

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 14TH DECEMBER 2012**

Present: Nick Hewitson (Chairman)
Tony Charles
Mike Sandall
Andy Gerry
Ian Currie

In attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

12/12/001 Apologies were received from Barry White, Mark Abrams and Peter Williams.

2. DIRECTORATE

12/12/002 Following the resignation of Andy Gerry at the Annual General Meeting, the Board wished to express its sincere thanks for his hard work and his contribution to POSOL over the past three years.

It was commented that the Shareholder of [] Mullion Close who had previously expressed an interest in joining has respectfully advised that she feels that she will not be able to dedicate the required time to the Board, so therefore is withdrawing her interest.

The meeting discussed the matter at length and it agreed that it would advertise the vacancies for two Directors in the New Year.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 16TH NOVEMBER 2012.

12/12/003 Following the amendments made to the minutes prior to meeting, the minutes were approved. Ian Currie proposed and Mike Sandall seconded.

4. MATTERS ARISING

12/12/004 **Flagged Properties** – The meeting requested clarification from Countrywide that it had reproduced the list of flagged properties to include the date of which the property was flagged with a caution. Countrywide advised that it was in progress and would report back to the Board in due course.

12/12/005 A Director advised the meeting that he was awaiting confirmation of whether the Countrywide Accounts Department had placed the Barclays Bond for six or twelve months.

12/12/006 **Berth []** – Countrywide advised the Board that it had investigated the transfer of ownership for berth [] from the previous owner to [] and duly advised that Countrywide had not received any documentation in respect of the transfer, however it seems that the transfer has been registered with the Land Registry without POSOL consent.

12/12/007 [] **Coverack Way** – The meeting discussed the outstanding service charge balance and the Board duly agreed that it would continue to pursue the monies in accordance with the procedures and will issue reminders for the full amount including the October instalment.

12/12/008 **Port Solent Community Working Party** – A Director advised the meeting that the Port Solent Community Working Party has changed its name to Port Solent Alliance of Communities in a bid to encourage the other developments in Port Solent to get involved. The Director commented that the Group will be looking to have a Shareholder from each development act as a representative.

The Meeting discussed the matter at length and subsequently Tony Charles volunteered to represent POSOL, Nick Hewitson proposed, Ian Currie seconded and the Board unanimously agreed.

5. MANAGING AGENTS & WORKING GROUP REPORT

Finance – Budget – Expenditure

12/12/009 The Meeting discussed the expenditure report circulated prior to the meeting and a Director commented that an invoice relating to Corporation Tax had been misposted under Audit Fees and queried that the banking information listed had not been updated and he duly asked Countrywide to adjust the expenditure report accordingly.

12/12/010 A Director requested clarification on whether Countrywide anticipated any large expenditure for security works to the estate as funds in the budget are running low. Countrywide confirmed that it does not expect any further works to be required and therefore it is unlikely to incur further charges.

12/12/011 Countrywide advised the Board that expenditure to 30th November 2012 amounts to £317,841.85.

Arrears

12/12/012 Countrywide advised the Board that the total arrears amount to £16,974.67 and of this £10,410.07 relates to aged debtors.

12/12/013 [] **Carne Place** – Countrywide advised the Board that it is receiving regular payments from the owner and that he is making a considerable effort to clear his arrears.

12/12/014 [] **Carne Place** – Countrywide informed the meeting that the owner has advised that his initial appeal against the pension credit department has been unsuccessful but he will be submitting a further appeal and with notify POSOL in due course of the outcome. Following its request for clarification, the owner informed Countrywide that he does not have the means to be able to pay the outstanding balance nor any future Service Charges unless he wins his appeal or the property is sold.

The meeting discussed the matter at length and asked Countrywide to check that the property is currently on the market.

12/12/015 [] **Newlyn Way** – Countrywide advised the Board that the Solicitors has contacted the Mortgage Company for [] Newlyn Way to discuss the arrears on the property. The Mortgage Company duly requested a statement of account and hinted that it may settle the outstanding balance on behalf of [].

12/12/016 [] **Kelsey Head** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

12/12/017 [] **Newlyn Way** – Countrywide advised the Board that it is receiving regular payments from the owner and that he is making a considerable effort to clear his arrears and had in fact cleared the balance on his berth account.

12/12/018 [] **Carbis Close** – Countrywide advised the Board that the owner wishes to settle the outstanding balance on her account with regular payments of £136.00 per calendar month.

The Board discussed the proposed payment plan and in principle agreed to the amount subject to all arrears including the October invoice being cleared by the 31st March 2013.

12/12/019 [] **Cadgwith Place** – Countrywide advised the Board that the owner wishes to settle the outstanding balance on her account with regular payments of £160.00 per calendar month.

The Board discussed the proposed payment plan and in principle agreed to the amount subject to all arrears including the October invoice being cleared by the 31st March 2013.

12/12/020 [] **Bryher Island** – Countrywide advised the Board the owner had made settlement of outstanding balance on the house account but not the outstanding balance on the berth account.

Countrywide informed the meeting that it will continue to chase the outstanding arrears as per the procedures.

12/12/021 [] **Coverack Way** – A Director asked Countrywide for an update on what action has been taken by the Solicitors since the file has been referred. Countrywide advised the Board that it would report back at the next Board meeting.

12/12/022 [] **Mullion Close** – Countrywide advised the Board that it is awaiting receipt of the date of the Oral Examination from Portsmouth County Court.

A Director queried whether a representative of POSOL could attend the Oral Examination to answer any questions the court may have about the estate and the service charge levied.

12/12/023 [] **Tintagel Way** – Countrywide advised the Board that it is awaiting receipt of the date of the Oral Examination from Portsmouth County Court but in the meantime it informed the meeting that it has received a payment of £700.00 from the owner in part settlement of the arrears on the property, which has been duly applied to his account.

12/12/024 [] **Tintagel Way** – Countrywide advised the meeting that as per the Board's request the owner has increased his monthly payments to £100.00.

Property Alterations

12/12/025 [] **Coverack Way** – The Covenants Working Group advised the meeting that it had received a pre application from a potential purchaser of [] Coverack Way for a loft conversion to include the installation of two dormer windows.

The meeting discussed the pre application at length and various concerns were raised about the installation of dormer windows at the property. Therefore, the Board agreed that should an application for a loft conversion be submitted it would be mindful to not grant consent however it would reconsider the matter should the plans include velux windows rather than a dormer window.

12/12/026 [] & [] **Sennen Place** – The Covenants Working Group advised the Board that conditional consent has been granted for the loft conversion subject to the owner revising the alterations to the window on the front elevation.

12/12/027 [] **Sennen Place** – The Covenants Working Group advised the meeting that it had been contacted by the contractor carrying out the car port infill to advise that the owners want to carry out internal amendments which differ from plans submitted to POSOL.

The Group commented that as the changes were internal the matter does not require further discussion but they have requested that revised sketches be issued to Countrywide.

12/12/028 [] **Bryher Island** – The Covenants Working Group advised that the car port infill at the property has been completed and that it would attend in the coming weeks to sign the works off so final consent certificate can be granted.

12/12/029 The Covenants Working Group raised a concern that recently it had reviewed a large number of applications submitted on behalf of Shareholders by such representative as contractors, estate agents and neighbours and therefore feels it would be appropriate to request all applicants complete a standard form which can be retained on file through out the application process.

The Board discussed this matter at length and agreed to give this proposal further consideration. A Director commented that it may be prudent of the Board for it to levy a fee to handle all applications submitted by non-Shareholders.

Gardening

12/12/030 **Gardening Contract** – Countrywide advised that it had met with Hambrooks to discuss the Garden Maintenance Contract and they have duly agreed to provide an undertaking that they will continue to carry out the routine maintenance whilst the tendering process is completed.

Countrywide agreed to circulate a copy of the gardening contract to the Gardening Working Group by post and to the two other Directors by email.

12/12/031 **Mullion Close** – The Gardening Working Group advised the meeting that they had received copies of several quotes from Countrywide in respect of further works to the grassed area in Mullion Close. He asked for clarification on who had requested these works.

Countrywide commented that these quotes were issued by Hambrooks as their recommendations for the area based on comments by the residents in Mullion Close. Countrywide confirmed that these works have not been instructed and would only be at the discretion of the Group.

12/12/032 [] **Bryher Island** – The Gardening Working Group advised that this matter is currently on hold and therefore had nothing further to report.

12/12/033 [] **Bryher Island** – The Gardening Working Group advised the meeting that it had been forwarded a quotation by Countrywide for the removal of a strip hedge adjacent to [] Bryher Island, these works are at the request of the owner.

The meeting discussed the matter and it agreed that it would instruct the works to proceed subject to the owner undertaking to contribute 50% of the costs.

12/12/034 **Tree Works** – Countrywide advised the Board that Hambrooks will be carrying out the tree pruning works to the estate trees in the coming weeks. Hambrooks will also be undertaking to tag all the trees on the estate so they are able to keep comprehensive records of what trees have been pruned and at what frequency.

12/12/035 **Pergola in Holywell Drive** – Countrywide advised the Board that the work order for the works has been issued to the contractor. The meeting duly asked Countrywide to chase the contractor for a n expected start date.

Communications

12/12/036 Nothing further to report that has not been reported elsewhere.

Berthing

12/12/037 **Berth []** – See Confidential Minutes

12/12/038 **Berth []** – A Director advised the meeting that the vessel that was previously situated on berth [] had left the Marina some time ago and had not yet returned. He asked Countrywide to clarify whether it was aware that it vacated the Marina.

Countrywide confirmed that it had received no contact from either the Boat Owner or Berth Owner to advise that the vessel was to be removed from the berth database.

Estate Security

12/12/039 **Security Gates** – Countrywide advised the meeting that the three faulty locks had been repaired and it is awaiting confirmation from the contractor when these final works will be completed.

General

12/12/040 Nothing further to report that has not been reported elsewhere.

Port Solent Community Working Party

12/12/041 Nothing further to report that has not been reported elsewhere.

6. ANY OTHER BUSINESS

12/12/042 **Nuisance Tenants** – A Director advised the Board that he had received a complaint from a resident stating that the tenants of [] Tintagel Way, which they believe to be a House of Multiple Occupation, are causing a serious disruption to other residents with noise nuisance and incidences of reckless driving on the estate. A Director proceeded to inform the Board of some of the legalities concerning HMO's.

The Director commented that the complainant would appreciate the Boards consideration for a light to be installed in the garage area in the vicinity of her property. The Board agree to consider this further.

The Board discussed at the length the issue of Houses of Multiple Occupation and the effect it will have on the estate particularly to the already apparent parking problem. The Board agreed that as well as writing to the Shareholder it would request that they notify the Local Housing Officer.

12/12/043 **Budget for Upcoming Financial Year 2013-2014** – A Director asked the members of the Working Parties for its consideration of possible expenditure for the upcoming financial year as he was currently compiling the new budget.

A Director commented that the only large expenditure he anticipated was the rejuvenation of Newlyn Way but proposed that it would prudent to have a rolling programme for the garden rejuvenations with the associated costs included in the budget.

7. DATE OF NEXT MEETING – 18th January 2013