

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER –
22nd January 2016**

Present: Jakki Brierley-Shorrocks (Chair)
Mike Sandall
Barry White
Melvin Farndell
Mark Abrams
Julian Shaw

Attendance: Damian Purcell

Apologies: Ian Currie

MINUTES OF THE PREVIOUS MEETING

16/01/001 The minutes were tabled. **Barry White** proposed, **Jakki Brierley-Shorrocks** seconded and the **Board** subsequently approved them.

MANAGING AGENT'S & WORKING GROUPS' REPORT

Finance – Budget – Expenditure

16/01/002 **Expenditure** – **A Director** asked if the money had been returned to POSOL from Escapes Commercial Landscaping Ltd. **Countrywide** confirmed it had been. **A Director** asked if the 17 Boat Registration fees were for the last month or for the financial year. **Countrywide** responded they were for the financial year.

A Director asked to specify the names of the owners of the New Boat Registrations on the Expenditure document. **Countrywide** said they would look into doing this.

16/01/003 **Aged Debtors** – **Countrywide** remarked that the Aged debtors figure was now lower than in the Board pack as more had been collected.

16/01/004 **Payment Plans** – The **Board** agreed to allow payment plans for a **Shareholder** of [] **Newlyn Way** due to domestic upheaval and a **Shareholder** of [] **Carne Place** due to interruptions of Pension payments. **Countrywide** will feedback to the **Board** the monthly amounts that will be paid.

Covenants

Pending Applications:

16/01/005 [] **Carbis Close – Countrywide** advised that an application had been made for a kitchen extension. **CWG Members** went round to the house and compared architect's plans with the materials and colour schemes existing on the house already.
Further to the CWG visit on the 20th Jan 2016, the CWG made the following recommendations:

- 1) The Architect must show the key measurements on the drawing No #####.##.
- 2) The colour of the beam/fascia board will be the same as removed (Dark Brown)
- 3) External windows/ patio doors will be on a 'like for like' basis.
- 4) Recess for the rainwater down pipe will be set back from the face brickwork by 100mm
- 5) The Balcony railings / Metal powdered coated posts / Glass. As this is a new type of material being used the CWG need a more detailed drawing regarding the framework construction.

The CWG strongly recommend that a letter be added with the Conditional Approval to the PRESENT OWNER informing them that any NEW OWNER of the property must, before any new work commences, reapply for Conditional Approval with details of the Balcony railings/ Metal Powdered Coated Post and Glass if they intend to proceed with a Metal Framework. **Countrywide** will then inform the CWG who then will make the necessary arrangements to meet the new owners to discuss there application, this will also include the Pre-Conditional letter for the owner to sign. The CWG will then forward there recommendations to the Board.

16/01/006 [] **Bryher Island** – Application for plastic sheeting for pergola the same as approved for [] **Bryher Island**. The **Board** approved.

16/01/007 [] **Newlyn Way – Countrywide** have received an application for access for the scaffolding through the back garden. The **Board** approved.

16/01/008 [] **Newlyn Way** – CWG to meet the Shareholder to discuss the extent of his plans at his own home.

LOCA issued – awaiting return of documentation

16/01/009 [] **Tintagel Way** – Loft conversion.
Awaiting signed return of LOCA
Shareholder abroad until March 2016.

Gardening

16/01/010 **Contract** - Gardening contract ready and waiting for Escapes to sign.

16/01/011 **Mullion Close/Coverack Way Rejuvenation – Countrywide** to meet gardeners to discuss rejuvenation week starting 25th January.

Estate Repairs and Concerns

16/01/012 Dog mess signs and No Parking signs now delivered to **Countrywide**. Bellwoods have been instructed to put them up in the designated areas.

16/01/013 The new road sign at the entrance to **Newlyn Way** numbered 1, 3, 5, 7, 9, 11 has been delayed as Bellwoods have to order in the curved post separately. **Countrywide** expect it to be installed before the next Board meeting.

16/01/014 **Rendering re-paint letter** – The **Board** were supplied with a draft letter requesting a re-paint to the rendering on certain houses on the estate. The **Board** suggested re-wording a section of the letter to read “The lifespan of your building *is likely to* increase in value”.

16/01/015 [] **Bryher Island – Countrywide** have sent letters to the Shareholder requesting repairs be made to the property. The **Board** advised the Shareholder may not be living at the property and requested Countrywide make investigations to ascertain an address to make contact with the Shareholder.

16/01/016 **Pre-conditional Approval Letter** - The **Board** were supplied with a draft letter requesting a signed acceptance of the CWG’s conditions for house alterations. The **Board** suggested inserting a paragraph to the letter to read “Failure to comply...” as discussed at the last Board meeting. Also, to remove the word “now” in the second paragraph and to insert the word “colour” into point number 4 after shape and style. The Architect’s plans need to be more comprehensive and must include room measurements.

16/01/017 [] **Bryher Island** – Complaints about obtrusive plants and shrubs in [] **Bryher Island’s** back garden. The **Board** suggested writing to the Shareholder advising this was a dispute between neighbours and not a POSOL matter.

16/01/018 [] **Bryher Island – Countrywide** received complaints about colour changing lighting in [] **Bryher Island’s** back garden. The **Board** suggested writing to the Shareholder advising this was a dispute between neighbours and not a POSOL matter.

16/01/019 **Bryher Island Planter** – Bellwoods have been tasked to remove the concrete foundations from the Planter on Bryher Island. They will also paint the timber surrounding the planter starting first week in February.

Berthing

16/01/020

Emergency rings –Bellwoods have begun checking serviceability and to jet washing the emergency rings.

Countrywide and the Berthing Working Group will inspect after completion.

16/01/021

Pontoon Repairs – Countrywide will write to all B shareholders that POSOL has appointed Walcon Marine to carry out a full schedule of maintenance of its 150 finger pontoons. The works will start in April 2016 and include replacing the bolts, seals and any other work deemed necessary. This is an essential Health & Safety requirement.

The schedule is as follows:

Week 1

4th April – T01 to T12
5th April – T13 to T24
6th April – T25 to T35
7th April – T36 to T35
8th April – T36 to T47

Week 3

18th April – S35 to S45
19th April – S46 to S57
20th April – S58 to S67
21st April – S68 to S79
22nd April – S80 to R10

Week 5

2nd May – Q30 to Q42
3rd May – Q43 to Q54
4th May – Q55 to Q65
5th May – Q66 to Q77
6th May – Q78 to Q89

Week 2

11th April – T48 to T59
12th April – T60 to T71
13th April – T72 to S09
14th April – S10 to S21
15th April – S22 to S34

Week 4

25th April – R11 to R22
26th April – R23 to R34
27th April – R35 to Q08
28th April – Q09 to Q17
29th April – Q18 to Q29

Week 6

9th May – Q90 to Q101
10th May – Q102 to Q108
11th May - Snagging
12th May - Snagging
13th May - Snagging

POSOL will ask Shareholders to move their boat to Premier Marinas Linear Fuel Pontoon for the day, there will be no charge for this. We will need to have the boats moved before 8am on the works day and collected after 6pm. We will have a tight schedule so would really appreciate Shareholders cooperation. It will be essential that Shareholders make contact with the Premier office by phone or radio CH80 for berthing instructions. Shareholders may be asked to berth in a temporary mooring located in another part of the marina. **If Shareholders fail to move their vessels and or make no contact, the vessel will be moved at Shareholders' expense.**

EVERY FINGER AND REMOTE PONTOON WILL BE SERVICED DURING THE ABOVE PERIOD. We cannot allow any vessel to remain in situ during these essential works.

As mentioned previously, this is a Health & Safety requirement so if Shareholders are unable to move their boats Premier Marinas will help them, however, please let Shareholders be aware there is a charge of **£45** per move for this service, **£90** for a complete rotation.

Countrywide and the **Board** will kindly ask Shareholders that should their berth be licensed or sub-let, that they notify the licensee accordingly about the forthcoming works.

Security

16/01/22 [] **Newlyn Way** – This house was discovered to be in Multiple Occupation. **Countrywide** worked with Leaders and a **Shareholder** to have an eviction order served on the tenants.

Communications

16/01/23 **A Shareholder** formally applied for the Board Directorship vacancy. The Board asked **Countrywide** to have him submit his CV.

Any Other Business

16/01/24 **Parking** – **Countrywide** to send a letter to the Council to report the Taxi vans permanently parked in **Cadwith Place** and get them removed.

16/01/25 **Parking** – Cars obstructing the **Carne Place** garages. Tickets left on the cars by **Countrywide** no response.
Countrywide to scope suggestions from the **Board** including placing bollards by the side of the wall and opening up the adjacent land for car parking.

16/01/26 **A Director** suggested adding the following documents to the POSOL website:

- Parking Regulations
- Berthing Regulations
- Correct Boat sizes

The **Board** agreed this was a good idea and **Countrywide** to liaise with the webmaster to upload these documents.

16/01/27 The **Board** discussed an update to the website for POSOL. **A Director** mentioned this would be a significant cost and quotes would need to be obtained and discussed. It was decided that this would need to be discussed further when **A Director** returned from holiday and prepared the next year's budget.

16/01/28 It was brought to the **Board's** attention that a **Shareholder** has questioned the need (and expense) of employing an external auditor, namely Taylorcocks.

Date of next Board meeting – 19th February 2016