

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 16TH MARCH 2012**

Present: Nick Hewitson (Chairman)
Ian Currie
Andy Gerry
Barry White
Tony Charles
Mark Abrams

In attendance: Nikki Avis

1. APOLOGIES

12/03/001 Apologies were received from Samantha Simpson, Property Manager and Mike Sandall.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 20TH JANUARY 2012

12/03/002 Typographical amendments were made to the minutes following which, the minutes were approved. Tony Charles proposed and Mark Abrams seconded.

3. MATTERS ARISING

12/03/003 **Garden Maintenance Survey** – A Director asked for clarification on whether the garden maintenance surveys had been issued to the Shareholders to ascertain whether they still wish to be included in the garden maintenance program carried out by Hambrooks.

Countrywide advised the Board that the letters had been drafted and that it will be issued along with the service charge invoices in April 2012.

12/03/004 **Bryher Island** – A Director asked whether the replanting works required to the front garden of Bryher Island had been scheduled. Countrywide advised the meeting that it will be discussed during the estate walk around.

4. MANAGING AGENTS REPORT

Finance – Budget – Expenditure

12/03/005 The meeting discussed the expenditure report previously circulated to the Board.

Arrears

12/03/006 Countrywide advised the Board that the total arrears as at 9th March amount to £22,729.41 and of this £21,829.29 relates to aged debtors.

Countrywide informed the Board that it had collected in a further £434.91 since issuing the arrears report and that since the February Board meeting, it had collected a total of £8,521.61 of the outstanding service charge arrears. It also commented that further to instructions of the Board, it has instigated County Court Judgement proceedings against the relevant Shareholders.

A Director informed the meeting that he had attended a meeting with John Latus, National Director of Countrywide Estate Management and it has been agreed that in the future that prior to the issuing of County Court Judgements, a solicitors letter will be sent to all Shareholders owing services charges.

Property Alterations

12/03/07 [] **Tintagel Way** – The Covenants Working Group informed the meeting that it had visited the property to discuss its concerns with the Shareholder in regard to the proposed under balcony kitchen extension and the precedent the proposed alterations will set on the estate as the extension will protrude further than the flank wall in a semi-circle shape.

The Group advised that the owner had cited [] Tintagel Way as an example of where a similar alteration had been undertaken. The Group subsequently circulated photographs of the property in question, and commented that the extension did not extend further than the balcony on the first floor and therefore is less intrusive.

The Covenants Working Group advised the Board that following the meeting it had received a letter from the owner requesting that consideration of the application be deferred until April, so the matter can be discussed further with her husband upon his return to Port Solent.

12/03/007 [] **Coverack Way** – Countrywide advised the Board that it was in receipt of correspondence from the owner of [] Coverack Way requesting POSOL consent to build a garage structure at the rear of the property.

Having considered the application, the Covenants Working Group advised the Board that that it could not see any reason not to grant the necessary consent subject to the external finish matching the existing house and that the owner ensures that the proposed garage is only constructed on land solely owned by himself and not POSOL.

The Board endorsed this and asked Countrywide to issue the requisite consent to the owner.

12/03/008 [] **Bryher Island** – The Covenants Working Group, having visited the property to view the completed partial infill of the car port recommended that on the basis that the works had been carried out to a high standard and that sufficient parking was retained that the completion certificate be issued.

The Board endorsed this and asked Countrywide to issue the requisite certificate to the owner.

12/03/009 [] **Bryher Island** – Countrywide advised the Board that it had drafted the letter of conditional approval for the external alterations to the property and will issue it in due course.

12/03/010 [] **Cadgwith Place** – Countrywide advised the Board that the letter of conditional approval has been issued in respect of the alterations to the front gable of the property.

Gardening

12/03/011 **Estate Walk Around** – Countrywide advised the Board that it had provisionally scheduled the estate walk around with Hambrooks and the Gardening Working Group for the 29th March 2012.

12/03/012 **Portway Clearance** – Countrywide advised the meeting that the Gardening Working Group has approved the quotation submitted by Hambrooks for the clearance of the Portway at the entrance of Coverack Way, and it has duly issued the requisite work order to Hambrooks.

Berthing

- 12/03/013 **Pontoon Repairs** – Countrywide advised the Board that the final repair works to the pontoons were completed on Tuesday 13th March 2012.

Estate Security

- 12/03/014 **Security Gates** – Countrywide advised the Board that it had prepared the remaining keys for distribution to the entitled Shareholders in time for the next phase of the works to the gates be undertaken.

A Director asked Countrywide to confirm if he will receive a new master key for the new security locks which are due to be fitted across the estate.

Countrywide informed the meeting that it had received one master key from C.I.A and has placed a order for additional copies of the key and will distribute copies to relevant people and organisations upon receipt.

General

- 12/03/015 **Pathway between Oyster Quay and Coverack Way** – Countrywide informed the Board that the installation works for the gate between Oyster Quay and Coverack Way are due to commence imminently.

5. WORKING GROUP REPORTS

Finance

- 12/03/016 **Budgets for Year Ended 31st March 2013** – Ian Currie had circulated the draft budget for the year ending 31st March 2013. After discussion, the Board agreed to adopt the budgets, subject to one amendment, and authorised Countrywide to use it for the basis of raising service charges next year.

Due to the expected rise in postage costs, a Director commented that a possible way to save service charge funds would be to pay someone a nominal amount to hand deliver any large mail shots such as the bi-annual invoices directly to those Shareholders who live on the estate.

The meeting was informed that the budgeted figure for Company Secretarial fees for the coming financial year has increased by £300 per annum. A Director commented that these fees were considerably low in consideration of the amount of work undertaken by the Company Secretary, and proposed that these costs are increased on a annual basis.

The Chairman commented that he was happy to accept this year's increase and discuss the matter further when preparing the budgetary figures for the 2013/2014 financial year. The meeting wished to formally express its thanks to Ian Currie and recognise the hard work he has put into compiling the service charge budget for POSOL.

Covenants

- 12/03/017 **[] Carbis Close** – The Covenants Working Group advised the Board that it was in receipt of an application to carry out a partial car port conversion, installation of velux window on the front elevation at roof level, under balcony kitchen extension with full width bi-fold patio doors,

installation of full width bi-fold patio doors on the rear elevation on the first floor level and velux window unit on rear elevation at roof level.

Having considered the application, the Group commented that that it could not see any reason not to grant the necessary consent subject to the external finishes and colour of all the alterations matching the existing house and windows. Furthermore, approval was given subject to the proposed window in the car port being located at a high level and that no less than 2 metres shall be retained between the new car port wall and the outside edge of the car port archway.

This was endorsed by the POSOL Board of Directors. Countrywide to issue a letter of conditional approval.

Gardening

12/03/018 Nothing further to report.

Communications

12/03/019 **POSOL Website** – In response to comments made by Shareholders, the meeting discussed the POSOL website and collated ideas on how to simplify the Login to make it easier for all Shareholders.

Following a lengthy discussion, it agreed to implement a ‘forgotten login’ icon on the website, which when a Shareholder clicks on it will send a message to Countrywide to request the username and password by with email or telephone.

12/03/020 **Generic Email Addresses** – A Director asked for clarification of whether the webmail accounts have been created to allow responses to be sent from the generic email address. The Group advised that it created the separate email address and it should be up and running.

12/03/021 **Monthly Email Newsletter** – The meeting discussed the viability of the information included in the monthly email newsletter and the Communication Working Group asked the Board for suggestions for articles.

A Director commented that the current issues in regards to the security gates, Oyster Quay gates and parking should be included. The Group advised that it would draft the newsletter using the minutes of the previous meetings and would circulate to the Board for its comments.

A Director proposed contacting the Boardwalk Manager to find out about up and coming events and special offers which could be publicised in the newsletter to inform all Shareholders.

Berthing

12/03/022 Nothing further to report

Security

12/03/023 **Bryher Bridge Lights** – A Director asked for clarification of when the works to change all the bulbs on Bryher Island bridge to colour match would take place. Countrywide advised that it would contact HGC Electrical and would update the Board in due course.

12/03/024 **Bryher Island Bridge** – A Director commented that the new ‘No Parking’ signs on the bridge have been effective as he had not witnessed any cars parked on it for a while. A Director responded that the problem had not gone away but had in fact moved elsewhere on the estate.

The meeting discussed at length the possible parking permit scheme to be introduced in Port Solent and a Director advised that Portsmouth City Council will publicise its intention with statutory notices on lamp posts across the estate, giving Shareholders an opportunity to object or comment on the scheme, should it decide to introduce it.

12/03/025 **Security Complaints** – A Director advised the meeting that following the replacement of the first phase of security gates, a complaint had been received from the owner of [66] Newlyn Way who felt that POSOL had in fact decreased the security of his House and Berth following the works recently carried out.

The meeting discussed the complaint at length and agreed that following the response sent by the Chairman the matter was now closed and required no further action.

12/03/026 **Increasing Estate Security** – A Director proposed the possibility of installing CCTV cameras across the estate to increase security. The meeting discussed the proposal at length and the various positive and negative aspects associated with the installation of CCTV.

The Board agreed to carry out the necessary investigations to determine the viability of the proposal and possibly canvassing the opinion of the Shareholders via the POSOL website.

Port Solent Community Working Party

12/03/027 Nothing further to report

6. ANY OTHER BUSINESS

12/03/028 Barry White and Andy Sinton-Gerry offered their apologies for the next Board meeting due to take place on the 13th April 2012.

12/03/029 Countrywide commented that the password to login to the POSOL website is due to be changed and it asked for the Board consideration for a new password. Following a discussion on the necessity to keep the website password protected, the Communications Working Group advised that it would create the new password and notify Countrywide accordingly.

7. DATE OF NEXT MEETING – 13th April 2012.