

**3POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 15<sup>TH</sup> NOVEMBER 2013**

Present: Nick Hewitson (Chairman)  
Ian Currie (Company Secretary)  
Mike Sandall  
Mark Abrams  
Geoff Saunders

In Attendance: Samantha Simpson  
Nikki Avis

**1. APOLOGIES**

13/11/001 Apologies were received from Barry White and Melvyn Fardell.

Countrywide advised the meeting that Colin Sutcliffe was not present at the meeting and would no longer be involved in the management of Port Solent as he has tendered his resignation and will be leaving Countrywide as of the 29<sup>th</sup> November 2013.

Countrywide informed the meeting that Samantha Simpson will once again take over the management of the estate with the continued assistance of Nikki Avis.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 18<sup>TH</sup> OCTOBER 2013**

13/11/002 Following the amendments made to the minutes prior to meeting, Mark Abrams proposed, Geoff Saunders seconded and the Board approved them.

**3. MATTERS ARISING**

13/11/003 **Surface Water Drainage** – Countrywide advised the meeting that it has received the initial report from Southern Water which stated that the surface water drains into the main sewers not the marina basin. Countrywide queried this further as it contradicted the drainage plans held on file.

Southern Water has now instructed Clancy Docwra to undertake further investigations.

13/11/004 A Director queried whether Countrywide had contacted Southern Aerials to discuss why the service was not carried out when the call out repairs were done. Countrywide advised that it had contacted Southern Aerials but had not been able to speak to the relevant person.

Countrywide confirmed that it would chase up an answer for this query.

13/11/005 **Security Gates on Remote Moorings** – Countrywide advised that it would chase the contractor once again to carry out the works to install the metal shrouds on the inner gates of remote mooring area [ ] to finalise the works.

13/11/006 **Security Gate adjacent to [ ]** – Countrywide advised the meeting that the Security Working Group had not yet viewed the property and therefore the matter was still outstanding.

13/11/007 **Motor Homes on the Port Solent Estate** – See confidential minutes

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

##### Finance – Budget – Expenditure

13/11/008 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31<sup>st</sup> October 2013 amounts to £319,303.90.

13/11/009 A Director commented that the budget phasing for insurances, audit costs, Port Solent Charge are out of sync and it therefore appears that we have overspent. The meeting asked for this to be reviewed and amended for the next meeting.

13/11/010 A Director commented that the Santander Bond is due to mature in the coming weeks and that he was in the process of sourcing the best interest rate for the bond to be replaced.

It was proposed that Ian Currie handle this matter on behalf of the Board and report back. Nick Hewitson proposed and Mike Sandall Seconded.

##### Arrears

13/11/011 Countrywide advised the Board that the total arrears amount to £23,486.01

13/11/012 [ ] **Bryher Island** – Countrywide advised the Board that it has received a formal complaint from the new owner of [ ] for his name being associated with a debt and has requested compensation for defamation of character for himself and his partner.

Countrywide advised the meeting that his file was passed to Solicitors in error when an extension of a further 28 days had been granted and for this it has apologised: however the owner has still yet to settle his service charge.

The Board acknowledged his complaint but confirmed that it is in fact a Countrywide matter and therefore would not intervene. The Board considered that as the owner has suffered no financial loss then an apology should suffice.

The meeting agreed that should settlement of his account not be made by the extended deadline then the matter is to be once again referred to Solicitors.

13/11/013 [ ] **Holywell Drive** – Countrywide advised the Board that the property has now been sold so it would seek to recover the outstanding monies from the Solicitor acting in the sale.

13/11/014 [ ] **Kelsey Head** – Countrywide advised that there is a small balance on this account which it will recover with the October Service Charge.

13/11/015 [ ] **Carne Place** – Countrywide advised the Board that it had accepted a proposed payment plan of £37.00 per calendar month, which unfortunately will not clear the account before the year end but it felt that receiving some monies were better than no payment at all.

13/11/014 [ ] **Sennen Place** – Countrywide advised the Board that it had spoken to the owner to request that they increase their monthly instalments to ensure their account is clear before the year end.

- 13/11/015 [ ] **Sennen Place** – Countrywide informed the Board that the owner has contacted the office to apologise for missing several payments and the owner is now making a considerable effort to clear his arrears.
- 13/11/016 [ ] **Carne Place** – Countrywide advised that the pre-summons notice has been issued 12<sup>th</sup> November 2013.
- 13/11/017 [ ] **Carne Place** – Countrywide advised the Board that the owner pays by monthly instalment, which unfortunately will not clear the account before the year end. Countrywide have written to the owner to request they increase their standing order.
- 13/11/018 [ ] **Newlyn Way** – Countrywide advised the Board that the owner is still making an effort to clear his arrears by way of regular monthly instalments.
- 13/11/019 [ ] **Newlyn Way** – Countrywide advised the meeting that the court had been unable to serve the relevant paperwork as the owner is out of the country until mid November but Countrywide will pursue the matter and request a further update for next month.
- A Director commented that the best course of action in regards to his arrears would be to commence bankruptcy proceedings. Countrywide advised it would discuss the matter with the Solicitors.
- 13/11/020 [ ] **Newlyn Way** – Countrywide advised the Board that the new owners of the property have confirmed to Solicitors that they are happy to settle the arrears on the understanding that new share certificates are issued in their name.
- 13/11/021 [ ] **Carbis Close** – Countrywide advised that the pre-summons notice has been issued 12<sup>th</sup> November 2013.
- 13/11/022 [ ] **Carbis Close** – Countrywide advised the Board that it is seeking a County Court Judgement for the remaining outstanding balance.
- 13/11/023 [ ] **Carbis Close** – Countrywide advised the Board that it had not received the monthly instalments from the owner so the credit control are pursuing the outstanding balance accordingly.
- 13/11/024 [ ] **Coverack Way** – Countrywide advised the Board that it had not received the monthly instalments from the owner so the credit control are pursuing the outstanding balance accordingly.
- 13/11/025 [ ] **Carbis Close** – Countrywide advised that the pre-summons notice has been issued 12<sup>th</sup> November 2013.
- 13/11/026 [ ] **Cadgwith Place** – Countrywide advised the Board that it is receiving regular monthly payments from the owners of the property.
- 13/11/027 [ ] **Coverack Way** – Countrywide advised the Board that whilst it had received email correspondence from the owner it had not received settlement of the outstanding balance so the matter has now been referred to solicitors for a county court judgement to be obtained and possibly commence bankruptcy proceedings.
- 13/11/028 Countrywide advised the Board that the following accounts have been referred to Solicitors to seek a County Court Judgement and potential bankruptcy proceedings, [ ] Holywell Drive, [ ] Cadgwith Place, [ ] Cadgwith Place, [ ] Coverack Way, [ ] Coverack Way, [ ] Coverack Way, [ ] Coverack Way, [ ] Mullion Close, [ ] Mullion Close [ ] Bryher Island, [ ] Bryher Island and [ ] Tintagel Way.

13/11/029 [ ] **Coverack Way** – Countrywide advised the Board that it had been in recent email communication with the owner and payment is pending shortly.

**Property Alterations**

13/11/030 [ ] **Tintagel Way** – Countrywide advised the Board that the owner has completed the works to the balcony on the waterside of this property and has circulated a picture of the unauthorised works.

Countrywide confirmed that it had flagged the property and requested clarification from the Board of what action it would like them to take in this matter.

The Board discussed the matter at length and it agreed that the works had a detrimental effect to the aesthetics of the estate so it would seek legal advice on what action can be taken in this matter.

The meeting asked Countrywide to write to the owner advising them that they are in breach of covenant and that they have 28 days to advise of their intention to rectify the matter or POSOL will seek legal counsel on the matter.

13/11/031 [ ] **Newlyn Way** – The Covenants Working Group having received the revised plans for the property alterations recommended that conditional consent be granted subject to the standard terms and conditions.

The Board discussed the application and endorsed the recommendation of the Working Group.

The Covenants Working Group advised the meeting that the owner commented that he is looking to install Solar Panels on the property. The meeting advised that whilst it was a change in external appearance, POSOL has no objection to the installation of the panels and upon receipt of an application it will grant the requisite consent.

13/11/032 [ ] **Carbis Close** – Countrywide advised that it had issued the letter of conditional approval for the replacement of the windows and doors within the property and awaiting confirmation that the works have been completed.

13/11/032 [ ] **Newlyn Way** – Countrywide advised that it had issued the letter of conditional approval for the replacement of the balcony slats with tinted glass and awaiting confirmation that the works have been completed.

13/11/033 [ ] **and [ ] Bryher Island** – Countrywide advised the Board that it has received an application from the owners to carry out under balcony kitchen extensions on both properties.

The application has been duly forwarded to the Covenants Working Group for its consideration who has commented that it can see no reason consent should not be granted and therefore recommended to the Board that conditional consent be granted.

The Board discussed the matter and it endorsed the Covenants Working Groups recommendation.

13/11/034 [ ] **and [ ] Newlyn Way** – Countrywide advised the Board that it has received an application to remove the low level shared planter and pave over it to create additional parking.

The application has been duly forwarded to the Covenants and Gardening Working Group for its consideration, both of who has commented that it can see no reason why consent should not be granted and therefore recommended to the Board that conditional consent be granted.

The Board discussed the matter and it endorsed the recommendation of both working parties.

13/11/035 [ ] **Sennen Place** – Countrywide advised the meeting that the Covenants Working Group having viewed the works have agreed for the final consent certificate to be issued.

13/11/036 [ ] **Bryher Island** – Countrywide advised the meeting that several members have viewed the property in respect of the applications for the under balcony kitchen extension and installation of solar panels.

The Covenants Working Group reviewed the plans and based on their recollection recommended approval for the solar panels and the under balcony kitchen extension subject to the painting of the fence to an approved colour.

13/11/037 [ ] **Carne Place** – Countrywide commented that these works are still ongoing and would advise the Group once they are able to sign them off.

### **Gardening**

13/11/038 The Gardening Working Group advised the meeting the tree pruning works were due to commence in the coming weeks.

The Group also informed the Board that it has asked Hambrooks for their proposal of ideas for the D-Section in Holywell Drive.

### **Communications**

13/11/039 Nothing further to report that has not been covered elsewhere in the minutes.

### **Berthing**

13/11/040 **Remote Mooring Water Supply** – The meeting discussed the matter of the water supplies to the remote moorings and it agreed that it would put forward its proposal at the Annual General Meeting of charging a contribution from each Shareholder who wishes to access water.

13/11/041 **Berth [ ]** – Countrywide advised they meeting that it is awaiting written confirmation from the owner of what action she is taking in respect of the vessel trespassing into her water space.

### **Estate Security**

13/11/042 **Parking in Cadgwith Place** – Countrywide advised the meeting that it was still awaiting receipt of the costs associated with the designs for the parking area in Cadgwith Place.

### **General**

13/11/043 Nothing further to report that has not been covered elsewhere in the minutes.

## **5. ANY OTHER BUSINESS**

13/11/044 **AGM Formalities** – The meeting discussed the preparations for the upcoming Annual General meeting and the Chairman advised that issues such as water supplies to remote moorings, parking in general which includes motor homes, and property alterations.

13/11/045 **Monthly Board Meeting Venue** – Countrywide advised the meeting that due to the expiry of the lease as June 2014, Portsmouth Harbour Yacht Club will no longer be able to accommodate the monthly Board meetings.

Countrywide confirmed that it had made enquires with several other venues in the area and would report back once it had sourced an appropriate location.

**6. DATE OF NEXT MEETING – Friday 13<sup>th</sup> December 2013**