

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

MINUTES OF THE BOARD MEETING HELD AT QUAYSIDE, PORT SOLENT – 13TH APRIL 2012

Present: Nick Hewitson (Chairman)
Ian Currie
Tony Charles
Mark Abrams
Mike Sandall

In attendance: Samantha Simpson
Peter Williams
Nikki Avis

1. APOLOGIES

12/04/001 Apologies were received from Andy Gerry and Barry White.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 16TH MARCH 2012.

12/04/002 Typographical amendments were made to the minutes following which, the minutes were approved. Ian Currie proposed and Mark Abrams seconded.

3. MATTERS ARISING

12/04/003 A Director commented that he had not received the Board Paperwork until a couple of days prior to the meeting and did not have adequate time to read through all the information. He therefore asked that the paperwork be issued earlier.

Countrywide offered its sincere apologies and commented that unfortunately due to delays with financial reporting, the production had been delayed. It assured Directors it would do its utmost to ensure the situation was not repeated.

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

12/04/004 The meeting discussed the expenditure from the previous financial year in particular the major expenditure incurred for maintenance works carried out to the pontoons and the replacement of the security gates. It was commented that the costs incurred for the works to the pontoons will be covered by the monies held in the reserve fund.

Arrears

12/04/005 Countrywide advised the Board that the total arrears as at 10th April 2012 amount to £20,952.56 and of this £20,400.79 relates to aged debtors. The Board discussed the current arrears balance and instructed Countrywide to issue solicitors proceedings against six properties.

A Director queried whether any of the Shareholders withholding service charges were unhappy with the services that POSOL are providing. Countrywide informed the Board that a couple of

Shareholders owing service charge monies have stated that they are unhappy with a Board decision relating to external alterations or television services. Shareholders should be reminded that withholding service charge due to non satisfaction of services provided by POSOL is not permitted and it was commented that a potential course of action would be to name and shame the debtors. A Director requested a detailed breakdown of the actions taken by Countrywide in respect of recouping the monies owed from each Shareholder.

The meeting continued to discuss the matter at length and it agreed to include a letter with the April service charge invoices which outlines POSOL's position and the possibility that it will instruct bankruptcy proceedings against any Shareholder that has arrears exceeding an agreed threshold.

12/04/006 A Director asked Countrywide for an update on the Santander Bond which should have been finalised as well as two other matters referred to in an email to Ms Simpson dated 19th March 2012. Countrywide commented that it would obtain an update on the matters and report back accordingly.

Property Alterations

12/04/007 [] **Tintagel Way** – The Covenants Working Group informed the meeting that it had arranged a follow up meeting with the owners of [] Tintagel Way to discuss their application given the Board's view not to approve their application for the proposed external alterations at the property.

The Group commented that it would report back to the Board in due course.

12/04/008 [] **Carne Place** – The Covenants Working Group advised the Board that it recommended that retrospective consent be granted for the loft conversion carried out at the property in 1999. The Board endorsed consent.

Gardening

12/04/009 [] **Newlyn Way** – The Gardening Working Group advised the Board that during the estate walk around, it had discussed the fence works to be undertaken and Hambrooks will be issuing a revised quote for the works.

12/04/010 **Pumping Station on Holywell Drive** – The Gardening Working Group informed the meeting that vegetation located next to the pumping station is recovering well and has requested that Hambrooks remove any remaining dead shrubbery or trees.

12/04/011 **Portway Landscaping** – The Group advised that certain areas of landscaping on the Portway are looking bare and that it has therefore asked Hambrooks to provide a quote for revamping these areas.

12/04/012 [] **Bryher Island** – The Gardening Working Group informed the Board that the owner of the property has put the gardening works on hold for the foreseeable future. The Group queried whether the plants were to be relocated to a [] Carne Place in the garden of [] Bryher Island.

The Board discussed the matter and it agreed to replant [] Carne Place imminently and when the works are carried out to [] Bryher Island, the plants can be reused elsewhere on the estate.

12/04/2013 [] **Bryher Island** – The Gardening Working Group informed the meeting that it will arrange a mutually convenient time to meet with the owner of the property to discuss the replanting of the front garden.

12/04/014 **Newlyn Way** – The Board discussed the estate gardens and it agreed that several properties in Newlyn Way need rejuvenating as they look rather tired. It was agreed that the Gardening Working Group would seek quotes from Hambrooks for the works.

Berthing

12/04/015 **Berth [] and []** – A Director advised the meeting that he had been contacted by the owner of Berth [] in respect of the issue he had previously raised with POSOL that the neighbouring boat on berth [] was trespassing into his water space. The owner feels that POSOL has not provided him with definitive response to his complaint.

Countrywide advised that it had informed the owner of the outcome of the Board's discussions but would contact him accordingly to discuss.

Estate Security

12/04/016 **Security Gates** – Countrywide advised the Board that following complaints from residents over the security of the remote mooring areas following the recent modifications to the gates, it had met with GSB Fabrications and discussed alterations to the design to increase security. Countrywide commented that it been agreed that shrouds would be placed over the gate handles so that they can not be seen or accessed from outside the gate.

Countrywide requested clarification from the Board on whether the amount of keys allowed to be issued to each individual Shareholder was capped. Following a lengthy discussion, the Board agreed that the maximum amount of keys per Shareholder was two, but that this would be reconsidered on a case by case basis.

General

12/04/017 **Estate Parking** – A Director informed the Board that the Department of Transport has recently determined that parking restrictions can be instigated at Port Solent by the use of signage only. He also advised that the Traffic Regulation Order that the council are looking to enforce in Port Solent will be for a maximum 3 hour stay between the hours of 8am and 6pm. The Council will shortly be putting the matter out to public consultation.

A Director commented that since the majority of the parking areas in Port Solent are Adopted Highway they will therefore be subject to the Traffic Regulation Order. Following a lengthy discussion of the parking issues experienced across the estate, the Board asked a Director to officially respond to the Council.

A Director asked for the Board's consideration that until such a time that the proposed restrictions are introduced, that signs be erected on Carbis Close, Kelsey Head and Carne Place to deter non residents from parking on these parts of the estate. It was also commented that the Boardwalk are looking to introduce restrictions of a maximum of three hour stay.

5. WORKING GROUP REPORTS

Finance

12/04/018 Nothing further to report

Covenants

12/04/019 **[] Carne Place** – Countrywide advised the Board that it was in receipt of an application to install a satellite dish on the property. At present the homeowners are currently unable to receive any

television reception. Upon consideration of the application, the Board agreed that it could not refuse permission but would ask that dish is small in size and placed in a discreet location.

The Board asked Countrywide to advise the owner of the Board's decision accordingly.

Gardening

12/04/020 Nothing further to report.

Communications

12/04/021 **POSOL Website** – The Communication's Working Group advised the Board that it is in the process of updating the password for the coming year as well as instigating the forgotten password help icon. The Group commented that it would advise the Board accordingly when these new features were up and running.

Berthing

12/04/022 **Key Holders** – Countrywide advised the Board that during the distribution of the new keys for the remote mooring gates 2 to 11, several Shareholders requested that keys be sent to the Premier Marinas Lock office for their collection. This however, caused several issues as Premier Marinas misplaced them and also provided one Shareholder with the wrong key.

In light of this, Countrywide informed the Board that it will no longer be able to give Shareholders the option of using Premier Marinas as a key holder.

Security

12/04/023 Nothing further to report.

Port Solent Community Working Party

12/04/024 A Director informed the Board that at present he acted as an informal consultant to the Port Solent Community Working Party but is willing to offer his services as the POSOL Board Liaison to the Working Group in order to protect the interests of all POSOL Shareholders.

6. ANY OTHER BUSINESS

12/04/025 **Village Green Application** – A Director advised the Board that he had been approached by a member of RAPS to discuss the Public Enquiry due to take place at the end of June to determine the outcome of the Village Green Application submitted to the Council.

RAPS has requested the Board's consideration of making a financial contribution to enable RAPS to seek the legal assistance of a Barrister for the Public Enquiry. The Board discussed the matter at length and a Director commented that he feels that it would be beneficial for all Shareholders if the Village Green was protected.

In response, a Director noted that he feels that it is only ever POSOL Shareholders who contribute to protect the surrounding areas but that both Oyster Quay and The Anchorage reap the benefits. It was proposed that the matter be put to a vote of the Board members present. Two Directors abstained from voting and three Directors were in agreement of the proposition to provide a financial contribution.

12/04/026 **Complaint from [] Bryher Island** – Countrywide advised the Board that it was in receipt of a complaint from the Shareholder of [] Bryher Island in respect of the delay in dealing with the transfer of ownership of a garage.

Countrywide informed the meeting that it would deal with the matter accordingly and that it would meet the costs claimed.

12/04/027 **[] Tintagel Way** – A Director queried whether Letting Agents and/or Landlords are required to advise tenants of the Covenants in place which residents must adhere to. In response, Countrywide advised that all local agents are supplied with copies of a welcome leaflet which is to be distributed to all new tenants. Do's and Don'ts are contained within. Furthermore it is the responsibility of the Shareholder to ensure his agent and tenant are familiar with the covenants and he will be held in breach should they fail to respect/adhere to them.

The Director commented that the tenants of a property in Tintagel Way were allowing children to run up and down the path which runs along the rear of the properties adjacent to the capping. As it is a public foot path there are no restrictions on residents using it and therefore they are not in breach of any covenants.

Countrywide confirmed that it would do another mail shot to all local agents who market properties in Port Solent, providing further copies of the Welcome Leaflet.

7. DATE OF NEXT MEETING – 18th May 2012.