

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 20<sup>th</sup> JANUARY 2012**

Present: Nick Hewitson (Chairman)  
Mike Sandall  
Barry White  
Tony Charles  
Mark Abrams

In attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

12/01/001 Apologies were received from Ian Currie and Andy Gerry

**2. RESIGNATION OF DIRECTORS**

12/01/002 The Board accepted the resignation of Michael Slack with effect from the 20<sup>th</sup> January 2012. The Board proceeded to welcome Tony Charles and Mark Abrams to the meeting.

**3. APPOINTMENT OF DIRECTORS**

12/01/003 The Board resolved to appoint Tony Charles and Mark Abrams as Directors to fill two casual vacancies until the Annual General Meeting.

**4. MINUTES OF THE PREVIOUS MEETING HELD ON 16<sup>th</sup> DECEMBER 2012**

12/01/004 Typographical amendments were made to the minutes following which, the minutes were approved. Nick Hewitson proposed and Barry White seconded.

**5. MATTERS ARISING**

12/01/005 Nothing to report.

**6. MANAGING AGENTS REPORT**

**Finance – Budget – Expenditure**

12/01/006 Countrywide advised the Board that expenditure as at 31<sup>st</sup> December 2011 was £371,187.95 against the budgeted figure of £300,830.

The meeting discussed the expenditure report and a Director commented that on certain items such as pontoon repairs there has been a significant overspend but on other items such as landscaping they are currently under budget. This will therefore give the Gardening Working Group leeway when carrying out planting works in the spring.

In response, the meeting was advised that monies have been rolled over from the previous year's budget for the pontoon repairs and that a portion of the sinking fund has been allocated to cover the over spend on the pontoon repairs.

### Arrears

12/01/007 Countrywide advised the Board that the total arrears as at 16 January 2012 amount to £33,013.25 and of this £15,194.84 relates to aged debtors.

The meeting discussed the arrears at length and a Director queried whether Shareholders are refusing to pay or are they having genuine financial difficulties. Countrywide advised the meeting that several Shareholders' have contacted POSOL to propose payment plans in a bid to settle their accounts. Countrywide stressed it was following POSOL's policy on recovery of all arrears.

A Director commented that at present there are only 5% of shareholders who have outstanding monies, which can be expected during the time of an economic recession. A Director asked for the Board's consideration that a paragraph be included in the final demands which urges Shareholders to contact the Board, should they have be having financial difficulties to put in place a payment plan to prevent POSOL having to take legal action against them.

A Director commented to the Board that he recognised the hard work of Samantha Simpson of Countrywide both at this time and during his previous time serving on the Board and believes that the arrears are a direct result of the current economic climate and possibly a lack of resources.

### Property Alterations

12/01/008 [ ] **Bryher Island** – The Covenants Working Group commented that this matter was currently on hold but it recommended to the Board that conditional approval be granted for the alterations as agreed by the group and the owner, who will discuss the final finishes with the group in due course.

A Director asked for clarification of what works had been approved. The Group informed the meeting that it had granted conditional approval for the under balcony kitchen extension and had refused consent for the in fill of the car port and relocation of the front door.

12/01/009 [ ] **Bryher Island** – Countrywide advised the Board that it has issued the letter of conditional approval for the car port gates to the owner. It duly informed the Board that the owner has requested that his application to partially in fill the car port be kept active.

12/01/010 [ ] **Bryher Island** – Countrywide advised the Board that it had yet to receive confirmation of the intended materials for the car port alterations, however it seems that the works have been completed without conditional approval being granted.

The Group agreed to view the works and report back to the Board in due course.

12/01/011 [ ] **Bryher Island** – Countrywide advised the Board that the owner has acknowledged receipt of its letter but has not indicated what his intentions in respect of the unauthorised structure which has been erected at the rear of the property.

12/01/012 [ ] **Bryher Island** – The Covenants Working Group advised the meeting that it was awaiting confirmation from the owner that the loft conversion works have been completed.

12/01/013 [ ] **Bryher Island** – Having undertaken a review of the application and plans submitted by the owner, the Covenants Working Group reported back to the Board and the matter was discussed at length.

Under review it was discovered that the application had been approved previously and therefore the Board agreed to uphold the previously issued conditional consent and it asked the Covenants Working group to contact the owner to discuss possibility of using screening such as obscure glass.

The Board asked Countrywide to write to the complainants to inform them of the procedure that the application would have had to adhere to and that their complaints were not submitted until after the application had been approved.

12/01/014 [ ] **Cadgwith Place** – Having attended the property and discussed the application for the installation of an aluminium framed triangular glass panel taking up the whole of the front gable at the second floor level with owner, the Covenants Working Group advised the Board that it had no objections to the application and recommended its approval. The Group expressed that it did have concerns that the proposed door may not fit and therefore would look to receive a revised plans for the file.

Upon consideration of the matter, the Board granted conditional consent for the alterations and asked Countrywide to draft a letter to the owner with the standard terms and conditions.

12/01/015 [ ] **Coverack Way** – Countrywide advised the Board that the owner has been issued with the conditional consent for the replacement balcony and that it awaited confirmation that the works have been completed.

12/01/016 [ ] **Carbis Close** – The Covenants Working Group advised the Board that it had yet to meet with the owner to discuss the car port alterations and the under balcony kitchen extension, but would report back in due course.

12/01/017 [ ] **Carbis Close** – Countrywide advised the Board that it was in receipt of an application to convert the car port in habitable living space and the details had been forwarded to the Covenants Working group for its consideration.

Having considered the application, the Group advised the Board that it could not see any reason not to grant the necessary consent for the car port conversion subject to the standard colour and material match and that the vision panel be a high level horizontal panel.

The Board discussed the matter and it agreed to issue conditional consent for the car port alterations and asked Countrywide to issue the requisite letter to the owner.

### **Gardening**

12/01/018 **Estate Walk Around** – Countrywide advised the Board that Hambrooks had commenced work to the areas on the estate that were highlighted during the estate walk around with the Gardening Working Group.

12/01/019 [ ] **Newlyn Way** – Countrywide advised the Board that it was in receipt of a complaint from the tenant of [ ] Newlyn Way that the tree situated next to the driveway of the property is overhanging the drive and will potentially damage his new vehicle. The tree had recently been pruned by Hambrooks but the tenant feels that this is not sufficient and would like it hard pruned.

The Board discussed the matter and the Gardening Working Group agreed to view the tree and report back accordingly.

### **Berthing**

12/01/020 **Pontoon Repairs** – Countrywide advised the Board that the final works are currently progressing and Solent Marine envisage the work being completed by the end of the month.

12/01/021 **Berth [ ] and [ ]** – Countrywide advised the Board that the boat [ ] is due to return to its berth. Modifications to the guard rails have been carried out to ensure it does not encroach into the water space of the neighbouring berth.

Countrywide proceeded to read out a draft letter due to be issued to the owner advising that the boat will be viewed and measured by the Berthing Working Group to confirm that no trespass into berth [ ] exists.

### **Estate Security**

12/01/022 **Security Gates** – Countrywide advised the Board that C.I.A had completed making the bespoke locks and have handed them to GSB Fabrications who will undertake to fit the new gates through out the estate in due course.

### **General**

12/01/023 **Pathway between Oyster Quay and Coverack Way** – Countrywide informed the Board that it had no further progress to report on this matter.

12/01/024 **Estate Parking** – A Director advised the meeting that he had recently contacted the Traffic Regulatory Officer, Nikki Musson to discuss the ongoing parking issues experienced across the estate.

It is Portsmouth City Council's intention, subject to the necessary approval to introduce restrictions across the estate, that between the hours of 8am to 6pm on Monday to Friday, permit holders only will be able to park on the estate. Permits will be available to residents and bona fide tenants of the properties across the estate and should alleviate the ongoing parking problems.

12/01/025 A Director advised the Board that PC Jamie Ironmonger is no longer assigned to Port Solent and any further matters will now be dealt with by PC Stephanie Lansley.

## **7. WORKING GROUP REPORTS**

### **Finance**

12/01/026 Nothing further to report

### **Covenants**

12/01/027 **[ ] Tintagel Way** – A Director advised the Board that a pane of glass in the balcony of [ ] Tintagel Way has fallen out and poses a serious health and safety risk as well as making the property look unsightly.

The Board discussed the matter and understood the concerns raised but unfortunately it has no jurisdiction to intervene as the property is a Freehold house.

### **Gardening**

12/01/028 Nothing further to report.

### **Communications**

12/01/029 **POSOL Website** – The meeting discussed the Directors area of the website and it was commented that the password to access the area is too cryptic and would be beneficial if the password was simplified as at present it is easy for an error to be made when inputting the password.

12/01/030 **Generic Email Addresses** – A Director commented that he is pleased with the new generic email system; however he commented that he has no ability to respond from the generic email and therefore he is still sending communication to Shareholders from his personal email account.

The meeting discussed potential alternatives and the Communications Working Group agreed to consider the matter further and report back to the Board.

### **Berthing**

12/01/031 Nothing further to report

### **Security**

12/01/032 **Gated Community** – A Director advised the Board that a shareholder has made preliminary enquires into potentially turning Port Solent into a ‘Gated Community’. In due course, he will report back to the Board with his findings.

### **Port Solent Community Working Party**

12/01/033 A Director advised the Board that the inspectors report on the Portsmouth Plan has been published and has been deemed to be sound. It appears to have given little regard for the environmental issues that were presented or the infrastructures problems that require addressing before any redevelopment can take place.

The Director commented that as a result of the arguments put forward by POSOL, the number of residential units have been reduced from 1800 to 500 units. The Boardwalk has been retained, in addition to David Lloyd’s Fitness Centre and the Cinema. The new plan will also include retaining 3.4 hectares and the boat hoist will remain for boat storage. Premier Marinas are looking to replace the large boat shed with a mobile shed which will be able to move around and facilitate the required access when working on vessels.

The new plan will be adapted by Portsmouth City Council within the next 6-8 weeks and the Port Solent Working Community Party will remain in place to continue discussions with both Portsmouth City Council and Premier Marinas.

## **8. ANY OTHER BUSINESS**

12/01/034 Nothing further to report

## **9. DATE OF NEXT MEETING – 17<sup>th</sup> February 2012.**