

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 17<sup>TH</sup> MAY 2013**

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

In Attendance: Peter Williams  
Nikki Avis

**1. APOLOGIES**

13/05/001 None

**2. DIRECTORATE**

13/05/002 Following the resignation of Tony Charles on the 19<sup>th</sup> April 2013, the Board wished to express its sincere thanks for his hard work and his contribution not only to the POSOL Board but specifically for his commitment to the running of the Covenants Working Group.

**3. MINUTES OF THE PREVIOUS MEETING HELD ON 19<sup>th</sup> APRIL 2013.**

13/05/003 Following the amendments made to the minutes prior to meeting, Ian Currie proposed, Nick Hewitson seconded and the Board approved them.

**4. MATTERS ARISING**

13/05/003 A Director asked Countrywide for clarification on whether it had made any further progress with GSB Fabrications and the works required to the remaining three locks on the estate.

Countrywide advised the Board that it had still not been able to make contact with GSB Fabrications but it had made enquires with an alternative contractor to ascertain whether they would be able to complete the required works.

Having viewed the gates, the Contractor has confirmed that they are willing to undertake the work should POSOL wish for them to do so. The Board discussed the matter and it agreed that as GSB Fabrications have failed to respond it had little alternative than to request that the works are completed by the new contractor.

13/05/004 A Director asked for confirmation that Countrywide has corrected its error in respect of the last year's management fee. Countrywide advised the meeting that it is currently in hand with the accounts department and will be sorted as soon as possible.

## 5. MANAGING AGENTS & WORKING GROUP REPORT

### Finance – Budget – Expenditure

13/05/005 **Expenditure Report** - The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that there had been minimal expenditure to 30<sup>th</sup> April 2013 which amounted to £11,752.41.

A Director asked for clarification on when it can expect the invoice for the Port Solent Charge will be settled. Countrywide advised that once it has sufficient funds available payment will be made and it anticipates that this will be within the next 2-3 weeks.

13/05/006 A Director commented that he had received his Service Charge invoice with the relevant Shareholder budget summary which he notes that the charges do not match those on the invoice and asked for clarification on whether the charges were accurate.

Countrywide advised the meeting that the charges on the invoice were in fact correct however owing to the serious IT issues their offices had experienced over the past two weeks the budget summary printed off was incorrect and therefore it will re-issue the summary to all Shareholders with an accompanying apology letter for the error.

Countrywide informed the meeting that the cost of the additional mail merge will be borne by Countrywide not POSOL.

### Arrears

13/05/007 Countrywide advised the Board that the total arrears amount to £17,031.90.

13/05/008 [ ] **Carne Place** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

13/05/009 [ ] **Carne Place** – Countrywide informed the meeting that it yet to receive any response from the owner to any of its reminders and that it will continue to chase the outstanding arrears along with the April Service Charge.

13/05/010 [ ] **Newlyn Way** – Countrywide advised the Board that it had received a payment of £150.00 from the owner who has also confirmed that they hopefully will be in a position to settle the remaining amount outstanding balance by the end of the month.

A Director commented that the property has been put up for sale. The meeting agreed that the POSOL will require settlement in full of the arrears prior to the transfer of ownership to the new owners so no further action is required by POSOL at this time over and above the standard arrears chasing procedure.

13/05/011 [ ] **Newlyn Way** – Countrywide advised the Board that it is hopeful for continued success in obtaining the monies from the mortgage company through the Enforcement Company and it would update the Board accordingly in due course.

13/05/012 [ ] **Newlyn Way** – Countrywide advised the Board that it had no further update on this matter and that it would discuss the matter with the Solicitors to see what appropriate action can be taken.

13/05/013 [ ] **Newlyn Way** – Countrywide advised the Board that it had yet to receive a response from the owner to any of its correspondence nor had it received settlement of the outstanding balance.

The meeting discussed the matter at length and it agreed to wait until the chasing commences on the April 2013 Service Charge and pursue the full amount.

13/05/014 [ ] **Newlyn Way** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

13/05/015 [ ] **Carbis Close** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

13/05/016 [ ] **Carbis Close** – The meeting discussed the long outstanding arrears and Countrywide advised that the owner is making little effort to clear the arrears.

Following a lengthy discussion the Board agreed to wait until the arrears chasing commences on the April 2013 Service Charge and then proceed to obtain a County Court Judgement for the full outstanding balance and pursue the funds through the Enforcement Company.

13/05/017 [ ] **Carbis Close** – Countrywide advised the Board that to date it had yet to receive a response from the owner to any of its correspondence nor had it received settlement of the outstanding balance.

The meeting discussed the matter at length and it agreed to wait until credit control procedures commenced for the April 2013 Service Charge and pursue the full amount.

13/05/018 [ ] **Cadgwith Place** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

13/05/019 [ ] **Coverack Way** – Countrywide advised the Board that it anticipates receiving settlement of the outstanding balance from the mortgage company by the end of June.

13/05/020 [ ] **Coverack Way** – The meeting discussed the long outstanding arrears and Countrywide advised that the owner is making little effort to clear the arrears.

Following a lengthy discussion the Board agreed to wait until credit control procedures commenced for the April 2013 Service Charge and then proceed to obtain a County Court Judgement on the full outstanding balance and pursue the funds through the enforcement company.

13/05/021 [ ] **Coverack Way** – Countrywide informed the meeting that a summons has been issued for a County Court Judgement and it currently awaits a date from Portsmouth County Court.

13/05/022 [ ] **Coverack Way** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

13/05/023 [ ] **Coverack Way** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

13/05/024 [ ] **Coverack Way** – Countrywide informed the meeting that a summons has been issued for a County Court Judgement and it currently awaits a date from Portsmouth County Court.

13/05/025 [ ] **Coverack Way** Countrywide advised the Board that it has received settlement in full of the arrears on the account.

13/05/026 [ ] **Mullion Close** – Countrywide advised the Board that it had not received a payment from the owner nor had they responded to any correspondence.

Following a lengthy discussion, the Board agreed to wait until credit control procedures commenced for the April 2013 Service Charge and obtain a County Court Judgement on the full outstanding balance and pursue the funds through the Enforcement Company.

13/05/027 [ ] **Mullion Close** – Countrywide advised the Board that it had received settlement of £1205.00 on the 14<sup>th</sup> May 2013 from the mortgage company. The Board queried the amount paid as it does not match the current arrears and will leave a shortfall of £460.48.

Countrywide confirmed that it would obtain a breakdown of the monies paid and report back to the Board.

13/05/028 [ ] **Bryher Island** – Countrywide advised the Board that it had not received settlement from the owner nor had they responded to any correspondence.

Following a lengthy discussion the Board agreed to wait until credit control procedures commenced for the April 2013 Service Charge and obtain a County Court Judgement on the full outstanding balance and pursue the funds through the Enforcement Company.

13/05/029 [ ] **Tintagel Way** – Countrywide advised the Board that it anticipated receipt of the judgement debt for [ ] Tintagel Way within the coming weeks.

13/05/030 [ ] **Tintagel Way** – Countrywide advised the Board that the owner of the property had settled the October service charge for the house but not the berth as he was unable to pay by cash due to Countrywide not being able to accept cash onto the premises.

The Board queried why Countrywide had not accepted cash as RICS guidelines only refers to amounts in excess of €9,000. Countrywide confirmed that it would address the matter with Senior Management in due course.

13/05/031 [ ] **Tintagel Way** – Countrywide advised the Board that the owner has increased his standing order and is still making an effort to clear his arrears.

### **Property Alterations**

13/05/032 Following the resignation of the Chairman of the Covenants Working Group, it was agreed that Barry White would step in as the new Chairman and the Board proceeded to extend its sincere thanks.

The meeting discussed the current members of the working group and the work load attributed to the Group. Following the discussion, it was agreed that Mark Abrams and Mike Sandall would join the group to assist.

13/05/033 [ ] & [ ] **Sennen Place** – Countrywide advised the Board that it had attended a meeting with the owner of [ ] Sennen Place to discuss their ongoing application for external alterations during which the owner expressed an interest in joining the Covenants Working Group.

The Board commented that whilst it welcomed the owner's interest in joining the Covenants Working group it felt that as two Directors had recently joined this Working Group it was adequately represented at this time. The Board would however be happy to look at the situation further after the Annual General Meeting.

The Board proceeded to discuss at length the submitted application particularly the proposed windows to the front court yard elevation of the properties and a Director commented that as both properties are undertaking the works at the same time the properties will retain their symmetry.

The Board resolved that it could see no reason to refuse consent for such an alteration following the outcome of its discussion and therefore asked Countrywide to write to the owners to advise the of the Board's decision.

- 13/05/034 [ ] **Bryher Island** – Countrywide advised the meeting that the external alterations carried out at [ ] Bryher Island have now been completed and the Covenants Working Group agreed that it would attend the property to sign them off to enable the completion certificate to be issued.
- 13/05/035 **Under Balcony Kitchen Extension on Waterside Properties** – See confidential minutes
- 13/05/036 [ ] **Bryher Island** – Countrywide informed the Board that the under balcony kitchen extension had been granted conditional approval at last month's Board meeting subject to the standard terms and conditions and the relevant informative. Countrywide are to issue the requisite conditional letter of approval.
- 13/05/037 [ ] **Bryher Island** – Countrywide informed the Board that the under balcony kitchen extension had been granted conditional approval at last month's Board meeting subject to the standard terms and conditions and the relevant informative. Countrywide are to issue the requisite conditional letter of approval.
- 13/05/038 [ ] **Carbis Close** – Countrywide informed the Board that the under balcony kitchen extension had been granted conditional approval at last month's Board meeting subject to the standard terms and conditions and the relevant informative. Countrywide are to issue the requisite conditional letter of approval.
- 13/05/039 [ ] **Sennen Place** – Countrywide advised the Board that following its decision to refuse consent for the recently installed roller shutter door; the property has been duly flagged.
- 13/05/040 [ ] **Bryher Island** – Countrywide advised the Board that following its decision to grant consent for the installation of replacement bi-fold doors; Countrywide has duly issued the requisite letter of conditional approval.
- 13/05/041 [ ] **Cadgwith Place** – Countrywide advised the Board that following its decision to grant consent for the installation of replacement patio doors; Countrywide has duly issued the requisite letter of conditional approval.
- 13/05/042 [ ] **Bryher Island** – Countrywide advised the Board that following its decision to grant consent for the installation of a fence at the bottom and gate at the bottom of the waterside garden; Countrywide has duly issued the requisite letter of conditional approval.
- 13/05/043 [ ] **Carne Place** – The meeting discussed the application submitted by the owner to undertake a partial car port infill, under balcony kitchen extension, installation of a Juliette balcony and loft conversion.
- The Covenants Working Group advised the Board that to date it had not been able to meet with the owner of [ ] Carne Place and would look to do so in the coming weeks.
- 13/05/044 The Covenants Working Group discussed the merits of compiling a dossier containing a range of photographs of windows which the Board is likely to consider for approval so to retain the architectural integrity of the estate and provide guidance to those Shareholders wishing to carry out external alterations.
- 13/05/045 [ ] **Cadgwith Place** – Countrywide informed the meeting that it had received an application for retrospective consent for a loft conversion from the owner of [ ] Cadgwith Place and commented to the meeting that the works have been carried out as per the submitted plans.

Having considered the application, the Board commented that it could not see any reason to not grant the necessary retrospective consent in accordance with the submitted plans.

The Board granted retrospective consent for the loft conversion subject to receipt of the associated cost for retrospective consent asked Countrywide to issue the letter of consent.

13/05/046 [ ] **Tintagel Way** – A Director commented that the owner of [ ] Tintagel Way had contacted him to advise that he has submitted an application to Countrywide to carry out alterations to their balcony.

Countrywide advised that due to IT issues it had access to the application but would ensure that it is forwarded to the Covenants Working Group for its consideration.

13/05/047 [ ] **Bryher Island** – Countrywide advised the Board that following receipt of a report from residents to advise that works to the patio and the fence at the rear of the property were underway. Countrywide contacted the owner to discuss the works who duly advised that these works were granted consent by the POSOL Board in 2008.

The Board agreed as consent had previously been granted this matter requires no further discussion.

13/05/048 **Pergola on Bryher Island** – The meeting discussed the recent repair works carried out to the pergola on Bryher Island and it was commented that the contractor had omitted painting the top of the pergola and a Director queried whether they had also painted rotten timbers.

Countrywide advised the Board that an incident between the contractor and one of the Shareholders of Bryher Island occurred as a result of paint splatter onto his vehicle. Countrywide confirmed that the actions of the long standing contractor had been unacceptable and therefore recommended that an alternative general maintenance contractor be sourced.

13/05/049 **Wayleave Agreement for [ ] Tintagel Way** – Countrywide advised the Board that it had received an application from the owner of [ ] Tintagel Way to install an electricity supply to his garage.

Upon consideration of the matter, the Board agreed for consent to be granted subject to the reinstatement of the block paving upon completion of the works.

### **Gardening**

13/05/050 **Estate Maintenance Contract Re-Tendering** – The Gardening Working Group informed the Board that it along with Countrywide had met with Upchers & Co to discuss the tender specification for the re-tender of the estate maintenance contract.

Following a lengthy discussion about the suitability of Upchers & Co, the Board duly asked Countrywide to formally instruct Terry Drew of Upchers & Co and make the necessary arrangement for the tender to be drawn up.

13/05/051 **Newlyn Way Rejuvenation** – The Gardening Working Group advised the meeting that preparations for the Newlyn Way rejuvenation were underway.

Countrywide proceeded to circulate photographs and descriptions of the plants that will available to the Shareholders concerned and these will be supplied to said Shareholders as it has been agreed that for the benefit of all concerned it is vital to have Shareholders consultation in the plants used.

13/05/052 A Director asked for clarification on whether there had been an improvement on the shrubbery growth onto the capping wall since the article in the newsletter. In response, a Director commented that he had not seen any significant improvement.

13/05/053 A Director informed the meeting that the owner of [ ] Bryher Island has expressed an interest in joining the Gardening Working Group.

The meeting discussed the current members of the working group which since the departure of Andy Sinton-Gerry from the Board, there has only been one active member. Following the discussion, it was agreed that Ian Currie would temporarily join the group to assist with the re-tendering of the estate maintenance contract.

### **Communications**

13/05/054 Nothing to Report

### **Berthing**

13/05/055 The meeting commented that there are currently two vessels that have moored within the marina and a Director requested clarification of whether they have been registered.

Countrywide commented that it would review the matter and should they not be registered it would take the appropriate action.

### **Estate Security**

13/05/056 Following the discussions at the previous Board meetings, a Director circulated two quotes for the installation of CCTV cameras at the four main entrance roads to the estate. The Board discussed the quotations at length and a Director commented that one of the quotes allows for the use of transmitters which can be subject to intermittent faults in severe weather conditions.

A Director responded to say that several residents across the estate have installed their own private CCTV cameras in their car ports.

The meeting discussed the possibility of either integrating POSOL cameras into the infrastructure of the Boardwalk's cameras or attaching the cameras to the street lighting's power supply.

A Director asked for clarification whether since the publication of the article in the spring newsletter what response had been received from Shareholders. The Communications Working Group responded that it had not received any emails to date.

A Director queried that should the CCTV system is installed how it would be monitored. In response a Director confirmed that the cameras would be connected to a system installed in the head end building and the information would be recorded on a loop and should the information be required it can be downloaded directly onto a USB drive and passed to the police or relevant authority.

Following a lengthy discussion, the Board agreed to resume these discussions at a later date.

### **General**

13/05/057 Countrywide advised the meeting that following the estate walk around in relation to the watering points it has determined that several of the estate watering were being used by unauthorised persons, one of which had incurred a bill of £300.00 and therefore requested clarification on what action the Board wished it to take.

Following a discussion it was agreed that Countrywide would arrange for water supplies in question to be capped off temporarily with a view to installing lockable taps to prevent such usage.

A director commented that should a Shareholder wish to pay POSOL for the use of the water it would look favourably upon the matter and come to a suitable arrangement.

## **6. ANY OTHER BUSINESS**

13/05/058 Countrywide advised the Board that it contacted Portsmouth City Council to discuss the matter of Houses of Multiple Occupation within the Port Solent estate and duly confirmed that no properties under three storeys high are required to have a HMO licence.

To date, Countrywide are awaiting further details from Portsmouth City Council.

13/05/059 A Director requested clarification on whether Countrywide had received a response from the Shareholder of [ ] Bryher Island in respect of the scaffolding.

To date, Countrywide had not received a response in this matter.

## **7. DATE OF NEXT MEETING – Friday 14th June 2013**