

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 18th NOVEMBER 2011**

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

In attendance: Samantha Simpson
Nikki Avis

In the absence of the Chairman, Mike Slack took the chair.

1. APOLOGIES

11/11/001 Apologies were received from Nick Hewitson, Chairman.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 14th OCTOBER 2011

11/11/002 The meeting discussed the minutes and suggested further amendments to be made to there content and will be subject to approval at the December Board meeting.

3. MATTERS ARISING

11/11/003 Nothing to report

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/11/004 Countrywide advised the Board that expenditure as at 10th November 2011 was £358,124.61 against the 31st October budgeted figure of £248,856.

11/11/005 The meeting discussed the expenditure.

Arrears

11/11/006 Countrywide circulated to the Board a copy of the call log it had compiled detailing queries it had received from Shareholders in respect of the invoices that it had issued for the second instalment. A Director commented that only 21 queries had been received and have been dealt with prior to the meeting.

11/11/007 The meeting reviewed the Aged Debtor information supplied in the Board papers and a Director asked for clarification of the present arrears balance as it is unclear from the paperwork supplied. The meeting discussed the arrears chasing procedure and Countrywide advised that it is due to commence on the 24th November 2011.

The Chairman asked Ian Currie to meet up with Countrywide to discuss the various issues that were being experienced with the current accounting reports.

11/11/008 [] **Newlyn Way** - See confidential minutes

11/11/009 [] **Mullion Close** – See confidential minutes

11/11/010 [] **Tintagel Way** – See confidential minutes

Property Alterations

11/11/011 [] **Newlyn Way** – The Covenants Working Group, having visited the property and viewed the completed partial car port infill recommended that the completion certificate be issued in respect of the alterations. The Board endorsed this and asked Countrywide to issue the requisite certificate to the owner.

11/11/012 [] **Carbis Close** – The Covenants Working Group, having visited the property and viewed the replacement balcony recommended that the completion certificate be issued in respect of the alterations. The Board endorsed this and asked Countrywide to issue the requisite certificate to the owner.

11/11/013 [] **Bryher Island** - The Covenants Working Group advised the Board that it had received an application from the owner to install solar panels on the south side elevation of the roof. The Group having considered the application, recommended that conditional approval be granted. The decision was endorsed by the Board of Directors.

The Group noted that the government has introduced a policy to support the development and use of renewable energy sources including micro generation and it would therefore be deemed unreasonable for POSOL to object to the installation of such alterations.

11/11/014 [] **Bryher Island** – The Covenants Working Group advised the Board that following reports from a resident of a structure being erected in the garden, it had visited the property concerned to assess the situation.

The Group informed the Board that the owner has erected a pergola-like structure in his water side garden of the property, for which no application for consent was submitted. The owner has commented that the alteration was approved several years ago. Having reviewed the files, Countrywide informed the Board that it has no application on file other than to carry out a garage conversion into habitable living space.

Upon consideration of the matter and following a lengthy discussion, the Board agreed that consent for such an alteration will not be granted and it will therefore request that the owner removes the structure within the next 28 days. The Board asked Countrywide to write to the owner accordingly.

11/11/015 [] **Cadgwith Place** – The Covenants Working Group advised the Board that it had received an application from the owner to install solar panels on the south side elevation of the roof. The Group having considered the application, recommended that conditional approval be granted. The decision was endorsed by the Board of Directors.

11/11/016 [] **Sennen Place** – The Covenants Working group advised the Board that it had received no formal application further to the owner's preliminary enquiries. Therefore at this time no action is required by POSOL.

11/11/017 [] **Bryher Island** - Michael Slack declared an interest in this property to the meeting.

The Covenants Working Group has reviewed the application, following a site inspection of a similar under balcony kitchen extension. Furthermore, due to the neighbouring property having withdrawn their objections the Group commented that subject to certain conditions it could see no reason why consent for the alterations could not be granted.

The Board duly endorsed the recommendation to approve the application subject to the owner's confirmation that he will ensure that all materials and finishes match the existing, as far as practicable. The Board also requires receipt of the final details of the external finishes to the new flank wall and agreement that no windbreakers and/or sun awnings are to be erected on the extension.

A member of the Group proposed drafting a policy for future under balcony kitchen extension applications in which light meter readings are recorded and consultation with the neighbouring properties is undertaken.

11/11/018 [] **Coverack Way** – The Covenants Working Group advised that it had received an application for POSOL consent to install black wrought iron gates at the entrance to the car port. The Group commented that given that this is a standard alteration, approval was granted by Countrywide on behalf of POSOL. This action was endorsed by the Board.

Gardening

11/11/019 The Gardening Working Group advised the Board that the tree pruning programme would be commencing in December.

A Director asked for clarification on whether the trees along the garages adjacent to the Portway were included in the programme of works. Countrywide advised that they were.

11/11/020 [] **Newlyn Way** – Countrywide advised the Board that it was in receipt of a letter from the owner requesting the Board's consideration for holly bushes or similar shrubbery to be positioned down the side of the property as pedestrians are cutting through the hedges that are in situ and have created a pathway.

The Gardening Working Group agreed to view the area and report back to the Board.

11/11/021 [] **Bryher Island** – Countrywide advised the Board that the owner has requested the works to be carried out to the front garden be delayed until the completion of property alterations which are due to commence shortly.

A Director commented that POSOL should attempt to salvage the shrubbery from the garden for use elsewhere on the estate. The Gardening Working Group advised the meeting that there will be very little wastage but would consider the Board's comments further.

Berthing

11/11/022 **Berth [] and []** Countrywide advised the Board that the owner of berth [] has provided a copy of a letter he had received from the owner of berth [] in respect of the trespass into the neighbouring water space. Countrywide proceeded to read the letter to the meeting.

The Berth Working Group commented that unless the neighbour [] consents to the trespass no further action is required of POSOL as the vessel cannot be registered on []. Countrywide confirmed that it had in fact received written confirmation from the owner of [] that he will not consent to the trespass.

Estate Security

11/11/023 **Estate Security Gates** – The Security Working Group informed the meeting that the news gates are currently being finalised and should shortly be ready for installation. A Director commented that one of the gates located in Newlyn Way currently opens inward and therefore it has been agreed that this particular gate will be sealed up and access to the remote berth area behind the gate will be afforded by another gate in the vicinity.

A Director asked for clarification on whether the works were within budget. At present the final figure is not available. Countrywide is obtaining quotes from CIA and GSB Fabrications and will report back to the Board in due course.

Countrywide advised the Board that in the coming weeks it will be issuing a letter to all shareholders concerned notifying them of the installation of the new gate locks and the amendments to the procedures for obtaining keys.

General

11/11/024 **Pathway between Oyster Quay and Coverack Way** – Countrywide informed the Board that Oyster Quay Management Company Limited was now in receipt of quotations for the gates for its Board's approval and that it anticipates the works commencing in early 2012.

11/11/025 **Parking** – Countrywide advised the Board that recently it had received a large number of complaints from Shareholders in respect of parking issues across the estate which have been exacerbated by the parking restrictions in Lock View and Carne Place.

Countrywide commented to the meeting that Tony Charles of Portchester Planning Consultancy has contacted Portsmouth City Council to discuss potentially removing the parking restrictions on Lock View.

A Director asked for the Board's consideration to gauge the interest of the Annual General Meeting on investigating the legalities of turning Port Solent into a gated community. A Director commented that majority of the roads were Public Highway and therefore POSOL would have no rights to erect gates. In response, the Director advised that POSOL could potentially obtain a gating order from Portsmouth City Council, which would prevent any one without a legitimate reason for being on the estate i.e Shareholder, resident or visitor, from parking there.

The meeting discussed the proposal and it agreed that it could see no reason why the matter could not be investigated as a potential resolution to the ongoing parking issues and/or anti social behaviour.

The Director advised the Board that he will explore POSOL's options and look at the costs associated with the gates such as application and installation, routine maintenance and breakdown repair.

5. WORKING GROUP REPORTS

Finance

11/11/026 Nothing further to report

Covenants

11/11/027 Nothing further to report.

Gardening

11/11/028 [] **Newlyn Way** – The Gardening Working Group advised the Board it had sought advice from the Shareholder of [] Bryher Island who duly advised that at present the trees on the estate had no statutory protection and therefore owners are able to remove them without penalty and that POSOL could apply for a blanket order but may not be able to prevent the situation arising again.

The Board asked Countrywide if letters had been issued to the owners asking if it is their intention to replant a shrub/tree in the gap left by the tree. Countrywide advised the Board that it had drafted letters to be sent to the Group for its consideration and would arrange for them to be sent out in due course.

The Board discussed the matter further and it commented that due to the time lapse from the time the incident occurred that it may cause some upset and therefore it was agreed by way of majority vote that no letters are to be sent to the owners.

Communications

11/11/029 **Monthly Email Newsletter** – The Communications Working Group Chairman advised he would be drafting another email shortly to be circulated to shareholders.

11/11/030 A Director commented to the Board that he is extremely pleased with the newly redesigned website and its various new features.

Berthing

11/11/031 Nothing further to report

Security

11/11/032 The Security Working Group expressed its thanks to Samantha Simpson of Countrywide for her excellent letter to the owner of [] Newlyn Way in response to his complaint about security on the estate.

11/11/033 **Bryher Bridge** – The Security Working Group advised the Board that it will consider further the required increased security measures on Bryher Island Bridge and will advise the Board accordingly.

Port Solent Community Working Party

11/11/034 Nothing further to report

6. ANY OTHER BUSINESS

11/11/035 **Malicious Damage to Vehicles** – Countrywide informed the Board that it had been contacted by the Police, who advised that several complaints had been made that vehicles parking on the estate are being vandalised and threatening notes had been left on the windscreen of some of the vehicles.

11/11/036 **Motor Homes** – See confidential minutes

11/11/037 Following his decision to retire as a Director at the Annual General Meeting, the Board wished to formally express its thanks to Reg Sillence for his hard work and dedication to POSOL over the last 11 years. Mr Sillence being a valued member of the Board and having contributed considerably over the years towards the improvement and running of the estate has agreed to remain a vital part of both the Berthing and the Covenants Working Groups.

7. DATE OF NEXT MEETING – 16th December 2011.