

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER –
23rd September 2016**

- Present: Julian Shaw (JS) Chairman
Ilan Currie (IC)
John Palmer (JP)
Melvin Farndell (MF)
Paul Le Maistre (PLM)
Reg Sillence (RS)
Mark Abrams (MA)
- Attendance: Robbie Emmett (RE), Countrywide
Samantha Simpson (SS), SDL Bigwood PRS and Estate Management
- Apologies: None

MINUTES OF THE LAST BOARD MEETING 19TH AUGUST 2016

- 23/09/001 Corrections – 19/08/015. Minute to read PLM presented to the Board in proposal for a site wide tree survey at a cost of £1,750 plus VAT
- 23/09/002 19/08/021. Second sentence to read it was agreed that the berthing database would now be managed by POSOL with immediate effect.
- 23/09/003 Minutes of the meeting were then accepted as an accurate record.

MATTERS ARISING TO THE MINUTES

- 23/09/004 It was noted that the front garden area of [] and [] Bryher Island had been left in a poor condition by a particular member. POSOL agreed to rejuvenate the front garden area with the cost recharged to those owners. This was proposed, seconded and all in agreement.
- 23/09/005 In relation to 19/08/023, JP confirmed that a letter had been sent to the berth owner of S010 regarding their unregistered boat by the POSOL Board.
- 23/09/006 Item 19/08/095, the issue of Wifi provision required some further research and proposals would be presented to the Board for discussion in future meetings.

MANAGING AGENT'S AND WORKING GROUPS REPORT

Finance

- 23/09/007 IC reviewed the expenditure and results of the Company finances up to the period 31st August 2016. Additions in General Repairs noted as the refurbishment of the block paving and planting at Newlyn Way at £10,632.00. Expenditure up to 31st August 2016 was £233,770.28 against a budgeted expense for the period of £264,248. The balance

on the NatWest business reserve account was £231,207.86. The balance on the Barclays current account being £132,071.90 and a £100,000.00 sat in the NatWest bond giving a total of funds held of £463,279.76 as of 31st August 2016. IC noted that the POSOL Port Solent charge was slightly light and a further bill was anticipated. IC noted that the bank position shown by CW had yet to be reduced by a charge shown in the accounts of £121,848.

23/09/008 RE included an email from David Smith, the Countrywide branch accountant concerning the NatWest bond and that any changes in names or account details would not be carried out until the bond matured, and therefore an agreement with IC when the bond matured on 13th February 2017 Countrywide will transfer the funds accordingly to the new agents, SDL Bigwood. Regarding the Premier Marinas and Port Solent charge, RE included invoices shown of payments £121,848.24 for the period up to the 30th September 2016. A further invoice covering the final third of the charge for the year will be issued and paid by the new agents.

Debtors Report up to 14th September 2016

23/09/009 The debtors report was reviewed as showing a total outstanding of £13,055.30. RE confirmed that Countrywide had employed a resource to telephone and make contact with as many of the outstanding debtors as possible. A review of the accounts highlighted that telephone and email contact details are not generally held, although there were some successes in achieving communication and some minor payments received where contact was made. RE confirmed that the final third letter threatening solicitors' action had been issued in the early weeks of September to all properties with an outstanding balance.

23/09/010 The Board then discussed the option of applying a 4% p.a. interest on any late payments. RE explained that this was generally applied at the point of Court action. SDL Bigwood requested to investigate whether their systems allowed interest to be added as a matter of course for any late or outstanding debts before Court action.

23/09/011 The Directors agreed to review the wording of the standard letters issued for debt collection. With regard to the debtors report itself, the columns and items to be reported on to be reviewed by the Board and suitable suggestions made by SDL for the format going forwards.

Covenants

23/09/012 MF presented the items relating to the covenants working group from their meeting in early September.

Pending Matters

23/09/013 [] Bryher Island – Plans had been received via email on the morning of the meeting which would be reviewed by the Covenants Working Group. An application for consent for new windows, where work had already started, was clearly required; Covenants Working Group to review the paperwork supplied by [] Bryher Island.

- 23/09/014 [] Bryher Island – concerning a planned extension of the balcony. Concerns raised by a neighbour. No plans have been received to date.
- 23/09/015 [] Bryher Island – renewal of balcony for like for like. Plans received which seemed acceptable.
- 23/09/016 [] Cadgwith Place – External alterations to the rear of the property to include an orangery. The Board were concerned that the height may be an issue. Plans were required. RE to request from the property concerned.
- 23/09/017 []-[] Newlyn Way – Concern raised by shareholders concerning work started at [] Newlyn Way. No application had been received from the shareholder. Work has started and seems to be acceptable following discussions with the contractor concerned. It was agreed that contact was to be made with the property owner to request that an application is made and a plan submitted. MF and JS agreed to draft a letter to the owner expressing their understanding that the balcony extension appeared to be acceptable following a visit to the property, but an application must be made and consent obtained as a matter of urgency.

Final Consent Required

- 23/09/018 [] and [] Tintagel Way – still ongoing. New front doors and frames.

Consents AOB

- 23/09/019 [] Carbis Close – The Board confirmed that a letter from solicitors had been hand delivered in the prior week to the owners' previous addresses; as yet no response had been received although work seems to have paused. The Board reviewed advice from solicitors regarding the way forward on this matter which was complicated and may present its own complications due to precedents which may have been set elsewhere over the years. The Board discussed whether a Court application would be successful and it was agreed not to pursue this issue at the moment and the Board will monitor the situation of the works ongoing.
- 23/09/020 [] Carbis Close – The Covenants Working group had received an application for a loft extension and a sail window was being planned. The plans received showed a dormer and an off-centre window. A letter would need to be sent to the property concerned requesting an alteration to the plans. SDL Bigwood would discuss with MF how to tackle this issue, as it is understood that work is planned to start on 3rd December.
- 23/09/021 It is evident that the architects Thorne & Young and the contractor John Dickson were key specialists on the POSOL estate and it was felt that there would be some merit in having conversations with both to try and iron out any difficulties or concerns all parties had regarding the type of alterations that would receive approval. JS agreed to write to Thorne & Young and John Dickson to ascertain if they could attend a meeting.

23/09/022 JS circulated a paper to the Board on email in advance of the meeting clarifying the consent for alterations process and giving examples of typical designs. The Board were happy with the proposal and descriptions, and this would be uploaded to the POSOL website going forward.

GARDENING

23/09/023 PLM summarised to the Board the activities in the past month and confirmed that with regard to the D shaped landscaping in Mullion Close, quotes had been received and a design had been settled on. The areas would receive edging with block hedges and 20mm stone chipping and some bolts would be created to stop parking in these particular areas. Landscaping would be augmented with simple grasses. Works anticipated to start this autumn.

23/09/024 With regard to the Coverack rejuvenation, works were due to start on 3rd October in the garden areas of [] and []. Letters were to be issued by SDL Bigwood for those particular properties advising of works being undertaken.

23/09/025 Escapes to undertake hedge trimming and had invested in a hedge ladder. This is a major project across the estate which had been started.

23/09/026 It was noted that there were some diamond shaped projections on the walls along the marina capping which could now be removed. Order to be raised with CC Maintenance.

23/09/027 It was noted that the gardening contract remains unsigned. The Board confirmed that the contract wording was approved in the June/July 2015, RE was not aware of the contract on file but would re-check. PLM believed a copy was available through a member on the gardening committee. The Board were happy for the contract and the approved wording to be issued to Escapes forthwith.

23/09/028 It was confirmed that the second lawn weed and feed treatment had been done along Port Way and an invoice had been issued which Countrywide would pay.

BERTHING

Pontoon Repairs

23/09/029 It was noted that there were potentially a few pontoons with further work to be done. Walcon had not indicated any additional works on their refurbishment programme. SDL Bigwood to make contact with Walcon to establish what further works were necessary and to obtain a quote.

23/09/030 The Board provided an update on the database and berthing policy and JP to circulate a paper to the Board for discussion which was accepted.

SECURITY

23/09/031 JP had been investigating the issues of HMO's and following discussions with Neighbourhood Watch and the local authorities a report would be presented to the Board for discussion in due course.

GENERAL

23/09/032 An email from a shareholder had been discussed regarding the use of visitors parking. It was confirmed that the area in question was an adopted parking area and therefore POSOL have limited responsibility for what cars were parked in that area. Concern was raised about one of the vehicles that was being parked permanently there was related to a berth being occupied on a full time basis overnight. It was agreed to write back to the shareholder explaining the difficulties of the situation but to ask for further assistance with regard to identifying the berth in question where there may be an overnight sleeper.

23/09/032 Email received from a shareholder regarding the parking of cars blocking in his garage on Sennen Place. The Board agreed this was a difficult issue to resolve and in the first instance the owners concerned should place a sign on their garage door advising people not to park in the vicinity or to block access.

23/09/033 Point number 5 from the Agenda - Kelsey Head garage forecourt – draining areas seem to be blocked, order to be raised to CC Maintenance to dig them out.

23/09/034 Point number 6 from the Agenda –Use of POSOL watering points. The issue was discussed in full. The Board agreed the following:-

The Board resolved to rescind an earlier decision prohibiting the drawing of water by remote berth holders via estate stand pipes in the older parts of the estate, areas A1, A2 and B. The matter was proposed by MA, seconded by PLM and received unanimous approval.

23/09/035 Point number 7 from the Agenda – Board Resolution. The Board resolved to change the registered office of the company to 46 Leigh Road, Eastleigh, Hants. C/O SDL Bigwood PRS and Estate Management. The motion was unanimously carried.

AOB

23/09/036 The Board thanked RE and Countrywide for their management services over the past 20 years.

23/09/037 There being no further business meeting closed at 12 noon.