

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 18th AUGUST 2017

- Present/Apologies: Julian Shaw (JS) Chairman
 Ian Currie (IC) Secretary
 Reg Sillence (RS)
 Paul Le Maistre (PLM)
 Darren August (DA)
- Apologies: John Palmer (JP)
 Mark Abrams (MA)
- Attendance: Samantha Simpson (SS) SDL Bigwood PRS and Estate Management
 Ruth Hoff (RH) SDL Bigwood PRS and Estate Management

DIRECTORATE

The chairman introduced Mr August to the board and explained that Mr August had expressed an interest in joining the board with a view to running the Covenants Working Group.

The board resolved that Mr Daron August be and is hereby appointed a director to hold office until the next AGM.

MINUTES OF THE LAST BOARD MEETING 21th JULY 2017

- 18/08/001 The minutes of the June meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.
- RS Proposed and PLM Seconded.

MATTERS ARISING

- 18/08/002 [] Sennen Place - SS confirmed that she had spoken to the shareholder and that his query in relation to external alterations had been resolved.
- 18/08/003 The Board discussed the SDL Organisation Chart previously circulated by SS. It noted the management structure within SDL Bigwood but requested further clarification on the legal entities between the various companies within the SDL Group.
- 18/08/004 [] advised that minor amendments in relation to the Insurance renewal date on the boat registration forms had now been made.
- 18/08/005 [] Bryher Island – SS advised that she had written to the shareholder in relation to the incorrect colour of the garden fencing and was awaiting a response.
- 18/08/006 [] & [] Newlyn Way - SS advised that she had reported a number of anti-social issues arising in both properties to the relevant authorities who were now investigating accordingly. It was noted that any shareholder experiencing these issues directly must log them with the relevant authorities themselves as well as reporting them to

POSOL. In certain cases POSOL had no jurisdiction to act but other authorities did, and would only do so on receipt of complaints/reports from affected parties.

18/08/007 Air Bnb– SS confirmed that letters had been sent to several properties across the whole site following extensive investigations.

18/08/008 Website Update – The Board discussed the proposal for the redesign of the POSOL website and agreed to proceed. SDL was instructed to issue the work order to the web design company accordingly, and to ensure that the matter appeared on the agenda of each future Board meeting to follow the progress being made.

MANAGING AGENT’S AND WORKING GROUPS’ REPORT

FINANCE

18/08/009 Finance reports for expenditure to 31st July 2017 were circulated. Expenditure as at that date was £212,663.52 against a budget figure of £230,394.52

18/08/010 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £7,344.54, a reduction of £248.93 on the previous month. It was noted that several shareholder accounts had been settled in full following the appointment of solicitors and legal action being taken against them.

18/08/011 A Director [] requested some further changes to the reporting format used by SDL Bigwood on the income and expenditure report for all future reporting.

18/08/012 *See confidential minutes*

18/08/013 *See confidential minutes*

18/08/014 *See confidential minutes*

18/08/015 *See confidential minutes.*

18/08/016 *See confidential minutes.*

COVENANTS

18/08/017 [] Bryher Island –SDL Bigwood to continue to monitor the works.

18/08/018 [] Bryher Island – SS advised that a formal application had been received from the owner in accordance with POSOL’s external alterations procedure. This had now been passed to the CWG for review and comment.

18/08/019 [] Sennen Place –The owner had submitted an application to install a full length window and Juliette balcony at the rear of the property. The CWG, having reviewed the application, recommended that Conditional Approval be granted. This was endorsed by the Board.

- 18/08/020 [] Bryher Island – The CWG, having reviewed the formal application, recommended that Conditional Approval be granted. This was endorsed by the Board.
- 18/08/021 [] Newlyn Way - SS advised that she had spoken to the shareholder about the recent works undertaken at the property. SS advised that it seemed as though there had been a lack of understanding in relation to the POSOL External Alterations Procedure which has led to the works being undertaken without consent being sought. The shareholder had been advised to cease all works with immediate effect and submit a formal application for POSOL consideration as soon as possible.
- 18/08/022 [] Bryher Island – It was noted that the rear garden fence of the property had been painted but that the colour was not in keeping with the covenants and a number of complaints from shareholders in the vicinity had already been received. SS advised that she had written to the owner but had not received any response and as such would follow the matter up further.
- 18/08/023 [] Carne Place – Works to replace the rotten wooden balcony slats with glass panels had been completed and the owner had applied to POSOL for Final Consent. The CWG advised that following an inspection of the property, that the works had been carried out correctly and recommended that Final Consent be granted. This was endorsed by the Board.
- 18/08/024 [] Bryher Island – The CWG, having reviewed all aspects of the owner’s application, recommended that Conditional Approval be granted. This was endorsed by the Board.
- 18/08/025 [] Bryher Island – It was noted that not all of the proposed works were now going ahead as approval had not been granted by Premier Marinas. It was agreed that POSOL would monitor the works being undertaken but that no further action would be taken until an inspection could be carried out when the works were complete and the Shareholder applied for Final Consent.

GARDENING

- 18/08/026 It was noted that the temporary grounds maintenance contractor, Leylandii & Lawns, continued to make good progress on the grounds maintenance works across the estate and were working through a list of outstanding jobs left over from the previous contractor.
- 18/08/027 SS advised that the tendering process for the new grounds maintenance contract was now complete. The Board discussed the tenders of the short listed candidates and noted the recommendation of the GWG to instruct Leylandii & Lawns. This was endorsed by the Board and SS was advised to arrange signature of the contract and the provision of all necessary documentation.
- 18/08/028 The Board noted the recommendation of the GWG to invite Hambrooks to tender for any estate wide rejuvenation works due to the company having the necessary skill set for such works and the success of the rejuvenation projects carried out by the company in the past.

18/08/029 [] Carbis Close – The Board discussed the request from the shareholder to remove the tree adjacent to his property at his own cost. The Board noted that works to a number of estate trees was planned in the current financial year and that the GWG was in the process of reviewing the content of the tree survey report and drawing up a list of works. POSOL noted the owner’s request but advised that at present it was unable to give a shareholder permission to remove a tree that belonged to POSOL and was on POSOL land.

18/08/030 The Board discussed the proposed addition to the grounds maintenance contract as put forward by the GWG. The proposed addition related to the performance management of the contractor and POSOL’s grounds for recourse, other than solely contract termination, should the contractor not fulfil his obligations. The proposed wording was agreed by the Board and SS was asked to incorporate this into the contract prior to it being signed by Leylandii & Lawns.

BERTHING

18/08/031 RH advised that she was continuing to send out the insurance expiry letters and was liaising with [] on any issues arising from this. In addition she had also commenced sending out Licence expiry letters as well. It was agreed that at the beginning of September she would also focus on all the overdue insurance letters.

18/08/032 Berth [] – SS confirmed that she had written to the owner of the vessel [] in relation to allegations of the holding tanks being discharged into the marina.

18/08/033 Berth [] – Due to the vessel [Opals] on this berth being of an inappropriate size, POSOL agreed that further action be taken to have the vessel removed as it was a clear breach of covenant and the POSOL Berthing Regulations.

18/08/034 Berth [] – SS advised that a letter had been sent to the owner of this vessel advising that the boat is deemed an inappropriate size for the berth. The letter requests that the vessel is removed within 14 days. Premier Marinas has been notified accordingly.

18/08/035 Following an update of the database, it was noted that there were still a number of unapproved boats across the marina. It was agreed that the BWG would investigate these and report back to RH to update the database.

SECURITY

18/08/036 SS confirmed that the Leylandii & Lawns would be clearing a small area of shrubbery on the Portway to enable works to extend the Coverack Way fencing to take place.

18/08/037 SS advised that 4 complaints had been received from Oyster Quay’s Managing Agent in relation to anti-social behaviour by POSOL residents. SS had contacted those shareholders concerned to bring this matter to their attention and ensure that no further incidents would occur. It would appear that residents were unaware of the closure time of the gate. SS was advised to contact Oyster Quay’s Managing Agent and request a sign be put up notifying users of the gate of the times it would be operational.

COMMUNICATIONS

- 18/08/038 A Director [] commented that the POSOL website was difficult to navigate and that POSOL must now look to improve the layout and content of the site for its shareholders. A Director [] was asked to look into options for doing so and the associated costs.
- 18/08/039 New Policy Document – a member of the CWG had drawn up a new policy document regarding covenants. While the Board agreed that the document was excellent, it was felt that some revisions needed to be made. A Director [] agreed to edit the document and for it to be checked by another member of the board [] before issue to the shareholders.
- 18/08/040 It was agreed that a Newsletter would be issued with the forthcoming October service charges. It was noted that a Director [] and SS would work on the content for review by the Board at the September board meeting.

ANY OTHER BUSINESS

- 18/08/041 Carne Place – SS advised that CC Maintenance had been appointed to carry out the approved painting works to the two areas within Carne Place, however SDL Bigwood had been unable to make contact with the contractor until very recently. As a result the start date had been considerably delayed. SS agreed that SDL would now push to have the works completed as soon as possible.
- 18/08/042 Proposed Strategic Site Allocation – Port Solent and Horsea Island – The Board discussed Portsmouth City Council's option to build 500 houses at Port Solent, which would necessitate the demolition and rebuilding of the marina facilities. POSOL was advised by the Chairman of RAPS to view the proposed plans and gather comments from residents and to submit a form to be completed by the stated deadline of 27 Sept 2017. It was agreed that two Directors would visit the public presentation on 19th September between 2pm and 8pm and report back to the Board accordingly.