

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 15<sup>TH</sup> JUNE 2012**

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

In attendance: Samantha Simpson  
Peter Williams  
Nikki Avis

**1. APOLOGIES**

12/06/001 Apologies were received from Andy Gerry.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 18<sup>TH</sup> MAY 2012.**

12/06/002 No amendments were required to the minutes and were duly approved by the Board. Tony Charles proposed and Ian Currie seconded.

**3. MATTERS ARISING**

12/06/003 The Covenants Working Group advised the Board that it was still in the process of drafting the Building Code of Practice due to work commitments but will do so for the next month's meeting.

12/06/004 Countrywide advised the Board that it had contacted Portsmouth City Council in respect of the 'Dog Fouling' signs which the council had removed from across the estate. The Council advised that the wording on the signs was factually incorrect and was therefore legally unenforceable. It commented that new signs would be replaced in due course.

A Director advised the Board that the new signs had already been erected across the estate.

12/06/005 A Director asked Countrywide for confirmation that the additional security works had been carried out to the gate adjacent to [ ].

Countrywide informed the Board that it had contact GSB Fabrications who advised that it will undertake to complete all works to the gates in phase 1 by the 22<sup>nd</sup> June 2012. The next phase of works will be undertaken and all works including the additional security measures will be carried out at the same time.

The next phase of works would commence immediately after phase 1 and GSB have advised that they foresee the works being completed in full by the second week of July.

#### 4. MANAGING AGENTS REPORT

##### Finance – Budget – Expenditure

12/06/006 Countrywide advised the Board that expenditure to date was £20,677.73 but it had yet to receive invoices from Premier Marinas for the Port Solent Charge and invoices from the relevant insurance companies.

##### Arrears

12/06/007 Countrywide advised the Board that the total arrears amount to £24,851.46 and of this £14,061.54 relates to aged debtors and that it had recovered £2,736.23 since the last Board meeting.

12/06/008 [ ] **Newlyn Way** – Countrywide advised the Board that the owner of [ ] Newlyn Way has made an initial payment of £500.00 towards his arrears and has proposed a payment plan of £200.00 per calendar month, which would bring his account to a zero balance by the 31<sup>st</sup> March 2013.

Upon consideration of the matter, the Board agreed the terms of the payment plan proposed by the Shareholder.

12/06/009 [ ] **Tintagel Way** – Countrywide advised the Board that it had received an initial payment from the owner of [ ] Tintagel Way as agreed. However the cheque was incorrectly made out and when advised this by Countrywide the owner agreed to send a replacement cheque. However, despite further reminders by Countrywide no replacement cheque was forthcoming. Therefore Countrywide has duly instructed solicitors to pursue the outstanding balance on his accounts.

12/06/010 [ ] **Sennen Place** – Countrywide advised the meeting that the owner of [ ] Sennen Place has queried the amount of the outstanding arrears on the service charge accounts but has agreed to make an initial settlement towards the arrears.

Countrywide advised the Board that it was currently investigating the query raised by the owner and would report back to the Board in due course.

12/06/011 [ ] **Carne Place** – Countrywide informed the meeting that it had emailed and telephoned the Shareholder on several occasions to discuss the arrears. Statements of accounts were supplied and the Shareholder agreed to make payment.

To date, it had yet to receive any monies from the Shareholder and therefore Countrywide advised that it has duly instructed solicitors to pursue the outstanding balance on the accounts.

12/06/012 Countrywide advised the Board that enquires had been made as the viability of using tracing agents to locate debtors where no contact details are held.

Countrywide spoke to several agencies but it was decided to use tracings agents as recommended by Locking Solicitors who act on behalf of POSOL. The basic cost for tracing is £42.00 on a 'No Win, No Fee' basis

Following a lengthy discussion the Board agreed to instruct the Tracing Agent on a test case and report back in due course on whether this action was successful.

12/06/013 [ ] **Newlyn Way** – Countrywide advised the Board that this matter is still ongoing and that until all parties involved comply with POSOL's requirement the ownership of the property and the arrears remain unchanged.

12/06/014 A Director commented to the meeting that he has noticed a significant improvement in the amount of outstanding arrears currently owed by Shareholders and the Board duly expressed it's thanks to Countrywide for all the hard work and progress it has made.

### **Property Alterations**

12/06/015 A Director queried what action was to be taken against several properties across the estate that have yet to remedy unapproved alterations to their properties as he feels that standards are slowly starting to ebb away and would request that POSOL take more action.

In response, a Director commented that as they are freehold properties, little can be done until come point of sale of the property or alternatively POSOL will have to take legal action.

The meeting proceeded to discuss the state of decoration of several of the houses across the estate and a Director proposed that POSOL source a bulk works deal with a painter and decorator to redecorate the external of the worst houses on the estate.

The Covenants Working Group commented that the works could be undertaken under a 'Port Solent Enhancement Package' and recommended that an article is placed in the October Newsletter.

Two directors agreed to inspect the development and report as to the number of houses that were in need of external recordation. Countrywide was to supply the Board with a list of contractors who would be willing to tender for works. Moving forward it was envisaged that Shareholders would benefit from discounts available dependent on the scale of works.

12/06/016 [ ] **Cadgwith Place** – The Covenants Working Group informed the Board that it had viewed the works undertaken to the rear elevation of [ ] Cadgwith Place. The Covenants Working Group commented that works are not in keeping with the approved plans and look rather unsightly.

The Board discussed the alterations at length and it agreed for a letter to be issued to the owner advising that works are not in accordance with the submitted plans and that the owner advise POSOL what actions they will be taking to remedy the matter.

A Director agreed to write the letter on behalf of POSOL.

12/06/017 [ ] **Tintagel Way** – The Covenants Working Group advised the meeting that the owner of the property has commented that they do not intend to resubmit their application for POSOL consent for an under balcony kitchen extension.

A Director commented that the owners have in fact obtained Planning Permission from Portsmouth City Council and therefore are likely to proceed without POSOL consent. The Group informed the meeting that the owners have been made fully aware of POSOL's guidelines and the consequences should the work be carried out without consent.

12/06/018 [ ] **Newlyn Way** – Countrywide advised the Board that it has received an application from the owner to carry out a window replacement and partially infill the car port.

The Covenants Working Group commented that it can see no reason not to grant consent for the windows on the basis that the windows are like for like. However, the submitted plans for the car port infill were basic and did not provide sufficient information. The Covenants Working Group remarked that before it can recommend consent it requires further details from the owner, but subject to their receipt are happy to approve the application.

12/06/019 [ ] **Tintagel Way** – Countrywide advised the Board that it has received an application to carry out a loft extension at the property, which it duly forwarded to the Covenants Working Group for its consideration.

The Covenants Working Group commented that in conjunction with the neighbouring property the proposed windows on the rear elevation of the property will not be uniform and therefore not in keeping with the overall aesthetics of the estate.

The Group recommends to the Board that it issue a letter to the owner requesting that they revise the window with a view to being symmetrical with the adjacent property. Subject to receipt of revised plans, the Group are happy to recommend approval.

12/06/020 [ ] **Sennen Place** – Countrywide advised the Board that it had received an application from the owner to erect a fence at the end of the garden. Upon consideration of the matter the meeting agreed subject to confirmation that the fence will be in keeping with the neighbouring fence, that it can see no reason not to recommend approval.

The Board endorsed this recommendation and consent was granted.

12/06/021 [ ] **Bryher Island** – The Covenants Working Group commented that it had received plans from the owner to carry out a partial infill of the car port, but unfortunately the plans were unreadable and did not include the necessary dimensions.

The meeting discussed the application and it raised concerns that the remaining driveway would not be sufficient to hold two cars. Therefore, the Covenants Working Group agreed to visit the property to discuss the matter further with the owner.

12/06/022 [ ] **Newlyn Way** – The Covenants Working Group advised the Board that it revisited the property and confirmed that the window replacement carried out by the owner is in keeping with the submitted plans and therefore the Board agreed to issue the final letter of POSOL consent.

12/06/023 [ ] **Tintagel Way** – The Covenants Working Group advised the meeting that it had viewed the property and confirmed that it could see no reason why consent would not be granted for the installation of the velux windows in the roof space and would therefore invite the owner to apply for retrospective POSOL consent, as at present they are unauthorised property alterations.

12/06/024 [ ] **Bryher Island** – A Director commented that the front door of [ ] Bryher Island is not in keeping with the rest of Bryher Island and therefore would request that the Covenants Working Group review the matter and possibly contact the owner to discuss accordingly.

12/06/025 [ ] & [ ] **Sennen Place** – A Director informed the Board that he had received an application and accompanying plans from the neighbouring properties in respect of carrying out a loft conversion. He duly passed the information to Countrywide to deal with accordingly.

### **Gardening**

12/06/026 The Gardening Working Group advised the Board that the area of vegetation adjacent to the pumping station which seemed to have been contaminated is recovering well and the unknown source of contamination seems to have cleared up.

12/06/027 **Portway Landscaping** – The Gardening Working Group advised the Board that it had agreed with Hambrooks to extend the turfed area and place bark chipping under the trees as it will be extremely difficult for any plants to flourish.

- 12/06/028 [ ] **Carne Place** – The Group advised that the replanting works in the front garden have been completed by Hambrooks.
- 12/06/029 [ ] **Bryher Island** – The Group advised the Board that the tree located in the front garden of [ ] Bryher Island has died and it has therefore agreed with Hambrooks for a suitable replacement to be planted as soon as possible.
- 12/06/030 [ ] & [ ] **Mullion Close** – The Group advised the meeting that Countrywide had duly issued the relevant work order to Hambrooks and that it contacted the tenants who were happy that the works were to take place.
- 12/06/031 **Newlyn Way** – The Gardening Working Group advised the Board that during the estate walk around with Hambrooks it had noted several areas in Newlyn which require rejuvenating and has asked Hambrooks to put together a proposal with the relevant costs.
- 12/06/032 [ ] **Newlyn Way** – The Gardening Working Group commented that the fencing erected next to [ ] Newlyn Way was a considerable improvement and that the contractors had done a very good job.

### **Berthing**

- 12/06/033 **Berth [ ]** – Countrywide advised the Board that the unregistered vessel situated on Berth [ ] has vacated the marina and the matter is therefore now closed and requires no further action to be taken.

### **Estate Security**

- 12/06/034 **Neighbourhood Watch** – A Director advised that the only incidences to be reported to the police were a road traffic accident and a person was arrested in the Boardwalk

### **General**

- 12/06/035 **Pathway between Oyster Quay and Coverack Way** – Countrywide advised the meeting that the works have been completed and the gates are now fully operational.

## **5. WORKING GROUP REPORTS**

### **Finance**

- 12/06/036 Countrywide advised the Board that it had attended a meeting with Countrywide's Financial Controller to discuss the various issues encountered by POSOL as a result of the changes to the accounts system.

It proceeded to inform the meeting that Countrywide has appointed a client accountant, David Smith, to assist with all accounting queries and issues.

### **Covenants**

- 12/06/037 Nothing further to report

### **Gardening**

- 12/06/038 Nothing further to report.

### **Communications**

- 12/06/039 The Communications Working Group advised the Board that it had updated the email address for the Directors as requested and that all details on the website should be accurate.
- 12/06/040 **POSOL Website** – Countrywide advised the Board that since the implementation of the forgotten password help icon it has received a couple of emails from Shareholders to request the login details for the website.

### **Berthing**

- 12/06/041 **Berthing Checks** – A Director asked Countrywide for details on the amount of new registrations it had received in the recent months. Countrywide confirmed that it had only received a few registrations and that a majority of enquiries were to advise that the vessel had permanently vacated the residential part of the Marina.
- 12/06/042 Countrywide informed the Board that it had received information that Premier Marinas were considering allowing the mooring of Jet Skis within the residential part of the Marina. The Board commented that this would be a welcome change and look forward to receiving further information in the future.

### **Security**

- 12/06/043 **Increasing Estate Security** – The Security Working Group informed the Board that during its meeting with Premier Marinas it was advised that Boardwalk Management were looking to combine security.

The meeting discussed the positive aspects of having the Marina security patrolling the estate and the Board duly asked Countrywide to contact Premier Marinas to make the necessary enquiries and report back to the Board in due course.

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

- 12/06/045 A Director advised the Board that it had received communications from Trafalgar Wharf Quadrant Estates to invite the residents and Shareholders of Port Solent to a Community Involvement Exercise on the 28<sup>th</sup> June 2012 to discuss the new proposals in advance of the planning application.

A Director advised the Board that he is happy to attend the Community Involvement Exercise on behalf of the POSOL Board and recommended that the notice is placed on the website for the attention of all POSOL Shareholders.

## **6. ANY OTHER BUSINESS**

- 12/06/046 Nothing further to report

## **7. DATE OF NEXT MEETING – 13<sup>th</sup> July 2012.**