

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 16th JUNE 2017

Present/Apologies: Julian Shaw (JS) Chairman
Ian Currie (IC) Secretary
John Palmer (JP)
Reg Sillence (RS)
Paul Le Maistre (PLM)
Mark Abrams (MA)

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 23rd MAY 2017

16/06/001 The minutes of the May meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.

RS Proposed and JP Seconded.

MATTERS ARISING

16/06/002 Nothing to report

RESIGNATION OF DIRECTOR

16/06/003 It was confirmed that Mel Farndell had officially resigned from the Board. The Board extended its thanks to him for his hard work and dedication to POSOL while serving as a POSOL Director and on the Covenants Working Group.

16/06/004 It was agreed that the vacancy would now be published on the POSOL website inviting any shareholder interested to submit a short resume and details of the skillset they could bring to the POSOL.

MANAGING AGENT'S AND WORKING GROUPS' REPORT

FINANCE

16/06/005 Finance reports for expenditure to 31st May 2017 were circulated. Expenditure as at that date was £26,357.84 against a budget figure of £185,713.00

16/06/006 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £12,007.54, a reduction of £290.35 on the previous month.

SS advised that Swaine Allen Solicitors were now dealing with a number of arrears cases and more would be passed over in due course if service charge arrears were not received and the POSOL arrears collection procedure had been exhausted.

16/06/007 GB updated the Board on the situation with regards to the opening of a separate bank account for the POSOL Bond. It was agreed that Directors [] and [] would be sole signatories with the only permitted payee, SDL Bigwood. It was agreed that GB would make the necessary arrangements to open the account as soon as possible.

16/06/008 *See confidential minutes*

16/06/009 A Director [] requested that in the absence of a formal balance sheet being produced each month, SDL Bigwood report the income figures on the financial report on a monthly basis. SS advised she would relay this to the accounts team so that the relevant figures could be incorporated into the reporting from July onwards.

COVENANTS

16/06/010 [] Bryher Island – SS advised that numerous attempts had been made by all methods of communication to reach the owner, to no avail. It appeared that the owner was refusing to communicate with POSOL and/or its Managing Agent.

The Board agreed that the matter could not be allowed to continue and that the deterioration of the property was of great concern. Furthermore, several complaints had been received from shareholders around the estate and this matter now constituted a nuisance and as such a Breach of Covenant. Legal advice had been obtained and the owner would be pursued under a Breach of Covenant if he failed to comply with POSOL's request.

It was agreed that SDL Bigwood would contact the owner revoking consent for the alterations and instructing scaffolding to be removed within 28 days. Should the scaffold remain in situ, POSOL would enter on to the shareholder's property in order to remove it.

16/06/011 [] Bryher Island – Having taken the views and recommendations of the Covenants Working Group into consideration the Board agreed that Conditional Approval be issued for the proposed works and SS was instructed to issue the Letter of Conditional Approval accordingly.

16/06/012 [] Sennen Place – The Covenants Working group having considered the application to extend into the carport, recommended that Conditional Approval be granted. This was supported by the Board.

16/06/013 [] Bryher Island – SS advised that the application was still pending as she was still awaiting a full application from the owner in accordance with POSOL's External Alterations Procedure.

16/06/014 [] Sennen Place – SS advised that a formal application had been received from the owner to install a full length window and Juliette balcony at the rear of the property. The application had been forwarded to the Covenants Working Group for its consideration.

16/06/015 [] Carne Place – The owner had submitted an application to replace rotten wooden balcony slats with glass panels. The Covenants Working Group, having considered the application, fully recommend that Conditional Approval be granted.

16/06/016 [] Bryher Island – It was noted that a Council Planning Notification had been displayed on a lamppost in the vicinity of the property advising that the owner intended to carry out an under balcony kitchen extension and car port conversion.

SS advised that no formal application had been received and advised that she would now make contact with the owner accordingly to remind them of their obligation to obtain POSOL consent for the works before any works were undertaken.

GARDENING

16/06/017 A Director [] advised that a review meeting with the grounds maintenance contractor, Escapes, had recently taken place.

Prior to the review meeting, the Gardening Working Group had carried out a full site inspection and it was agreed that the level of service currently being provided by the contractor fell well below that which was expected. A number of issues highlighted during previous site inspections had not been attended to and there were areas of the estate that looked untidy and overgrown.

The Grounds Maintenance Contractor agreed that the level of service being provided was not sufficient. However, the company's representatives cited that the lack of a formal contract with POSOL as the reason why they had not been fully prepared to commit to the site. They emphasised that they were keen to continue working with POSOL but would only do so on the basis that a formal contract was signed.

The GWG, having listened to the views of the contractor, agreed that the contract for grounds maintenance services across the estate should formally be put out to tender. This view was shared by the full board.

It was agreed that SS would inform the contractor of POSOL's decision and measures for temporary gardeners were duly discussed in case the current contractor should decide to remove staff from site with immediate effect on hearing that the contract was going to tender.

16/06/018 It was noted that 2 shareholders had expressed an interest in joining the Gardening Working Group and it was agreed that SS would make contact with them to advise of the next GWG meeting.

BERTHING

16/06/019 *See confidential minutes*

16/06/020 RH provided the Board with a full update on all berthing matters. It was noted that the Berth Database had been formally handed back to SDL Bigwood by the Berth Working Group and that SDL Bigwood was now in the process of issuing all insurance and license letters as per POSOL's procedure.

It was agreed that a further waterside berth inspection would be required to address any anomalies and identify any unregistered vessels.

16/06/021 Berth [] – It was noted that the vessel [] had allegedly been seen discharging the contents of its holding tank into the marina. This was against marina regulations and SDL Bigwood was asked to contact the owner of the vessel as soon as possible to discuss the matter further.

16/06/022 Berth [] – SS advised that a letter had been sent to the owner of the vessel [] advising that the vessel would not be registered by POSOL to the berth as if was of an inappropriate size. The vessel exceeded the berth dimensions in both beam and length and did not have the necessary permissions to trespass from either the neighbouring berth holder or the marina operator.

SECURITY

16/06/023 Portchester Fencing and Bill Reid have been approached to quote for new fencing along Coverack Way. Quotations will be provided to the Board for approval upon receipt.

COMMUNICATIONS

16/06/024 A Director [] confirmed that the previous Issues surrounding communications and email error messages had now been resolved. A full review of the website had been undertaken and any reference to the previous managing agent removed, however it was noted that there were still a number of policy and procedure documents that needed amending and it was agreed that he would provide a list for SS to review.

ANY OTHER BUSINESS

16/06/025 Parking – The Board discussed the continued parking problems experienced by a shareholder in Carne Place. The owner repeatedly had difficulty in accessing his garage in a nearby garage compound due to cars being parked directly in front of the garage door. As a number of cars were concerned it was not known if these were owned by residents on the estate or by persons working in the nearby offices who had taken to parking on the estate. It would not be possible to install a parking post

in front of the garage as this would hinder access and egress to other garages in the compound.

It was agreed therefore that the area directly in front of the affected garage should be hatched to deter parking and to ensure access and egress to the garage was provided at all times.

16/06/026 It was agreed that "T" marks would be painted on the parking bays within Carne Place to clearly define the 5 bays located there. Unfortunately the original markings had worn off and as such the bays were not clearly marked and the correct number of spaces was not being used.

16/06/027 It was noted that a number of properties, particularly in Cadgwith Place were being advertised and used as short term/holiday accommodation. This was in breach of covenant and legal advice had been obtained as to how this could be prevented. It was agreed that SS should send an initial letter to the shareholders of the properties concerned requesting that the practice cease with immediate effect. Should it continue, the relevant cases would be referred to solicitors for further action to be taken.