

# POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

## MINUTES OF THE BOARD MEETING HELD AT QUAYSIDE, PORT SOLENT – 16<sup>TH</sup> AUGUST 2013

Present: Nick Hewitson (Chairman)  
Ian Currie (Company Secretary)  
Mike Sandall  
Barry White  
Mark Abrams

In Attendance: Peter Williams  
Samantha Simpson

### 1. APOLOGIES

13/08/001 Apologies were received from Nikki Avis.

### 2. MINUTES OF THE PREVIOUS MEETING HELD ON 16<sup>TH</sup> AUGUST 2013

13/08/002 Following the amendments made to the minutes prior to meeting, Barry White proposed, Mike Sandall seconded and the Board approved them.

### 3. MATTERS ARISING

13/08/003 **Berth [ ]** – Countrywide advised that it had written to the owner/tenant but that no registration documents had yet been received. Countrywide to follow up accordingly.

13/08/004 **Parking in Cadwith Place** – Countrywide advised that the Council had requested that POSOL provide a draft sketch showing their proposals. The Council would then give the matter due consideration and advise if further scaled plans were needed. Countrywide has also advised the Council that POSOL is willing to pay for the works to alleviate parking problems in the area.

13/08/005 **Remote Mooring Water Supply** – The Board discussed the proposals to provide water to the remote berths and how access would be provided to those shareholders and boat owners concerned. Countrywide advised the Board that it had obtained costs for installing meters however the costs were dependent on whether there was already an existing water food to feed off. In areas where a feed exists costs are around £200-£300 plus VAT. However, where a feed does not exist costs to install are between £5,000 - £7,000 plus VAT.

13/08/006 **Berth [ ]** – Countrywide advised that it had not received any response from Premier Marinas and would follow the matter up accordingly. The Board discussed the trespass of the beam into neighbouring water space and what powers POSOL had, if any, to remove the vessel from the berth if the owner refused to do so. A Director agreed to consult POSOL's solicitors for further advice.

Furthermore, Countrywide advised that the owner has not yet responded to its correspondence or requests regarding registration and/or removal of the vessel from the berth.

- 13/08/007 [ ] **Bryher Island** – Countrywide advised it had written to the owner about the recently installed decking in the rear garden which had raised the height of the garden. It had received no response and as such would follow the matter up further to ensure that the owner obtained POSOL retrospective approval for the works.
- 13/08/008 [ ] **Tintagel Way** – Countrywide informed the meeting that it had yet to receive revised plans for the balcony alterations.
- 13/08/009 **Flagged Properties** – The Board discussed the “Flagging” system and Countrywide’s processes. It asked Countrywide to put a reminder notice on all invoices of flagged properties reminding the owner of the breach of covenant status of the property.
- 13/08/010 **Website** – The Board was reminded that the password for the Shareholders’ area of the website had been removed to make the site more accessible. The site will be monitored for a few months to see if usage increases. The password for the confidential Directors area will remain in situ.
- 13/08/011 **Newsletter** – It was agreed that there will be no further POSOL Newsletters. All information and communication will be made via the POSOL website.
- 13/08/012 **Remote Mooring Security Gates** – Countrywide advised that works to the final three gate locks was scheduled to take place week commencing 19<sup>th</sup> August 2013. Works had unfortunately been set back to due unforeseen delays experienced by the contractor Wolfe Electrical.
- 13/08/013 **RAPS** - A Director queried who had been appointed as the new Chairman of RAPS. The Board was unsure however it believed that Mr John Foster had taken on the role temporarily although this was not confirmed.

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

##### Finance – Budget – Expenditure

- 13/08/014 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31<sup>st</sup> July 2013 amounts to £211,355.19.
- 13/08/015 **Bonds** – It was noted that both the Natwest and Santander bonds mature in December 2013. Countrywide will search the market for new rates closer to maturity.
- 13/08/016 **Accounts to Year End 31<sup>st</sup> March 2013** – The Board reviewed the final draft of Service Charge Accounts which had been previously circulated to Directors. The accounts were proposed by Nick Hewitson, seconded by Barry White and duly adopted by the Board.

##### Arrears

- 13/08/016 Countrywide advised the Board that the total arrears amount to £19,105.17.
- 13/08/017 [ ] **Carne Place** – Countrywide advised the Board that it had yet to receive a response from the owner to any of its correspondence nor had it received settlement of the outstanding balance so the matter has now been referred to solicitors.
- 13/08/018 [ ] **Newlyn Way** – Countrywide commented that this matter remained with the Solicitors who will continue to pursue the outstanding monies.
- 13/08/019 [ ] **Newlyn Way** – Countrywide informed the Board following the initial settlement of £929.00 from the Mortgage Company, it had received 2 further payments of £100.00 from the owner.

However, the last payment received was on 4<sup>th</sup> July 2013 and as such the matter had been referred back to solicitors.

- 13/08/020 [ ] **Newlyn Way** – Countrywide advised the Board that the matter was now being dealt with by a senior partner at Lockings as the matter had not progressed and settlement had not been received.
- 13/08/021 [ ] **Newlyn Way** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice was being issued.
- 13/08/022 [ ] **Carbis Close** – Countrywide advised the Board that the owner has made an offer to settle the outstanding arrears in monthly instalments of £188.00 starting in July. Countrywide advised the Board that it had still not received any initial payment as requested before any payment plan was put before the Board. Countrywide to follow up the matter with the owner.
- 13/08/023 [ ] **Carbis Close** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice has been issued.
- 13/08/024 [ ] **Coverack Way** – Countrywide advised the Board that it had received settlement of £2,093.94 from the mortgage company which was in settlement of the debt in respect of the county court judgement obtained. Countrywide continues to chase payment of the remaining balance.
- 13/08/025 [ ] **Coverack Way** – Countrywide advised the Board that the owner has made an offer to settle the outstanding arrears in monthly instalments of £149.00 starting in July. Countrywide advised the Board that it had yet to receive any monies and therefore will continue to pursue the matter accordingly.
- 13/08/026 [ ] **Coverack Way** – Countrywide advised the Board that the Mortgage Company will not settle the remaining outstanding balance without a Court Order. Solicitors are taking the necessary action to recover the debt.
- 13/08/027 [ ] **Coverack Way** – Countrywide continues to chase the balance on the account despite an initial part payment of £663.00.
- 13/08/028 [ ] **Mullion Close** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice has been issued.
- 13/08/029 [ ] **Mullion Close** – Countrywide advised the Board that since obtaining a partial settlement from the mortgage company it had not received any further monies or a proposal for payment to be made in instalments.
- Countrywide confirmed that it continues to pursue the outstanding balance accordingly.
- 13/08/030 [ ] **Bryher Island** – Countrywide advised the Board that the matter has now been referred to solicitors and the requisite pre summons notice had been issued.
- 13/08/031 [ ] **Tintagel Way** – Countrywide advised the Board that since obtaining a partial settlement from the mortgage company it had not received any further monies or a proposal for payment to be made in instalments. Countrywide confirmed that it would continue to pursue the outstanding balance accordingly.
- 13/08/032 [ ] **Tintagel Way** – Countrywide advised the Board that the debtor had arranged to make payment of the balance by Direct Debit but that the payment had been recalled. Countrywide has contacted the owner requesting he make immediate payment by another means.

13/08/033 [ ] **Tintagel Way** – Countrywide advised the Board that the owner is still making an effort to clear his arrears by way of regular monthly instalments.

13/08/034 [ ] **Carne Place** – Countrywide advised the meeting that this query is currently being investigated by the Accounts Department but it believes that the problem is due to the apportionments of the Service Charge carried out by the Solicitor acting in the purchase of the property.

Countrywide commented that the owner had yet to settle the April Service Charge and has written to the owner to discuss.

13/08/035 [ ] **Tintagel Way** – Countrywide advised the Board that it had yet to receive a response from the owner to any of its correspondence nor had it received settlement of the outstanding balance so the matter has now been referred to solicitors for a county court judgement to be obtained.

### **Property Alterations**

13/08/036 [ ] **Newlyn Way** – Countrywide advised it had received plans from the owner to carry out a under balcony kitchen extension and convert part of the garage into a utility room. The plans have been passed to the Covenants Working Group for its consideration and recommendation to the Board.

13/08/037 [ ] **Newlyn Way** - Countrywide advised it had received plans from the owner to replace the existing wooden balcony with tinted glass to match that of the neighbouring property. The plans have been passed to the Covenants Working Group for its consideration and recommendation to the Board.

### **Gardening**

13/08/038 The Board discussed the possibility of carrying out some Spring planting along the Portway. It was agreed that Hambrooks would be instructed to plant 2000x Daffodil bulbs on POSOL's part of the Portway at a cost of £800 plus VAT.

### **Estate Maintenance**

13/08/039 A quotation for the re-pointing of a large area at a remote mooring area in Bryher Island was approved to the sum of £900.00 plus VAT. Countrywide to issue the works order accordingly and advise when the works will be undertaken.

### **Communications**

13/08/040 Nothing further to report that has not been covered elsewhere in the minutes.

### **Berthing**

13/08/041 Nothing further to report that has not been covered elsewhere in the minutes.

### **Estate Security**

13/08/042 A complaint had been received from a POSOL shareholder residing in Kelsey Head about the indiscriminate parking in the area. A Director, having spoken to the shareholder has asked for photographic evident to support the complaint but this has not yet been received.

It was commented that the Council do not intend proceeding with a parking permit scheme for the estate. A Director commented that perhaps a proposal to put down double yellow lines in problematic areas would be more appropriate and enforceable. 2 Directors agreed to walk around

the estate and identify the key areas affected. It was also suggested that POSOL could apply to the Highways Authority and request the parking restrictions in Lock View be lifted since it was evident that they had aggravated parking problems inside the estate since they had been in force.

### **General**

- 13/08/043 A Director reported that an aerial had been erected road side on a property in Carbis Close which extended well above the roof line. The Board queried whether this was in fact a breach of Covenant. The Covenants Working Group agreed to visit the property prior to the next meeting and advise the Board accordingly.
- 13/08/044 Concerns about the property [ ] Bryher Island were discussed. It was believed that the vessel on the berth was not owned by the home owner and as such breached the covenants relating to the licensing of vessels on Q berths. Furthermore the boat owner regularly allowed his dog to run along the capping and urinate in people's gardens. The Board discussed the allegations and agreed to investigate further. Countrywide to investigate the allegation of unauthorised licensing and report back to the Board accordingly.

### **5. ANY OTHER BUSINESS**

- 13/08/045 [ ] **Bryher Island** - The Board discussed property and it that the scaffolding was still in place. Countrywide advised it had written to the owner buy had received no response but would contact the owner again to determine when the scaffolding would be coming down.
- 13/08/046 The Board agreed to co-opt 2 new members to the Board. A warm welcome was extended to Melvyn Farndell and Geoff Saunders who had expressed an interest in working with the Board. Countrywide agreed to send out the relevant Companies House forms and POSOL Policy Statements for Directors.
- 13/08/047 The POSOL Chairman advised the Board that Peter Williams was leaving Countrywide imminently. The Board thanked Peter for all his efforts and achievements while working with POSOL over the past 18 months and wished him well for the future.
- Countrywide's Branch Manager and former POSOL Property Manager, Samantha Simpson will manage the estate until Peter's successor is appointed. Details of the new property manager will be circulated to all shareholders in due course.
- 13/08/048 Ian Currie and Barry White extended their apologies for the Board meeting in September.

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