

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 19<sup>TH</sup> JULY 2013**

Present: Nick Hewitson (Chairman)  
Mike Sandall  
Barry White

In Attendance: Peter Williams  
Nikki Avis

**1. APOLOGIES**

13/07/001 Apologies were received from Ian Currie and Mark Abrams.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 14<sup>th</sup> JUNE 2013.**

13/07/002 Following the amendments made to the minutes prior to meeting, Mike Sandall proposed, Barry White seconded and the Board approved them.

**3. MATTERS ARISING**

13/07/003 **Berth [ ]** – A Director advised the meeting that it is his belief that the vessel situated on berth [ ] is owned by the tenant of the property and asked for clarification on whether it had been registered to date. Countrywide advised the meeting that as far as it was aware the vessel in situ should be [ ] and that it had not received contact from the tenant of the berth that they were replacing their vessel and it would write to the tenant to request that the vessel is registered as soon as possible.

13/07/004 **Houses of Multiple Occupation** – Countrywide advised the meeting that followings its discussions with Portsmouth City Council in respect of the suspected Houses of Multiple Occupation, that the Council have visited [ ] and have confirmed that this property is not an HMO as it is not rented to more than two non related people.

A Director commented that it is his belief that a majority of the tenants that were cause for concern have gone from the estate and Countrywide advised that as a result some of the parking issues caused by the HMO's had subsided.

13/07/005 **[ ] & [ ] Sennen Place** – Countrywide informed the meeting that as per the Board request last month it had written to the owners of [ ] & [ ] Sennen Place to enquire about the missing air bricks between the windows on the rear elevation. The owner responded and advised that he had not intended to retain the air bricks and at this stage would not be prepared to re-install them.

The Board discussed the matter at length and queried whether the property should be flagged as being in breach. It was commented that the overall appearance of the property looked good even without the retention of the air bricks therefore the Board agreed to grant final consent for the loft conversion.

13/07/006 [ ] **Carne Place** – Countrywide advised the meeting that the owner of [ ] Carne Place had submitted revised plans in accordance with the revisions requested by the Covenants Working Group and they had been subsequently forwarded to the Group for its consideration.

The meeting discussed the concerns that the under balcony extension will exceed past the flank wall of the neighbouring property and that the owner is proposing to retain less than the required 7.6 metres of parking space at the front of the property. Countrywide advised the Board that having measured the available parking at the property and confirmed that it has adequate space for the parking of two vehicles.

Following a lengthy discussion, the Board agreed that conditional consent be granted for the alterations and duly asked Countrywide to write to the owner.

13/07/007 [ ] **Newlyn Way** – Countrywide advised the meeting that following last months meeting, the Covenants Working Group reviewed the submitted application from the owner of [ ] Newlyn Way to remove the raised bed from the front garden to provide additional parking at the property.

In accordance with the recommendations of the Covenants Working Group, the Board agreed that consent be refused and that the raised bed be retained as a visual amenity.

13/07/008 **Parking in Cadgwith Place** – Countrywide advised the meeting that it had contacted Portsmouth City Council to discuss the Board's proposal to erect a feature pergola in the centre of the parking area in Cadgwith Place and the Council have agreed to review the matter and liaise with Countrywide accordingly.

A Director commented that something needed to be done as parking in Cadgwith Place was particularly bad and requested that Countrywide to advise the Council that POSOL would pay for any works to be undertaken to alleviate the parking issues.

13/07/009 **Remote Mooring Water Supply** – Countrywide advised the Board that following the discussions at last months Board meeting it had meet with two contractors to discuss the possibility of metering of the supplies to allow Shareholders to pay for their individual water usage. Contractors advised that due to the block paving the costs for laying new pipe work and subsequent remedial works will be substantial.

Following receipt of copy correspondence from a Shareholder in which they were advised that access to the grounds water supply was available for the his use. The Board agreed the only viable option would be to grant access the fresh water supply for those berths which have a supply in situ and going forward those who choose to use the facility will be charged to do so.

Countrywide commented that it had walked around the estate to ascertain which remote mooring areas had a near by watering point, and of those that did, which would be easily altered for water to be accessible for the remote mooring berth holders.

The Board discussed the matter at length and it agreed that to those remote mooring where POSOL is able to provide water it will do so but the Shareholder will have to pay an additional nominal sum towards their usage. It was agreed that should some berth holders not wish to pay then access will be restricted by use of a key or code.

13/07/010 **Surface Water Drainage** – Countrywide advised the meeting that it is still attempting to arrange a site meeting with Southern Water with a view to resolving the ongoing matter of surface water drainage and once arrangements had been made it would notify the Board accordingly.

Countrywide commented that a Shareholder of Bryher Island advised that an Southern Water engineer approached her whilst he walked around the estate to advise her that it was his

understanding that the surface water did in fact drain directly into the Marina but he would need to undertake further tests and survey to be able to provide definitive answers.

13/07/011 **Berth [ ]** – Countrywide advised that it was still yet to receive a response from the owner of Berth [ ] in respect of the trespass into the neighbouring water space.

The Board discussed the matter at length and it duly asked Countrywide to write a further letter to owner requesting that the vessel is removed immediately from the berth. In the meantime, the Board asked Countrywide to make the necessary enquiries with Premier Marinas as to what action it would take should the owner continue to moor an unregistered vessel within the Marina.

#### **4. MANAGING AGENTS & WORKING GROUP REPORT**

##### **Finance – Budget – Expenditure**

13/07/012 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 30<sup>th</sup> June 2013 amounts to £174,663.19 which includes settlement of the Marine Insurance and also includes several receipts of income from the fees levied for the issuing of retrospective consent for external alterations.

##### **Arrears**

13/07/013 Countrywide advised the Board that the total arrears amount to £21,143.58.

13/07/014 **[ ] Carne Place** – 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 so the matter has now been referred to solicitors.

13/07/015 **[ ] Newlyn Way** – Countrywide advised the Board that it had received no further settlement of towards the service charge arrears nor had it received a proposed payment plan of how he intends to clear the arrears.

Countrywide commented that this matter remained with the Solicitors who will continue to pursue the outstanding monies.

13/07/016 **[ ] Newlyn Way** – Countrywide informed the Board that it had received a settlement of £929.00 from the Mortgage Company towards the service charge arrears, the interest applied and court fees.

The Shareholder has advised that they will be looking to make weekly payments of £100.00 for settlement of the remaining outstanding balance. To date, Countrywide had yet to receive any further settlement therefore the Solicitors have duly written to the owner.

13/07/017 **[ ] Newlyn Way** – Countrywide advised the Board that disappointedly it had yet to receive settlement of the outstanding service charge from either the new owner or the solicitors acting in the matter.

Countrywide informed the meeting that it would chase the Solicitors for a further update.

13/07/018 **[ ] Newlyn Way** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice will be issued.

13/07/019 **[ ] Carbis Close** – Countrywide advised the Board that the owner has made an offer to settle the outstanding arrears in monthly instalments of £188.00 starting in July. Countrywide advise the Board that it had yet to receive any monies and therefore will continue to pursue the matter accordingly.

- 13/07/020 [ ] **Carbis Close** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice will be issued.
- 13/07/021 [ ] **Coverack Way** – Countrywide advised the Board that it had received settlement of £2,093.94 from the mortgage company which was in settlement of the debt in respect of the county court judgement obtained.
- 13/07/022 [ ] **Coverack Way** – Countrywide advised the Board that the owner has made an offer to settle the outstanding arrears in monthly instalments of £149.00 starting in July. Countrywide advised the Board that it had yet to receive any monies and therefore will continue to pursue the matter accordingly.
- 13/07/023 [ ] **Coverack Way** – Countrywide advised the Board that it anticipates receiving settlement of the outstanding balance from the mortgage company shortly.
- 13/07/024 [ ] **Coverack Way** – Countrywide advised the Board that it had received settlement of £663.30 in settlement of some of the outstanding debt. Countrywide commented that it would continue to pursue remaining balance on the account.
- 13/07/025 [ ] **Mullion Close** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice will be issued.
- 13/07/026 [ ] **Mullion Close** – Countrywide advised the Board that since obtaining a partial settlement from the mortgage company it had not received any further monies or a proposal for payment to be made in instalments.
- Countrywide confirmed that it would continue to pursue the outstanding balance accordingly.
- 13/07/027 [ ] **Bryher Island** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice will be issued.
- 13/07/028 [ ] **Tintagel Way** – Countrywide advised the Board that since obtaining a partial settlement from the mortgage company it had not received any further monies or a proposal for payment to be made in instalments.
- Countrywide confirmed that it would continue to pursue the outstanding balance accordingly.
- 13/07/029 [ ] **Tintagel 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 so the matter has now been referred to solicitors for a county court judgement to be obtained.
- 13/07/030 [ ] **Tintagel Way** – Countrywide advised the Board that the owner is still making an effort to clear his arrears by way of regular monthly instalments.
- 13/07/031 [ ] **Carne Place** – Countrywide advised the meeting that this query is currently being investigated by the Accounts Department but it believes that the problem is due to the apportionments of the Service Charge carried out by the Solicitor acting in the purchase of the property.
- Countrywide commented that the owner had yet to settle the April Service Charge and has written to the owner to discuss.
- 13/07/032 [ ] **Tintagel 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 so the matter has now been referred to solicitors for a county court judgement to be obtained.

### **Property Alterations**

- 13/07/033 [ ] **Bryher Island** – A Director commented that the owner of [ ] Bryher Island has installed decking in the rear waterside garden and in doing so has changed the height of the garden which has resulted in them overlooking the neighbouring property's garden.

The meeting discussed the matter at length and it asked Countrywide to write to gently remind the owner that POSOL consent must be obtained prior to carrying out any external alterations and request that he contact Countrywide to discuss.

- 13/07/034 **Pergola on Bryher Island** – Countrywide informed the meeting that they had discussed the pergola on Bryher Island with the contractor who advised that the works he undertook were as per his quote and that he only replaced the timber on the areas that were necessary. The contractor has completed the painting works to the top of the pergola as instructed.

- 13/07/035 [ ] **Tintagel Way** – Countrywide informed the meeting that following the discussions at last months Board meeting it had written to the owner to inform them of the Board considerations in respect of the use of chrome and steel and made the suggestion of possible alternatives.

To date, Countrywide had yet to receive revised plans for the Board's consideration.

- 13/07/036 **Portsmouth Harbour Yacht Club** – Countrywide advised the Board that application has been submitted to Portsmouth City Council to change the use of the commercial space above the Portsmouth Harbour Yacht Club into residential flats.

The meeting discussed the future of Port Solent Marina at length and agreed that the proposed development would have little impact on the estate and therefore agreed that no further discussion nor any action by POSOL was required.

### **Gardening**

- 13/07/037 **Estate Maintenance** – The Directors commented that at present they are very happy with how the estate is looking in relation to the gardening works that have been undertaken particularly in Newlyn Way. The Board wished to extend its thanks to Mike Sandall of the Gardening Working Group and Peter Williams of Countrywide for all their hard work in coordinating Hambrooks and the rejuvenation project.

- 13/07/038 The Gardening Working Group proposed to the Board that the Portway needs some attention and possibly brighten up. The meeting discussed this further and it was duly agreed that Hambrook be approached to quote for the planting of daffodil bulbs along the Portway.

The Gardening Working Group agreed to give this matter further consideration.

### **Communications**

- 13/07/039 A Director commented that he found the POSOL website rather difficult to navigate and therefore would like the Board's consideration to simplify the website.

### **Berthing**

- 13/07/040 Nothing further to report that has not been covered elsewhere in the minutes.

### **Estate Security**

- 13/07/041 A Director advised the meeting that in recent weeks there had been further burglaries on the estate therefore the Board wished to remind all residents and owners to take due care and ensure that vehicles and car port gates are locked and no personal belongings such as bicycles are easily accessible.
- 13/07/042 **Remote Mooring Security Gates** – Countrywide commented that on several occasions whilst on the estate they had noticed that security gates had been left open. The Board asked Countrywide to circulate a letter to the remote mooring holders to request that they ensure all gates are closed behind them.
- A Director queried whether the last three gate locks had been finished. Countrywide advised that since GSB Fabrications were no longer willing to undertake the work that it had sought alternative quotes for doing the final locks and would duly chase receipt of them.
- 13/07/043 A Director expressed to the Board that he is very much interested in the possibility of installing CCTV cameras on the estate and will be looking to propose it as a point of discussion at the Annual General Meeting.
- 13/07/044 Countrywide queried whether the remote mooring gate keys across the estate were supplied on a deposit scheme as it had recently been contacted by a Shareholder who is no longer entitled to a key and requested his deposit monies back.
- The Board discussed the matter and agreed that as far as it was aware that it was not a deposit but in fact payment therefore the owner will need to provide proof that the monies were paid as a deposit.

### **General**

- 13/07/045 Nothing further to report that has not been covered elsewhere in the minutes.

## **5. ANY OTHER BUSINESS**

- 13/07/046 A Director informed the meeting that Peter Read; Chairman of RAPS had sadly passed away. The Board wished to express its sincere condolences to his family and commented that it is a sad loss not only to RAPS but to the estate itself for his hard work and contribution over the years.
- 13/07/047 The Board discussed its requirement for new Directors to join the Board and it was commented that they had received some interest from Shareholders and they agreed to meet with them accordingly.
- 13/07/048 A Director informed that over the recent weeks the new occupants of [ ] Coverack Way are displaying their washing at the rear of the property. Countrywide agreed to write to the owner accordingly to remind them of the covenants.
- 13/07/049 The meeting discussed the ongoing issue with access to the electricity meters in the remote mooring areas and considered what procedures can be put in place to make it easier for all parties involved.
- 13/07/050 Nikki Avis of Countrywide extended her apologies for the Board meeting in August.

## **6. DATE OF NEXT MEETING – Friday 16<sup>th</sup> AUGUST 2013**