

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 17th OCTOBER 2014**

Present: Mark Abrams (Chairman)
Ian Currie (Company Secretary)
Melvyn Farndell
Geoff Saunders
Jakki Brierley-Shorrock
Nick Hewitson

In Attendance: Charles Saunders
Nikki Avis
Mr Tim England (14/10/024)

1. APOLOGIES

14/10/001 Apologies were received from Mike Sandall and Michelle Hodgson

2. MINUTES OF THE PREVIOUS MEETING HELD ON 19th SEPTEMBER 2014

14/10/002 The minutes were tabled. Mark Abrams proposed, Ian Currie seconded and the Board subsequently approved them

3. MATTERS ARISING

14/10/003 **Cadgwith Place** – A Director commented that the issues concerning the front garden of Cadgwith Place have still not addressed. The Gardening Working Group advised the meeting that area has been tidied and the planting will be carried out when there is suitable weather.

14/10/004 **Tintagel Way** – A Director queried whether Countrywide had received a response from the owner in respect of Service Charge payment plan proposal.

To date, Countrywide is yet to receive a response from the owner and the matter had been referred to the Credit Control Department.

14/10/005 **Newlyn Way** – A Director advised the meeting that the resident of Newlyn Way has parked a flat bed lorry in front of a remote mooring gate and blocked access through the gate. The Director commented that should there have been an incident, access by the emergency services would have been hindered.

Countrywide advised that it would write to both the resident and the owner to stress that the parking of Lorries on the estate is prohibited in accordance with the covenants.

14/10/006 **Newlyn Way** – A Director commented that the motor home previously parked in Newlyn Way has been relocated to Cadgwith Place. The Board requested that a further letter be issued to the owner.

4. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

14/10/007 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 30th September 2014 amounted to £254,259.37 against a budgeted amount of £279,934.

A Director commented that the phasing of the expenditure was out of sync in respect of the Port Solent Charge and requested that this was duly amended along with the reallocation of the costs for the Taxation advice from audit fees to professional fees.

Arrears

14/10/008 Countrywide advised the Board that the total sum of debtors amounted to £3,886.72 with £1,758.14 relating to aged debtors.

Countrywide commented that since the last month's Board meeting it had collected £473.48.

Property Alterations

14/10/009 [] **Tintagel Way** – Countrywide advised the Board that it had instructed Verisona to draft a letter to issue to the Shareholder of [] Tintagel Way that POSOL does not consent to the alterations carried out at the property.

14/10/010 [] **Coverack Way** – Countrywide has advised that it has written to the owner of property on numerous occasions with regards to the colour of their waterside fence and to date it had yet to receive a response.

The Board discussed the matter at length and agreed that the colour of the fence was a clear breach of covenant and action needed to be taken. A Director queried whether Countrywide had received many complaints about the fence; Countrywide confirmed that it had received several verbal and written complaints from Shareholders

Countrywide confirmed that it will issue a final letter to advise that should action not be taken to remedy the breach the matter will be referred to Solicitors for action.

14/10/011 [] **Coverack Way** – Countrywide advised the meeting that it had received no further communication from the purchasers of the property and therefore there is nothing further to report.

14/10/012 [] **Tintagel Way** – Countrywide informed the Board that the owner of the property has submitted an application to replace the balcony slats with tinted glass panels to mirror the balcony of [] Tintagel Way.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for external property alterations. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/10/013 [] **Newlyn Way** – Countrywide advised the meeting that it had received an application for the installation of an air source heat pump on the balcony to replace the under floor heating.

The Board discussed the matter at length and agreed that to consider the matter further it would require sight of the product's data sheet which itemised the dimensions and noise levels as well as confirmation of where it will be situated and that the ducting will be internal.

Countrywide agreed to contact the owner accordingly.

14/10/014 [] **Tintagel Way** – Countrywide informed the Board that it had written to the owner of the property to request confirmation that the owner intends to retain the tree; to date it had yet to receive a response.

14/10/015 [] **Bryher Island** – Countrywide advised the Board that following the agreement of the Board at last month's meeting it had issued the Letter of Conditional Approval for the under balcony kitchen extension.

Countrywide commented that it has now received an objection to the works from the neighbouring property complaining that the works will result in a loss of privacy and reduction in light.

The Board discuss the complaint at length and asked Countrywide write to the owner to advise that whilst POSOL acknowledges that the owner is unhappy about the proposed works, consent has been granted on the basis that the application met the criteria required for such works.

14/10/016 [] **Coverack Way** – Countrywide advised the Board that following the agreement of the Board at last month's meeting it had issued the Letter of Conditional Approval for the installation of car port gates.

14/10/017 [] **Sennen Place** – Countrywide informed the meeting that to date, it had not received any further information from the owner regarding the flue for the proposed wood burning stove.

14/10/018 [] **Newlyn Way** – Countrywide informed the meeting that to date, it had not received any drawings or plans from the owner regarding the fence the owner intends to install at the bottom of their waterside garden.

14/10/019 [] **Newlyn Way** – Countrywide advised the Board that it had received an application from the owner of [] Newlyn Way to replace the patio doors on the waterside property from UVPC to aluminium frames. The owner has confirmed she intends to retain the same design and colour as existing.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for proposed works. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/10/020 [] **Tintagel Way** – Countrywide informed the meeting that it had received an application from the Letting Agent on behalf of the owner to install a window into the garage which had been previously converted into habitable living space following a request from the local authority planning department/building controls.

Countrywide confirmed that previously POSOL had reviewed a retrospective consent application for the conversion which POSOL neither consented to nor refused on the basis that no external change to the garage has been made.

The Board discussed this matter at length and agreed that it would await receipt of a formal application before considering the matter further.

14/10/021 [] **Bryher Island** – A Director queried whether the letter of final consent had been issued to the owners of [] Bryher Island. Countrywide confirmed that whilst the complaint is still ongoing the certificate of final consent had been issued.

Gardening

14/10/022 **Estate Walk Around** – Countrywide advised the Board that along with the Gardening Working Group it had met with Hambrooks to carry out an estate walk around to address a number of complaints from Shareholders about the standard of the gardening works being carried out by Hambrooks.

Unfortunately due to poor weather conditions the walk around was aborted half way round and it was agreed to reschedule for a later date.

The Board proceeded to review the standard of Hambrooks' work and it agreed that it should not be necessary to micro-manage the gardening contractor. The Board agreed that a possible cause of action would be to complain to senior management at Hambrooks and to put the gardening contract out to tender with a view to possibly change contractors.

14/10/023 **Coverack Way** - The Gardening Working Group commented that whilst walking around it was approached by a number of residents expressing concerns that the roots of the trees planted in the front gardens could cause damage to the drainage pipes in the future and therefore requested that they are removed. Countrywide advised the Shareholder that the matter would be forwarded to the Board for its consideration.

The Board discussed the matter at length and agreed that the trees situated in the planters are owned by the Shareholders and whilst POSOL undertakes its routine maintenance, should the owner wish to remove it, they will have to do so at their own cost.

14/10/022 [] and [] **Carbis Close** – Countrywide advised the Board that the works to the front garden have now been completed.

Communications

14/10/023 Nothing further to report that is not covered elsewhere in these minutes.

Berthing

14/10/024 **Water Supply to Remote Mooring Areas** – The Board welcomed to the meeting Mr Tim England to discuss the ongoing matter of water supplies in the remote mooring areas in the older part of the estate.

14/10/025 **Pontoon Repairs** – Countrywide advised the Board that it has discussed the outstanding pontoon repairs with an alternative contractor and will report back to the Board upon receipt of their quotation.

14/10/026 **Berthing Queries** – Countrywide advised the meeting that it is awaiting receipt of Premier Marinas' response regarding the issue of vessels trespassing into their water space and other general enquires. Countrywide will report back in due course.

Estate Security

14/10/027 **Installation of Circular Plates on Security Gates** – Countrywide advised the Board that it had received the quote for the installation of the circular plates on the remaining gates. However the cost of the works has come in relatively high and therefore a comparative quote has been requested.

General

14/10/028 **Houses of Multiple Occupations** – Countrywide advised the Board that following reports that the property in Sennen Place is a House of Multiple Occupation it had reported the matter to Portsmouth City Council.

Having duly investigating the matter, Portsmouth City Council has advised that the property is occupied as a single dwelling and has not been converted.

14/10/029 **Due Diligence Back Ground Checks** – Countrywide informed the Directors that a Shareholder has requested that the serving Directors present a CV at the upcoming Annual General Meeting and that background checks are carried out as they responsible for Shareholders' funds.

The Board discussed the matter and confirmed that a personal profile of all Directors is read at out at the Annual General Meeting when first standing for election as a Director.

14/10/030 **Cadgwith Place Parking** – A Director updated the meeting that the Planning Application is still with the planning department and it is anticipated that an parking structure for the area in Cadgwith Place will be agreed in the coming weeks.

5. ANY OTHER BUSINESS

14/10/031 **Parking Regulation** – The Board reviewed the further draft of Parking Regulation from Verisona Solicitors incorporating the amendments requested by POSOL.

The Board discussed the Regulation and suggested further amendments which the Directors believed had been requested previously. The Directors agreed that the matter had taken far too long therefore wished to discuss the matter further with a Senior Partner at Verisona Solicitors and requested that a meeting be arranged accordingly

6. DATE OF NEXT MEETING – Friday 14^h November 2014