

## **POSOL RESIDENTS MANAGEMENT COMPANY LTD**

### **MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 21<sup>st</sup> APRIL 2017**

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

#### **MINUTES OF THE LAST BOARD MEETING 17<sup>th</sup> MARCH 2017**

- 21/04/001 The minutes of the March meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.
- IC Proposed and RS Seconded.

#### **MATTERS ARISING**

- 21/04/002 [ ] Bryher – see confidential minutes.

#### **MANAGING AGENT'S AND WORKING GROUPS' REPORT**

##### **FINANCE:**

- 21/04/003 Finance reports for expenditure to 31<sup>st</sup> March 2017 were circulated.
- 21/04/004 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £14,025.21, a reduction of £3,227.83 on the previous month.
- It was noted that the aged debt for the period was relatively high and that SDL Bigwood should actively pursue all debtors to recover all outstanding service charge monies with interest being applied to all accounts without exception.
- 21/04/005 SS circulated the amended invoice template for the April service charge that had been specifically adapted to meet POSOL's requirements. The Board discussed the template and was happy with the layout and content. SS advised that the service charge invoices were almost ready to be issued along with all the other agreed enclosures.

- 21/04/006 Finance Review – see confidential minutes.
- 21/04/007 A Director [ ] requested that any Verisona invoices that were dated April 2017 in relation to work completed in March should be added to the previous financial year as an accrual.

## COVENANTS

- 21/04/008 [ ] Bryher Island –The Board shared their concerns about the continued presence of scaffolding on the rear elevation and the deterioration in overall appearance and condition of the property. SS advised she had made contact with the owner and would be discussing a timescale for the completion of the works with him in line with the course of action agreed by the Board.
- 21/04/009 [ ] Bryher Island – Directors [ ] and [ ] informed the Board that they had met with Premier Marinas and had discussed the potential breach of covenant should the proposed works be carried out. Concerns over the structural integrity of the marina containment wall and means of access to the wall in the event of future maintenance and/or an emergency were discussed. Premier Marinas advised that it was in direct contact with the owners and Portsmouth City Council to resolve this. On this basis it was agreed that POSOL would approve the proposed works.
- 21/04/010 [ ] Bryher Island – The Board advised that the proposed works were acceptable, however the potential breach of covenant by building within 7m of the marina containment wall was still an issue which would need to be resolved with Premier Marinas and Portsmouth City Council as it had with [ ] Bryher Island. It was noted that Premier Marinas had objected to the works and that PCC's Legal and Estates Departments were also aware of a potential breach of one of their own legal covenants.
- 21/04/011 [ ] Cadgwith Place – SS advised the Board that the owner of the property had disputed one of the terms of Conditional Approval issued for the proposed works. A Director [MF] commented that he was unclear as to why this was as the condition had been agreed with the owners during a site visit to the property prior to the Letter of Conditional Approval being granted. The Board discussed the owners' objection and after due consideration agreed that the particular condition of the letter could be revoked. SS noted the Board's decision and agreed that she was issue a revised LOCA accordingly after the May Covenants Working Group meeting.
- 21/04/012 [ ] Sennen Place – SS advised the Board that the owner had submitted an application to extend into the carport. The application had been considered by the CWG but key information in relation to the works had not been supplied, and as such the CWG was not yet in a position to recommend whether approval should be given.
- 21/04/013 [ ] Newlyn Way – SS informed the board that the owner will shortly be submitting a full application for consent to carry out an under-balcony kitchen extension.

- 21/04/014 [ ] Coverack Way - SS informed the board that the owner will shortly be submitting a full application to install wrought iron gates on the carport and a garden fence in the rear waterside garden.
- 21/04/015 [ ] Carbis Close – A Director [ ] advised that the CWG had inspected the completed rear balcony extension works at the property and now recommend that final consent be granted. The Board agreed.
- 21/04/016 [ ] Tintagel Way – It was noted that the owner was selling the property and that he had not obtained final consent after completing loft conversion works. The works had been discussed by the CWG who had inspected the property. It was noted that a sail window had been used instead of the window shown on the plans previously approved by POSOL and forming part of the Letter of Conditional Approval issued. It was agreed that the CWG would review further and advise SS on how to proceed.
- 21/04/017 [ ] Cadgwith Place – It was noted that the owner had submitted an application for a carport consent but that works to the property were already underway. The application had been considered by the CWG but further information in relation to the glazing panels, front door and driveway measurements were required. These had been received prior to the Board meeting and after review by a Director [ ], it was agreed that conditional approval be granted.
- 21/04/018 Estate Parking – the owner of [ ] Newlyn Way had written to POSOL outlining his concerns about indiscriminate parking around the estate and in particular in the Kelsey Head area. He had asked POSOL to install wooden posts or barriers on the pavements in these areas to prevent vehicles being able to park there. The Board advised that while it was sympathetic to this shareholder’s request, the area in question was adopted highway and as such POSOL had no jurisdiction to act. It agreed however that it would raise the matter with the Highways department at Portsmouth City Council.

## **GARDENING**

- 21/04/019 A Director [ ] informed the Board that the Chairman and SS had attended the recent GWG meeting and that the group felt it had been a productive meeting. To that effect a formal invitation had been extended that a POSOL Director and SS attend every second meeting.
- 21/04/020 The Board reviewed progress in the rejuvenation of Coverack Way and Mullion Close. It was noted that there were still works that needed to be carried out in order to complete the project and these should be undertaken by Escapes as soon as possible. The overall costs of the project were discussed and the Board raised concerns that the contractor appeared to be submitting additional invoices for costs that should form part of the overall rejuvenation costs.
- SS advised that an action plan had been agreed at the GWG meeting and that she would now be the main point of contact for the Gardening Working Group and that

the contractor had been advised that any invoices submitted for non-contractual maintenance works would not be approved or paid unless they were supported by an official POSOL work order.

- 21/04/021 SS had previously circulated a copy of the GWG Working Policy. The Board agreed that it was a useful document and subject to some minor amendments could be adopted. PLM proposed and IC seconded.
- 21/04/022 SS had previously circulated a copy of the draft Tree Policy prepared by the GWG. The Board agreed that it was a useful document and subject to some minor amendments could be adopted. PLM proposed and JS seconded.
- 21/04/023 Grounds Maintenance Contract – the Board reviewed the points put forward by a member of the GWG in relation to the content of the contract. Subject to some minor amendments, it could be adopted.
- 21/04/024 Grounds Maintenance Contractor review – see confidential minutes.

#### **BERTHING**

- 21/04/025 The Board discussed a number of ongoing issues in relation to strengthening the existing berthing regulations and ensuring that all of POSOL Shareholders met their legal obligations in accordance with their sub-underlease, which in turn would allow POSOL to comply with its own obligations in its lease with Premier Marinas.

It was agreed that these would form the basis of ongoing discussions with Premier Marinas and that there may be an opportunity for POSOL to seek further legal advice from a marine specialist.

- 21/04/026 It was noted that [ ] Bryher Island had applied to PCC for planning permission to install an additional pontoon on an alongside berth. It was noted that no formal application had been made to POSOL however the Board had been notified informally of the owner's intention last year.

The Board discussed the proposed works and agreed that it did not object to the installation however the owner would need to seek all of the relevant consents from Premier Marinas as marina operator. POSOL noted however that the additional pontoon would not be included in the marina insurance in place and that the owner would be fully responsible for all future repairs, maintenance and insurance.

#### **SECURITY**

- 21/04/027 SS advised that during a recent site inspection she had noted that a number of security gates around the marina were in need of minor maintenance and that she would be appointing a contractor to deal with this accordingly. It had also been noted that a number of residents were using remote mooring areas as grounds to dump unwanted furniture, empty plant pots, gardening equipment and building materials. This was

not permitted and SS advised that she would be arranging to have any items in these areas that were not sailing related subsequently removed and disposed of.

## **COMMUNICATIONS**

21/04/028      The Board discussed a series of formal complaints received from one shareholder on a variety of matters. The Board agreed that it had gone to extensive lengths over a period of several months to deal with each of the issues and yet the complainant would not accept POSOL's position. The Board agreed that there was nothing further it could do and that if the shareholder wished to escalate the matters to the relevant authorities then he should do so accordingly.

21/04/029      It was noted that one of the complaints received was in relation to the publication of the shareholder's name in the minutes of the Board meeting held on 20<sup>th</sup> January 2017. SS advised that this was an administrative error and that she had overlooked to remove the shareholder's name from the redacted web version of the minutes before asking them to be published. As soon as this had been brought to her attention the corresponding minutes had been removed from the website. She offered her apologies for this and advised that she would be writing to the shareholder concerned to convey the same.

## **ANY OTHER BUSINESS**

21/04/030      SS advised that she was dealing with a number of indiscriminate parking breaches of the estate parking regulations around the estate including the parking of a horsebox in Tintagel Way.