

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE,
PORTCHESTER – 23rd MAY 2017**

Present Julian Shaw (JS) Chairman
 Ian Currie (IC) Secretary
 John Palmer (JP)
 Reg Sillence (RS)

Apologies: Paul Le Maistre (PLM)
 Mark Abrams (MA)
 Melvin Farndell (MF)

Attendance: Samantha Simpson (SS) SDL Bigwood PRS and Estate Management
 Ruth Hoff (RH) SDL Bigwood PRS and Estate Management
 Gareth Brown (GB) SDL Bigwood and Estate Management

MINUTES OF THE LAST BOARD MEETING 21st APRIL 2017

23/05/001 The minutes of the April meeting had previously been circulated. Subject to some minor amendments it was agreed that they represented an accurate record of the meeting.

IC Proposed and JS Seconded.

MATTERS ARISING

23/05/002 The Board discussed the content of the letter received from Warner Goodman solicitors who were acting on behalf of the owners of [] Bryher Island. It was felt that the remarks and allegations made in the letter against POSOL Directors, both past and present, were slanderous. POSOL had lodged a formal complaint with Warner Goodman who had failed to treat the matter seriously and the response issued by them in relation to POSOL's complaint was deemed unsatisfactory.

It was agreed that the matter should be referred to Verisona Solicitors for review with the need for a possible referral to the Law Society if no further apology is received.

23/05/003 *See confidential minutes.*

MANAGING AGENT'S AND WORKING GROUPS' REPORT

FINANCE

23/05/004 Finance reports for expenditure to 30th April 2017 were circulated. Expenditure as at that date was £12,293.97 against a budget figure of £166,373.58.

It was noted that the invoice from Premier Marinas in relation to the first instalment of the annual Port Solent Charge had only just been received as it had been sent in error to the previous Managing Agent. It was agreed that SDL Bigwood would arrange payment of the invoice within 30 days of the date of receipt.

23/05/005 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £12,297.89, a reduction of £1727.32 on the previous month. It was noted that the aged debt was still high and SS advised that she would be overseeing this personally and would be taking a more personal approach over the coming week contacting owners by telephone and email.

23/05/006 *See confidential minutes.*

COVENANTS

23/05/007 [] Bryher Island –SS advised that she was continuing to make efforts to contact the owner to obtain confirmation of when the works to the property would be starting. To date there had not been any response to emails, telephone calls or text messages. A Directors [] advised that he had sought legal advice on the matter and this was discussed. It was agreed that should the owner not complete the works within a reasonable timeframe then POSOL would be able to rescind any previous consent issued.

23/05/008 [] Bryher Island – SS advised that the terms of the Letter of Conditional Approval in respect of the proposed alterations had been agreed and that this would now be issued.

23/05/009 [] Bryher Island – A Director [JS] advised that he had met with Premier Marinas to discuss the potential breach of covenant. It was noted that while Premier Marinas was aware of a potential breach of covenants, it had not yet entered into negotiations with the owner as to how this would be resolved. Premier Marinas would need to resolve this matter independently with the owner of the property as it had done so with [] Bryher Island.

23/05/010 [] Cadgwith Place – SS advised that a complaint had been received from the owners of [] Holywell Drive about the works currently being undertaken at the property and the alleged detrimental effect this was having on the sale of their own property.

SS advised that she had been working with both parties in an attempt to resolve the matter. The Board discussed the complaint and it was agreed that all of the correct POSOL procedures had been followed and that this was no longer a matter for POSOL. Should the owner making the complaint wish to take the matter further they would need to do so themselves.

- 23/05/011 [] Sennen Place – SS advised the Board that the owner had submitted an application for a carport conversion which involved the repositioning of the front door. The CWG had advised that it had considered the application but was unable to make a final ruling as further information in relation to the works was required.
- 23/05/012 [] Newlyn Way – SS advised that the owner had withdrawn her application for the proposed under-balcony kitchen extension.
- 23/05/013 [] Coverack Way – The CWG group recommended that conditional approval be given for the erection of a fence and gate at the bottom of the rear waterside garden, in addition to the installation of black wrought iron gates to the carport. This was agreed.
- 23/05/014 [] Bryher Island – It was noted that the new owner of the property would be making a formal application for consent in due course to carry out an under-balcony kitchen extension, and install a north facing Velux window and south facing Juliette balcony.
- 23/05/015 [] Sennen Place – It was noted that the owner had informed POSOL of his intention to install a 2nd floor full length window and Juliette balcony at the property. The owner had been advised that he would need to submit a full application for consent in writing to POSOL fully in accordance with the external alterations procedure. Once received, the application would be forwarded to the CWG for consideration.
- 23/05/016 [] Carne Place – It was noted that the owner had informed POSOL of her intention to replace the rotten wooden balcony with glass panels. As the proposed works constitute a change of appearance the owner had been informed of the requirement to make a formal application for consent.
- 23/05/017 Coverack Way Fencing – SS advised that she had received a request from the owners of [] and [] Coverack Way to extend the area of fencing at the end of Coverack Way as this was being used as a cut through. It was noted that there was not any provision in the current budget specifically for these works but it was agreed that SDL Bigwood would obtain a quotation for the Board's future consideration.

GARDENING

- 23/05/018 SS advised that the rejuvenation of the garden at [] Coverack Way would take place on Thursday 25th May 2017. After the rejuvenation had been completed the only remaining issue would be to plant 5 Cordolyne Australis which had already been ordered.

23/05/019 The Board agreed that it was now time to arrange a review meeting with Escapes and asked SS to liaise with a Director [] accordingly.

23/05/020 It was noted that some members of the Covenants Working Group and Gardening Working Group had refused to sign POSOL's confidentiality statement. The Board agreed that this was unfortunate as the persons concerned had made a valuable contribution to both groups but that it could not allow shareholders/residents to be involved in POSOL matters unless they were willing to accept POSOL's terms in relation to the confidentiality of shareholder and company information.

23/05/021 It was noted that the recent weed spraying of hard landscaped areas had not been completed satisfactorily and that certain areas of the estate may need to be resprayed as the weed killer had washed off in the rain. SS advised that she would follow this up with the GWG and Escapes accordingly.

BERTHING

23/05/022 After some discussion the Board agreed to seek further advice from a Marine Law specialist in relation to the enforcement of POSOL's Sub-underlease covenants. It was felt that this advice would be invaluable for the future of POSOL's Berthing Regulation Policy.

JP proposed and RS seconded.

23/05/023 A Director [] advised that it was time to recommence the annual insurance and licensing procedures once more and that he would be undertaking a full review with RH so that this task could be formally handed back to SDL Bigwood.

23/05/024 It was agreed that SS would send a letter to the owner of the vessel located on berth [] as the boat is overlength and overwidth. Premier Marinas has not issued a letter of comfort and it is clear that the vessel is not of an appropriate size for the berth.

SECURITY

23/05/025 Nothing to report

COMMUNICATIONS

23/05/026 The Board commented that the information sheet sent out with the service charge demands read "CUSTOMER INFORMATION". A formal request was made to have this relabelled as "SHAREHOLDER INFORMATION" for all future mailings.

23/05/027 The Board asked a Director [] to carry out search on the POSOL website for any reference to "Countrywide" and take any necessary action to amend this to SDL Bigwood.

ANY OTHER BUSINESS

23/05/028 SS advised that the Horse Box located on site in Tintagel Way had now been removed by the owner. She added that she had been notified of other vehicles in Cadgwith Place which were now causing a nuisance and that she would be pursuing these directly.

23/05/029 A Director [] advised that a number of properties are being let out as short lets or holiday accommodation on sites such as AirBnb and booking.com. SDL Bigwood was asked to investigate and take the necessary action.

23/05/030 It was also noted that a number of properties are starting to dry washing outside in public view and SDL Bigwood was asked to contact a number of residents who have been identified as doing so to reiterate that in accordance with the property covenants no washing should be on display in gardens or visible on the property.