

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

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

Present: Nick Hewitson (Chairman)
Ian Currie
Mike Sandall
Barry White

In attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

11/12/001 Apologies were received from Michael Slack and Andy Gerry

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

11/12/002 Typographical amendments were made to the minutes following which, the minutes were approved. Nick Hewitson proposed and Mike Sandall seconded.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 18th NOVEMBER 2011

11/12/003 Typographical amendments were made to the minutes following which, the minutes were approved. Ian Currie proposed and Barry White seconded.

4. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 25th NOVEMBER 2011

11/12/004 Typographical amendments were made to the minutes following which, the minutes were approved. Nick Hewitson proposed and Ian Currie seconded.

5. MATTERS ARISING

11/12/005 Further to the matter being raised at the Annual General Meeting, the Board discussed the cessation of the terrestrial television signal and the effect it will have on the services the estate currently receive.

A Director commented that the older phase of the estate was unable to receive a television signal and therefore the developers erected the Head End Building in which four Freeview Boxes are situated. This was to allow residents to receive the four basic terrestrial channels which is all POSOL is required to provide as per the Covenants, without having to erect aerials across the estate.

Countrywide advised the Board that the equipment has been surveyed by the appointed service contractor and it has advised that the current equipment will not be adversely affected by the digital switch over in 2012.

11/12/006 [] **Bryher Island** – Nick Hewitson declared an interest in this property to the meeting.

A Director advised the Board that the installation of the three new windows and Juliette balcony had been completed.

Countrywide noted this and advised it would arrange for works to be inspected at next Covenants Working Group visit in January.

11/12/007 **Port Solent Community Working Party** – A Director informed the Meeting that the Government has granted sufficient funding for the regeneration of the Tipner junction but not currently the Horsea Bridge.

6. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

11/12/008 Countrywide informed the Board that it has been working on resolving the financial reporting issues and advised that the Regional Manager, John Latus would like to attend the January meeting to discuss said issues.

The Board expressed its displeasure at the state of the monthly financial figures provided over the recent months. A Director requested an explanation as to why Countrywide's management fee invoice for the period ending 31st December 2011 appeared to have already been deducted from the cash balance and demanded to know if the money had been taken from the account already. A Director responded that as a result the figures appear to be severely over budget.

A Director asked for clarification as to why the expenditure figures are up until the 9th December 2011 and not the end of the previous month. Further queries were raised as to why no invoices for garden and estate maintenance had been processed. If invoices haven't been received it would be prudent to have certain accruals.

Arrears

11/12/009 [] **Newlyn Way** – Countrywide advised the Board that the outstanding balance had been settled in full.

11/12/010 A Director asked Countrywide to clarify whether the final demands had been issued as the arrears were still extremely high in comparison to the previous financial year and asked what the next stage is for the arrears collection. Countrywide advised that the County Court Judgements would be applied for against those who still fail to settle the outstanding balances on their account.

A Director queried, that should the arrears be a Countrywide error and the Shareholders have in fact paid what happens if they receive a CCJ. Countrywide advised that the Shareholder would have received several reminders prior to a CCJ being applied.

The meeting discussed the arrears situation at length and commented that it is Countrywide's responsibility to ensure that only those that have not paid their service charge are chased and to contact all Shareholders on the arrears list by phone or email in attempt to resolve the matter.

Property Alterations

11/12/011 [] **Newlyn Way** – The Covenants Working Group, having visited the property and viewed the completed window replacement 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.

11/12/012 [] **Bryher Island** – The Covenants Working Group, having visited the property and viewed the completed installation of the solar panels 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.

11/12/12 [] and [] **Bryher Island** – 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.

11/12/13 [] **Coverack Way** – The Covenants Working Group advised the Board that it had received an application for the construction of a balcony on the front elevation of the property in dark stained timber and tinted glass panels. The Group commented that it is apparent that there previously was balcony at the property and therefore the owner will simply be constructing a replacement and therefore could see no reason why the application should not be approved.

The meeting queried why the balcony had been removed and whether the shareholder had purchased the property without the balcony in situ. Countrywide advised that the owner had removed the balcony as it was unsafe and dangerous.

The Group commented that the adjacent properties did not have tinted glassed but this type of balcony was prominent across the estate and therefore it has no objection to the application and recommends that it is approved.

11/12/14 [] **Cadgwith Place** – The Covenants Working Group advised the Board that it had received an application for the installation of an aluminium framed triangular glass panel taking up the whole of the front gable at the second floor level. The Group commented that this is a new architectural feature on the estate and therefore recommended that a meeting be arranged with the owner to discuss further.

The Board asked Countrywide to contact the owner to arrange a meeting to discuss the application.

11/12/15 [] **Carbis Close** – The Covenants Working Group advised the Board that it had received an application for an under balcony kitchen extension with the installation of bi-folding patio doors and a partial infill of the car port.

The Group advised the meeting that it had no objections to under balcony kitchen extension subject to the owner not raising the level of the patio in accordance with the submitted plans and that the new doors are of a colour and material match to the existing windows.

With regard to the car port, having studied the plans in details the Group commented that it felt that the new wall should be positioned at least 7.8m back from the footpath as per the policy for car port conversions. This will reduce the size of the proposed utility room but having measured the drive way this will be required to provide adequate parking on the drive way. Also, the proposed new front door will be set at an angle which will also impede the use of the retained car port space and therefore the plans will need to be amended to a squared off position. Lastly, it commented that the window must be horizontal in design and at a high level not as depicted in the submitted plans.

The Board discussed the matter and asked Countrywide to write to the owner to advise him of the comments made by the Group and to arrange a meeting between both parties to discuss further.

11/12/016 [] **Bryher Island** – Countrywide advised the Board that it had written to the owner and requested the removal of the unapproved structure which has been erected in the waterside garden of the

property. The owner has been advised that should he fail to remove the structure his property will be flagged with a caution for breach of covenant relating to unauthorised alterations.

- 11/12/017 [] **Bryher Island** – Countrywide advised the Board that the owners of the property have submitted an appeal of the Board’s decision to refuse their application to erect an orangery in the garden on the basis that their application was granted conditional consent in June 2011. Countrywide confirm that the owners had in fact received conditional consent on the basis that the existing clay tile and header course of the existing garden wall be removed and the wall be built up a required number of courses prior to the original features being re-laid.

The Covenants Working Group commented that the application which was granted conditional consent was granted on the basis that the orangery was a stand alone structure as by attaching it to the house it increases the intensity of its possible use and they had concerns over this.

The Board discussed the matter at length and it was agreed that the Group would attend the Countrywide office to review both sets of plans relating to the application and report back to the Board.

- 11/12/018 [] **Bryher Island** – Nothing further to report at this current as the matter is currently on hold until the Spring at which time the Group will report back to the Board on the progress of the works.

- 11/12/019 [] **Bryher Island** – Countrywide advised the Board that it had received confirmation from the owner of his intention to proceed with fitting two black metal gates to the car port which will be of a similar design as those fitted in properties [] to [] Bryher Island. The gates will have a black metal letterbox and will open outwards.

Given that this is a standard alteration, Countrywide issued consent on behalf of POSOL. This action was endorsed by the Board.

Gardening

- 11/12/020 [] **Newlyn Way** – The Gardening Group advised the Board that it had viewed the area and commented that it is in fact in a dreadful state as it is strewn with a large amount of litter. It appears that the pathway which has been created is not towards the estate but towards the house so is likely to have been caused by the post man and other pedestrians attending the property.

The Group proposed to the Board that wire meshed fencing been erected to cut off access through the hedges. The Board agreed to ask Hambrooks to provide a quotation to erect 6ft high plastic coated wire mesh fencing for the matter to be considered further.

Berthing

- 11/12/021 **Berth []** – Countrywide advised the Board that a letter had been sent by Premier Marinas to the owner of vessel [] requesting he moor the boat on the berth to which it is registered. Further to this POSOL and Premier Marinas had received a complaint from the owner of the neighbouring berth [] questioning why he was not consulted in this matter in light of the fact that due to the size of the vessel his privacy and rights have been infringed upon.

The Berthing Working Group having reviewed the matter commented that it has no jurisdiction in matters relating to over length boats and therefore is unable to intervene and recommends that the owner of [] discuss the matter with Premier Marinas.

- 11/12/022 **Berth [] and []** – The Berth Working Group informed the Board that it had attended a meeting with the owners of berth [] to obtain further measurements of the vessel and discuss the trespass into the neighbouring water space.

The Berth Working Group commented that the railings of the vessel are currently positioned at an angle and therefore protrude into the neighbouring air space which could hinder the owner of [] using the full width of his berth.

The owner of berth [] informed the Group that he would be more than happy to carry out modifications to the railings of his vessel but would like written consent from POSOL that it will approve the registration of the vessel upon completion of the works.

The meeting discussed the matter at length and it was commented that POSOL's policy is that a vessel must fit within the demised water space with adequate fenders but does not specify a minimum required width.

The Board agreed that it would grant provisional approval of the vessel subject to the modifications being made and verification that the boat does in fact fit within the demised water space.

The Board asked Countrywide to draft a letter to the owner of berth [] and forward to the Group for its approval.

11/12/023 **Berth []** – The Berth Working Group informed the Board that it had viewed the boat whilst in situ on the pontoon and duly measured it. It advised the meeting that the vessel fits within the demised water space, the pontoon structure has mat fenders which leaves approximately 0.5cm of water space remaining on the berth.

As such, the Group commented that as the vessel fits with the demised space for the berth, no further action is required from POSOL and asked Countrywide to notify the owner of [] accordingly.

Estate Security

11/12/024 **Parking** – Countrywide advised the Board that the new 'No Parking' signs are to be erected on Thursday 22nd December 2011 on various parts of the estate to including Bryher Bridge.

A Director informed the meeting that a resident on Tintagel Way has contacted Groupama in respect of the ongoing parking issues on the estate. The resident advised that many of the employees of Groupama are part time or temporary workers and therefore have to pay to park on site which has caused lots of staff to park on the Port Solent estate whereas the roads are adopted highway; they may do so free of charge.

11/12/025 A Director asked for the Board's consideration to investigate the practical and financial implications of Port Solent submitting an application to Portsmouth City Council for a gating order to allow the estate to become a 'Gated Community'. The Board advised that this matter had been raised previously and it had agreed for preliminary investigations to be made and reported back to the Board.

11/12/026 **Bryher Bridge** – The Security Working Group advised the Board that it recommended that the height of the fencing adjacent to [] Tintagel Way be increased to prevent unauthorised persons climbing over it.

A Director commented that it had been previously agreed that as these persons are using the current design as a ladder, that a sheet of metal be placed on the rungs therefore preventing people from placing their feet on them and hindering access over the top of the gate.

The Board agreed to instruct GSB Fabrications to provide a quotation for the alterations and it will consider the matter further upon receipt.

General

11/12/027 **Pathway between Oyster Quay and Coverack Way** – Countrywide informed the Board that Oyster Quay Management Company Limited was looking to commence the installation of the gates in January.

11/12/028 A Director advised the meeting that Portsmouth City Council had recently decided that no caravan and/or trailer is allowed to park on adopted highway.

Following a lengthy discussion on this matter, the Board asked Countywide to request an update from Portchester Planning Consultancy on its bid to remove the parking restrictions in Lock View and report back to the Board.

7. WORKING GROUP REPORTS

Finance

11/12/029 Following the receipt of the relevant identification documents from Nick Hewitson and Martin Growse, it has been confirmed that the bond with Santander is currently being set up by Countrywide.

11/12/030 **Budget for 2012–2013** – The Company Secretary asked the Directors present to consider the expenditure they wish to have included in the budget for the coming financial year and to have these ready for discussion in the New Year.

Covenants

11/12/031 Nothing further to report.

Gardening

11/12/032 The Gardening Working Group advised the Board that during the estate walk around it had identified several garages which are in a poor decorative state and require redecorating to bring them to a suitable standard of repair. It asked for the Board's consideration for these works to be undertaken by POSOL and recharge to the owner.

A Director responded that a letter should be sent to all the garage owners seeking their agreement, as by having them all done at the time it would spread the costs and therefore save the Shareholders money.

Countrywide advised the Board that this type of works programme had previously been undertaken and was rather difficult to coordinate the contractors and shareholders schedule to allow the frames to be painted.

Upon further consideration of this item, the Board asked the Group to provide Countrywide with a list of garages which require attention to enable them to obtain quotations for its consideration.

Communications

11/12/033 **POSOL Website** – Countrywide advised the meeting that the Directors area of the website was up and running as were the generic POSOL emails accounts for all members of the Board and Working parties.

A Director advised the Board that whilst he is happy receiving emails to his generic POSOL email address at present he is unable to reply as such. The meeting proceeded to ask Countrywide to discuss this matter with Interpro.

- 11/12/034 **Bi-Annual Newsletter** – Following the resignation of the previous Board member who was tasked with producing the bi-annual newsletter, a Director asked for clarification of who will be tasked with this job moving forward.

The Board agreed that this task will be undertaken by the Communications Working party collectively.

Berthing

- 11/12/035 **Berth []** – The Chairman advised the Board that following discussions with Trevor Allen of Premier Marinas, it has been decided by Premier Marinas that going forward it will be mindful not grant any licences for oversized vessels to encroach into its water space.

Security

- 11/12/036 The meeting discussed a recent string of thefts which has occurred on the estate where several items have been stolen from resident's car ports.

The Board wishes to remind all Shareholders to ensure that all doors, car port gates and windows are locked to ensure the safety of their homes and possessions.

- 11/12/037 **Bryher Bridge** – The Security Working Group commented that several of the lights on Bryher Bridge have noticeably different colour bulbs in them and that it is not aesthetically pleasing. Countrywide advised that the manufacturer who supplies the bulbs to HGC Electrical has ceased making the original bulbs and therefore gradually as they fail they will be replaced with the new colour bulbs.

The Board asked Countrywide to obtain a quote from HGC Electrical Services for the replacement of all the bulbs to ensure they match.

Port Solent Community Working Party

- 11/12/038 Nothing further to report

8. ANY OTHER BUSINESS

- 11/12/039 The Chairman advised the Board that Michael Slack has tendered his resignation as a Director of POSOL.

Shareholders Tony Charles and Mark Abrahams had expressed an interest in joining the Board. Subsequently, the Board discussed at length the possible appointees' suitability for the two vacancies and unanimously approved their appointment. Ian Currie proposed and Barry White seconded.

- 11/12/040 **Working Group Members** – Following the retirement of two working group members and the appointment of two new Directors, the meeting discussed the members of the various Working groups and the possibility of incorporating other POSOL residents who had expressed an interest in getting involved with the day to day running of the estate.

The meeting asked Countrywide to write to those shareholders concerned to invite them to a meet and greet with the relevant working groups, to discuss the matter further.

9. DATE OF NEXT MEETING – 20th January 2012.