

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

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

Present: Mark Abrams (Chairman)  
Ian Currie (Company Secretary)  
Melvyn Farndell  
Nick Hewitson  
Mike Sandall

In Attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

14/02/001 Apologies were received from Geoff Saunders and Barry White

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 17<sup>TH</sup> JANUARY 2014**

14/02/002 The minutes were tabled. Ian Currie proposed, Nick Hewitson seconded and the Board approved them.

**3. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 27<sup>TH</sup> NOVEMBER 2013**

14/02/003 The minutes were tabled. Nick Hewitson proposed, Melvyn Farndell seconded and the Board approved them.

**4. MATTERS ARISING**

14/02/004 [ ] **Holywell Drive** – Countrywide advised the meeting that it had received settlement in full and that the Land Registry consent is to be duly issued to conclude the sale.

14/02/005 **Berth** [ ] – A Director commented that he believed that the offending vessel has relocated to another berth; however he was unsure whether the move was permanent. Countrywide advised that it had received solicitor enquiries for the sale of the house and berth and therefore it assumed that this has been done with vacant possession of the berth.

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

**Finance – Budget – Expenditure**

14/02/006 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31<sup>st</sup> January 2014 amounts to £369,653.15 against a budgeted amount of £376,893..

### Arrears

- 14/02/007 Countrywide advised the Board that the total arrears amounts to £17,529.39 with £6,896.64 owing from the October 2013 charges.
- 14/02/008 [ ] **Newlyn Way** – Countrywide advised the Board that the Mortgage Company have settled the outstanding Service Charge monies; all that remains to be paid is the legal costs that have been incurred.
- 14/02/009 [ ] **Tintagel Way** – Countrywide informed the Board that this property has been sold and all outstanding monies were settled upon completion.
- 14/02/010 [ ] **Newlyn Way** – Countrywide advised that it is still awaiting settlement of the arrears and will duly chase the Solicitors for an update.
- 14/02/011 [ ] **Carne Place** – Countrywide informed the Directors that it had not received settlement of the arrears nor has the owner made contact to discuss the matter; therefore her account has been duly forwarded to Solicitors.
- 14/02/012 [ ] **Tintagel Way** – Countrywide advised the meeting that payment was due to be received no later than the 14<sup>th</sup> February. Should the owner failed to settle the arrears; it will once again serve proceedings to obtain a County Court Judgement and look to seek settlement from the Mortgage Company.
- 14/02/013 Countrywide advised the Board that it had referred the accounts for [ ] Mullion Close and [ ] Coverack Way to Solicitors to obtain County Court Judgements for the arrears.
- 14/02/014 [ ] **Carbis Close** – Countrywide informed the Board that it continues to pursue the owner for the outstanding service charge however they had recently left a message at the office to discuss possibly external alternations. Countrywide commented that it had returned the owner's message and is currently awaiting further details.

The Board discussed at length whether POSOL consent should be granted for alterations on properties which have outstanding arrears.

- 14/02/015 The Board expressed that it was very pleased with the progress Countrywide had made in recovering the outstanding service charge monies in the last few months.

### Property Alterations

- 14/02/016 [ ] **Tintagel Way** – Countrywide advised the meeting that the Covenants Working Group has met with the owner to discuss his application for a loft conversion with a sail shaped window.

The recommendations of the Group are that whilst it would prefer the owner maintains symmetry with the neighbouring property of a rectangular window, it has no strong objections to conditional POSOL approval being granted.

The Board discussed the matter at length and whilst it appreciated the comments of the Working Group the Board agreed that conditional approval would not be granted with the current window design and that it must be symmetrical with the neighbouring property.

- 14/02/017 [ ] **Newlyn Way** – Countrywide advised the meeting that conditional approval was granted on 24<sup>th</sup> January 2014 for the replacement of all wooden windows and doors with UVPC. However, it has received notification from the owner that works have currently been postponed until the weather conditions improve.

- 14/02/018 [ ] **Coverack Way** - Countrywide advised the meeting that conditional approval was granted on 27<sup>th</sup> January 2014 for the removal of a small grassed area to create additional parking.
- 14/02/019 **Garage [ ] Newlyn Way** – Countrywide advised the Board that the owner of the garage is seeking POSOL consent for the installation of an electricity supply in the garage. The Covenants Working Group having reviewed the application have recommended conditional approval be granted subject to the standard terms and conditions about the reinstatement of the area.
- The Board discussed the application and it duly agreed for the necessary wayleave agreement to be granted and signed.
- 14/02/020 [ ] **Newlyn Way** – Countrywide advised the meeting that it has received an application for the installation of solar panels at the property. This application was submitted retrospectively as the owner was not aware that consent was required.
- The application has been duly forwarded to the Covenants Working Group for its consideration. The Group has commented that it can see no reason why consent should not be granted and therefore recommended to the Board that retrospective consent be issued.
- 14/02/021 [ ] **Coverack Way** – Countrywide advised the meeting that the owner is seeking POSOL consent for an under balcony kitchen extension.
- 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.
- The Board approved the application and duly asked Countrywide to issue the necessary letter of conditional approval.
- 14/02/022 [ ] **Newlyn Way** – Countrywide advised the meeting that it has received an application for the installation of solar panels at the property.
- The application has been duly forwarded to the Covenants Working Group for its consideration, who has commented that it can see no reason why consent should not be granted and therefore recommended to the Board that conditional approval be issued.
- 14/02/023 [ ] **Tintagel Way** – Countrywide advised the Board that it had received notification that the under balcony kitchen extension works had commenced despite consent having been refused in 2012 and that the owner was storing building materials in the remote mooring area in the vicinity of the property. Having written to the owner, Countrywide insisted all works cease immediately and granted 7 days for all materials to be removed.
- The owner informed Countrywide that he has made modifications to his application previously submitted and he will duly issue revised plans to POSOL for retrospective consent. He also apologised for the storage of the building materials and confirmed that these would be removed by the 11<sup>th</sup> February 2014.
- The Board discussed this matter at length and it agreed that it would await receipt of the revised plans before considering approval. However, should no plans be forthcoming, all Directors present agreed that POSOL would commence legal proceedings to seek an injunction.
- 14/02/024 [ ] and [ ] **Bryher Island** – See confidential minutes

14/02/025 [ ] **Holywell Drive** – A Director wished to inform the Board that the owners of said property have still yet to reinstate the pergola which was removed some time ago due to it being dangerous.

Countrywide agreed that it would write to the owner and request confirmation that these works must be undertaken within the coming 3 months. Should the owner fail to reinstate the pergola POSOL agreed that legal action would be taken accordingly.

14/02/026 [ ] **Tintagel Way** – See confidential minutes

### **Gardening**

14/02/027 **Newlyn Way Parking Bay Re-Design** – A Director advised the meeting whilst he felt that the re-design works to the parking bays in Newlyn Way would solve ongoing parking issues in the area he agreed to use the coming year to finalise the proposed design and seek comparative quotes for the works to be included in the next financial year.

14/02/028 **D-Section in Holywell Drive** – Countrywide advised the Board that Hambrooks has prepared a quotation for the final stage of the rejuvenation works to the D-Section and it proceeded to circulate copies of the plans.

The meeting discussed the proposal and following a few suggested amendments, the Board agreed for the works to proceed and the costs were included within the budget.

14/02/029 **Daffodils** – Countrywide advised the Board that Hambrooks have planted the daffodils in the Portway ready for the Spring.

### **Communications**

14/02/030 Nothing further to report that has not been reported elsewhere in these minutes

### **Berthing**

14/02/031 **Water Supply to Remote Mooring Areas** – See Confidential Minutes

### **Estate Security**

14/02/032 **Security Gate adjacent to [ ]** – Countrywide advised the meeting that as agreed a contractor has been instructed to remove the spikes in their entirety and the works are due to commence within the coming weeks.

A Director requested clarification of whether the Shareholder was affected by the security spikes. Countrywide advised that confirmation of the Board's discussion decision would be issued accordingly.

### **General**

14/02/033 **Budget for Upcoming Financial Year 14-2015** – The Company Secretary asked the members of the Board for its final consideration of the previously circulated draft budget, which included the costs for the estate improvements and pontoon maintenance planned for the upcoming year. The exceptional pontoon cleaning costs were discussed and it was agreed to charge these direct to the sinking fund rather than pontoon maintenance costs.

Due to the potential litigation matters, the Board agreed that it would be prudent to increase the allowance for Professional fees from £9,960.00 to £24,420.00. The meeting discussed the budget at length and it subsequently recommended that to subsidise the increase in the Service Charge it

would reduce contributions to the sinking fund from 4.5% to 3% . Nick Hewitson proposed, Mike Sandall seconded the recommendation which was duly approved by the Board.

The Chairman on behalf of the Board wished to formally express it's thanks to Ian Currie and recognises the hard work he has put into to compiling the service charge budget for POSOL.

14/02/034 **Parking Policy** – The meeting discussed at length the previously circulated parking policy drafted by Verisona in accordance with the covenants. A Director commented that it would be a step in the right direction to alleviate the parking problem on POSOL land.

The Directors agreed that it was a starting point, but needed further amendments and asked Countrywide to convey their comments to Verisona. The Board also commented that at present it was unhappy with the current level of service it is receiving from Verisona in particular the speed at which they are handling POSOL matters.

## **6. ANY OTHER BUSINESS**

14/02/035 **Shareholder Complaint** – See confidential minutes

14/02/036 A Director advised the meeting that in the heavy winds a tree in his rear garden was close to falling down and would have caused substantial damage to neighbouring garages. The tree has now been removed but he wished to raise the matter as a potential issue of whether the garages were insured or not.

## **7. DATE OF NEXT MEETING – Friday 14<sup>th</sup> March 2014**