

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER –  
22<sup>nd</sup> July 2016, 9.00AM**

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

Attendance: Robbie Emmett (RE), Countrywide  
Samantha Simpson (SS), SDL Bigwood PRS and Estate Management

Apologies: Ian Currie (IC)

**MINUTES OF THE LAST BOARD MEETING 17<sup>TH</sup> JUNE 2016**

22/07/001 The following corrections were noted:-

**MATTERS ARISING TO THE MINUTES**

22/07/002 No matters arising other than the items already tabled in the managing agents report.

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

**Finance**

22/07/003 RE reviewed the expenditure reports, noted no exceptional items with everything in order, against an apportioned budget to the 30<sup>th</sup> June 2016 of £193,461.00. Expenditure amounted to £47,977.00.

22/07/004 At the time of the meeting the service charge arrears amounted to £17,024.00 spread over 35 properties with the majority of those fees being the slower payments for the current financial period.

22/07/005 It was noted that the Santander bond of £89,755.06 had been received.

**Payment Plans**

22/07/006 Request received from a Member [ ] Carne Place which the Board rejected as the owner had previously indicated he was making substantial investments elsewhere.

22/07/007 The secondary payment plan request was from a Member at [ ] Cadgwith Place to which the Board approved monthly instalments.

22/07/008 There were some service charge disputes noted in relation to grounds maintenance issues, and the Board were conscious of the performance of the contract gardener

and the condition of the Estate was now impacting on a number of complaints. This item was discussed later in the meeting (see below).

### **Premier Marinas Annual Charge**

22/07/009 It was confirmed that negotiations had been held with Premier regarding the annual Port Solent charge. It was understood that the statement would be issued by Premier Marinas very shortly and this would then include some credit adjustments for the current year. In a conversation with Countrywide, Premier Marinas had suggested that any outstanding payments could be made once the adjustments had been posted.

### **Marina Berth Insurance**

22/07/010 Brokers had recommended an increase of cover from £1m to £2m, The Board felt that the policy was already adequately insured and rejected the proposal to increase the sum insured to £2m.

### **Covenants**

22/07/011 [ ] Carbis Close No formal application has been submitted. The Shareholder wanted the Boards consideration for a lean to roof with a glass / polycarbonate top supported on two upright posts or a conservatory on the waterside of their property.

The Board rejected this as it is not in keeping with the existing surroundings, also the structure would be further then the buffer walls on the other properties and encroaching nearer the containment wall.

RE to confirm to the owner.

22/07/012 [ ] Tintagel Way – revised plans still pending for the kitchen extension roof.

22/07/013 [ ] Bryher Island - external alterations proposed. A window replacement application would need to be submitted before approval. RE to ask for further plans to be provided.

22/07/014 [ ] Tintagel Way – again still pending application and details of the door frame and colours to be provided.

### **Applications for Conditional Approval**

22/07/015 [ ] Carbis Close – Under balcony Kitchen extension / New Balcony/ Loft Conversion/ Velux Windows/ new window to side gable wall in kitchen. Extend buffer wall by 600mm to line through with the existing properties. RE to issue necessary paperwork.

22/07/016 [ ] Newlyn Way – recommended for approval for ground works and handrails. Application was approved, RE to issue necessary paperwork.

## **Ongoing**

22/07/016 [ ] Bryher Island – garage conversion still to be completed.

## **Consents AOB**

22/07/017 It was noted that the owners of [ ] 30 Carbis Close Way are about to engage in further unapproved works involving a Loft conversion / Domer to roof & no formal application received  
The Board raised concerns that it would not be in keeping with the surrounding materials. It was agreed that a solicitor's letter would be sent to the owner advising of the breach.

## **ESTATE REPAIRS AND CONCERNS**

22/07/018 Board Member to meet with CC Maintenance to review the Hypochlorite treatment of car park block paving to highlight the boundaries between car park spaces.

22/07/019 The Board agreed that a section of block paving that was lifted by tree roots on Coverack Way in the car parking area was on Portsmouth County Council owned property and therefore repairs to this area were not required. Although PCC should be advised of the potential tripping hazard.

22/07/020 RE to organise a quote for the redecoration of the balcony of 3 Holywell Drive through CC Maintenance.

22/07/021 Orders to be raised for the wooden fence posts on Coverack Way, and the issue would be discussed with CC Maintenance in the area between 23 and 21 Coverack Way.

22/07/022 No orders required for clearing gutters in the Newlyn and Tintagel Way garages. The Board considers that this is the owners' responsibility.

## **GARDENING**

22/07/023 A Director sought some reassurance from the Board about the plans and budget raised for the rejuvenation of Coverack Way. The Board confirmed that subject to previous agreement the project was essentially approved. Director to make arrangements for the necessary works. Escape Landscaping had provided a quote and drawing, Director to obtain and give instructions to CEM.

22/07/024 With regard to other localised rejuvenations projects, it was agreed that once the extent of a proposal had been established that plans and drawing would be posted in the area where the work would be taken out as a method of consultation with near neighbours before any works would commence.

- 22/07/025 Director said he was looking for volunteers to assist on the gardening committee, there were a number of candidates but if anyone had any luck in finding volunteers could they come forward.
- 22/07/026 The area of scrub and dumped garden waste at the end of Coverack Way was discussed and it was agreed that CC Maintenance would look to clear this area as an additional item.
- 22/07/027 In relation to trees, Director proposed that a site-wide tree survey be undertaken. RE recommended a quantified tree risk assessment balancing risk against maintenance which could then be used to tender for all necessary works giving a phased plan. The Board were in agreement and Director to provide quotes for approval for the relevant survey work.
- 22/07/028 With regard to routine maintenance, Director felt that improvements had been made in weed treatment across the Estate and all areas had been tackled once. Escapes were generally working to the agreed schedule of works, and had completed one entire cycle of the Estate and were now starting again.
- 22/07/029 The Board felt that Escapes were a contractor that they could work with and were making significant improvements to the Estate now that they had been suitably tasked, and the Board decided that the contract would be offered to Escapes on a 3 year period. RE to forward the documentation to PLM to double check.
- 22/07/030 Director proposed an area where the beds on Holywell Drive could be cleared and additional parking spaces provided. PLM would investigate the cost implications and consult with the house nearby.
- 22/07/031 It was noted that the domed structure required some minor maintenance and should be under some form of guarantee from the previous grounds contractor. The Board to investigate and get them to return.
- 22/07/032 It was agreed that some additional planting around the domed structure would be done as well.

## **BERTHING**

- 22/07/033 The Legal Working Group would be reviewing the documentation and guidance to ensure that the guidance is in line with the requirements of the Lease.
- 22/07/034 It was noted that following the visual inspection of berths on Friday 18<sup>th</sup> June 2016, around 50 boats required follow up actions. The Board asked the Legal Working Group plus a Diirector to review the berthing database with CEM and agree the actions to be taken with respect to unregistered and non-conforming boats.
- 22/07/035 An email regarding the size of the berth and a complaint about a satellite dish was discussed. This email should be forwarded to the Board for further consideration. RE to check whether this boat was on the list of berths with action points.

22/07/036 Marina weed clearing – It was noted that the significant amount of weed on the Bryher Bridge section had now been cleared by Premier Marinas.

#### **SECURITY**

22/07/037 It was noted that a shareholder had sent correspondence to the concerning a potential HMO. The Board agreed there were difficulties involved in taking direct action However the Board would approve a solicitor's letter to landlords where HMOs were found drawing their attention to the covenants regarding business use and single family occupation. Board Members also agreed to consult the local Neighbourhood watch Committee and Port Solent Beat PC

#### **GENERAL ITEMS**

22/07/038 RE confirmed that the pathway on the junction of Port Way and Lock View was owned by Portsmouth City Council and emails had been received stating that they did not have a sufficient budget to tackle any further works at this time. The Board asked Countrywide to write to Portsmouth City Council asking them to ensure that a suitable budget was obtained allowing them to deal with the issue on Health and Safety grounds.

#### **KELSEY HEAD**

22/07/039 A member had requested an electricity supply to a garage and a way leave request had been received from SSE. The Board were happy to grant this and paperwork was signed.

22/07/040 A shareholder had been in contact regarding the removal of the wooden structure on the entrance to Holywell Drive garages. RE asked for guidance on how to reply. The Board stated that the structure had deteriorated due to the marine environment over the 25 year period since its erection. A decision had been made to remove the structure to reduce any further ongoing maintenance costs.

#### **AOB**

22/07/041 The Chair of the Legal Working Group had circulated a revised policy statement on Enquiries and Complaints. As small number of changes had been made in comparison with the earlier version to modernise and update the wording given on the POSOL website. The Chairman proposed the adoption of the new policy documents which was unanimously agreed. The document was to be uploaded to the web site as soon as possible.

22/07/042 The Chairman advised the Board of his impending resignation and advised that he would be travelling outside of the country for an extensive period of time. He thanked the Board for their support and confirmed his last Board meeting would be 19<sup>th</sup> August 2016.