

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 14<sup>TH</sup> JUNE 2013**

Present: Ian Currie (Acting Chairman)  
Mark Abrams  
Mike Sandall

In Attendance: Peter Williams  
Nikki Avis

**1. APOLOGIES**

13/06/001 Apologies were received from Nick Hewitson and Barry White.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 17<sup>TH</sup> MAY 2013.**

13/06/002 Following the amendments made to the minutes prior to meeting, Mark Abrams proposed, Mike Sandall seconded and the Board approved them.

**3. MATTERS ARISING**

13/06/003 A Director advised Countrywide that a new vessel had appeared on berth [ ] and they requested clarification of whether the owner has registered it. 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.

A Director commented that they believe that the tenant may be operating a business from the mooring as there seems to be a succession of new vessels on the berth. Countrywide advised the Board that it would duly review this matter and address it with the owner.

13/06/004 A Director requested clarification on what action has been taken about the Houses of Multiple Occupation on the estate.

Countrywide advised the Board that it had discussed the matter at length with Portsmouth City Council who advised that HMOs are subject to a registration process with the Planning Department and that a maximum of ten percent of houses is allowed HMO's, in any one street.

The planning department have requested a list of addresses for the suspected HMOs and will duly investigate them.

A Director informed the meeting that this issue was a point of discussion at the recent Neighbourhood Watch Meeting and it was commented that no two houses in close proximity would be granted the relevant licenses for Houses of Multiple Occupation.

The Board agreed to provide a list of suspected properties to Countrywide for further action to be taken.

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

##### Finance – Budget – Expenditure

- 13/06/005 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31<sup>st</sup> May 2013 amounts to £164,822.90 which includes settlement of the Port Solent Charge invoice.

##### Arrears

- 13/06/006 Countrywide advised the Board that the total arrears amount to £23,524.12.
- 13/06/007 Countrywide requested clarification from the Board on whether it was permitted to refer Shareholders to solicitors for unpaid April Service Charge should they already have a balance from last year remaining on their account.

A Director asked for clarification on whether interest is applied to the accounts of those Shareholders with outstanding service charge monies as per the covenants. Countrywide confirmed that it does in fact apply the interest.

- 13/06/008 [ ] **Carne Place** – Countrywide advised the Board that first reminder for the April Service Charge has been issued and should no response be received it will refer the file to solicitors to pursue the full amount.
- 13/06/009 [ ] **Newlyn Way** – Countrywide advised the Board that it had received settlement of £1668.30 towards the service charge arrears, the interest applied and court fees. The Shareholder has advised that they will be looking to make monthly payments for settlement of the remaining outstanding balance.
- 13/06/010 [ ] **Newlyn Way** – Countrywide informed the Board that it expected to receive a settlement from the Mortgage Company in the region of £1,000.00.

A Director queried why the amount the Mortgage Company were settling was so low. Countrywide advised that they will only pay for the amount which POSOL has obtained a county court judgement and in this case it is the amount of the Charging Order placed on the property. The Director requested that judgement be sought for the remaining balance.

Countrywide informed the Board that it had in fact received contact from the owner who claims that he was not aware of the outstanding monies and made an offer to clear the arrears by monthly instalments of £100.00.

Upon consideration of the matter, the Board agreed to accept monthly payments on the basis that they did not default on the payment plan.

- 13/6/011 [ ] **Newlyn Way** - Countrywide advised the meeting that this case file is now being dealt with by the Senior Solicitor, Richard Swain who has confirmed that Lockings had not acted aggressively enough in pursuing these arrears and resolving this matter.
- Richard Swain has commented that he anticipates having this matter resolved within the next 2 months.
- 13/06/012 [ ] **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 so the matter has now been referred to solicitors for a county court judgement to be obtained.

- 13/06/013 [ ] **Carbis Close** – 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.
- 13/06/014 [ ] **Carbis Close** – 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.
- 13/06/015 [ ] **Coverack Way** – Countrywide advised the Board that it anticipates receiving settlement of the outstanding balance from the mortgage company by the end of June
- 13/06/016 [ ] **Coverack 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.
- 13/06/017 [ ] **Coverack 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.
- 13/06/018 [ ] **Coverack Way** – Countrywide informed the Board that it appears the pre-summons notice from Portsmouth County Court was never issued to the owner so the solicitors are in the process of resubmitting the paperwork to the Court to include April's Service Charge.
- 13/06/019 [ ] **Mullion Close** – 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.
- 13/06/020 [ ] **Mullion Close** – Countrywide advised the Board that the monies it had received from the mortgage company was in settlement of the debt it had obtained a county court judgement against.
- Countrywide confirmed that it would continue to pursue the remaining outstanding balance along with the April Service Charge.
- 13/06/021 [ ] **Bryher Island** – 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.
- 13/06/022 [ ] **Tintagel Way** – Countrywide advised the Board that it had received settlement of £979.28 from the mortgage company which was in settlement of the debt it had obtained a county court judgement against.
- Countrywide confirmed that it would continue to pursue the remaining outstanding balance along with the April Service Charge.
- 13/06/023 [ ] **Tintagel Way** – Countrywide advised the Board that the owner of the property had set up a Direct Debit for settlement of their April Service Charge unfortunately the monies were requested back by the Bank and therefore remain unpaid.
- Countrywide confirmed that it had written to the owner and currently awaited a response.
- 13/06/024 [ ] **Tintagel Way** – Countrywide advised the Board that the owner is still making an effort to clear his arrears by way of regular monthly instalments.

13/06/025 [ ] **Carne Place** – Countrywide advised the meeting that this query is currently being investigated by the Accounts Department but it had personally written to the owner to discuss the matter further.

**Property Alterations**

13/06/026 [ ] & [ ] **Sennen Place** – Countrywide on behalf of a member of the Covenants Working Group raised concerns that the owner had not retained the original feature of the air bricks between the windows on the rear elevation.

A Director queried whether this feature had been intended to be retained by the Shareholder when proposing the alterations to the property. Countrywide informed the meeting that whilst the conditional consent did not stipulate that the air bricks must be retained they were on the originally plans submitted to the Covenants Working Group.

The Board discussed the matter at length and it agreed that it would view the property and should the works not be in accordance with the approved plans it would ask Countrywide to write to the owner accordingly.

13/06/027 [ ] **Bryher Island** – Countrywide advised the meeting that the Covenants Working group have signed off the external alterations and the letter of final consent has been duly issued to the owner.

13/06/028 [ ] **Bryher Island** – Countrywide advised the Board that following its decision to grant consent for the under balcony kitchen extension they have duly issued the requisite letter of conditional approval.

13/06/029 [ ] **Newlyn Way** – Countrywide advised the meeting that the Covenants Working group have signed off the under balcony kitchen extension and the letter of final consent has been duly issued to the owner.

13/06/030 [ ] **Newlyn Way** – Countrywide advised the meeting that the Covenants Working group have signed off the partial car port infill and the letter of final consent has been duly issued to the owner.

13/06/031 [ ] **Bryher Island** – Countrywide advised the Board that following its decision to grant consent for the under balcony kitchen extension they have duly issued the requisite letter of conditional approval.

Countrywide informed the Board that it had received a further application from the owner in respect of installing Solar Panels on the property. The Board considered the owners' proposal and whilst it had concerns about the visual effect that solar panels have on the estate it feels that it is unable to refuse such an application, therefore the proposal was subsequently approved by the Board.

13/06/032 [ ] **Carbis Close** – Countrywide advised the Board that following its decision to grant consent for the under balcony kitchen extension they have duly issued the requisite letter of conditional approval.

13/06/033 [ ] **Bryher Island** - Countrywide advised the Board that following its decision to grant consent for installation of a gate at the bottom of the rear garden they have duly issued the requisite letter of conditional approval.

13/06/034 [ ] **Carne Place** – Countrywide advised the meeting that the Covenants Working Group had met with the owner to discuss the proposed alterations and the Group requested that the owner submit revised plans detailing the revisions to the top floor loft window to the rear elevation. To date, it had not yet received the plans.

13/06/035 [ ] **Tintagel Way** – Countrywide advised the Board that it has received an application from the owner to replace the balcony on the front elevation of the property from wooden structure to one of glass and stainless steel.

The application has been duly forwarded to the Covenants Working Group for its consideration who has commented that the proposal is rather unclear on what the finish alteration will look like and has therefore requested further photographs and/or illustrations.

13/06/036 A Director commented that some of the garage doors on the estate are looking rather unsightly and asked for the Board's consideration of undertaking a maintenance programme across the estate of all garage doors.

13/06/037 [ ] **Kelsey Head** – Countrywide advised the Board that it has received an application from the owner to extend out their balcony by 300mm. Their proposal is to retain the original design of the balcony and therefore will be very little material change to the appearance of the property.

Having considered the application, the Board commented that it could not see any reason to not grant the necessary consent in accordance with the submitted plans. The Board asked Countrywide to issue the requisite letter of conditional consent.

13/06/038 [ ] **Bryher Island** – Countrywide advised the Board that it has received an application from the owner to install wrought iron gates on the car port.

Having considered the application, the Covenants Working Group raised concerns about the position of the hinges on the outside wall. A Director agreed to view the property and report back to the Board.

### **Gardening**

13/06/039 **Estate Maintenance** – The Gardening Working Group advised the Board that it feels Hambrooks are making good progress on the Newlyn Way Rejuvenation project and Countrywide has recently circulated consultation letters to those residents whose gardens are to be included in the project.

Countrywide commented that it had received a positive response from majority of the Shareholders and it had received requests from a few additional properties which will be reviewed.

The Group asked Countrywide to ensure that Hambrooks commence with the work as soon as possible to keep the project moving. Countrywide confirmed that it has asked Hambrooks to provide an anticipated start date for the works and also a report of the consultations meetings they had with owners in Newlyn Way.

13/06/040 [ ] **Newlyn Way** – Countrywide advised the Board that it had received an application from the owner to remove the raised bed from the front garden to provide additional parking at the property.

Having considered the application, the Gardening Working Group requested that the matter be review by the Covenants Working Group as by removing the bed would constitute a change of external appearance.

13/06/041 **Estate Maintenance Contract Re-Tendering** – The Board discussed the re-tendering of the Estate Maintenance Contract and a Director queried why POSOL are undertaking the re-tendering process as he feels that POSOL currently received a good level of service and good value for money.

Following a lengthy conversation, the Board agreed that it would renew Hambrooks contract on a yearly rolling contract with a six month break clause.

The Board asked Countrywide to write to Upchers & Co to thank them for their assistance to date but POSOL will no longer require the services of a Landscape consultant.

13/06/042 A Director advised the meeting that he had been approached by a Shareholder on the estate who has expressed an interest in licensing an area of POSOL land which currently has a raised planter within and will undertake the full maintenance of the area.

The meeting discussed the matter and agreed that until it was in receipt of a formal application it could not comment any further.

13/06/043 **Parking in Cadgwith Place** – A Director commented that in a bid to alleviate the parking problems in Cadgwith Place, the Shareholders have asked for the Board’s consideration to erect a feature pergola in the centre of the parking similar to that on Bryher Island.

The Board discussed this matter at length and it agreed that it would review the matter as the land is adopted highway and therefore alterations must be done with the relevant approval from Portsmouth City Council.

#### **Communications**

13/06/044 Nothing to Report

#### **Berthing**

13/06/045 **Remote Mooring Water Supply** – Countrywide advised the Board that following the decision at last month’s meeting, all gardening watering points have been turned off and as a result a couple of shareholders have contacted the POSOL to enquire about contributing towards the costs of the water supplies to facilitate usage.

The Board discussed the matter and it agreed that should shareholders wish to install their own supply to the remote mooring water supplies, it would look favourably on the application and provide the relevant permissions.

13/06/046 **Surface Water Drainage** – Countrywide advised the meeting that following the publication of the article in the Spring Newsletter, several Shareholders had contacted Southern Water to obtain the relevant rebate for the surface water standing charge but this had been refused by Southern Water.

Countrywide commented that it had discussed the matter at length with the water company who had agreed to review the matter and will respond to POSOL in July.

13/06/047 **Berth [ ]** – Countrywide informed the meeting that it received a complaint from the neighbouring property that the vessel situated on berth [S025] is encroaching into their water. Upon reviewing the file, Countrywide commented that the vessel is in fact unregistered despite several letters being issued.

The Berthing Working Group has visited the mooring and duly it agrees that a trespass is occurring. A Director commented that the vessel has been present in the marina for several years and queried why this had not brought to POSOL’s attention previously.

### **Estate Security**

- 13/06/048     **Remote Mooring Security Gates** – Countrywide advised the Board that it spoken to an alternative contractor and have requested a quotation for the installation of the remaining three security locks.
- 13/06/049     A Director advised the meeting that in recent weeks there had been a spate of in house burglaries, one in Sennen Place and two within the Anchorage Development.
- 13/06/050     A Director noted that on the end of a garage block in Tintagel Way, several of the ridge tiles are missing and therefore looks rather unsightly and should they be POSOL’s responsibility for the necessary repairs to be undertaken.

### **General**

- 13/06/051     Nothing further to report

## **5. ANY OTHER BUSINESS**

- 13/06/052     A Director requested clarification on when the Annual General Meeting is scheduled to be held this year. Countrywide advised the Board that the meeting has been arranged for 27<sup>th</sup> November 2013.

## **6. DATE OF NEXT MEETING – Friday 19<sup>th</sup> July 2013**