

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

MINUTES OF THE BOARD MEETING

HELD AT

PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 25th September 2015

Present: Jakki Brierley-Shorrock (Chairman)
Barry White
Mark Abrams
Melvyn Farndell
Julian Shaw

In Attendance: Charles Saunders
Katie Hatherley
Damian Purcell
Michelle Hodgson

1. APOLOGIES

15/08/001 Apologies received from Ian Currie and Mike Sandall.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 21st August 2015

15/08/002 The minutes were tabled, Barry White proposed, Jakki Brierley-Shorrock seconded and the Board subsequently approved them subject to the agreed amendments being made. A Director asked that the previous minutes are amended to show that he lived in a ‘barn’ and not a ‘farm’. The interest on debtor arrears will accrue 4% annually, not monthly as stated, until full payment is made.

3. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

15/08/003 **Expenditure Report** Countrywide advised that this is usually the point when a Director would talk about the budgets and figures. Countrywide confirmed that the figures are still looking good. However, there is one Hambrooks invoice that is not included in the figures as it was not received when the report was processed.

Arrears

15/08/004 Countrywide advised the Board that £1,700.00 has been collected by the solicitors in the last month. Countrywide advised that a shareholder is selling her property and therefore the arrears will be collected by her solicitors.

Countrywide advised that some mortgage companies will not release arrears payments without a CCJ, which is being looked into. Countrywide advised that some of the leaseholders have tried to pay arrears directly to Countrywide when solicitors have already been instructed. Countrywide refuse this payment as they have incurred fees which are added to the service charge. A Director advised that, if this is a regular occurrence, it may cause more debt in the long run.

A Director asked whether interest was now being charged, Countrywide said yes, and this will go onto the next service charge in April. A Director asked if Countrywide could send letters to shareholders announcing the interest charges and allowing them to make a payment immediately, if they so wish, to stop interest accumulating. Countrywide agreed to draft a letter. A Director asked that a note go out with the next Service charge mentioning interest charges, Countrywide agreed to write up an enclosure for the next service charges.

Port Solent Charge

15/09/005 Countrywide advised that they have tried contacting Premier Marinas several times and they have not yet been available. Countrywide keep telephoning, and receiving replies, from Premier Marinas advising that they will make contact when they have the information required. A Director requested that the notes from the meeting regarding the charges from 5 years ago be sent to him.

Property Alterations

15/08/006 [] **Bryher Island** – Countrywide advised the Board that this property would like to put in a velux window; the Covenants Working Group are recommending approval from the Board. A Director abstained from the vote as this is his property. Board Approved.

15/08/007 [] **Sennen Place** – Countrywide advised that the Covenants Working Group have recommended that the Board approve a new front door at this property. Board Approved.

15/08/008 [] **Carbis Close** – Countrywide advised that this property has put in an application for Car Port Gates. The Covenants Working Group have reviewed the plans and recommend the Board's approval. Board approved.

15/08/009 [] **Newlyn Way** – Countrywide advised that this property has put in a retrospective application for new windows. A Director advised that he has inspected these and that the Covenants Working Group recommend approval. Board Approved.

15/08/010 **Balconies** - It was brought to the table that a member of the Covenants Working Group, has put together a brochure of recommended balcony alterations. A Director advised that he feels the brochure is very good and should be put on the POSOL website, in order for owners to see the requirements if they are to make changes. The Board agreed.

A Director suggested sending a copy of this plan to the property they have been chasing to paint their balcony. A Director asked for Countrywide to send a strongly worded letter to this property at [] Hollywell Drive, along with a copy of this plan. A Director pointed out that on section B it states dark brown or black paint and requested that this be changed to just say dark brown before this is put on the website and sent out, also to include paint codes.

Gardening

15/08/011 **Handover** – Countrywide advised that Hambrooks have received their notice and their contract will cease on 1st October 2015. Escapes Landscaping Ltd. will be starting on 5th October and have been given instructions to bring the site back up to scratch and make a good impression with shareholders. Countrywide advised that Escapes have sent through a schedule of works showing where they will be and what they will be doing on dates of attendance. Countrywide commented that any complaints regarding the gardening must be sent to Countrywide rather than approaching the gardeners themselves, as this will take time away from their work.

Any complaints received will be forwarded straight to Escapes, by Countrywide, inspected within 3-4 working days by Countrywide to make sure concerns have been rectified. Countrywide

informed the board that there will also be a daily diary, which Escapes will complete, to show what works have been carried out and a form to be completed by anyone who requests exceptional works. A Director asked for the exceptional work form to be simplified in order to be added onto the website. Countrywide agreed to revise the form.

Berthing

15/08/012 **Pontoon Repairs** – A Director mentioned that he met with Bellwoods & Solent Marine. Solent Marine had prepared a survey of required works which was given to Countrywide. He asked Countrywide to provide a copy of this to him. Countrywide will then pass this to the new contractor (Walcon Marine) rather than carrying out another survey. A Director advised that he feels Bellwoods are doing a great job with the pontoon woodwork. A Director advised that he was happy that Bellwoods had been around the site marking all areas that require work with a pink spot. A Director advised that his pontoon needs repairing and he does not have a pink spot. Countrywide to advise Bellwoods about this omission.

A Director advised that the pontoon piles are beginning to rust and that he feels the need to get a quote for repairs immediately. If the piles snap the pontoon will float away. A Director advised Countrywide that he feels they should get an ex-Director involved with the repairs who has dealt with pontoon pile repair previously.

A Director requested that Countrywide put Bellwoods on a POSOL preferred contractor list, Board agreed.

General

15/08/013 **Parking** – A Director mentioned that Portsmouth City Council have advised that they cannot put white lines on the corners, only double yellow lines might be allowed. A Director advised that he still feels 'No Parking' signs should be put up on the houses at junctions of major roads within the estate, a Director commented that this would need the owners' permission.

Countrywide will obtain sticky document holders, mimicking traffic warden tickets, to be used on cars parking on the corners complete with a strong letter inserted in the document holder.

A Director suggested that double yellow lines should be painted on the corners of Newlyn Way, A Director advised the areas the yellow lines are needed should be identified and then revert back to Portsmouth City Council to go ahead. POSOL would need to establish whether planning permission is required for yellow lines. The Board requested that Countrywide send site maps to the Board in order to approve the areas.

15/09/014 **Parked Boat** – Countrywide advised that they have now placed a note on the boat parked in front of the garage, adjacent to 29 Carne Place, advising that it must be removed. A Director advised that he feels another notice should be placed advising that, if the boat is not removed within a certain time, POSOL will make removal arrangements and charge back to the owner. Countrywide were requested to look into who owns this garage and also send a letter around the area asking if anyone knows who the boat belongs to. Once the information on the owner is received, they should be given 2 weeks' notice to remove the boat or POSOL will arrange for Boarhunt Garages to collect, store and charge back to the owner.

4. ANY OTHER BUSINESS

- 15/09/015 **Countrywide Meeting** - A Director advised that himself and a Director attended a meeting with Countrywide the week before this meeting and confirmed that this was a very positive meeting where they were able to discuss POSOL/Countrywide issues.
- 15/09/016 **Director & Officers Insurance** – The Board asked whether the new Directors and Officers insurance was in place, Countrywide advised that they had just received the new schedule and that it would be issued shortly.
- 15/08/017 **Website Stats** – A Director advised that he feels the email stats that are sent for the POSOL website are incorrect. A Director advised that they are aware that these are not 100% correct and that they can be turned off so that they do not receive them. One Director suggested that only one Director should receive them and then advise the Board. Board agreed.
- 15/09/018 **Board Packs** – A Director requested that Countrywide’s Managing Agents’ Report should show only a *summary* of the previous month’s activities followed by a statement of what has happened since the last Board meeting, together with any actions still required for the relevant meeting, within the Board Pack.

Countrywide agreed for a Director to amend the minutes to show Countrywide what they want included and what not