

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

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

Present: Mark Abrams (Chairman)  
Ian Currie (Company Secretary)  
Melvyn Farndell  
Geoff Saunders  
Nick Hewitson

In Attendance: Charles Saunders  
Nikki Avis

**1. APOLOGIES**

14/11/001 Apologies were received from Mike Sandall, Jakki Brierley-Shorrock and Michelle Hodgson

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

14/11/002 The minutes were tabled. Mark Abrams proposed, Nick Hewitson seconded and the Board approved them

**3. MATTERS ARISING**

14/11/003 [ ] **Cadgwith Place** – Countrywide advised the Board that the plants due to be situated in the front garden of [ ] Cadgwith Place are currently on order and it is anticipated the works will be complete by the end of November.

14/11/004 **Pergola in Holywell Drive** – A Director commented that a Shareholder has reported that the pergola over the entrance to the garage compound is dangerous.

Countrywide confirmed that a contractor has attended to remove the damaged section and will return to carry out the repairs in due course.

14/11/005 [ ] **Newlyn Way** – A Director confirmed to the meeting that the resident of [ ] Newlyn Way is continuing to park their flat bed lorry on the estate and causing hindrance and nuisance to other residents.

Countrywide advised that it would once again write to both the resident and the owner to stress that the parking of Lorries on the estate is prohibited in accordance with the covenants.

14/11/006 [ ] **Newlyn Way** – A Director informed the Board that the motor home previously parked on the estate seems to have relocated away from the estate and therefore for the time being no further action was required.

14/11/007 **Due Diligence Back Ground Checks** – Countrywide advised the meeting that it had been unable to locate Jakki Brierley-Shorrock résumé for it to be presented at the Annual General Meeting as previously discussed.

Jakki Brierley-Shorrocks confirmed that she would reissue it to Countrywide for it to be printed and distributed at the meeting.

#### 4. MANAGING AGENTS & WORKING GROUPS REPORTS

##### Finance – Budget – Expenditure

14/11/008 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31<sup>st</sup> October 2014 amounted to £335,994.67 against a budgeted amount of £369,157.

##### Arrears

14/11/009 Countrywide advised the Board that the total sum of debtors amounted to £2,563.45 with £1,758.14 relating to aged debtors.

Countrywide commented that since the last month's Board meeting it had collected £1,156.24.

##### Property Alterations

14/11/010  **Cadgwith Place** – The meeting discussed the licence granted by POSOL for the occupation of an area of POSOL land by the owner of  Cadgwith Place which is currently on the market to be sold.

The Directors requested that the owner is reminded that the use of this land was not transferable to the new owner of the house and therefore the fence would need to be reinstated to its original position.

14/11/011  **Tintagel Way** – Countrywide advised the Board that Verisona had issued the letter to the Shareholder of  Tintagel Way confirming that POSOL does not consent to the alterations carried out at the property.

The Board agreed that it considered this matter to be closed.

14/11/012  **Newlyn Way** – Countrywide advised the meeting that it had yet to receive any correspondence from the owner regarding his ongoing application to a partial infill of the car port and retrospective application for the loft conversion undertaken at the property.

14/11/013  **Coverack Way** – Countrywide advised the meeting that the new owner of the property has submitted a formal application to purchase a strip of land to the side of the house and to relocate the front door to the side elevation. They have also requested permission to erect a conservatory in the rear garden.

The Directors discussed the matter at length and agreed that POSOL would not sell the land but would look favourably to granting a long lease for the right to occupy that strip of land with an annual rent.

The Board asked Countrywide to ascertain the value of the area of land and the cost to produce the relevant legal documentation and report back at the next Board meeting.

14/11/014  **Bryher Island** – Countrywide advised the Board that it has located the information provided by the owner of  Bryher Island in respect of the applications submitted for the external alterations.

The Board reviewed the information and requested that the Letters of Conditional approval are issued accordingly.

14/11/015  **Newlyn Way** – Countrywide advised the meeting that it had received from the owner a copy of the products data sheet for the air source pump which detailed the dimensions and noise levels. The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for installation of the air source pump subject to it being mounted at low level on the balcony on the waterside elevation. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/11/016  **Coverack Way** – Countrywide advised the Board that it had instructed Verisona to draft a letter to issue to the Shareholder of  Coverack Way to request that the breach of covenant is remedied with immediate effect.

14/11/017  **Tintagel Way** – Countrywide informed the Board that it had written to the owner of the property to request confirmation that the owner intends to retain the tree; to date it had yet to receive a response. The Board agreed that this matter is closed pending further communication from the owner.

14/11/018  **Bryher Island** – Countrywide advised the Board that it had responded to the complaint received about the proposed under balcony kitchen extension and the letter of conditional approval will be issued in due course.

14/11/019  **Sennen Place** – Countrywide advised the meeting that it had received from the owner photographs of the proposed external flue and confirmation that the ducting will be internal to the property.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for wood burning stove with the external flue subject to it being situated on the rear elevation of the roof and does not exceed 60cm above the roof line. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/11/020  **Newlyn Way** – Countrywide informed the meeting that to date, it had not received any further information from the owner regarding the installation of glass panelled fence at the bottom of the waterside garden.

14/11/021  **Tintagel Way** – Countrywide informed the meeting that to date, it had not received any further information from the owner regarding the installation of a window within the garage that has been converted into habitable living space.

14/11/022  **Carne Place** – Countrywide informed the Board that the owner of the property has submitted an application to replace all the windows and the patio doors with a bi-fold door. They have also requested permission to replace the balcony slats with tinted glass panels.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for external property alterations. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/11/023  **Coverack Way** – Countrywide informed the Board that the owner of the property has submitted an application to remove the awning installed by the previous owner and reinstate the property accordingly.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for external property alterations. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/11/024 [ ] **Carbis Close** – Countrywide informed the Board that the owner of the property has submitted an application to carry out an under balcony kitchen extension, installation of a decked area in the waterside garden, partial infill of car port and loft conversion with the installation of velux windows.  
The Covenants Working Group having reviewed the application, has requested a meeting with the owner to discuss concerns about the height of the decking and the dimensions of the proposed windows in the new car port window.

14/11/025 [ ] **Newlyn Way** – Countrywide informed the Board that the owner of the property has submitted an application to replace the front door and upon receipt of further details will forward to the Covenants Working Group.

### **Gardening**

14/11/026 **Estate Walk Around** – Countrywide advised the Board that along with the Gardening Working Group it had reconvened the estate walk around with Hambrooks and the Group commented that several gardens had been rejuvenated in recent weeks and it was looking better, however there was still significant progress to be made.

A Director commented that several large stones have been identified across the estate and proposed that these are relocated to the D-Section at no extra cost.

14/11/027 **Gardening Tender** – Countrywide advised the meeting that it had met with a member of the Covenants Working Group who volunteered to review the gardening contract and tender documentation with a view to amending them to ensure that the current issues being experienced will not reoccur.

14/11/028 **Coverack Way** – Countrywide informed the meeting that following the decision at last month's meeting it had notified the owners of the properties in Coverack Way that POSOL will not remove the trees as requested however as they are situated within their demised premises they are able to do so at their own cost.

### **Communications**

14/11/029 Nothing further to report that is not covered elsewhere in these minutes.

### **Berthing**

14/11/030 **Pontoon Repairs** – Countrywide advised the Board that it has received a quotation for the necessary woodwork repairs to the pontoons at a cost of £13,701.15 plus VAT. Countrywide commented that the contractor submitted along with the quotation a spreadsheet itemising all the repairs required

The Board discussed the quotation at length and agreed that the cost of the works has come in significantly higher than the previous quote and therefore a comparative quote is necessary.

The Berth Working Group requested a copy of the spreadsheet and requested that this information is provided by the contractors providing comparative quotations.

14/11/031 **Berthing Queries** – Countrywide advised the meeting that it is still awaiting receipt of Premier Marinas' response regarding the queries raised two months ago ; however it had received verbal confirmation from Premier Marinas' no new applications for oversized vessels will be approved. Countrywide commented that it will continue to chase for written confirmation.

### **Estate Security**

- 14/11/032      **Installation of Circular Plates on Security Gates** – Countrywide advised the Board that the works to install the remaining circular plates have been instructed and will report back upon completion.

### **General**

- 14/11/033      **Cadgwith Place Parking** – A Director updated the meeting that the Planning Application is still with the planning department and it is anticipated that a parking structure for the area in Cadgwith Place will be agreed in the coming weeks.

The Chairman wished to note that Martin Critchley Architects have work very hard on this matter and the revised design looks significantly better.

## **5. ANY OTHER BUSINESS**

- 14/11/034      **Parking Regulation** – See confidential minutes
- 14/11/035      **Electronic Communication** – Countrywide advised the Board that it had received a request from a Shareholder that all communication is carried out electronically or alternatively the use of a ‘drop box’ service to reduce costs when issuing mail outs for the Service Charge invoices and Calling Notices.

The Board discussed the matter at length and agreed that the use of a ‘drop box’ would not be suitable due to them not being secure, which could result in breaches to data protection as the mail outs could contain personal data.

## **6. DATE OF NEXT MEETING – Friday 19<sup>th</sup> December 2014**