

## POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

### MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 18<sup>TH</sup> December 2015

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

Attendance: Damian Purcell

Apologies: Julian Shaw

#### MINUTES OF THE PREVIOUS MEETING

15/12/001 The minutes were tabled. **Barry White** proposed, **Jakki Brierley-Shorrocks** seconded.  
A Director suggested removing 'As it is a very big planter and most of it will remain' from 15/11/004 in the previous month's minutes. The Board agreed.  
A Director Advised the heading and paragraph relating to the AGM (15/11/027) should be removed. The Board and Countrywide agreed.

#### MANAGING AGENT'S & WORKING GROUPS' REPORT

##### Finance – Budget – Expenditure

15/12/002 **Expenditure** –A Director advised the expenditure for 2015 is within budget. However, the timings and payments for the pontoon work should be borne in mind. He also asked the directors to let him know of any exceptional works that needed to be considered for the 2016/2017 budgets.

15/12/003 **Aged Debtors** – Countrywide ventured that a lot of work had been put into reducing the debt. The Board agreed it was at a very low level.

15/12/004 **Walton Marine** –A Director suggested paying the deposit, 25% of total, when Walton Marine request payment. Countrywide mentioned this would be in March 2016. A Director advised the Board this payment should be from the Sinking Fund.

##### Covenants

##### Pending Applications:

15/12/005 [ ] **Coverack Way** – Countrywide advised that an application had been made for a kitchen extension. Two Directors from the Covenants Working Group to walk round to the house and compare architect's plans with the materials and colour schemes existing on the house already. Covenants Working Group are to report back to Countrywide and the Board when complete.

15/12/006 [ ] **Carbis Close** – A Director mentioned a large portion of the planter had been removed and a large cupboard in the carport had been installed. Countrywide have reviewed previous applications and there is an application (granted) for the carport, but not for the installation of this particular cupboard or the planter.

Covenants Working Group members to measure cupboard and advise the Board. A Director would like the redecorations flagged up. Another Director would like it removed. A Director suggested smoked glass to hide the cupboard. Covenants Working Group to advise after inspection.

The Board have decided to allow retrospective consent for the planter removal.

15/12/007 [ ] **Newlyn Way** – Countrywide have received an application for new windows and patio doors. The Shareholder knows the paint colours as per the covenants and has liaised with Covenants Working Group and Countrywide. The Board approved the application.

#### **LOCA issued – awaiting return of documentation**

15/12/008 [ ] **Carbis Close** – Carport conversion and loft conversion. Awaiting signed return of LOCA – Countrywide to follow up. Work not yet started.

15/12/009 [ ] **Bryher Island** – Under balcony extension. Awaiting signed return of LOCA – Countrywide to follow up. Work complete CWG to inspect.

15/12/010 [ ] **Cadgwith Place** – Electricity supply to garage. Awaiting Wayleave consent from Electricity Company – Countrywide to follow up.

15/12/011 [ ] **Tintagel Way** – Loft conversion. Awaiting signed return of LOCA. Shareholder abroad until March 2016. Countrywide to try to establish contact.

15/12/012 [ ] **Bryher Island** – Plastic sheeting for pergola. Awaiting signed return of LOCA – Countrywide to follow up, in email contact. Shareholder abroad Countrywide in email contact.

15/12/013 Countrywide, CWG and the Board made the decision going forward to initiate a new procedure. In 2016 Shareholders will be asked to return a signed agreement *before* the LOCA can be issued. This will have a double effect. The Shareholder will be made aware of the CWG and Board's expectations and secondly the Board will have legal redress if terms are flouted.

The wording will be a combination of the following:

*'For works to continue....'*

*'Failure to read, sign and return this document assumes acceptance....'*

*'Retrospective consent will need to be issued at a cost of £250....'*

It will be the responsibility of the CWG and Countrywide to gather signed returns before issuing LOCA.

### **Gardening**

#### **Coverack Way/Mullion Close rejuvenation**

15/12/014 A member of the CWG to liaise with Countrywide and Escapes reference the rejuvenation project in 2016. A member has supplied a spreadsheet questionnaire to Countrywide. This is from the residents of Mullion Close/Coverack Way in relation to this work.

The gardening contract is ready and waiting for Escapes to sign.

### **Estate Repairs and Concerns**

15/12/015 Dog mess signs to be put on lamp posts identified by A member of the Covenants Working Group on the map provided. No bins to be bought at this point.

15/12/016 The Board advised the road sign at the entrance to Newlyn Way could be confusing as there were no house numbers indicated. It was decided that the CWG would walk around the estate to identify any road signs where extra individual house numbering could be helpful.

The CWG will then advise Countrywide who will appoint a contractor to install extra/updated signs.

15/12/017 Countrywide advised that on a walk around with two Directors we noticed two houses on Coverack Way and one on Mullion Close that had rendering that was badly stained by weather and age. Countrywide asked if a repaint could be enforced under the Covenants of the estate.

The Board advised that a repaint could be enforced, however, suggested writing to the Shareholder advising the state of the rendering at present could have serious structural ramifications at a later stage.

The Board suggested mentioning to the Shareholders that doing the job with the same contractors at the same time would be a cheaper option.

The CWG are to ensure the Shareholders know the correct paint schemes for the area.

15/12/018      A Director and Countrywide inspected the planter at the right side of Bryher Island and found the remains of concrete foundations that were both unsightly and potentially dangerous. The board instructed Countrywide to obtain a quote for concrete removal.

15/12/019      [ ] **Bryher Island** –A Director noticed a hole in the attic rendering overlooking the pontoons. The hole is approximately 12 inches wide roughly in the shape of a square. Also noticed was a piece of lead roofing hanging down over the roof of [ ] **Bryher Island**. Countrywide will write to the shareholder asking for these matters to be resolved as a matter of urgency.

The Board suggested putting an extra term in the covenants regarding endangering other houses through property neglect.

15/12/020      [ ] **Newlyn Way** – Unannounced Installation of garage roller shutter door. Countrywide and the CWG advised the Board that a roller shutter has been fitted replacing the existing garage door. This happened during the first week of December 2015 without an application to Countrywide.

The Board discussed at length the options available.

A Director suggested asking the Shareholder to replace the timber frame to keep continuity with the other garages. Other Directors suggested forcing the Shareholder to replace it with the old door.

A member of the CWG advised that the colour is important, as opposed to, the mechanism for opening the door. He would object to any forced replacement of the door by the Board.

Countrywide and the CWG will speak further about this at the next CWG meeting in January.

### **Berthing**

15/12/021      **Emergency rings** – Countrywide suggested Bellwoods to check serviceability and to jet wash the emergency rings. They will also provide new contact details visible on the casing as the present contact details are obsolete.

Countrywide and the Berthing Working Group will inspect after completion.

15/12/022

**Boat audit** – Countrywide and A Director recommended a full boat audit in April during the pontoon repairs. A Director questioned the need for the audit and suggested the Board and Countrywide’s time could be better spent as it might be unnecessary. He pointed out Premier Marinas should have a list of boats already.

A Director recommended the boat audit for the following reasons:

- Are all boats are *insured*?
- Are people *living* on boats?
- Are any boats *chartered*?
- Have any boats been *changed* from the original while keeping the same name?

A member of the CWG wrote it was the responsibility of the Board to monitor the boats.

A Director suggested asking Premier Marinas for a list of the boats.

A Director advised it was a duty the Board had to enforce and monitor.

A Director suggested there may be a Shareholder with a boat in breach already – Countrywide to investigate.

## **Security**

15/12/23

It has been brought to the Board’s attention that there may be Houses of Multiple Occupation (HMO) in several houses in Port Solent. The Board are aware of the possibility of HMO at [ ] Newlyn Way, [ ] Newlyn Way, [ ] Carbis Close and [ ] Carbis Close.

Countrywide have been made aware of unsociable behaviour, noise late at night and even public fighting. These are all breaches of the Port Solent covenants and creates nuisance.

Countrywide will investigate all allegations to establish facts. Countrywide will contact one or all of the following to put an end to HMO:

- The Tenants
- The Landlords
- The Letting Agencies
- The places of employment

## **Communications**

15/12/24

Countrywide advised they have more email addresses from Shareholders after the AGM but still many missing. A Director agreed to supply the email addresses that she has to Countrywide.

A Director recommended an enquiry form on the website and a Director suggested supplying a Content Management System to Countrywide to upload updates. A Director also suggested reinstating downloadable Buyer/Tenant Packs to the website.

Countrywide agreed to collate all information needed for these initiatives.

**Any Other Business**

15/12/25

The Board suggested having a list of approved contractors available from Countrywide. This list would be compiled of contractors who are knowledgeable of the covenants to prevent breaches. A Director disagreed advising that the possibility of bad workmanship or disagreements could reflect negatively on the Board.

**Date of next Board meeting – 29<sup>th</sup> January 2016**