

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 15th AUGUST 2014**

Present: Mark Abrams (Chairman)
Melvyn Farndell
Geoff Saunders
Jakki Brierly-Shorrocks
Mike Sandall
Nick Hewitson

In Attendance: Michelle Hodgson
Nikki Avis

1. APOLOGIES

14/08/001 Apologies were received from Ian Currie

2. MINUTES OF THE PREVIOUS MEETING HELD ON 18TH JULY 2014

14/08/002 The minutes were tabled. Geoff Saunders proposed, Melvyn Farndell seconded and the Board subsequently approved them

3. MATTERS ARISING

14/08/003 **Legal Action against Breach of Covenants** – See confidential minutes

14/08/004 **Water Supply to Remote Mooring Areas** – A Director commented that he is in receipt of the draft proposal for the water supplies to the older part of the estate from [] of [] Tintagel Way.

It was commented that not all Directors had received the proposal and therefore had not reviewed it prior to the meeting. The Board agreed that discussions regarding the proposal would be postponed and that [] would be invited to the next Board meeting to present his proposed policy.

14/08/005 **Garden Estate Maintenance** – The Director expressed their dissatisfaction with the general garden estate maintenance and the standard of works carried out by Hambrooks at present.

The Board discussed the matter at length and it agreed that a meeting between the Gardening Working, Hambrooks and Countrywide would be arranged to relay the Board's concerns and to seek satisfactory assurances that Hambrooks will meet POSOL's requirements.

4. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

14/08/006 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31st July 2014 amounted to £226,770.42 against a budgeted amount of £243,638.

A Director commented that one of the water bills seemed in excess of the others and therefore asked Countrywide make sure that this tap was not leaking as taps had previously resulted in large water bills.

Arrears

14/08/007 Countrywide advised the Board that the total sum of debtors amounted to £8,580.58 with £4,340.83 relating to aged debtors.

14/08/008 [] **Cadgwith Place** – Countrywide advised the Board that the owner of the property currently lives overseas but has duly contacted the solicitors and is making the necessary arrangements for payment to be made.

14/08/009 [] **Bryher Island** – Countrywide advised the Board that this property has sold and the invoices for the April charge have been issued accordingly.

14/08/010 [] **Tintagel Way** – Countrywide advised the Board that it had been contacted by the owner who has stated that he has always paid his service charge in instalments and whilst he did not have hardship circumstances he advised that he will continue to pay as such due to the precedent previously set.

The meeting discussed the matter at length and agreed that the legal documentation agreed by [] on purchase of his property states that payment must be made in two instalments in April and October. Therefore, the matter is to be handled in accordance with the POSOL credit control policy.

14/08/011 [] **Newlyn Way** – Countrywide informed the meeting that the balance on the account has been cleared in full.

Property Alterations

14/08/012 [] **Newlyn Way** – Countrywide advised the meeting that the Covenants Working Group had reviewed the application once again and it has agreed to meet with the owner to discuss further.

14/08/013 [] **Bryher Island** – Countrywide advised the meeting that it awaited further details of what amendments had been agreed to their application to resolve the ongoing complaints of privacy with neighbouring properties.

14/08/014 [] **Mullion Close** – Countrywide advised the meeting that the owner has submitted an application to install an awning on the rear elevation of the property.

The Covenants Working Group having reviewed the application and met with the owner has recommended conditional approval is granted subject to the awning being kept in a closed position when not in use. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/08/015 [] **Cadgwith Place** – Countrywide advised the Board that the owner has requested consent for the replacement of his windows on like for like basis.

The Board commented that it had no objections subject to the design and colour of replacement windows being in keeping with current windows.

14/08/016 [] **Tintagel Way** – Countrywide advised the meeting that it has received a pre-application for a loft conversion from the purchaser of [] Tintagel Way. The Covenants Working Group having

reviewed the application and viewed the property advised that it could see no reason why conditional consent be granted for the proposed works.

The Board ratified the recommendations of the Group and asked Countrywide to advise the owner accordingly. Countrywide confirmed that the Letter of Conditional Approval will be granted upon transfer of the property.

14/08/017 [] **Newlyn Way** – Countrywide advised the Board that the owner of [] Newlyn Way has submitted an application for retrospective consent for a partial car port infill.

The Covenants Working Group informed the meeting that it had reviewed the application and viewed the property and whilst it did not object to the works carried out the height at which the window is situated and is not in keeping with the car port alterations policy. Therefore, the Board agreed that subject to the relocation of the window conditional approval can be granted.

14/08/018 [] **Bryher Island** – Nick Hewitson declared an interest in this matter and removed himself from the meeting to allow discussions to continue.

Countrywide advised the Board that it had received an email from the owners requesting final consent for the works carried out to the property.

The meeting discussed the matter and confirmed that final consent can be granted.

14/08/019 [] **Tintagel Way** – Countrywide advised the Board that it had received an application for POSOL consent for the installation of metal railings on the wall that is adjacent to the remote mooring area to increase the security of his property.

The Security and Covenants Working Groups having reviewed the application confirmed that neither had any objections to the works and subsequently conditional approval was granted.

Gardening

14/08/020 [] **Coverack Way** – Countrywide advised the Board that the owner of property has requested the tree from the front of his property is removed immediately as it is causing issues to the surrounding area.

The meeting discussed the matter at length and whilst it notes the owners concerns, POSOL will not arrange for the removal of healthy trees however as the tree is located in a planter which is demised to the property the owner is able to do so at their own cost but must arrange for it to be adequately replanted.

14/08/021 [] and [] **Carbis Close** – Countrywide advised the Board that it is still awaiting receipt of the revised quotation from Hambrooks.

Communications

14/08/022 Nothing further to report that is not covered elsewhere in these minutes.

Berthing

14/08/023 **Pontoon Repairs** – Countrywide advised the Board that the pontoon repairs have been completed and awaiting confirmation from the Chairman and the Berthing Working Group that the invoice can be paid in full.

Post Meeting Note: Following inspection of the pontoons, it has been determined that these works had not been carried and therefore Countrywide were seeking alternative quotations.

Estate Security

14/08/024 **Installation of Circular Plates on Security Gates** – Countrywide advised the Board that this matter has not yet been finalised due to Nikki Avis's absence over recent months but will be dealt with as soon as possible.

General

14/08/025 **Parking Policy** – A further draft of the parking policy was submitted for Board approval. While the Directors present were satisfied with the draft, the Board deliberated if the specified vehicle dimensions did not exclude any vehicles it wished to permit to park on the estate roads.

The Board discussed the matter at length and it was subsequently finalised with a unanimous vote in favour, subject to the amendments agreed. Countrywide agreed to notify Verisona accordingly.

14/08/026 [] **Newlyn Way** – A Director queried what action had been taken regarding the lorry currently parking in Newlyn Way.

Countrywide advised the Board that it had written a letter to the owner of the property advising that Lorries are not permitted under the Covenants and therefore requesting its removal.

14/08/027 **Cadgwith Place Parking Area** – Countrywide advised the meeting that following the last Board meeting it had been contacted by the Local Planning Enforcement Officer to advise that complaints had been registered regarding the works due to be undertaken in Cadgwith Place and that according to its records no application for planning consent has been submitted nor granted. Countrywide commented that it had liaised throughout with the Highways agency and the local authority and had not been advised that planning permission would be required.

Countrywide have met on site with the Chairman and Martin Critchley Architects to discuss the planning application and the associated costs involved. The Board discussed this matter at length and it subsequently agreed to instruct Martin Critchley to handle the planning application on behalf of POSOL.

14/08/028 **Bryher Bridge Lights** – Countrywide advised the Board that the works to replace the lights on Bryher Bridge have been delayed but it is expected that they will be completed within the next two weeks.

14/08/029 **Mullion Close Metals Grills** – Countrywide advised the Board that a Shareholder in Mullion Close has reported an issue with the metal grills that are on the ground running parallel to the garages in Mullion Close which has been caused by heavy goods vehicles when parking on them.

The owner has been previously advised that these grills are not within POSOL's remit as they are the responsibility of the garage owners. The owner has disputed that this is his responsibility and therefore Countrywide are reviewing the legal documentation and will liaise with the Shareholder accordingly and report back to the Board in due course.

5. ANY OTHER BUSINESS

14/08/030 **Carbis Close** – A Director commented that the wooden planters in the vicinity of [] Carbis Close are showing signs of disrepair and need attention. Countrywide confirmed that it would arrange for the necessary repairs to be carried out.

14/08/031 [] **Cadwith Place** – Countrywide advised the meeting that it had received a request for a wayleave agreement to install an electricity supply to the garage owned by [].

The meeting discussed the matter at length and subsequently granted the necessary consent.

6. DATE OF NEXT MEETING – Friday 19^h September 2014