/011 [] **Newlyn Way** – Countrywide advised the Board that the owner of the property has requested the ash tree in the shared planter between [] and [] Newlyn is removed as she believes as it is causing damage to the vehicle parked in the drive.

The Gardening Working Group having viewed the tree commented that it is a semi-mature tree and has significant street amenity value and therefore its removal would affect the aesthetics of the area and therefore the Group agreed for Hambrooks to prune the tree.

Countrywide notified the Board that it has received further correspondence from the owners of [] Newlyn Way advising that they were not happy with the Board's decision and as the tree was located on their land and they will arrange for the tree to be removed.

The meeting discussed the loss of amenity to Newlyn Way and it was commented that it may be worthwhile contacting Portsmouth City Council's Tree Protection Officer to discuss the matter and seek advice.

11/09/012 **Remote Mooring Area adjacent to [] Newlyn Way** – The Gardening Working Group advised the Board that it had viewed the small planting area located in the remote mooring and it agreed to tidy up and rejuvenate the area.

- 11/09/013 [] **Bryher Island** – The Gardening Working Group advised the Board that it had discussed the garden with Hambrooks during the estate walk around. The Group agreed that POSOL would accept the owners request for the front garden to be shingled and it asked Hambrooks to submit a proposal with the relevant costings for the Board’s consideration.
- 11/09/014 [] **Cadgwith Place** – Countrywide informed the Board that the owner of the property is experiencing difficulties with SSE as they seem to be stalling and are blaming everyone else including POSOL for the lack of progress in the matter of the wayleave agreement. Countrywide advise the Board that it will contact SSE to assist in the matter.
- 11/09/015 [] & [] **Sennen Place** – The Gardening Working Group advised the Board that it had discussed the shared garden with Hambrooks during the estate walk around. The Group agreed that the garden was in need of rejuvenation and it therefore asked Hambrooks to submit a proposal with the relevant costings for the Board’s consideration
- 11/09/016 [] & [] **Sennen Place** – The Gardening Working Group advised the Board that it had discussed the owners request with Hambrooks for the shrubbery in the shared garden to be replaced. The Group agreed that the garden was in need of rejuvenation it therefore asked Hambrooks to submit a proposal with the relevant costings for the Board’s consideration

Berthing

- 11/09/017 **Pontoon Repairs** – Countrywide advised the Board that the programme for the repair works to the pontoons was progressing well and the replacement of sacrificial strips as necessary, were underway.

Estate Security

- 11/09/018 **Estate Security Gates** – The Board discussed the newly drafted policy for the issuing of security gate keys and Countrywide asked for confirmation that all members were in agreement with the wording and if it is happy for the policy to be finalise and published when it comes into effect.

The meeting agreed it would consult with the absent Board members prior to finalising the wording of the policy.

General

- 11/09/019 **Pathway between Oyster Quay and Coverack Way** – Countrywide informed the Board that the matter was still outstanding and had no further updates to its progress. Countrywide commented that an objection had been lodged by Hampshire Constabulary to the erection of the gates in the pathway.
- 11/09/020 **POSOL Website** - Countrywide advised the Board that the new website is currently live and it is working closely with Interpro Technology to re-establish the Directors section of the website.
- 11/09/021 [] **Newlyn Way** – Countrywide advised the Board that a response has been sent to the complainant and that the matter is considered closed and POSOL will not enter into further discussions on the matter.

5. WORKING GROUP REPORTS

Finance

11/09/022 **Treasury Deposit** – The Company Secretary asked the Board for the matter of the Treasury Deposit be referred to the next meeting and possibly discussed with the Financial Director of Countrywide.

11/09/023 **Year End Accounts 31st March 2011** – The Company Secretary advised the Board that the year end accounts are due to be finalised and filed at Companies' House shortly. The Board agreed that once the accounts have been filed they are to be published on the website and circulated along with the Calling Notice for the AGM.

Covenants

11/09/024 Nothing further to report.

Gardening

11/09/025 Nothing further to report.

Communications

11/09/026 Countrywide asked for clarification of which members of the Board were serving on the Communications Working Group to resolve a query about the content of the website.

11/09/027 **Monthly Email Newsletter** – The Communications Working Group Chairman advised he would be drafting another email shortly to be circulated to shareholders.

11/09/028 Countrywide advised the Board that it is awaiting receipt of the final draft of the October Newsletter ready for printing and distributing with the second instalment invoices.

Berthing

11/09/029 **Berth []** – Countrywide advised the Board that the shareholder has resolved to appeal against Premier Marinas decision and has accepted that POSOL has no jurisdiction to intervene in matters relating to over-length vessels.

Security

11/09/030 A Director brought to the attention of the Board that several properties across the estate have been burgled recently, following which the Board discussed security measures on the estate.

11/09/031 **Lights on Bryher Bridge** – A Director advised the meeting that one of the lights on Bryher Bridge was not currently working and also it seems that in one of the lamps the wrong bulb may have been fitted as it seems to be a different colour. Countrywide confirmed it would refer the matter to the contractor.

Port Solent Community Working Party

11/09/032 Countrywide advised the Board that Tony Charles of Portchester Planning Consultancy has submitted statements on behalf of POSOL in response to the Portsmouth Plan and will attend the Public Enquiry on 4th October 2011.

The Board asked Countrywide to extend an invitation to Tony Charles to attend the October Meeting to report back to the Board.

6. ANY OTHER BUSINESS

11/09/033 **Publication of the Minutes** – A Director informed the Board that he had received comments from residents' that the minutes are not being published in a timely manner and therefore they are not able to keep up to date with ongoing issues.

The Board recognised that there had been delays with publishing the minutes on a few occasions which was primarily as a result of them requiring further amendments and subsequent approval

. The Board agreed to put an article in the next email circular advising Shareholders that Minutes can not be published until they have been approved at the following Board Meeting and would do the utmost to prevent any further delays.

7. DATE OF NEXT MEETING – 14th October 2011.

