

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 17<sup>th</sup> FEBRUARY 2012**

Present: Nick Hewitson (Chairman)  
Ian Currie  
Andy Gerry  
Mike Sandall  
Barry White  
Tony Charles  
Mark Abrams

In attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

12/02/001 Apologies were received from John Latus, National Director of Countrywide Estate Management.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 20<sup>th</sup> JANUARY 2012**

12/02/002 Typographical amendments were made to the minutes following which, the minutes were approved. Tony Charles proposed and Barry White seconded.

**3. MATTERS ARISING**

12/02/003 **Estate Parking** – In reference to a query raised about minute 12/01/024, the meeting discussed the ongoing parking problems experienced across the estate.

A Director commented that he had seen a decrease in the amount of cars parked in Tintagel Way but it is still apparent that Lock View is being under utilised and it would make a considerable difference if the two hour restrictions on Lock View are rescinded.

In response, a Director informed the Board that this restriction was not imposed as a direct result of complaints from residents and Shareholders but in fact the restrictions were placed on Lock View as incidences of visitors to the Boadwalk were parking on the hammer head leading into Sennen Place which blocked access to the estate for emergency vehicles.

A Director informed the meeting that there is a serious issue of inconsiderate parking in Carne Place, Kelsey Head and Carbis Close with cars parking on the pavement which is forcing pedestrians to walk in the road and is also blocking access to driveways.

The meeting discussed the potential implementation of a parking permit scheme which will undergo public consultation before being submitted to Portsmouth City Council Cabinet for its consideration. It was commented that commonly the permits will be issued with the relevant Council Tax invoice and will provide two per property and a pooling system will determine who receives additional permits.

12/02/004 **Gated Community** – The meeting discussed the viability of transforming Port Solent into a ‘Gated Community’. It was commented that to block off public access to adopted highway requires a

statutory easement and agreement of a minimum of 75% of residents. It was also mentioned that the financial burden of maintaining the highways would then fall on the Shareholders.

#### 4. MANAGING AGENTS REPORT

##### Finance – Budget – Expenditure

12/02/005 The meeting discussed the expenditure report and a Director commented that several invoices have been processed within the wrong Schedule and duly asked Countrywide to make the necessary alterations to the financial information.

A Director asked for clarification on whether the Santander Bond had been finalised. Queries were also raised in relation to the amount of money currently being held in the Sinking Fund and at what rate did Premier Marinas charge the second instalment. Countrywide informed the meeting in would take a look at the figures and report back to the Board.

##### Arrears

12/02/006 Countrywide advised the Board that the total arrears as at 17<sup>th</sup> February 2012 amount to £30,816.11 and of this £28,613.52 relates to aged debtors.

12/02/007 [ ] **Coverack Way** – Countrywide advised the Board that the owner has been withholding funds in relation to a complaint that he has with the external alterations carried out at [51] Tintagel Way. The Board commented that POSOL had acted in accordance with its policy for External Alterations and therefore can see no reason for monies to be withheld.

Countrywide informed the meeting that it had contacted the owner to discuss the outstanding service charge and asked payment to be settled as soon as possible. Upon consideration of the matter, the Board commented that should the monies not be received by a given deadline, Countrywide should instruct Solicitors accordingly to pursue the outstanding monies.

12/02/008 [ ] **Newlyn Way** – Countrywide advised the Board that an application for a County Court Judgement was being made in respect of the outstanding service charge.

12/02/009 [ ] **Carbis Close** – Countrywide advised the Board that the property is currently being sold and therefore all arrears will be settled shortly.

12/02/010 [ ] **Coverack Way** – Countrywide advised the Board that it had received a letter from the owner of the property at the beginning of January requesting a breakdown of the monies owed and the bank details for the POSOL account which it duly provided, but it had yet to receive payment.

Upon consideration of the matter, the Board asked Countrywide to pursue the arrears in accordance with the POSOL arrears policy.

12/02/011 [ ] **Coverack Way** – Countrywide informed the Board that the owner has apologised for failing to make payment and would do so immediately, but it had yet to receive payment.

Upon consideration of the matter, the Board asked Countrywide to pursue the arrears in accordance with the POSOL arrears policy.

12/02/012 [ ] **Newlyn Way** – Countrywide advised the Board that the owner usually pays by Direct Debit, however her payment bounced and it has yet to receive payment by alternative method.

Upon consideration of the matter, the Board asked Countrywide to pursue the arrears in accordance with the POSOL arrears policy.

12/02/013 [ ] **Carbis Close** – Countrywide advised the Board that the property is currently being sold and therefore all arrears will be settled shortly.

12/02/014 [ ] **Coverack Way** – Countrywide advised the Board that the owner notified POSOL that payment would be made by his Mortgage Company within the next week, but it had yet to receive payment.

Upon consideration of the matter, the Board asked Countrywide to pursue the arrears in accordance with the POSOL arrears policy.

12/02/015 [ ] **Newlyn Way** – Countrywide advised the Board that the owner has approached POSOL to make arrangements to pay in instalments, which was duly authorised.

### **Property Alterations**

12/02/016 [ ] **Bryher Island** – Countrywide advised the Board that following the failure of the owner to remove the unauthorised structure from the garden, the property has been flagged with a caution and no further action is required from POSOL at this time.

12/02/017 [ ] **Bryher Island** – Countrywide advised the Board that the letter of conditional approval has been issued in respect of the car port gates and the owner has advised that the works are due to be completed in the coming weeks.

12/02/018 [ ] **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 a Director commented that he could see no reason why approval could not be granted as it is a mirror image of the neighbouring property.

12/02/019 [ ] **Bryher Island** – Countrywide advised the Board that it was drafting the letter of conditional approval for the external alterations to the property and will issue it in due course.

12/02/020 [ ] **Bryher Island** – The Covenants Working Group advised the meeting that it had visited the property to discuss with the Shareholders the concerns which had been raised by neighbouring properties in relation to their application for external alterations and possible compromises of etched glass in the windows or extending the flank fencing to eye level, put forward by the Board.

The Group advised that the Shareholder was happy to consider the compromises the Board proposed and would look favourably on extending the fence panel to bring it in line with the end of the garage.

The meeting discussed further the complaints lodged against the property alterations and asked Countrywide to write to the Shareholders to inform them of the compromise it had reached with [85] Bryher Island and the Group offered to meet with the complainant to discuss further should they wish to do so.

12/02/021 [ ] **Carbis Close** – Having visited the property and undertaken a review of the application submitted by the owner, the Covenants Working Group advised the Board that that it could not see any reason not to grant the necessary consent for the car port conversion, under balcony kitchen extension and the decking in garden subject to the standard terms and conditions.

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.

12/02/022 [ ] **Mullion Close** – Countrywide advised the Board that it was in receipt of an application to erect a fence at the bottom of the waterside garden of the property 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, subject to the new fence matching the existing fence which runs along the boundary of the property. The Board asked Countrywide to issue the relevant letter of conditional approval.

12/02/023 [ ] **Tintagel Way** – Countrywide advised the Board that it was in receipt of an application to carry out an under balcony kitchen extension extending it further than the flank wall in a semi-circle shape. The proposal also includes altering the shape of the 1<sup>st</sup> floor balcony to be in keeping with the under balcony. It was commented that as the neighbouring property is set slightly back, the changes in appearance will be rather prominent and change the dynamics of the estate.

Having considered the application, the Covenants Working Group recommended that approval is not likely to be granted due the visual impact the alterations will have on the estate. The Board discussed the matter at length and it agreed that the application be refused.

The Covenants Working Group agreed to meet with the owners of [49] Tintagel Way to discuss the Board's discussion.

12/02/024 [ ] **Cadgwith Place** – Countrywide informed the Board that it had received an email from the owner to advise that it was no longer his intention to have a Juliette balcony situated within the aluminium framed triangular glass panel which will take up the whole of the front gable on the second floor level but instead will have a window in its place.

This change was discussed and subsequently approved by the POSOL Board.

### **Gardening**

12/02/025 **Port Way** – Countrywide advised the Board that Hambrooks has completed the pruning works on the Port Way.

The Gardening Working Group asked Countrywide to clarify the status of the works which Hambrooks quoted for previously at the entrance to Coverack Way. Countrywide advised that these works were placed on hold but would revive the quote should the Board want the works to be done.

12/02/026 **Newlyn Way** – Countrywide advised the Board that it had asked Hambrooks to provide a quotation for the erecting of a fence adjacent [ ] Newlyn Way and will report back to the Board upon its receipt.

12/02/027 Countrywide informed the meeting that it would undertake to carry out a survey of the Shareholders to ascertain whether they still wish to be included in the gardening maintenance programme carried out by Hambrooks, to ensure its records are fully up to date.

12/02/028 **Contaminated Land** – A Director asked for clarification on whether the issue of contaminated land at Holywell Drive has been resolved. Countrywide informed the meeting that the results from the environmental tests were inconclusive and the damage to the vegetation could be attributed to any contaminate.

12/02/029 **Estate Walk Around** – Countrywide and the Gardening Working Group advised the meeting that it would carry out an estate walk around with Hambrooks and report back to the Board any areas of the estate that require works.

- 12/02/030 [ ] **Bryher Island** – The Gardening Working Group advised the Board that it had been previously agreed that the front garden of the property would be replanted, and that it would meet with the owner to discuss the matter.

#### **Berthing**

- 12/02/031 **Pontoon Repairs** – Countrywide advised the Board that the final works are still ongoing, but have been assured by Solent Marine that the works will be completed by the end of the month.

#### **Estate Security**

- 12/02/032 **Security Gates** – Countrywide advised the Board that the keys for gates 2-5 and 17 will be issued to the entitled Shareholders and the locks will be fitted on the said at the beginning of March.

#### **General**

- 12/02/033 **Pathway between Oyster Quay and Coverack Way** – Countrywide informed the Board that it is likely the gates will be erected in the next 10-12 weeks. A Director asked for the Board's consideration to have the gate code posted on the secure part of the website to assist Shareholders in obtaining the code, particularly those who do not live on the estate.

### **5. WORKING GROUP REPORTS**

#### **Finance**

- 12/02/034 **Budgets for Year Ended 31<sup>st</sup> March 2013** – A Director advised the Board that he was currently compiling the budgetary figures for the next financial year and will circulate a draft for its consideration in due course.

#### **Covenants**

- 12/02/035 Nothing further to report

#### **Gardening**

- 12/02/036 Nothing further to report.

#### **Communications**

- 12/02/037 **Generic Email Addresses** – A Director asked for clarification of whether the webmail accounts have been created to allow responses to be sent from the generic email address. The Communications Working Group advised that it was still working on this along with changing the password for Directors section of the website.

- 12/02/038 **Bi-Annual Newsletter** – A Director asked the meeting for ideas/articles for the Spring Newsletter be submitted to the Communications Working Group so it can be duly compiled ready for distribution with the Service Charge invoices in April.

### **Berthing**

- 12/02/039     **Berth [ ] and [ ]** – Countrywide advised the Board that the vessel [ ] is now registered with POSOL and Premier Marinas has been notified accordingly. However, it had received a further email from the complainant, which it proceeded to read out to the meeting.

Following a lengthy discussion and upon consideration of the content of the email, the Board asked Countrywide to respond to him to thank him for his communication and cooperation in this matter; but POSOL now considered the matter closed and no further action will be taken.

### **Security**

- 12/02/040     **Bryher Island Bridge** – A Director commented that only one of the new ‘No Parking’ signs had been erected on the bridge. Countrywide advised it had been awaiting consent from the owner of the neighbouring property in Tintagel Way for the sign to be erected on his garden wall. This has now been received and the contractor has been instructed accordingly.

A Director queried why several of the lamps on the Bridge were different colours to the others. Countrywide informed the meeting that this was due to the original bulbs being discontinued by manufacturers. The contractor will gradually change them to the new colour bulb. Countrywide advised that it had obtained a quote from HGC Electrical to change all the remaining bulbs to match.

Upon consideration of the matter, the Board agreed to proceed with the quote submitted by HGC Electrical and asked Countrywide to instruct the contractor accordingly.

- 12/02/041     Due to his involvement with the Neighbourhood Watch in Port Solent, it was proposed that Mark Abrams joined the Security Working Group, Barry White proposed the motion, Nick Hewitson seconded and the Board approved to the motion.

- 12/02/042     A Director informed the Board that there have been several reported cases of siphoning boat fuel from vessels as well as an increase in the amount of thefts of outboards.

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

- 12/02/043     Nothing further to report

## **6. ANY OTHER BUSINESS**

- 12/02/044     Nothing further to report

## **7. DATE OF NEXT MEETING – 16<sup>th</sup> March 2012.**