

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 16TH NOVEMBER 2012**

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

In attendance: Peter Williams
Nikki Avis

1. APOLOGIES

12/11/001 Apologies were received from Barry White.

2. DIRECTORATE

12/11/002 Following a lengthy discussion of the credentials of the proposed new Director, the Board agreed to invite her to attend the December meeting for a meet and greet with the Board members with a view to her joining the Board as of January 2013.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH OCTOBER 2012.

12/11/003 Following the amendments made to the minutes prior to meeting, the minutes were approved. Tony Charles proposed and Andy Gerry seconded.

4. MATTERS ARISING

12/11/004 **Flagged Properties** – Following a request from the Board, Countrywide circulated a list of all the properties that currently have been flagged with a caution for reasons varying from unauthorised property alterations to breaches of covenant.

The meeting reviewed the list and a Director commented that it would appreciate if dates could be added to keep track of how long these properties are flagged. Periodically, Countrywide to remind Shareholders that their property is flagged with a caution which will not be removed until the breach is remedied.

The Board discussed individual cases and duly asked Countrywide to regularly update the Board on whether any new ones are added or whether properties comply.

12/11/005 **Rental Income** – Countrywide advised the Board that its accounts team had investigated the matter and has advised that one rental invoice had not been issued. This has now been rectified and Countrywide offered its apologies for this error.

5. MANAGING AGENTS & WORKING GROUP REPORT

Finance – Budget – Expenditure

12/11/006 Countrywide advised the meeting that the Santander Bond has been finalised and as previously agreed it will settle the amount of interest lost as a result of the delays in the Bond being placed. Countrywide advised that the amount to be credited will be transferred shortly.

12/11/007 **Barclays Treasury Deposit** – A Director commented that the money held within the Treasury Deposit matures in December and he proceeded to read out the interest rates he had obtained, which were significantly higher than those obtained by Countrywide.

The meeting discussed this matter at length and it recommended that Ian Currie act on behalf of the POSOL Board and liaise directly with Countrywide.

12/11/008 Countrywide advised the Board that expenditure to 31st October 2012 amounts to £301,607.02.

Arrears

12/11/009 Countrywide advised the Board that the total arrears amount to £19,264.59 and of this £11,132.97 relates to aged debtors.

12/11/010 [] **Carne Place** – Countrywide advised the Board that it is receiving regular payments from the owner and that he is making a considerable effort to clear his arrears.

12/11/011 [] **Carne Place** – Countrywide advised the meeting that it had received an initial payment from the owner of £270.00 and the owner has advised that he is currently disputing the reduction in payment by the pension credit department.

The meeting discussed the matter at length and requested clarification on how the owner plans to settle his arrears should the pension credit department not overturn their decision and how he plans to make future service charge payments. Countrywide advised the meeting that it would write to the owner and report back to the Board.

12/11/012 [] **Sennen Place** – Countrywide advised the Board that this matter has been resolved and the funds have been duly allocated to the service charge account.

12/11/013 [] **Sennen Place** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

12/11/014 [] **Sennen Place** – Countrywide advised the Board that it is receiving regular payments from the owner and that he is making a considerable effort to clear his arrears.

12/11/015 [] **Newlyn Way** – Countrywide advised the Board that the oral examination date has been set for 8th January 2013 and the owner will be served notice at their place of work.

12/11/016 [] **Newlyn Way** – Countrywide advised the Board that the Solicitors are still actively pursuing the service charge arrears and the matter is still with the Tracing Agent in an attempt to locate the owner.

12/11/017 [] **Newlyn Way** – Countrywide advised the Board that it had not received any response to the correspondence and the matter remains unchanged. Solicitors have written to all parties involved.

12/11/018 [] **Kelsey Head** – Countrywide advised the Board that it had not received a response from the owner in respect of the outstanding amount. A Director commented that if the owner pays by

Direct Debit then surely the funds can just be taken and it is the fault of Countrywide that the correct amount was not taken.

Following a lengthy discussion Countrywide agreed to email the Director a copy of all the correspondence relating to this matter.

- 12/11/019 [] **Newlyn Way** – Countrywide advised the Board that it is receiving regular payments from the owner and that he is making a considerable effort to clear his arrears.
- 12/11/020 [] **Newlyn Way** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.
- 12/11/021 [] **Carbis Close** – Countrywide advised the Board that the owner had agreed to clear the arrears with two instalments, the first of which has been paid. The second is due in January.
- 12/11/022 [] **Carbis Close** – Countrywide advised the Board that it had still not received full settlement of their service charge nor a response to any of its correspondence and the file has now been passed to Solicitors.
- 12/11/023 [] **Cadwith Place** – Countrywide advised the Board that it had still not received full settlement of their service charge nor a response to any of its correspondence and the file has now been passed to Solicitors.
- 12/11/024 [] **Coverack Way** - Countrywide advised the Board that it is awaiting receipt of the date of the Oral Examination from Portsmouth County Court.
- 12/11/025 [] **Coverack Way** – Countrywide advised the Board that it has received settlement in full of service charge arrears.
- 12/11/026 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of their service charge nor a response to any of its correspondence and the file has now been passed to Solicitors.
- 12/11/027 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of their service charge nor a response to any of its correspondence and the file has now been passed to Solicitors.
- 12/11/028 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of their service charge nor a response to any of its correspondence and the file has now been passed to Solicitors.
- 12/11/029 [] **Coverack Way** – Countrywide advised the Board that it is receiving regular payments from the owner of £50.00 per calendar month. To date it has not received a response to its correspondence in respect of increasing the Standing Order to ensure that the account is settled in full by 31st March 2013.
- 12/11/030 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of their service charge nor a response to any of its correspondence and the file has now been passed to Solicitors.
- 12/11/031 [] **Coverack Way** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.
- 12/11/032 [] **Coverack Way** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

12/11/033 [] **Mullion Close** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

12/11/034 [] **Mullion Close** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

12/11/035 [] **Mullion Close** – Countrywide advised the Board that Portsmouth County Court has refused the owners offer of £5.00 per calendar month and it is currently awaiting on full settlement of the arrears as per the Judgement.

12/11/036 [] **Bryher Island** – Countrywide advised the Board that it had still not received full settlement of their service charge despite numerous reminders.

Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.

12/11/037 [] **Tintagel Way** – Countrywide informed the Board it is awaiting a date to be set for the owner to attend an Oral Examination.

In the meantime, the owner has contacted the Credit Control department to request the details of the POSOL bank account to make a payment. Countrywide advised that to date it had not received any monies from the owner or any representative on his behalf.

12/11/038 [] **Tintagel Way** – Countrywide advised the Board that it had not received a response from the owner in regards to increasing the monthly payments toward his service charge.

Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.

12/11/039 [] **Carne Place** – Countrywide advised the meeting that the owner has queried the berth service charge arrears as they believe that upon completion of the purchase of their property all services were paid up to date.

Countrywide advised that it was currently investigating the matter and will report back to the Board in due course.

12/11/040 [] **Tintagel Way** – Countrywide advised the Board that it was still investigating the matter but it seems that they may not have received the legal documentation relating to the purchase of the berth by [] of [] Kelsey Head.

A Director commented that he distinctly remembers signing documents and asked Countrywide to urgently look into this matter.

Property Alterations

12/11/041 [] **Newlyn Way** – The Covenants Working Group advised that the replacement windows and car port infill have been signed off and the final letter of POSOL consent has been issued.

12/11/042 [] **Tintagel Way** – Countrywide advised the Board that it had yet to receive a response from the owner to discuss their application in respect of the proposed dormer window.

12/11/043 [] & [] **Sennen Place** – The Covenants Working Group advised the meeting that in principle it had no objections to the proposed loft conversion itself but does not recommend approval on the basis that the proposed windows will not be in keeping with the estate.

The Group commented that it was happy to assist the owners by providing a sketch of the type of window that would be more in keeping with the neighbouring property.

12/11/044 [] and [] **Bryher Island** – Countrywide advised it had not received a response from the owner following the refusal of their application to remove the pergola from the front elevation of the property.

12/11/045 [] **Coverack Way** – The Covenants Working group advised the meeting that it had received confirmation from the owner that the under balcony extension will not exceed the flank wall and therefore recommends that Conditional Consent for the alterations be granted.

12/11/046 [] **Coverack Way** – Countrywide advised the Board that it had received a preliminary application from the potential purchasers of [] Coverack Way to carry out a loft conversion at the property.

Upon consideration of the matter, the Covenants Working Group agreed to meet with them to discuss the plans.

12/11/047 [] **Carne Place** – Countrywide advised the Board that it had received a preliminary application from the owner to carry out a loft conversion, car port infill and under balcony kitchen extension at the property.

The Covenants Working Group informed the meeting that it will review the application and report back to the Board in due course.

12/11/048 [] **Bryher Island** - Countrywide advised the Board that it had received an application from the owner to carry out an under balcony kitchen extension at the property.

The Covenants Working Group informed the meeting that it was mindful to approve the plans but it will review the application and report back to the Board in due course.

Gardening

12/11/049 The Gardening Working Group commented that it felt that Hambrooks had not made much progress with the works it had discussed during the estate walk around.

Countrywide advised the Board that it had a meeting with Hambrooks to run through the list of outstanding works. Upon review of the matter, it seems that Hambrooks will be undertaking majority of the works as part of the routine maintenance.

12/11/050 **Gardening Contract** – Countrywide advised the meeting that the gardening contract will be up for renewal and therefore they will need to undergo the re-tendering process for the next fixed term.

The meeting discussed the matter at length and it agreed to review the contract to see if they are able to roll the contract over for another term as they currently happy with the service that Hambrooks is provided.

Countrywide agreed to circulate a copy of the gardening contract to all Directors.

12/11/051 **Pergola in Holywell Drive** – Countrywide advised the Board that the initial works to make the pergola safe have been undertaken and that it was awaiting receipt of the comparable estimates.

12/11/052 [] **Sennen Place** – Countrywide advised the meeting that the front garden of [] Sennen Place has been completely stripped out and has been replanted by Hambrooks.

12/11/053 [] to [] **Newlyn Way** – The Gardening Working Group advised that the trees situated in Newlyn Way outside properties [] through to [] are rather large and the branches require pruning back.

Countrywide advised the meeting that all pruning works have been scheduled to be completed at the end of December early January.

Communications

12/11/054 Nothing further to report that has not been reported elsewhere.

Berthing

12/11/055 A Director advised the Board that the pontoon structure on berth [] appears to be tilting which he believes is as a result of a problem with the middle bolts. Countrywide confirmed that it would appoint a contractor accordingly.

Estate Security

12/11/056 **Security Gates** – Countrywide advised the meeting that all the locks bar the three faulty locks have been replaced and all signage has been relocated to hinder access through the remote mooring gates.

Countrywide commented that it will continue to chase the contractor for the remaining three locks to be completed and will report back to the Board in due course.

12/11/057 Countrywide informed the meeting that as reported last month there had been a few lock failures across the estate, the manufacturers have been in attendance on site and replaced the faulty springs on every lock.

General

12/11/058 Nothing further to report that has not been reported elsewhere.

Port Solent Community Working Party

12/11/059 Nothing further to report that has not been reported elsewhere.

6. ANY OTHER BUSINESS

12/11/060 The Board discussed a request from a Shareholder for a reduction in his berth service charge due to the specific facilities available at that remote berth.

The Board decided that no reduction would be made as it would be uneconomic to have different charges at every berth. The Shareholder had bought the berth in good faith, and should have made sure through his lawyers what facilities were available at that location and the charges that applied as part of his pre purchase checks.

12/11/061 A Director commented that one of the lock crossing gates is broken and the meeting asked Countrywide to contact Premier Marinas to chase up the necessary repairs to the gate.

12/11/062 **Estate Parking** – Countrywide advised the meeting that it had met with the local PCSO to discuss the various parking issues on the estate to include the recent spate of vandalism to cars parked on the estate.

He proposes that between the hours of 8am to 6pm there should be a 3 hour with a no return policy on the estate.

The meeting discussed the matter at length and it proposed that certain areas being used by non-residents to park are dangerous and hinders the view on oncoming traffic.

To remedy the issue, the Board proposed carrying out a survey of the estate and highlighting the key problem areas and asking for Portsmouth City Council's consideration of marking double yellow lines in just the specified areas.

12/11/063 **Village Green Application Contribution** – A Director informed the Board that he had been approached by a member of RAPS requesting a further contribution towards the associated legal costs it has incurred pursuing the Village Green Application.

Following a lengthy discussion of the request from RAPS, the Board agreed that whilst it is happy to support the working party's efforts it feels it has already made a contribution towards their costs and feels unable to contribute further at this time.

12/11/064 Following his decision to retire as a Director at the Annual General Meeting, the Board wished to formally express its thanks to Andy Gerry for his hard work and dedication to POSOL during his time serving the POSOL Board.

7. DATE OF ANNUAL GENERAL MEETING – 11th December 2012

8. DATE OF NEXT MEETING – 14TH December 2012