

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 14<sup>TH</sup> MARCH 2014**

Present: Mark Abrams (Chairman)  
Ian Currie (Company Secretary)  
Melvyn Fardell  
Geoff Saunders  
Mike Sandall

In Attendance: Samantha Simpson  
Nikki Avis

**1. DIRECTORATE**

14/03/001 The Board accepted the resignation of Barry White as a Director and thanked him for his past services.

**2. APOLOGIES**

14/03/002 Apologies were received from Nick Hewitson

**3. MINUTES OF THE PREVIOUS MEETING HELD ON 14<sup>TH</sup> FEBRUARY 2014**

14/03/003 The minutes were tabled. Melvyn Fardell proposed, Ian Currie seconded and the Board approved them.

**4. MATTERS ARISING**

14/03/004 **Covenants Working Group Meeting** – A Director queried whether arrangements had been made with the members of the Working Group to meet with the Directors to discuss the application process and determine what alterations are likely to be accepted and which ones are not in due course.

Countrywide advised that it had been agreed that due to the availability of the members of the Group the meet is to be arranged for April.

**5. MANAGING AGENTS & WORKING GROUPS REPORTS**

**Finance – Budget – Expenditure**

14/03/005 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31<sup>st</sup> March 2014 amounts to £376,955.67 against a budgeted amount of £377,744.

### Arrears

14/03/006 Countrywide advised the Board that the total arrears amounts to £10,567.37 with £5,366.12 having been collected since the last Board Meeting.

14/03/007 [ ] **Newlyn Way** – Countrywide advised the Board that it had yet to receive settlement of the outstanding monies from the new owner nor have the Solicitors acting in the purchased served the relevant paperwork so that the property is able to be registered at the Land Registry.

The Board discussed this matter at length and it requested that a letter be issued to all parties advising that POSOL that should the arrears not be settled then it will have little choice but to force the sale of the House to recoup the arrears.

14/03/008 [ ] **Tintagel Way** – Countrywide advised the Board that the owner has requested consent to pay his Service Charge in two instalments on the 1<sup>st</sup> May and 1<sup>st</sup> June 2014. The Board considered the proposed payment plan and approval was subsequently granted on the proviso that should the Shareholder default further action will be taken.

14/03/009 [ ] **Holywell Drive** – The Board queried what action has been taken to date to recoup the monies owed from [ ] Holywell Drive.

Countrywide advised that it would review the file and report back to the Board.

14/03/010 The Board commented that excellent progress has been made in the recovery of the outstanding arrears and it commended Countrywide on its efforts.

### Property Alterations

14/03/011 [ ] **Tintagel Way** – Countrywide advised the Board the owner of [ ] Tintagel Way has removed all the building materials from the remote mooring area and submitted a revised application for POSOL's consideration.

The revised application has been duly forwarded to the Covenants Working Group for its consideration. The Group has recommended that consent not be granted and this decision was ratified by the Board.

Countrywide confirmed that it had instructed Verisona Solicitors to commence injunction proceedings against [ ] of [ ] Tintagel Way.

14/03/012 [ ] **and [ ] Bryher Island** – Countrywide confirmed that it will duly write to the owner to invite him to meet with the Covenants Working Group to discuss its concerns relating to the removal of the Pergola.

14/03/013 [ ] **Newlyn Way** – Countrywide advised the Board the owner has requested a pre-application meeting with the Covenants Working Group to discuss conversion of his car port into habitable living space.

The Covenants Working Group is due to meet with the owner and will duly report back to the Board.

14/03/014 [ ] **Newlyn Way** – Countrywide advised the meeting that the owner is seeking POSOL consent for the installation of Solar Panels.

The application has been duly forwarded to the Covenants Working Group for its consideration. The Group commented that the application satisfied all of POSOL requirements and therefore it

can see no reason why consent should not be granted and therefore recommended to the Board that conditional approval be issued.

14/03/015 [ ] **Cadgwith Place** - Countrywide advised the meeting that the owner is seeking POSOL consent for the installation of slim line storage cupboards in the car port.

The application has been duly forwarded to the Covenants Working Group for its consideration. The Group commented that the application satisfied all of POSOL requirements and therefore it can see no reason why consent should not be granted and therefore recommended to the Board that conditional approval be issued.

14/03/016 [ ] **Tintagel Way** – A Director commented that the owner of [ ] Tintagel Way has proceeded to install sail shaped windows in the loft conversion, despite POSOL’s objections.

14/03/017 [ ] & [ ] **Bryher Island** – A Director queried whether Countrywide had received an application from the owners of [ ] and [ ] Bryher Island for an under balcony kitchen extension as works had recently commenced at the property.

Countrywide advised that to date it had not received an application therefore it would duly write to the owner to request the submission of the necessary plans.

14/03/018 [ ] **Bryher Island** – Countrywide confirmed that the letter of POSOL consent has been issued to the owner for the external alterations undertaken.

14/03/019 [ ] **Holywell Drive** – Countrywide confirmed that it had written to the owner granting 3 months to reinstate the balcony at the property. Should this not be undertaken then POSOL will withdraw conditional approval and the appropriate further action will be taken.

### **Gardening**

14/03/020 **D-Section in Holywell Drive** – Countrywide advised the Board that following last month’s meeting it had liaised with Hambrooks and prepared a revised quotation which keeps within the allotted budget.

The meeting discussed the revised proposal and the Board asked Countrywide to instruct Hambrooks accordingly.

### **Communications**

14/03/021 A Director advised that a member of one of the Working Groups has commented that he does not agree with its decision to cease the distribution of the bi-annual newsletters in favour of the POSOL website as it is not as an effective form of communication with the Shareholders.

A Director commented that the decision to cease circulating the newsletter was due to the large printing costs incurred twice annually and the Board agreed that it would be more cost and time effective to put bulletins affecting the estate on the website instead of issuing written communication each time.

### **Berthing**

14/03/022 **Water Supply to Remote Mooring Areas** – See Confidential Minutes

14/03/023 **Pontoon Cleaning** – Countrywide advised the Board that the programme of works to clean the pontoons has commenced and works are progressing nicely.

Countrywide advised that it has issued letters of indemnity to the owners of berth [ ] and [ ] as they had duly requested that these works not be undertaken.

**Estate Security**

14/03/024 Nothing further to report that has not been reported elsewhere in these minutes

**General**

14/03/025 **Parking Policy** – The meeting reviewed the redrafted parking policy and discussed at length each proposed clause and proposed any amendments it wished to make.

Countrywide agreed to revert back to Verisona with the amendments the Board wished to make and will report back to the Board in due course.

**6. ANY OTHER BUSINESS**

14/03/026 **Cadgwith Place Parking Area** – Countrywide advised the Board that it is currently awaiting confirmation from Colas that it is happy for the works to the parking area in Cadgwith Place by the alternative contractor nominated by POSOL.

Countrywide confirmed that it would chase up Colas for a response and report back accordingly.

14/03/027 **Lights on Bryher Bridge** – A Director commented that several of the lights are out on Bryher Bridge and need looking at as soon as possible.

**7. DATE OF NEXT MEETING – Friday 25<sup>th</sup> April 2014**