

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 18<sup>TH</sup> OCTOBER 2013**

Present: Nick Hewitson (Chairman)  
Ian Currie (Company Secretary)  
Mike Sandall  
Mark Abrams  
Melvyn Farndell  
Geoff Saunders

In Attendance: Samantha Simpson  
Nikki Avis  
Colin Sutcliffe  
Nichola Hopps (Branch Accountant)

**1. APOLOGIES**

13/10/001 Apologies were received from Barry White.

**2. MINUTES OF THE PREVIOUS MEETING HELD ON 13<sup>TH</sup> SEPTEMBER 2013**

13/10/002 Following the amendments made to the minutes prior to meeting, Mike Sandall proposed, Geoff Saunders seconded and the Board approved them.

**3. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 11<sup>TH</sup> DECEMBER 2012**

13/10/003 Following the amendments made to the minutes prior to meeting, Ian Currie proposed, Nick Hewitson seconded and the Board approved them.

**4. MATTERS ARISING**

13/10/004 **Remote Mooring Water Supply** – The meeting discussed the provision of water to the remote moorings and reviewed the quotes Countrywide had obtained for the installation of water supplies.

Following a lengthy discussion the Board unanimously agreed that it would not be installing any new taps but would facilitate access to those Shareholders who wish to use the taps that are already in situ for a nominal standing charge per year. It would also be amenable should any Shareholder wish to install a supply at their own cost.

The Board advised that it considered this matter closed.

13/10/005 [ ] **Coverack Way** – Countrywide advised the Board that the owner of [ ] Coverack Way is refusing to provide an alternative address for correspondence to be sent despite advising that he does not reside in the property therefore does not receive his post.

Countrywide have issued a statement of account to the Shareholder and have requested payment to be made within 28 days at which point it will seek to obtain a County Court Judgement for the full balance outstanding.

13/10/006 The Gardening Working Group advised that it had made several attempts to contact [ ] of [ ] Bryher Island to discuss her interest in joining the working group but has had little success.

13/10/007 **Berthing Meeting with Premier Marinas** – See confidential minutes

13/10/008 **Surface Water Drainage** – Countrywide advised the Board that it still await receipt of the report from Southern Water in respect of the surface water drainage issue but had been advised by Dynarod that Southern Water had requested that further investigations are carried out.

13/10/009 **Houses of Multiple Occupation** – Countrywide informed the meeting that further to the Board meeting last month it had contacted the local council to report that [ ] Tintagel Way had upwards of 6 people residing in the property.

The Council have advised that to investigate a complaint it would require access into the property in question and that it would be the responsibility of the complainant to provide access.

Countrywide advised that it had made several enquiries with local agents to ascertain who the letting is to. Countrywide having discussed the matter at length with the agent commented that the landlord has agreed to serve the appropriate notice for the tenants to vacate the premises.

13/10/010 **Berth [ ] and [ ]** – Countrywide advised the Board that there is nothing further to report on this matter at present.

13/10/011 [ ] **Bryher Island** – The Board discussed the property alterations undertaken to the property and the Covenants Working Group agreed to view the property and report back to the Board.

## **5. MANAGING AGENTS & WORKING GROUPS REPORTS**

### **Finance – Budget – Expenditure**

13/10/012 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 30<sup>th</sup> September 2013 amounts to £233,193.

13/10/013 A Director queried whether Countrywide had collected the Ground Rent monies due for the licensing of areas of POSOL land. Countrywide confirmed that these monies had been collected.

A Director commented that the budget phasing for insurances is out of sync with the payments and also queried why aerial maintenance works had been carried out twice only a few weeks apart. Countrywide confirmed that one of the invoices related to the routine maintenance of the television aerial system and one was a call out as the system was not working appropriately.

A Director commented that could the contractor not have done the routine check whilst on site carrying out the repair works to the system. Countrywide advised that it would look into it and report back.

### **Arrears**

13/10/014 Countrywide advised the Board that the total arrears amount to £28,125.21

13/10/015 Countrywide informed the meeting that the following properties had settled their accounts in full, [ ] Carne Place, [ ] Coverack Way and [ ] Carne Place.

13/10/016 [ ] **Newlyn Way** – Countrywide advised the Board that it has agreed a payment plan with the owners of the property to pay £200.00 per calendar month.

13/10/017 [ ] **Cadgwith Place** – Countrywide advised the Board that it has agreed a payment plan with the owners of the property to pay with a view to clearing the account before the end of the financial year.

13/10/018 [ ] **Newlyn Way** – Countrywide advised the Board that it had received no further payments from the owner nor has he responded to any further correspondence sent to him. The Board discussed this matter at length and it agreed that the matter should once again be referred to solicitors to obtain a County Court Judgement and possibly commence bankruptcy proceedings.

13/10/019 [ ] **Newlyn Way** – Countrywide advised the Board that the property continues to accrue large service charge arrears and Locking Solicitors are continuing to chase the conveyancing Solicitor to resolve the matter.

The Board discussed the matter and it asked Countrywide to issue the new owners of the property with an invoice for the service charge as they are liable to pay it.

13/10/020 [ ] **Newlyn Way** – Countrywide advised the Board that due to an error by the accounts department a payment made by the Shareholder was incorrectly allocated to the wrong account. This has now been resolved and Countrywide have formally apologised to the Shareholder.

The Shareholder has requested that he should receive a formal apology from the POSOL Board, specifically the Company Secretary. The meeting discussion his request and it agreed that as the error was made by Countrywide then it is appropriate that the apology came from them.

### **Property Alterations**

13/10/021 [ ] **Tintagel Way** – Countrywide advised the Board that no further action had been taken by the owner of [ ] Tintagel Way but it would continue to monitor the situation and should any works commence it would notify the Board accordingly.

13/10/022 [ ] **Newlyn Way** – The Covenants Working Group advised the meeting that it had attended the property and confirmed that works to the property had commenced. It seems that the works being undertaken differ slightly from the submitted plans as the owner had installed a patio door across the entire width of the garage.

The Group commented that whilst the works are different from submitted plans it could see no reason to not grant consent but could not do so until it had seen the corresponding plans.

Countrywide confirmed it would write to the owner requesting sight of the appropriate plans.

13/10/023 [ ] **Newlyn Way** – The Covenants Working Group advised the meeting that having considered their application to replace the balcony glass with tinted glass that that it could see no reason to refuse the application. Therefore, the Board asked Countrywide to issue conditional consent for the works

13/10/024 [ ] **Carbis Close** – The Covenants Working Group advised the meeting that having considered their application to replace the existing wooden windows with UPVC and that it could see no reason to refuse the application. Therefore, the Board asked Countrywide to issue conditional consent for the works

13/10/025 **Pergolas** – Countrywide advised the meeting that it had received an application from a Shareholder to remove the wooden pergola on the front elevation but wished to not reinstate it.

Following a lengthy discussion the Board agreed that the wooden pergolas on the front elevation of the houses were a visual amenity and therefore would duly request that should they wish to remove the existing pergola then it would have to be replaced with a structure on a like for like basis.

### **Gardening**

13/10/026 **Estate Walkaround** – The Gardening Working Group advised the meeting that it had met with Countrywide and Hambrooks and it had given the go ahead for several areas of works and will monitor the progress of these works.

13/10/027 [ ] and [ ] **Newlyn Way** – The Gardening Working Group advised the Board that it has viewed the gardens and have requested a quote from Hambrooks for the rejuvenation works.

13/10/028 [ ] **Coverack Way** – The Gardening Working Group advised the meeting that it requested a quotation for the removal of several trees in Coverack Way and to erect fencing in the area. The quotation received was for £1,700.00 and therefore Countrywide would seek comparative estimates.

13/10/029 A Director commented that there are several willow trees in Newlyn Way that required attention and pruning back. The Gardening Working Group confirmed that it would view the area and report back.

### **Communications**

13/10/030 The Communications Working Group advised that since the removal of the password from the website the number of people viewing the website had increased.

### **Berthing**

13/10/031 Nothing further to report that has not been covered elsewhere in the minutes.

### **Estate Security**

13/10/032 **Security Gates on Remote Moorings** – Countrywide advised that it would chase the contractor once again to carry out the works to install the metal shrouds on the inner gates of remote mooring area [ ] to finalise the works.

13/10/033 **Security Gate adjacent to [ ]** – Countrywide advised the meeting that the Shareholder of [ ] Tintagel Way has raised concerns that the security measure of the metal prongs are impinging into his water space and therefore restricting him from having full use of his mooring should he wish to purchase a larger vessel.

The Board considered the concerns raised and the Security Working Group agreed to view the gate and report back.

### **General**

13/10/034 **Parking in Cadgwith Place** – Countrywide advised the meeting that following the onsite meeting with Jane Tumes of Portsmouth City Council it had received plans for two possible designs for the parking area in Cadgwith Place.

The Board reviewed these designs and it agreed that whilst it felt strongly that design two was better, it would wait receipt of the costs for the works from Council before making a final decision.

13/10/035      **Motor Homes on the Port Solent Estate** – See confidential minutes

## **6. ANY OTHER BUSINESS**

13/10/036      **AGM Formalities** – The meeting discussed the preparations for the upcoming Annual General meeting and Countrywide advised that it had prepared the calling notice and other accompanying documentation and it just awaited receipt of the Chairman's Report.

The Chairman confirmed that he would draft it accordingly and circulate to all directors for comments and amendments.

## **7. DATE OF NEXT MEETING – Friday 15<sup>th</sup> November 2013**