

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

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

- Present: Barry White (BW) (Chair)  
Ian Currie (IC)  
John Palmer (JP)  
Julian Shaw (JS)  
Melvin Fardell (MF)  
Paul Le Maistre (PLM)  
Reg Sillence (RS)
- Attendance: Robbie Emmett (RE), Countrywide  
Samantha Simpson (SS), SDL Bigwood PRS and Estate Management
- Apologies: Mark Abrams (MA)

**MINUTES OF THE LAST BOARD MEETING 22<sup>ND</sup> JULY 2016**

19/08/001 The Minutes were accepted as an accurate record.

**MATTERS ARISING TO THE MINUTES**

**MANAGING AGENT'S REVIEW**

**Finance**

- 19/08/003 RE reviewed the expenditure reports and noted no exceptional items with everything in order.
- 19/08/004 A Director confirmed that the Premier Marina POSOL fee of £121,848.24 on account had been approved by the Board The Director confirmed that Premier Marinas had engaged in a 5 year review and submitted a schedule with an uplifted budget amounting to approximately £31.00 per property. It was agreed that this additional fee would be levied as an uplift to the October service charge invoices. It was also agreed that SDL Bigwood would be serving the service charge demands for the October charges.
- 19/08/005 It was noted that a smaller invoice from Premier Marinas was still outstanding and RE would arrange for this to be paid.

**Debt Collection**

- 19/08/006 Arrangements were discussed. RE confirmed the current amount outstanding was £13,851.86. RE confirmed that instructions had been requested from the Board about the collection of overdue accounts in light of the transition to a new managing agent

in respect of complications in instructing solicitors. The Board requested that Countrywide telephone each of the debtors highlighted in the report and RE agreed to assess what resources were available.

19/08/007 The issue of solicitor's referrals and legal fees was discussed. RE highlighted that any solicitors costs or indeed Court actions that have progressed in between the transition between the two managing agents may prove to be unrecoverable if any actions are ceased, however the Board felt that actions should proceed where relevant.

### **Covenants**

19/08/008 [ ] Carbis Close – Application concerning a glass conservatory on the water side rear elevation. The application had been rejected and Countrywide have written to the particular owner to confirm and no further response. The Board recommended that the Board would contact Robert Small in preparation for a potential injunction should the shareholder decide to proceed without consent.

19/08/009 [ ] Bryher Island – External decorations project. A letter has been sent by Countrywide asking for further plans but no details received as yet.

19/08/010 [ ] Carbis Close – The shareholder is believed to be now residing at [ ] Sennen Place. Countrywide to arrange for the alterations application to be sent to that address as [ ] as previous attempts to send it to [ ] Carbis Close for the attention of the Member had not been acknowledged.

### **Consents AOB**

19/08/011 [ ] Bryher Island – see confidential minutes

19/08/012 A shareholder at [ ] Bryher Island had made contact with the Board requesting assistance with a damaged fence. The Board reviewed the enquiry and felt this was an issue between neighbours and not a matter on which the Board should intervene. Board agreed to prepare a letter setting out the Board's position which Countrywide would send.

19/08/013 A further letter had been received from a shareholder at [ ] Sennen Place regarding the subject of car parking restrictions and whether POSOL would consider parking management services. The Board had considered this in previous meetings and felt that as these were adopted highways they had no jurisdiction over the parking arrangements and any enquiries should be forwarded to Portsmouth City Council.

19/08/014 A shareholder from [ ] Newlyn Way had made contact regarding the issue of potential foundation damage, providing a number of pictures where potentially tree roots had created a trip hazard where tree roots had uplifted the block paving. The Board considered the issue and would ask CC Maintenance to re-level this area. In the meantime the Board would be discussing a tree survey which would identify other areas and actions required to the trees should the roots be deemed to be causing uplift and problems elsewhere.

## **GARDENING**

- 19/08/015 A Director presented to the Board a site wide tree survey at a cost of £1,750.00 plus VAT. The survey would give condition surveys and recommended actions for a number of issues such as paving, foundations, tree height etc. The quote was from Hayden's Arboricultural Consultants. The Board agreed unanimously that the survey should be done as soon as possible.
- 19/08/016 A Director confirmed that they now have 5 members on the gardening committee and that they have been discussing the rejuvenation projects and discussions had moved favourably on. Decisions had been made regarding the Mullion regeneration. A number of areas would be converted to hard standing with suitable alterations and landscaping around the D shape. Quotations were being sorted and due to be presented at the September Board meeting.
- 19/08/017 A walkabout had been carried out with Escapes Landscaping. There remained a few issues but generally things had been improving and Escapes had employed additional resources.
- 19/08/018 An area was inaccessible in the Kelsey Head area, Director to organise access via Premier Marinas on the marina side as it was inaccessible from the road.
- 19/08/019 The pathway extension proposal on Port Way to Lock Way was discussed. RE confirmed that he had been in contact with Portsmouth City Council and had requested that they prioritise a budget to extend the pathway for safety issues.
- 19/08/020 Director confirmed that the rockery at the end of Coverack Way would be tidied and additional planting considered.

## **BERTHING**

- 19/08/021 RE confirmed that the drafted letter had been issued to 38 properties where boat registrations were inconclusive or had to be renewed. It was agreed that the berthing database would now be managed with immediate effect and this would be emailed to RS who would review the applications and update the database in preparation for handover to the new managing agent.
- 19/08/022 The Board agreed to address the backlog in boat registrations. There were some further agreements and amendments to the registration and approval process which would be discussed, and the Board would consider some form of reporting by the managing agent for further meetings.
- 19/08/023 RE agreed to send a letter to the berth owner of [ ] regarding their unregistered berth.
- 19/08/024 All amendments to berthing applications would be forwarded on a weekly basis by Countrywide.

## **WORKING GROUPS REPORT AOB**

- 19/08/025      The differing internet speed on the Estate was considered. A Director asked the Board to consider whether POSOL should allow mini masts for Broadband to be installed in areas of slow Broadband speed. The Communications Director would be asked to review the implications and report back to the Board.
- 19/08/026      Noise Barriers – The RAPS Committee had met with the Highways Agency. The Highways Agency required a letter from a representative group, i.e. POSOL, and a draft letter was being prepared for the Board's consideration at the next meeting.

## **ANNUAL ACCOUNTS FOR YE 31<sup>ST</sup> MARCH 2016**

- 19/08/027      The annual accounts for the year ending 31<sup>st</sup> March 2016 were approved and signed by the Chair and the Company Secretary.

## **DIRECTORATE**

- 19/08/028      The Chair thanked the Board for their support in allowing him to be the Chair and especially thanked Board Members for offering his services as a potential Director. The Board expressed their thanks to BW and BW then tended his resignation. The Board then moved to appoint Reg Sillence a director with immediate effect and this was proposed, seconded and received unanimous approval. The Board then proposed a motion that Julian Shaw be elected Acting Chair, this was proposed, seconded and unanimously approved.