

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED
MINUTES OF THE BOARD MEETING
HELD AT
PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 20th February 2015

Present: Mark Abrams (Chairman)
Ian Currie (Company Secretary)
Geoff Saunders
Melvyn Farndell

In Attendance: Charles Saunders
Nikki Avis
Barry White (11am onwards)

1. APOLOGIES

15/02/001 Apologies were received from Mike Sandall and Jakki Brierley-Shorrock.

2. DIRECTORATE

15/02/002 The meeting acknowledged the resignation of Nick Hewitson from the POSOL Board with effect from the 27th January 2015.

The Chairman wished to formally express the Board's thanks for his hard work and dedication to POSOL over the last few years. Nick Hewitson was a valued member of the Board and contributed considerably over the years towards the improvement and running of the estate.

15/02/003 The Board welcomed Barry White to the meeting. Following discussions, the Board resolved to appoint Barry White as a Director to fill the casual vacancy until the Annual General Meeting.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 19TH DECEMBER 2014

15/02/004 Following the conclusion of the January meeting, the minutes were circulated via email and were subsequently approved and uploaded to the POSOL website.

4. MINUTES OF THE PREVIOUS MEETING HELD ON 23rd JANUARY 2015

15/02/005 The minutes were tabled. Ian Currie proposed, Geoff Saunders seconded and the Board subsequently approved them

5. MATTERS ARISING

15/02/006 **Pergola in Holywell Drive** – Countrywide advised the Board that the works to repair the pergola in Holywell Drive were in progress and it is anticipated that these works will be completed within the coming weeks.

6. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

15/02/007 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31st January 2015 amounted to £379,251.52 against a budgeted amount of £447,630.

Arrears

15/02/008 Countrywide advised the Board that the total sum of debtors amounted to £11,443.76 with £1,169.77 relating to charges prior to October 2014.

Countrywide commented that since the last month's Board meeting it had collected £8,592.74 and that it would issue the relevant Pre-Summons notices to those monies that remain outstanding.

15/02/009 **Service Charge Budget for the Year Ending 31st March 2016** – The Company Secretary asked the members of the Board for its consideration of the previously circulated draft budget, which included the costs for the estate improvements, garden rejuvenations and a provision for litigation costs.

The meeting discussed at length planned projects for the forthcoming year and the anticipated costs involved to be incorporated in to the budget. The Board considered them and were in agreement with the figures as presented. It was noted that the final version would be presented for approval at the March meeting.

Property Alterations

15/02/010 [] **Newlyn Way** – Countrywide advised the Board that to date it had not received any further information from the owner of [] Newlyn Way regarding his application for retrospective consent for the loft conversion within the property.

15/02/011 [] **Coverack Way** – Countrywide advised the meeting that to date it had yet to receive the detailed drawings from the owner of the property in respect of their application to install a window in the side elevation of the property.

15/02/012 [] **Coverack Way** – The meeting discussed the ongoing matter of the fence which has been painted the wrong colour, which the owners have appeared to have rectified on one side of the fence.

A Director queried the works that the owner has also carried out to the balcony and the decking that has been installed without POSOL consent. A Director requested that a further letter is issued by Verisona regarding the unauthorised alterations and to request that retrospective applications are submitted.

15/02/013 [] **Carbis Close** – The Covenants Working Group advised the Board that it had met with the Architect regarding their application to discuss the concerns about the proposed retained length of the car port.

Following the meeting, the Group has recommended that conditional approval is granted for the partial in fill of the car port. The Board ratified consent.

15/02/014 [] **Carbis Close** – The Covenants Working Group advised the Board that it had met with the Architect regarding their application to discuss the concerns about the proposed retained length of the car port.

Following the meeting, the Group has recommended that conditional approval is granted for the partial in fill of the car port. The Board ratified consent.

- 15/02/015 **Carne Place** – The Covenants Working Group informed the meeting that having reviewed the application it has recommended that that conditional approval is granted for the replacement windows and final consent is granted for the car port gates.

The Board ratified the Group's recommendation and asked Countrywide to issue the relevant letter to the owners.

- 15/02/016 **Carbis Close** – The Covenants Working Group advised the meeting that it had reviewed the application submitted for the installation of glass blocks in the car port wall in Carbis Close.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for the works subject to the glass being situated at a high level and obscure. The Board ratified consent.

- 15/02/017 **Coverack Way** – Countrywide informed the Board that the owners of Coverack Way have submitted an appeal of the Board's decision to withhold final consent for the under balcony kitchen extension due to the horizontal beam not being painted the correct colour.

The owner has commented the colour is in keeping with the area and would like POSOL to reconsider. The Board considered the matter and it agreed to uphold their previous decision. Countrywide commented it would duly write to the owner accordingly.

Gardening

- 15/02/018 **Gardening Re-Tender** – Countrywide advised the Board that to date it has yet to circulate the garden tender due to outstanding amendments that are pending approval.

The meeting discussed the matter and length and subject to a few amendments, the Board agreed that the tenders request can be submitted accordingly.

- 15/02/019 **Landscaping Rejuvenations** – Following discussions regarding the Budget for the upcoming financial year, the Board agreed to review areas of the estate that are in need of rejuvenating.

The Gardening Working Group agreed to review this matter in due course.

Communications

- 15/02/020 Nothing further to report that is not covered elsewhere in these minutes.

Berthing

- 15/02/021 **Berth** – Countrywide advised the meeting that it has issued out a very strongly worded letter to the owner of the pontoon to request that the vessel situated there is registered immediately, due to it having exceeded the 21 days allowed.

- 15/02/022 **Pontoon Survey** – Countrywide advised the meeting that it is in the process of arranging the survey of all the pontoons with a view to getting a comparative quotation.

- 15/02/023 **Remote Mooring Water Supplies** – Countrywide advised the meeting that it had met with Portsdean Technical to discuss the installation of water supplies for the remote mooring areas in the older part of the estate, where possible.

Countrywide commented that it appears that the contractor advised that it would be seemingly easy to install taps in all the remote mooring areas except remote area [] due to the underground tap being in the centre of the forecourt and the surrounding block paving would be expensive to lift and relay.

Countrywide confirmed that following receipt of the quotation it will forward for the Board's approval.

Estate Security

15/02/024 **Newlyn Way Security Breach** – A Director advised the Board that there was an attempted break-in in Newlyn Way due to a gap behind a garage compound. The culprit climbed onto the garage roof and then attempted to climb on to the adjacent balcony.

The meeting discussed the matter at length and it agreed to obtain quotations for installing security measures to the area in question.

General

15/02/025 **Port Solent Charge Negotiation** – The meeting discussed the upcoming renegotiation of the Port Solent Charge and the Board asked Countrywide to ask those Shareholders that assisted previously whether they would assist again.

They also wish to extend an invitation to the owners of [] Sennen Place. Countrywide advised the Board that it would write to them accordingly.

15/02/026 **Cadgwith Place Parking** – Countrywide informed the meeting that it had received the revised quotations for the parking structure works in Cadgwith Place. Countrywide confirmed that the lowest tender was submitted by Bellwoods Property Maintenance and this cost will come in below the budget for the works.

The Directors discussed the matter at length and raised several queries with Countrywide about the company and other projects previously completed. The meeting agreed that prior to making the final decision and awarding the works it asked Countrywide to arrange a meeting with Bellwoods Property Maintenance on site.

15/02/027 **Parking Regulation** – A Director advised Countrywide that there are several vehicles on the estate which are currently in breach of the parking regulations and duly asked Countrywide to draft a standard letter to be issued to those in breach.

Countrywide noted the details of the vehicles and advised when the letter has been agreed it will issue it accordingly.

7. ANY OTHER BUSINESS

15/02/028 [] **Coverack Way** – A Director commented that no action has been taking by the owner of [] Coverack Way as the front garden is still in an appalling state. The meeting discussed this matter and agreed that it would take a look at the garden should Coverack Way be included in the proposed rejuvenations.

8. DATE OF NEXT MEETING – Friday 20th March 2015