

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 20TH JANUARY 2017

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

MINUTES OF THE LAST BOARD MEETING 16TH DECEMBER 2016

- 20/01/001 The minutes of the December meeting had been previously circulated. Subject to some minor amendments in relation to a berthing matter and the appointment of auditors, it was agreed that they represented an accurate record of the meeting.
- IC Proposed and MF Seconded.

MATTERS ARISING

- 20/01/002 It was noted that JS had drafted a letter of response to a shareholder [] advising how POSOL would treat any further correspondence received on specific issues. The Board advised that it was happy with the content and that the letter should be sent forthwith.

MANAGING AGENT'S AND WORKING GROUPS' REPORT

Finance:

- 20/01/003 Finance reports for expenditure to 31st December 2016 were circulated. Expenditure as at that date was £429,648.14 against a budget figure of £422,681.00
- 20/01/004 The Board reviewed the list of aged debtors on a case by case basis. The total amount of over 4 month aged debt stood at £7,083.26, a reduction of £1,215.14 on the previous month. SDL were asked to add on the total amount of current debts in the schedule in future.
- 20/01/005 SS confirmed that SDL Bigwood had commenced POSOL's arrears collection procedure with regard to the October instalment.

- 20/01/006 [] Carne Place – see confidential minutes.
- 20/01/007 SS advised that Escapes Landscaping Ltd had now received payment totalling £9,900 in respect of the rejuvenation works in Coverack Way and Mullion Close. She asked the Gardening Working Group Director for clarification in relation to the overall project costs. After some discussion, it was agreed that no further invoices submitted by the contractor in relation to the rejuvenation project would be paid without Board approval. PLM is to advise the contractor accordingly.
- 20/01/008 IC had circulated draft budgets for the forthcoming financial year 1st April 2017 to 31st March 2018. He asked his fellow Directors and SDL Bigwood to review them and report back at the February meeting with any amendments required.

Covenants

- 20/01/009 [] Newlyn Way – SS advised that the owner had now made contact, and had informed her that the proposed alterations to the property were currently on hold. The Covenants Working Group has been notified and has diarised to contact the owner again in 3 months to check on the status of the works.

- 20/01/010 [] Bryher Island – SS advised that attempts at reaching the owner by telephone and letter had been made, but no response had been received.

The condition and appearance of the property continues to deteriorate and complaints from shareholders are mounting. JS advised that he had viewed the property and that further action must be taken to ensure that the owner puts the property into an acceptable condition as soon as possible. It was agreed that SDL should make a further attempt to reach the owner. If no response was received then the matter would be referred to solicitors.

The Board expressed its disappointment in the actions of the shareholder and it was agreed that should the owner refuse to cooperate then POSOL would not hesitate to enforce the property covenants and recharge all costs of doing so back to the property owner.

- 20/01/011 [] Carbis Close – SS advised that a formal request for a meeting with PCC's Planning Enforcement Officer had been made. PCC had acknowledged the request and advised it was currently reviewing the case and would contact POSOL in due course.

- 20/01/012 [] Carne Place – The owner of the property has been making concerted efforts to obtain confirmation from his neighbour at [] Carne Place in relation to the proposed rear extension to the property. Unfortunately he has not received any response to his correspondence and neither has the property's letting agent who has also intervened on his behalf. After due consideration, the Covenants Working Group felt that the owner had taken all reasonable steps and that it would be unfair not to allow

the works to go ahead due to non-response. As such they recommended that the Letter of Conditional approval be issued. The Board agreed.

20/01/013 [] Cadwith Place – SS advised that she was still awaiting a response from the owner of the property in relation to the proposed works and terms set out by the Covenants Working Group.

20/01/014 [] Carbis Close – SS advised that the owner had been informed that a formal application to POSOL would need to be submitted before their application for proposed works could be considered.

20/01/015 [] Bryher Island – SS advised that contact had been made with the owners and that they had been informed that a formal application would need to be submitted to POSOL and that a meeting with the Covenants Working Group would be required to discuss concerns about the distance of the proposed extension from the waterside edge of the marina containment wall.

It was noted that Premier Marinas had filed an objection with Portsmouth City Council's Planning department as the proposed works breach the legal covenant with regard to building within 7m of the marina containment wall. In addition PCC's Legal and Estates Departments have been notified, as essentially any permission granted by PCC's Planning Department would put the Council in breach of their own legal covenants.

20/01/015 [] Bryher Island – SS advised that she had finally received the Notice of Assignment from the purchaser's solicitors in relation to the transfer of ownership and as such would now be writing to the new owner requesting he submit a formal application for Consent to POSOL. Furthermore a meeting with the Covenants Working Group would be required to discuss concerns about the distance of the proposed extension from the waterside edge of the marina containment wall.

It was noted that Premier Marinas had filed an objection with Portsmouth City Council's Planning department as the proposed works breach the legal covenant with regard to building within 7m of the marina containment wall. In addition PCC's Legal and Estates Departments have been notified, as essentially any permission granted by PCC's Planning Department would put the Council in breach of their own legal covenants. It was noted that while an officer in PCC's Planning Department had given Conditional Approval, the matter was scheduled to be discussed at a February meeting of the Planning Committee, after POSOL had also shared its concerns with local Councillors and requested their assistance in the matter.

21/01/016 Coverack Way fencing – it was agreed that due to the delays in commencing the work, that the order issued to the original contractor be cancelled and a new contractor appointed. MF nominated Bill Read Builders for the work and SDL was asked to raise the appropriate order for the works to be carried out as soon as possible.

20/01/017 Creation of additional carpark areas – MF updated the Board on proposals to create additional areas of car parking around the estate. He advised that the proposed

extension of the area in Holywell Drive adjacent to [] Cadgwith Place would not be feasible due to the high costs involved and the need for COLAS to drop the curb on adopted highway.

GARDENING

20/01/018 Mullion Close and Coverack Way Rejuvenation – PLM advised the Board that the project would recommence in early Spring as the ground was currently unsuitable for planting and there was a shortage of suitable plant stock at the nursery. PM advised that the Gardening Working Group had updated residents in both areas, however SS advised that she felt it would be beneficial to send letters to all owners advising them as it was well known that a number of properties in the area were tenanted.

20/01/019 The Board asked for an update on the proposed tree works around the estate. PLM advised that he had conducted a site inspection with an arboricultural consultant and that a schedule of works would be drawn up to be put out to tender. Quotes would be submitted to the Board for approval before any works were instructed. It was noted that there was some urgency to carry out the works prior to the nesting season.

BERTHING

20/01/020 The Board discussed the support that Premier Marinas would be able to offer POSOL In fulfilling its legal obligations to Premier Marinas with regard to ensuring that all vessels in the residential part of the marina were duly registered and ensured.

20/01/021 RH updated the meeting on the progress made in updating all boat registration details. Only 2/3rd of shareholders had returned the forms and it was agreed that the amnesty on registration fees would be extended for a further month with a further letter being sent to all berth owners who had not yet responded.

SECURITY

20/01/022 Nothing to report.

COMMUNICATIONS

20/01/023 The restructure of the POSOL website was discussed. SDL advised that it would commence the updating of POSOL policy and information documents on the website following the change of Managing Agent as a rolling programme while the Board took a decision on the whether a redesign was required.

20/01/024 It was agreed that in order to enhance communication with POSOL shareholders that the POSOL newsletter be reinstated with the first issue being distributed with the April Service Charge demands.

ANY OTHER BUSINESS

20/01/025 [] Carne Place – see confidential minutes.

20/01/026 Trailer in Tintagel Way – it was noted that a trailer is being parked in a parking bay in Newlyn Way. POSOL advised that this was in breach of the covenants and estate parking regulations and asked SDL Bigwood to contact the owner to request its removal from the area with immediate effect.