

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER –  
17<sup>th</sup> June 2016**

Present: Barry White (BW) (Chair)  
Mark Abrams (MA)  
Melvin Farndell (MF)  
Ian Currie (IC)  
Julian Shaw (JS)  
Paul Le Maistre (PLM)  
John Palmer (JP)

Attendance: Robbie Emmett (RE), Countrywide  
  
No apologies received

MINUTES OF THE LAST BOARD MEETING 20<sup>th</sup> MAY 2016

- 17/06/001 Corrections to item 20/5/014 item should read “HMO following legal advice from a specialist HMO Barrister has drafted a letter which has been sent to a shareholder in Carne Place (replacement text).
- 17/06/002 Item 20/5/006 alter reference to [\[ \]](#) Bryher Island rather than Bryher Way.
- 17/06/003 Board were then happy that the minutes were an accurate record. Motion was proposed by IC and seconded by JS.

MATTERS ARISING TO THE MINUTES

- 17/06/004 Item 20/5/011 Lock View pathway – action outstanding for Countrywide to establish who owns the section of land and to report back to the Board and then to make contact with the Porstmouth County Council requesting a suitable pathway if it is on their land as it is a dangerous corner.
- 17/06/005 Item 20/5/012 Estate Garden Maintenance contract to be forwarded to Grounds Director to review.

MANAGING AGENT’S & WORKING GROUPS’ REPORT

Finance

- 17/06/006 Referring to the expenditure report on page 8 of the Board Pack, A director highlighted that costs associated with the berthing repairs by Walcon Marine Limited of £17,017.80 had been allocated to the general repairs and maintenance heading ; the Board requested that these be recoded to reserves and removed from the expenditure report.

17/06/007 It was noted that there was a Port Solent Invoice The Board questioned this amount and asked Countrywide to obtain more detail about the calculation.

#### Management Charges

17/06/008 It was noted that contained in the management company expenses was the invoice relating to 1<sup>st</sup> June 2016 the Board advised that they wanted to see costs relating to 31<sup>st</sup> May 2016 only. The Board questioned the additional invoices submitted by Countrywide.

#### Service Charge Debtors

17/06/009 Countywide reviewed the outstanding debtors, highlighting that 3 properties had now been sent to solicitors for outstanding service charges over £100

17/06/010 Countywide stated that the July Board meeting report would also detail the service charge collections outstanding for the period from 1<sup>st</sup> April 2016.

17/06/011 RE confirmed that a debtors report would be issued at the start of July for outstanding actions. This would be reviewed and any accounts would then be forwarded to solicitors as per the Board's request.

17/06/012 The Board reminded Countrywide that instructions to solicitors for recovery should include a 4% above base interest charge for any legal actions.

#### Covenants

17/06/013 A Director confirmed the recent application from [ ] Carbis Close concerning a single storey rear extension, balcony and side window. Part of the application included a like-for-like replacement of windows from wooden to UPVC. The Board confirmed that the shareholder would not require consent for like-for-like replacements and that could be indicated initially. Covenants Committee would consider the extension application and report back to the Board accordingly.

17/06/014 It was noted that in the [ ] Tintagel Way loft conversion revised plans were due to be submitted and this was an ongoing pending application. Countrywide to move that from current issues to pending.

17/06/015 The issue of retrospective consents for alterations was discussed, and it was noted that a retrospective application had been submitted for the proper consents and alterations procedure to be followed. A letter had been issued to a member informing the owner of the breach and the property had received a flag for future notification and a retrospective application fee of £250.00 will be applied. Countrywide to make arrangements.

17/06/016 It was noted that the owner of an HMO property had recently replied the POSOL solicitors , copying in Countrywide for information. The Board are awaiting the response from solicitors and further advice on this matter.

17/07/017 The Board had received complaints about concerning other potential HMO's The Board confirmed they would adopt their standard procedure in this matter.

17/06/018 Countrywide had been advised the Board of a dispute between the Members and their property. The Board felt this was a neighbourly dispute issue and not one which POSOL should be involved in as the matter was between two individual home owners.

#### GARDENING

17/06/019 The Grounds Director reported back to the Board on his findings over the past month with relation to the landscape gardening and the works undertaken by Escape Landscaping. The Director identified that the weed spraying is actually sub-contracted and the Escape site representative does not currently have a spraying certificate, but that Escape were investing in a training certification for their employee at their own cost. The Board confirmed that the previous contractors weed sprayed on the adopted roads and highways, particularly the edging, and car port and planting area surrounds. The Director would advise Escape accordingly. It was confirmed that the spraying of the entire site was approximately 3 days work.

17/06/020 Following a walk round with Escape there was now an agreed a plan of action. The contractor was dealing with the issues that had come up and their performance was improved. A schedule from Escape has been provided and had an idea of where the contractors were operating on a day by day, week by week basis.

17/06/021 It was confirmed that all grounds enquiries would be received by Countrywide in the first instance

17/06/022 The cul de sac at the end of Coverack Way was being inspected and on the left hand side the area of scrub land was being used for disposing of garden rubbish It was suggested that the area could be cleared by contractors working on future planned tree works and that the branches and garden rubbish could be chipped. The Board were reluctant at this time to spend a lot of money in this particular area.

17/06/023 It was noted that some fence posts had rotted in an area where previous stiffening brackets had been applied to a post and rail fence that was POSOL's responsibility. The fence posts clearly need replacing. The Board requested that CC maintenance investigate and carry out repairs as necessary.

17/06/024 Again in Coverack Way, there was a communal section of land near the last house and the lawn itself was moss ridden and required scarification and treatment.

17/06/025 Substation in Coverack Way – It was noted that the trees are oversized and tree works were required by a tree surgeon in this area due to the height that the trees had reached.

- 17/06/026 Tree pruning - It was highlighted that tree pruning and tree surgery was required in a number of places. The Board noted that it was only the trees that were on the waterside that were to be kept at the 3 metre maximum height. A Director requested that Escape keep all trees that are currently overgrown down to 4 metres where safe to do so. Quotes for tree work across the Estate would be obtained.
- 17/06/027 It was noted that the owner of on Newlyn Way had raised a gardening issue. Countrywide to establish what that was and feed back.
- 17/06/028 It was noted that outside on Newlyn Way the brick planters, and in other areas, were suffering from some subsidence which would be patched. Quotes to be arranged.
- 17/06/029 Lawn treatment – weed and feed along Port Way and Newlyn Way was discussed. The highlighted the cost per year of weed and seed, three visits in this area is about £435.00.
- 17/06/030 The Board confirmed that the Gardening Budget contained a contingency of £3,600 inc vat for grounds and tree works in the current financial year,
- 17/06/031 The Landscaping in the areas of the domed structure was discussed and the type of replanting preferred. The Board were in general agreement that grasses were preferred.
- 17/06/032 It was confirmed that the tree pruning at Carbis was underway today via CC Maintenance.
- BERTHING**
- 17/06/033 A draft policy regarding guidance for the sale of berths was discussed.
- 17/06/034 The Board reviewed recommendations on the policy. It was agreed that clear guidance should be issued on the Berths via the POSOL website.
- 17/06/035 The Board expressed their thanks to JP and JS for their work. The Board unanimously adopted the policy on the sale and licensing of berths.
- 17/06/036 It was confirmed that the pontoon repairs invoice had now been paid to Walcon.
- 17/06/037 It was confirmed that the berth sale could proceed and was within the guidelines issued as a remote berth in Area Ai was being sold to an A shareholder.
- 17/06/038 The Board were made aware of a request from the owner at Bryher Island to create an additional 7 metre pontoon. The Board confirmed that they would consider the application once plans and planning consents had been submitted to PCC and Premier Marinas.

## PARKING

17/06/039 The issue of re-marking communal parking spaces was discussed affecting the areas of Bryher Island and Tintagel. Countrywide suggested that the block work could be rejuvenated via the use of Hydrochloride and that CC Maintenance may be able to undertake this work.

## AOB

17/06/040 Paving quotations arranged by a Director were discussed and all were happy with the Goulding Pavings

17/06/041 Chair proposed that the legal working group was reformed to assist the Board with refreshing POSOL policies and procedures, suitable amendments for the Board would be consider at the next meeting.

17/06/042 Countywide agreed to circulate the web minutes from March, April and May for uploading to the POSOL website.

17/06/043 It was highlighted that a property still had their balcony painted white and that Countywide to arrange with the owner for the balcony and the owner would accept a recharge and works to be arranged through CC Maintenance.