

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED
MINUTES OF THE BOARD MEETING
HELD AT
PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 21ST AUGUST 2015

Present: Jakki Brierley-Shorrock (Chairman)
Ian Currie (Company Secretary)
Barry White
Mike Sandall
Melvyn Farndell
Julian Shaw

In Attendance: Charles Saunders
Katie Hatherley

1. APOLOGIES

15/08/001 Apology received from Mark Abrams.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 24TH JULY 2015

15/08/002 The minutes were tabled. Barry White Proposed, Jakki Brierley-Shorrock seconded and the Board subsequently approved them.

3. MATTERS ARISING

15/08/003 A Director advised that a director was invited to the board meeting to be considered for election to the POSOL board. A Director advised the board that he had previously lived at POSOL for 17 years and then left to live on a farm for a short time before moving back to POSOL in the last year. In those first 17 years he lived at POSOL he was a board member and part of the legal group.

A Director proposed that a director be elected to the board, a director seconded and the board unanimously agreed.

The board asked about whether a replacement had yet been found for Nikki Avis. Countrywide advised that interviews are currently being held.

4. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

15/08/004 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31ST July 2015 amounted to £216,027.75 against a budgeted amount of £239,458.

Arrears

15/08/005 Countrywide advised the Board that the total sum of debtors amounted to £5,500.06 with £3,307.67 relating to charges prior to April 2015.

Countrywide commented that since the last month's Board meeting it had collected £6,459.94.

Countrywide advised that section 121 notices have been issued to several of the outstanding debtors by Swain Allen Solicitors in order to reclaim monies back from their mortgage companies.

15/08/006 Countrywide advised that shareholder of [] Tintagel Way has requested that he set up a payment plan of £360pcm. The board discussed at some length how they feel that this should not be allowed as it gives the impression that anyone could set up a payment plan rather than pay their SC on the due date. The board agreed that Countrywide should write to the shareholder advising that this has been rejected as he did not put in a request before the charges were due and advise that interest at a charge of 4% will be added every month until full payment is made.

15/08/007 **POSOL Charge**

Countrywide informed the Board that Premier Marinas will have the baseline figure produced by the end of the week and have been advised that the figure will be favourable to POSOL. Board requested that Countrywide look at Premier Marinas' obligations to make sure that they are followed during the negotiations.

Property Alterations

15/08/008 [] **Newlyn Way** – Countrywide advised the Board that they have now received the retrospective consent fee for loft conversion.

15/08/009 [] **Bryher Island** – Countrywide advised that the Covenants Working Group are recommending conditional approval by the Board subject to revised plan measurements being submitted for the balcony extension as the current submitted plan shows measurements which extend beyond the existing building lines.

15/08/010 **Revised Letter of Conditional Approval** – The Board advised Countrywide that a section should be added to the bottom for owners to sign stating that they agree to the terms and that this template should be used for future applications.

15/08/011 **Covenants Working Group** – The Board advised that the Covenants Working group should compare before and after pictures of the houses when shareholders apply for change of appearance. Current pictures and plans of intended changes of appearance should be included with every request and that these should be included in the board pack. Board feel that requests that are like for like should not be included in the board pack and can be dealt with directly by the Covenants Working Group.

Gardening

15/08/012 **Gardening Re-Tender** – Countrywide advised that Escapes have now issued their schedule of works. The Board discussed their concerns on whether or not Escapes will be able to manage as POSOL is a very large site. The board agreed to propose to Escapes that they would like to give them a 3 month trial with a view to become permanent. If Escapes agree then Countrywide are to issue Hambrooks with 1 month's notice of termination of contract.

Communications

- 15/08/013 Board advised that they would like a news section on the website so that when major changes happen all of the information and updates relating to this can be found in one place. A director is to advise.

Berthing

- 15/08/014 **Pontoon Repairs** – A Board member to liaise with Bellwood Property Maintenance regarding remedial repairs schedule and inspection of works.

Estate Security

- 15/08/015 A Board member advised that he has seen a man acting suspiciously around the site looking at the garage doors and recommended that everyone try and be extra vigilant and ensure that everything is sufficiently secured.

General

- 15/08/016 **Dog Mess** – The Board advised that dog owners are allowing their dogs to use D section as a toilet since the fence has been removed and asked that Countrywide should have signs put in place advising that this is not allowed. Board asked Countrywide to ensure that these signs are in line with other POSOL signs.

- 15/08/017 [] **Newlyn Way Parking** – Board advised Countrywide that shareholder of [] Newlyn Way has been putting up unauthorised bollards and parking on the pavement. The Board requested that Countrywide write to the owners advising that bollards are not allowed and that they can park on the recess but not the pavement.

- 15/08/018 **Parking** – Board advised that people who work in the offices are parking on the corners of roads causing viewing restrictions to people entering and exiting the streets. The Board requested that laminate signs are made up to be placed on cars advising that this is not allowed. They also requested a sign be put up on the wall advising of no parking and have requested that Countrywide write to the home owner asking whether a sign can be put in place on their wall.

Countrywide advised that vehicles are parking on the entrances to the garages in Carne Place. Countrywide advised that a letter was sent out last year advising that this is not allowed but it does not seem to have made a difference. Board agreed for a post sign to be put in place in the flower bed advising of no parking before deciding on further action.

5. ANY OTHER BUSINESS

- 15/08/019 [] **Coverack Way Tree** – A Board member advised that he was called to [] Coverack Way recently to stop a contractor pulling down a tree and advised the contractor that he needs to write to Countrywide. It was noted that the tree looking to be removed although in the garden of the property would have effect on other residents in regards to the sound barrier. Countrywide advised that the leaseholder has now contacted them advising that she did not realise she needed to speak to Countrywide and has apologised. Board agreed for Countrywide to contact owner advising that her details have been passed to board member to meet and discuss cutting the tree back rather than removing it entirely.

6. DATE OF NEXT MEETING – 25 September 20