

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

Present: Mark Abrams (Chairman)
Ian Currie (Company Secretary)
Geoff Saunders
Melvyn Farndell
Jakki Brierley-Shorrocks
Mike Sandall
Barry White

In Attendance: Charles Saunders
Nikki Avis

1. APOLOGIES

15/03/001 No apologies were received.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 20th FEBRUARY 2015

15/03/002 The minutes were tabled. Mark Abrams proposed, Geoff Saunders seconded and the Board subsequently approved them

3. MATTERS ARISING

15/03/003 Nothing further to report that is not covered elsewhere in these minutes.

4. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

15/03/004 **Service Charge Budget** – The Company Secretary asked the members of the Board for its final consideration of the previously circulated draft budget, which included the costs for the estate improvements, garden rejuvenations and a provision for litigation costs. The proposed Budget was discussed at length and was duly approved by the Board.

The Chairman on behalf of the Board wished to formally express its thanks to Ian Currie and recognises the hard work he has put into to compiling the service charge budget for POSOL.

15/03/005 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 28th February 2015 amounted to £397,145.85 against a budgeted amount of £432,504.

Arrears

15/03/006 Countrywide advised the Board that the total sum of debtors amounted to £5,627.47 with £819.77 relating to charges prior to October 2014.

Countrywide commented that since the last month's Board meeting it had collected £5,816.30 and that it would commence legal proceedings to those Shareholders that have balances that remain outstanding.

Property Alterations

15/03/007 [] **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.

The Board discussed this matter at length and it agreed that until a full application for retrospective consent has been submitted, POSOL will not issue the Letter of Conditional Approval for the Shareholder's ongoing application.

15/03/008 [] **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.

15/03/009 [] **Coverack Way** – Countrywide advised the meeting that Verisona had yet to receive a response to its further letter regarding painting the remaining panel to the correct colour and clarification of the unauthorised alteration.

The Board discussed the matter at length and it asked that a further letter be issued.

15/03/010 [] **Newlyn Way** – Countrywide advised the Board that the owner of [] Newlyn Way has submitted an application for the replacement of their front door and has provided a picture of the proposed door.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for replacement door. The Board ratified consent.

15/03/011 [] **Coverack Way** – Countrywide advised the Board that the owner of [] Coverack Way has submitted an application for replacement windows and doors on a like-for-like basis.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for replacement windows and doors. The Board ratified consent.

15/03/012 [] **Coverack Way** – Countrywide informed the meeting that the Covenants Working Group have viewed the property and have agreed that final consent can be issued for the removal of the awning on the rear elevation of the property. The Board ratified consent.

15/03/013 [] **Carbis Close** – Countrywide informed the meeting that the Covenants Working Group have viewed the property and have recommended that final consent be granted for the replacement front door and windows and also that retrospective consent be issued for the installation of high level windows.

Following a lengthy discussion, the Board ratified consent and it agreed to waive the retrospective consent fee.

15/03/014 [] **Newlyn Way** – The Covenants Working Group informed the meeting that having reviewed the application it has recommended that that final consent be granted for the balcony extension and that retrospective consent be granted for the installation of decking in the waterside garden.

The Board discussed these applications at length and reviewed correspondence received from the Shareholder in regard to their applications. A Director commented that the colour of the balcony is not in keeping with the colours specified on the POSOL website and therefore the meeting agreed that consent be withheld until the balcony has been painted.

15/03/015 [] & [] **Tintagel Way** – A Director commented that the properties [] and [] Tintagel Way have painted their balconies black and therefore are not in keeping with the neighbouring properties nor the colour specified on the POSOL website.

The Board asked Countrywide to write a letter to these properties to request that they are repainted. A Director commented that a general circular should be sent out with the Service Charge invoices to remind all Shareholders of their responsibilities and obligations.

15/03/016 [] **Bryher Island** – Countrywide advised the meeting that the neighbouring property [] Bryher Island has made a further complaint regarding the external alterations at [] Bryher Island and requested confirmation from POSOL as to why she was not consulted before consent was granted.

POSOL reviewed the email received from the owner of [] Bryher Island and discussed the matter at length.

Whilst POSOL understands the Shareholder's concern, it agreed that the owners of [] Bryher Island took the appropriate steps to address the privacy concerns raised in her initial complaint and therefore granted the appropriate consent. The Board agreed that it would take no further action in this matter and it would be a civil between the individual parties concerned.

Gardening

15/03/017 **Gardening Re-Tender** – Countrywide advised the Board that it had received three out of the seven tenders requested with costs ranging from £43,000 to £57,000 per annum.

The Board discussed the tenders at length and it agreed that onsite meetings should be held with the Gardening Working Group and contractors from Hambrooks, Escapes Landscaping and Amazon Garden Services.

Mark Abrams declared an interest due to being the landlord of the company that has recently taken over Escapes Landscaping.

The Chairman on behalf of the Board wished to formally express its thanks to Mike Sandall and recognises the hard work he has put into the garden maintenance of the estate over the years.

15/03/018 **Landscaping Rejuvenations** – Countrywide advised the Board that it has received several requests from Shareholders to discuss rejuvenation projects on the estate. The Board discussed the matter at length and it agreed that once budgets for said rejuvenations have been allocated then general consultation will be undertaken.

15/03/019 [] **Bryher Island** – Countrywide advised the Directors that the owner of [] Bryher Island is unhappy with the decision to decline the works she has requested to her front garden.

The Board reviewed the email received from [] and it was commented that the garden is maintained and does not require rejuvenation at this point in time. Therefore it upheld its previous decision. The Directors asked Countrywide relay these comments to the Shareholder and advise

that as the front garden is part of the Freehold property and not POSOL land she is able to undertake these works herself.

15/03/020 **Pergolas on Bryher Island** – Countrywide informed the meeting that it has received a complaint from a Shareholder on Bryher Island regarding the removal of the pergolas and requested that they are reinstated.

The Board discussed the comments made by the Shareholder and wished to advise that the pergolas were removed due to them being unsafe and a decision has yet to be made about whether they are to be reinstated or not.

A Director advised the meeting that several Shareholders have commented that they are happy that they have been removed, therefore it was agreed that all the Shareholders on Bryher Island would be consulted to whether they should be reinstated or not.

Communications

15/03/021 The Board asked Countrywide to compile an general information circular to be issued to all Shareholders along with their Service Charge invoices to address several complaints which have been raised recently to include washing being displayed outside the property, parking issues and anti-social behaviour amongst other things.

Berthing

15/03/022 **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, to date it has yet to receive a response.

A Director queried why the Red Letter system is no longer in place. Countrywide confirmed that Premier Marinas have refused to administer the Red Letter system due to abuse their staff members encountered when doing so.

15/03/023 **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. A Director volunteered to assist during the walk around.

15/03/024 **Remote Mooring Water Supplies** – Countrywide advised the meeting that to date it had not yet received the quotation from Portsdean Technical. Therefore it would chase them and revert back to the Board in due course.

Estate Security

15/03/25 **Newlyn Way Security Breach** – Countrywide advised the meeting that it had discussed the security breach in Newlyn Way with a contractor and is currently awaiting receipt of a quotation for the proposed works.

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

General

15/03/026 **Cadgwith Place** – Countrywide advised the Board that Bellwood Property Maintenance had commenced work on the parking islands in Cadgwith Place and it is anticipated that works will be completed by the end of March. However, we are currently awaiting receipt of approval from the local authority regarding the proposed planting.

15/03/027 **Newlyn Way Parking Area** – A Director advised the Board that he had met with Martin Critchley Architects to discuss possible changes to the parking area outside remote mooring gate [] in Newlyn Way and is currently awaiting receipt of the drawings.

15/03/028 **Port Solent Charge Negotiation** – Countrywide advised the Board that to date it had not yet received a response from the two Shareholders it had approached to assist with the Port Solent Charge re-negotiation nor has Premier Marinas advised that the financial information is ready for collection.

Countrywide advised the meeting that it would keep them updated.

15/03/029 **Parking Regulation** – Countrywide informed the Board that following last month's Board Meeting, Verisona has drafted standardized letters circulated prior to the meeting. These are to be issued in accordance with the Parking Policy which allows a full 28 days for the breach to be remedied at which point the matter will be referred for legal action to be taken.

The Board discussed the matter at length and it subsequently approved the letters. A Director asked that letters are issue to the specific Shareholders as at present there are various vehicles on the estate which are currently in breach of the parking regulations.

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

5. ANY OTHER BUSINESS

15/03/030 **Oyster Quay Gate** – see confidential minutes

15/03/031 [] **Bryher Island** – Barry White declared an interest in this property.

The owner of [] Bryher Island has requested POSOL consent for the removal of lawned area at the front of their property as the soil is really poor and therefore does not allow anything to grow and flourish. The Shareholders proposed to replace the area with block paving to allow for an additional parking space.

The Board briefly reviewed the information and agreed that the application must be reviewed by the Covenants Working Group and the Gardening Working Group.

6. DATE OF NEXT MEETING – Friday 24th April 2015