

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

MINUTES OF THE BOARD MEETING

HELD AT

PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 24th July 2015

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

In Attendance: Charles Saunders
Nikki Avis

1. APOLOGIES

15/07/001 No apologies were received

2. MINUTES OF THE PREVIOUS MEETING HELD ON 26TH JUNE 2015

15/07/002 The minutes were tabled. Mark Abrams proposed, Ian Currie seconded and the Board subsequently approved them subject to the agreed amendments being made.

3. MATTERS ARISING

15/07/003 Countrywide informed the meeting that Nikki Avis would be leaving Countrywide in the coming weeks and therefore would no longer be involved in the management of the estate.

A Director queried whether a new assistant had been appointed and Countrywide confirmed that Michelle Hodgson, Branch Manager would be in touch in due course to discuss future management arrangements.

The Board wished to extend its sincere thanks to Nikki for her hard work and assistance provided to POSOL over the last 8 years.

4. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

15/07/004 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 30th June 2015 amounted to £194,786.92 against a budgeted amount of £207,730.

Arrears

15/07/005 Countrywide advised the Board that the total sum of debtors amounted to £11,950.00 with £3,307.67 relating to charges prior to April 2015.

A Director queried whether there is any further action that can be taken against those Shareholders that continually do not pay their Service Charge. The Board discussed this matter at length and it agreed to review the possibility of charging administration fees on the Service Charge accounts of the habitual non payers.

- 15/07/006 **Accounts for the Year Ended 31st March 2015** – The Board reviewed the final draft of the Statutory Accounts for the year ended 31st March 2015 which had been previously circulated to Directors. The Accounts were proposed by Jakki Brierley-Shorrocks, seconded by Mark Abrams and duly approved by the Board.

Property Alterations

- 15/07/007 **Bryher Island** – Countrywide advised the Board that the owner of the property has submitted an application for the installation of bi-fold patio doors and the paving of the waterside garden to match the neighbouring property.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for the installation of bi-fold patio doors and the paving of the garden. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

- 15/07/008 **Bryher Island** – Countrywide informed the Board that the owner of Bryher Island has submitted an application for an under balcony kitchen extension.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for the under balcony kitchen extension. The Board discussed the application at length and it agreed that the plans submitted by the owner did not contain enough detail and therefore it asked Countrywide to request further plans which include the dimensions.

- 15/07/009 **The Covenants Working Group**

- 15/07/010 **Carbis Close** – Countrywide informed the Board that it has issued a Breach of Covenant letter to the owner of Carbis Close following reports from the Covenants Working Group that the works carried out extend further than the building line and are not in accordance with the submitted plans.

The meeting discuss the matter at length and agreed that final consent for the works would not be granted and the owner will need to submit revised plans as an application for Retrospective Consent to be considered.

- 15/07/011 **Newlyn Way** – Countrywide informed the Board that the owner of Newlyn Way has submitted an application for a replacement front door, replacement windows on a like-for-like basis and to replace the wooden slats in the balcony for glass panels.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for all the requested works. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

- 15/07/012 **Cadgwith Place** – The Covenants Working Group, having reviewed the appeal submitted by the owner of Cadgwith Place against the decision that final consent was not granted for the window installed on the waterside elevation of the property, offered several suggested alterations to the window that the owner would have to carry out for final consent to be granted.

The Board discussed the ideas put forward by the Group at length and whilst the Board agrees that the owner should not have deviated from the agreed plans without POSOL consent, the Board could see no reason why final consent should not be granted for the window on the rear elevation.

The Board also ratified final consent for the replacement of the first floor patio windows, north facing velux windows, replacement of patio slabs and the garden fencing.

15/07/013 [] & [] **Bryher Island** – Countrywide advised the Board that several Shareholders have reported that the owners of [] and [] Bryher Island have removed the pergolas from the front of the property and the Covenants Working Group has requested guidance from the Directors as to what action is to be taken against the Shareholders.

The Board discussed the matter at length and whilst it wished to encourage people to retain the pergolas, they agreed that the retention of the pergolas was not a matter that they could enforce.

Gardening

15/07/014 **Gardening Re-Tender**

Communications

15/07/015 Nothing further to report that has not been reported elsewhere in these minutes

Berthing

15/07/016 **Remote Mooring Water Supplies** – Countrywide advised the Board that there is nothing further to report on this matter and would therefore remove this item from next month's Board papers.

15/07/017 **Oversized Vessels** – Countrywide advised the Board that Premier Marinas, having reconsidered the matter, has now agreed that the oversized vessel situated on berth [] can be registered and therefore the registration documents have now been processed accordingly.

15/07/018 **Pontoon Repairs** – Countrywide advised the meeting that a section of repairs are due to commence imminently as the contractor had been delayed on a previous job.

Estate Security

15/07/019 Nothing further to report that has not been reported elsewhere in these minutes

General

15/07/020 **Parking Regulation** – Countrywide advised the Board that the owner of the [] in Kelsey Head is vacating his property and therefore the vehicle will be shortly going. A Director commented that the [] has also been moved now.

5. DIRECTORATE & ELECTION OF POSOL CHAIRMAN

15/07/021 **Director Vacancy** – The Board discussed the current Director vacancy and the possible candidates to fill the position as a Shareholder had formally expressed an interest in the position.

The meeting discussed the matter at length and it agreed that it would invite the candidate to the next Board meeting for a chat prior to a decision being made.

15/07/022 Mark Abrams informed the Board that with immediate effect he wished to stand down as Chairman of the POSOL Board but will remain in position as a Director. Jakki Brierley-Shorrock and Barry White expressed an interest in taking over as Chair of the Board. Both directors left the meeting room accordingly.

The Directors discussed the candidates at length and it was resolved that Jakki Brierley-Shorrocks be appointed Chair of the Board with Barry White being appointed Deputy Chairman.

The Board expressed its sincere thanks to Mark Abrams for the many years of service as Chairman of the Board.

6. ANY OTHER BUSINESS

15/07/2015 **Oyster Quay Gate** – Countrywide advised the meeting that it had no further update on this matter but would report back in due course.

7. DATE OF NEXT MEETING – Friday 21st August 2015