

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING**

**HELD AT**

**PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 23<sup>rd</sup> January 2015**

Present: Ian Currie (Acting Chairman & Company Secretary)  
Geoff Saunders

In Attendance: Charles Saunders  
Nikki Avis

**1. APOLOGIES**

15/01/001 Apologies were received from Mike Sandall, Mark Abrams, Melvyn Farndell, Jakki Brierley-Shorrocks and Nick Hewitson.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 19<sup>TH</sup> DECEMBER 2014**

15/01/003 The minutes were tabled. Ian Currie proposed that due to the fact that no Directors present were in attendance at the December meeting, approval would be sought via email.

**3. MATTERS ARISING**

15/01/004 **Pergola in Holywell Drive** – Countrywide advised the Board that it had received a comparative quotation for the works required to the Pergola in Holywell Drive from BM Services for £1,850.00 to repair against an initial quoted cost in excess of £5,000.00.

The Board discussed this matter at length and approved the quotation submitted by BM Services and asked Countrywide to instruct the repairs accordingly.

**4. MANAGING AGENTS & WORKING GROUPS REPORTS**

**Finance – Budget – Expenditure**

15/01/005 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31<sup>st</sup> December 2014 amounted to £367,079.64 against a budgeted amount of £399,882.

**Arrears**

15/01/006 Countrywide advised the Board that the total sum of debtors amounted to £20,036.50 with £1,169.77 relating to charges prior to October 2014.

Countrywide advised the Board that it appears that owing to an administration error the second stage of the Credit Control procedure in place was not undertaken for the October invoices. Therefore many of the Shareholders with outstanding service charges were not chased and the balances remain unpaid.

Countrywide expressed its sincere apologies for this error and confirmed that further chasing of these monies will be undertaken by the Fareham office and the procedure will be reviewed to ensure that this issue does not reoccur.

### **Property Alterations**

15/01/007 [ ] **Coverack Way** – Countrywide advised the Board that the owner of the property has reconsidered their application and rather than relocating the front door to the side elevation with a porch, they now wish to install a window and have a path leading to the back gate and will submit a revised application in due course.

The meeting discussed the matter at length and agreed that POSOL would require a letter of undertaking from a Solicitor confirming payment of any legal costs incurred for the licensing of the strip of land adjacent to the property.

The Covenants Working Group informed the meeting that having reviewed the application it has recommended that that conditional approval is granted for the conservatory, however it does not recommend that consent be granted for the car port infill as it does not adhere to the stipulated remaining driveway length of 7.8m.

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

15/01/008 [ ] **Coverack Way** – Countrywide advised the Board that to date Verisona had not received a response from the owners in respect of the unauthorised external alterations nor has the fencing been repainted in the correct colour.

The meeting discussed the matter at length and agreed to instruct Verisona to commence legal proceedings accordingly.

15/01/009 [ ] **Carbis Close** – Countrywide advised the meeting that following last month's Board meeting it required clarification of the outcome of the application submitted by the owner.

The meeting reviewed the applications and agreed that Letters of Conditional Approval can be issued for the under balcony kitchen extension and the installation of decking in the waterside garden subject to it being set back a minimum of 900mil from the capping.

The Board however refused consent for the car port infill in accordance with the recommendations of the Covenants Working Group. The Board asked Countrywide to notify the Shareholders accordingly.

15/01/010 [ ] **Carbis Close** - The Covenants Working Group advised the meeting that it had reviewed the application submitted for an under balcony kitchen extension and a partial infill of the car port.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for the under balcony kitchen extension. The Board ratified consent.

The Board however refused consent for the car port infill in accordance with the recommendations of the Covenants Working Group. The Board asked Countrywide to notify the Shareholders accordingly of the outcome of their applications.

### **Gardening**

15/01/011 **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 agreed that due to number of Directors in attendance that this matter be postponed for discussion at the February meeting.

**Communications**

15/01/012 Nothing further to report that is not covered elsewhere in these minutes.

**Berthing**

15/01/013 **Berth [ ]** – A Director asked for clarification on whether the vessel situated on berth [ ] is registered to moor within the residential Marina. Countrywide confirmed that despite having sent letter to date it had not received any response.

The Directors discussed the matter and instructed Countrywide to issue a final letter to the owner of the mooring before legal action is instigated.

15/01/014 **Remote Mooring Water Supplies** – Countrywide advised the meeting that following discussions at previous meetings, it is in the process of sourcing a quotation for the installation of a communal water supply at several of the mooring areas in the older part of the estate.

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

**Estate Security**

15/01/015 Nothing further to report that is not covered elsewhere in these minutes.

**General**

15/01/016 **Cadgwith Place Parking** – Countrywide informed the meeting that it is awaiting receipt of the quotations for the revised parking structure in Cadgwith Place.

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

**5. ANY OTHER BUSINESS**

15/01/017 **Covenants Working Group Procedures** – Countrywide advised the Board that the members of the Covenants Working Group have requested Board approval of several procedural changes they wish to make to the application for external alterations process, such as a 6 month deadline for works to be completed from the date approval is granted and that regular surveys of the estate are undertaken for all works being carried out to monitor all works on the estate.

The Board discussed this matter and whilst it welcomed their suggestions it agreed that these changes if implemented would be counter productive to POSOL and Shareholders relations as well as significantly increase the work load of the Working Group members.

**6. DATE OF NEXT MEETING – Friday 20<sup>th</sup> February 2015**