

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 18th NOVEMBER 2016

- Present: Julian Shaw (JS) Chairman
Paul Le Maistre (PLM)
John Palmer (JP)
Melvin Farndell (MF)
Reg Sillence (RS)
Mark Abrams (MA)
- Attendance: Samantha Simpson (SS) SDL Bigwood PRS and Estate Management
Damian Purcell (DP) SDL Bigwood PRS and Estate Management
- Apologies: Ian Currie (IC) Secretary

MINUTES OF THE LAST BOARD MEETING 21st OCTOBER 2016

- 18/11/001 The minutes of the October meeting had been previously circulated. Subject to minor corrections being made to minutes 21/10/14, 21/10/028 and 21/10/025, it was agreed that they represented an accurate record of the meeting.

RS Proposed and MA Seconded.

MANAGING AGENT'S AND WORKING GROUPS' REPORT

Finance:

- 18/11/002 Finance reports for expenditure to 31st October 2016 were circulated. Expenditure as at that date was £375, 825.90 against a budget figure of £387,834.00.

- 18/11/003 It was pointed out by the Directors that Karen Greenaway at SDL Bigwood had been very helpful with the accounts handover and the Directors asked SS to convey their thanks to her.

- 18/11/004 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £8,827.76.

SS advised that she had now received all of the paperwork required from Countrywide relating to the arrears chasing they had carried out. She was now in the process of putting together a case file for each property which would be sent to Lockings Solicitors for the relevant legal action to be taken.

Covenants

- 18/11/005 [] Newlyn Way – The Covenants Working Group advised that it had reviewed the application and would most likely recommend that conditional approval be given.

However it was unable to confirm this as it was still awaiting plans and photographs from the owner. SDL Bigwood asked to chase the owner accordingly.

18/11/006 [] Newlyn Way – The Covenants Working Group noticed that there was a white border inside the window frame which looks odd and it was suggested that this may be a breach of the covenants. It was agreed that the Covenants Working Group would visit the property and report back to the Board.

18/11/007 [] Bryher Island - It was noted that [] Bryher Island has made a formal complaint about the balcony extension carried out at the neighbouring property. The Board initially felt this was a neighbour dispute and that POSOL would not get involved. It was noted however that a Consent Certificate had not yet been granted for [] Bryher Island and that a final inspection was required to sign off the works. The CWG would review the issues raised by the complainant during their visit and report back.

18/11/008 [] Carbis Close – It was noted that the works to the property were now complete. It was agreed that they did not confirm to the Planning Application and as such a meeting would be arranged with the Portsmouth City Council's Planning Enforcement Officer to discuss what enforcement action, if any, could be taken.

18/11/009 [] Carne Place – The Covenants Working Group advised that it had met with the owner to discuss proposed alterations at the property relating to the erection of a single storey extension to the rear. The Covenants Working Group advised that it did not foresee any reason why Conditional Approval should not be granted in due course, however this would not be possible until full dimensional and elevational drawings had been submitted. Furthermore neighbour notification must be given to [] Carne Place as discussed with the owner.

18/11/010 [] Cadgwith Place – The Board discussed the proposed alteration and advised that subject to a boundary wall being raised by ten courses to screen the conservatory, then there was no reason why conditional approval should not be granted. SDL Bigwood was asked to contact the owner and seek clarification that they would accept POSOL's conditions for consent. Once confirmation had been received then a letter of Conditional Approval could be issued.

GARDENING

18/11/011 The Gardening Working Group provided a general update on the performance of Escapes Landscaping and the work they were currently undertaking around the estate.

18/11/012 Coverack Way Rejuvenation – It was noted that contrary to minute 21/10/025 in the October minutes, the 4 trees in front gardens in Coverack Way had been removed. The Gardening Working Group advised that it had taken the decision to remove them as part of the rejuvenation project after all as a number of them were causing damage to the driveways of the properties where they were situated.

Some of the Directors however, while noting the need for action to be taken to prevent damage, were concerned by the loss of this visual amenity. The removal of the trees had a negative effect on the overall street scene of the area and it was felt important for them to be replaced with a more suitable species to provide height and colour to the area. After some discussion it was agreed that the Gardening Working Group would arrange for Palms and Yuccas to be planted as these not only added to the vegetation but were also in keeping with the overall rejuvenation scheme.

18/11/013 It was suggested that the area around the Pumping Station on Holywell Drive should be tidied up. The Board agreed and the matter was referred back to the Gardening Working Group for proposals and quotations to be put together for the Board's consideration.

18/11/014 It was noticed that there is damage to the block paving by the electricity sub-station on Coverack Way. The Director of the Gardening Working Group said he would contact SSE to establish who owns the trees. SS advised that there had been a POSOL proposal several years ago to remove the overgrown conifers, however the works had not gone ahead as a suitable solution to screen neighbouring houses from the Oyster Quay development had not been found.

18/11/015 The Board reviewed the Visual Tree Assessment Report prepared by Haydens Arboricultural. The Board asked the Gardening Working Group to review the report in full and agree a proposed plan of works in the immediate, medium and long term. The proposal should include replacement planting where necessary and full costings which would be incorporated into the budget for future long term estate maintenance planning.

18/11/016 SS sought clarification of the members of the Gardening Working Group and it was agreed that as serving members of a working group they would all be required to sign confidentiality statements. SS was asked to arrange this and ensure that the members' details were duly published on the website.

18/11/017 The Board have agreed that trees will form part of routine garden maintenance and the Gardening Working Group was asked to formulate a formal tree policy.

BERTHING

18/11/018 The Board discussed the proposed POSOL Licence to Trespass document in relation to over-width vessels on residential berths. It was felt that the document offered basic guidance to those shareholders willing to allow a neighbouring vessel to trespass into their water space. However, it must be made perfectly clear that the document is a sample for guidance only and that POSOL accepts no liability whatsoever for the trespass.

The issues surrounding security of tenure and boats of an appropriate size were discussed at length. The Board felt that this was a fundamental issue for POSOL and it was suggested therefore that the matter be referred to solicitors for further advice

and consultation. The Board agreed this and it was agreed that the Chairman and Berth Working Group would formulate a list of questions and scenarios for Verisona to review.

18/11/019 The Board was advised of the outcome of a meeting between POSOL Directors and Premier Marinas. It was noted that Premier Marinas is prepared to work closely with POSOL to ensure that all of the sub-underlease covenants are met, and that they are prepared to offer support and guidance on insurance, registration and oversize vessel matters when required.

18/11/020 SS advised that POSOL's letter to all B shareholders in respect of the berth database update would shortly be issued. Upon receipt of the signed forms, SDL Bigwood would work closely with the Berth Working Group to ensure all records were updated accordingly.

SECURITY

18/11/021 Nothing to report at this current time.

COMMUNICATIONS

18/11/022 The Board decided that there was a need for an overhaul of the POSOL website to ensure that all of the documentation published on it was up to date and that the site in general was more user friendly.

It was agreed that a Director would formulate details of the requirements needed and work closely with the Managing Agent and Communications Working Group to see if these could be undertaken as routine maintenance of the site or whether a new separate project would be required for which a tender exercise would be completed.

18/11/023 It was noted that an increasing number of shareholders would like POSOL to send all communication by email. While the Board agreed that there should be increased communication by this means, it was noted that some shareholders did not have email, others did not wish POSOL to have their details and also that certain documentation, e.g. service charge demands and AGM Calling Notice must be sent by post in order to be deemed "served".

The Board agreed however to start collating Shareholder email addresses and to use them more to advertise Board vacancies and important news updates.

AGM

18/11/024 The Board discussed the final preparations in readiness for the AGM on 25th November 2016. It was agreed that a timeline of events in relation to the Oyster Quay Gates Legal matter would be compiled and available for all attendees. This would be

in addition to the new Welcome to Port Solent document that had recently been revised and reprinted.

ANY OTHER BUSINESS

18/11/025 It was noted that the repair works to the fencing in Coverack Way had not yet been undertaken and it was agreed that SS would chase CC Maintenance to see when they would be starting.

18/11/026 It had been noted during a Gardening Working Group walk about that there was a skip at the end of Coverack Way. The Board was advised that it was located in a parking area belonging to one of the houses in the area and that the owner was able to place it there. No complaints had been received and therefore it was felt that no further action was required at this current time.