

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 18th JULY 2014**

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

In Attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

14/07/001 Apologies were received from Nick Hewitson and Mike Sandall

2. APPOINTMENT OF DIRECTORS

14/07/002 The Board resolved to appoint Jakki Brierly-Shorrock as a Director to fill a casual vacancy until the Annual General Meeting.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 13TH JUNE 2014

14/07/003 The minutes were tabled. Geoff Saunders proposed, Melvyn Farndell seconded and the Board subsequently approved them

4. MINUTES OF THE EXTRAORDINARY GENERAL MEETING HELD ON 24TH JUNE 2014

14/07/004 The minutes were tabled. Subject to a minor amendment Mark Abrams proposed, Ian Currie seconded and the Board subsequently approved them

5. MATTERS ARISING

14/07/005 **D-Section in Holywell Drive** – A Director commented that children living on the estate are still using the pergola as a climbing frame and the Board asked Countrywide to install signs as soon as possible advising that it was not to be used in such a way for Health & Safety reasons.

14/07/006 **Cadgwith Place** – Countrywide advised the Board that whilst it had hoped that the works to the parking bays in Cadgwith Place would be commencing on Monday 21st July 2014, unfortunately the works have been postponed as the contractor had yet to receive the relevant licences from the local Council to undertake the works.

Countrywide also commented that it has received three complaints about the works and these are being handled accordingly.

14/07/007 **Weeds on the Estate** – The Board commented that at present that at the moment there is a serious weeding issue across the estate particularly in the remote mooring areas and along the capping. A Director commented that he didn't believe that Hambrooks were picking up on routine maintenance issues whilst on site.

Countrywide confirmed that it is due to meet with Hambrooks and the Gardening Working Group to carry out a full inspection of the estate and therefore will raise the Board's concerns accordingly.

14/07/008 [] **Carbis Close** – Countrywide advised the Board that it is still awaiting receipt of the quotation for the works to the front garden and upon receipt will liaise with the Gardening Working Group and the owner accordingly.

14/07/009 **Covenants Working Group Membership** – See confidential minutes

6. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

14/07/010 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 30th June 2014 amounted to £183,420.50 against a budgeted amount of £219,513.

14/07/011 **Accounts to Year End 31st March 2014** – The Company Secretary advised the meeting that he had met with Taylor Cocks to review the year end accounts and has requested several amendments and has raised several queries.

The Board discussed the Year End Accounts and Ian Currie agreed that he would circulate the amended draft accounts in due course.

Arrears

14/07/012 Countrywide advised the Board that the total sum of aged debtor amounted to £2,854.67 with £3,137.06 having been collected since the last Board Meeting.

14/07/013 [] **Bryher Island** – Countrywide advised the Board that the outstanding balance of on there account relates to monies withheld due to a complaint about Countrywide's Credit Control procedure. The Owner of the property has offered to settle half of the balance if Countrywide pays the other half.

Countrywide confirmed that as a good will gesture it would pay the remaining half upon receipt of the balance of the account.

14/07/014 [] **Carne Place** - Countrywide informed the meeting that the matter is in the hands of Solicitors who served proceedings on 10th June 2014.

14/07/015 [] **Newlyn Way** – Countrywide informed the meeting that the Service Charge account has been settled, the remaining outstanding balance relates to the legal fees incurred in pursuing the arrears.

14/07/016 [] **Coverack Way** – Countrywide informed the meeting that the matter is in the hands of Solicitors who served proceedings on 11th June 2014. A Section 121 has also been served on the mortgage company who have advised that they will not settle any outstanding sums until POSOL has obtained a County Court Judgement.

14/07/017 [] **Bryher Island** – Countrywide advised the meeting that the ongoing conveyancing matter is nearly finalised and therefore it is anticipated that the outstanding monies will be received shortly.

14/07/018 Countrywide advised the meeting the following properties have settled their accounts in full; [] Newlyn Way, [] Carbis Close and [] Bryher Island.

Property Alterations

14/07/019 **Legal Action against Breach of Covenants** – See confidential minutes

14/07/020 [] **Newlyn Way** – Countrywide advised the meeting that the owner has confirmed that his application to convert his car port into habitable living space only retains 1m between the new stud wall and the car port edge. The owner has confirmed that he has adequate space to park 3 vehicles on his drive.

The Covenants Working Group having reviewed the application advised the meeting that the proposed works are not in keeping with the car port alteration policy therefore it would recommend that consent is not granted for these alterations.

The Board discussed the matter at length and agreed that consent would not be granted unless a minimum of 2m is retained.

14/07/021 [] **Coverack Way** – Countrywide advised the Board that it had not received any further correspondence from the prospective owners and had therefore temporarily closed its file on the matter.

14/07/022 [] **Bryher Island** – Countrywide advised the Board that following complaints from neighbouring properties regarding the loss of privacy as a result of the proposed alterations, it had met with the owners of [] Bryher Island to discuss the concerns raised.

The owner has proposed a suitable solution to the privacy issues and has incorporated this into their application and in due course neighbour notification letters will be issued.

Gardening

14/05/023 **Estate Walk Around** – Countrywide advised the Board that it has scheduled a estate walk around with Hambrooks and the Gardening Working Group on Thursday 24th July.

Communications

14/07/024 Nothing further to report that is not covered elsewhere in these minutes.

Berthing

14/07/025 **Water Supply to Remote Mooring Areas** – Countrywide advised the meeting that it has yet to receive [] draft proposal for the water supplies to the older part of the estate.

A Director commented that the Shareholder should be invited to the Board Meeting to present his policy and discuss the matter with the Directors accordingly.

14/07/026 **Pontoon Repairs** – A Director queried when the necessary repairs works were to be undertaken by Solent Marine. Countrywide advised the works had commenced and that it would chase them for expected completion date.

Estate Security

- 14/07/027 **Berth []** – Countrywide advised that it had yet to receive any correspondence in respect of the security concerns raised by the owner of berth [] therefore at present the matter is considered to be closed and no further action is to be taken by POSOL.
- 14/07/028 **Installation of Circular Plates on Security Gates** - A Director queried when the necessary works were to be undertaken by the contractor. Countrywide advised the works had been instructed and that it would chase them for expected completion date.

General

- 14/07/029 **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 whether the agreed time at which a vehicle in contravention of the policy has to be parked on the estate before action will be taken by POSOL either 21 or 28 days.

The Board discussed the matter at length and it subsequently agreed that to the term of 21 days and Countrywide agreed to pass POSOL's comments to Verisona Solicitors.

- 14/07/030 **[] Bryher Island** – A Director commented that the boat on a trailer, which was a breach of covenant, had finally been removed.

- 14/07/031 **[] Newlyn Way** – The meeting requested that Countrywide continues to put pressure on the owner of [] Newlyn Way to remove his motor home from the estate as it continues to cause obstruction and hindrance to both the Gardening Contractor and other POSOL Shareholders.

- 14/07/032 **Working Group Membership** – Countrywide advised the Board that it had received interest from two Shareholders to join various POSOL Working Groups and information about each candidate had been issued to all Directors along with the Board Meeting pack.

The Directors discussed the candidates at length along with the vacancies that are currently available and agreed to invite both candidates to the next Covenants Working Group meeting.

7. ANY OTHER BUSINESS

- 14/07/033 Countrywide advised the Board that it had received correspondence from a Shareholder requesting its consideration for the installation of ramps into the marina to allow animals to climb out should they fall in without anyone present to offer assistance.

The Board discussed this matter; unfortunately POSOL is unable to affix anything to the Marina containment wall and therefore recommends that the owner contacts Premier Marinas.

- 14/07/034 **[] Bryher Island** – See confidential minutes

8. DATE OF NEXT MEETING – Friday 15th August 2014