

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 19th SEPTEMBER 2014**

Present: Mark Abrams (Chairman)
Ian Currie (Company Secretary)
Melvyn Farndell

In Attendance: Michelle Hodgson
Charles Saunders
Nikki Avis

1. APOLOGIES

14/09/001 Apologies were received from Mike Sandall, Geoff Saunders, Jakki Brierley-Shorrocks and Nick Hewitson

2. MINUTES OF THE PREVIOUS MEETING HELD ON 15th AUGUST 2014

14/09/002 The minutes were tabled. Mark Abrams proposed, Melvyn Farndell seconded and the Board subsequently approved them

3. INTRODUCTION OF THE NEW PROPERTY MANAGER

14/09/003 The Board welcomed the newly appointed Property Manager, Charles Saunders who has taken over the day to day management of POSOL and will be working alongside Nikki Avis, the Assistant Property Manager.

4. MATTERS ARISING

14/09/004 [] **Cadgwith Place** – A Director advised the meeting that the owner of [] Cadgwith Place is very unhappy with the works undertaken to the front garden.

Countrywide advised that this complaint is being addressed with Hambrooks along with various gardening issues that had been raised over recent weeks.

14/09/005 [] **Tintagel Way** – Countrywide advised the meeting that following last month's meeting, it had duly written to the owner to advise that payment in instalments would not be accepted unless it was done so in advance and not in arrears.

To date, Countrywide is yet to receive a response from the owner.

14/09/006 [] **Bryher Island** – Countrywide advised the meeting that the Final Consent certificate is to be drafted and will be issued in the coming weeks.

14/09/007 [] **Newlyn Way** – The meeting advised that over recent weeks the flat bed lorry parked in Newlyn Way had been there less frequently which it believes is as a result of the letters sent to the owner.

Countrywide agreed to monitor the situation and issue further correspondence if necessary.

- 14/09/008 [] **Tintagel Way** – A Director queried whether the unregistered vessel causing a nuisance on berth [] has been removed from the berth or whether Countrywide had received a response from the owner.

Countrywide advised to date it had yet to receive a response and the 21 day deadline to register the vessel has now expired.

The meeting discussed this matter at length and queried what action can be taken to remedy the breach of sub-underlease. A Director commented that the vessel should be reported to Premier Marinas as it is unable to verify ownership or whether it is insured which POSOL is obligated to do in accordance with the legal documentation.

The Board agreed that the breach of sub-underlease is reported to Premier Marinas to take the appropriate action or should they fail to do so, then a meeting is to be arranged.

- 14/09/009 [49] **Tintagel Way** – See confidential minutes.

5. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

- 14/09/010 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31st August 2014 amounted to £239,370.91 against a budgeted amount of £259,976.

Arrears

- 14/09/011 Countrywide advised the Board that the total sum of debtors amounted to £4,375.96 with £2,188.10 relating to aged debtors.

Countrywide commented that since the last month's Board meeting it had collected £4,104.62.

- 14/09/012 [] **Cadgwith Place** – See confidential minutes

Property Alterations

- 14/09/013 [] **Newlyn Way** – The Covenants Working Group advised the meeting that it had met with the owner of [] Newlyn Way to discuss the proposed works. The owner agreed that they would amend the application in accordance with POSOL's Car Port Infill policy.

The Group advised that during the course of the meeting the owner advised that they had undertaken a loft conversion in the property and requested confirmation that approval had been given. Countrywide advised that the owner had written to POSOL on two separate occasions regarding the loft conversion works and had been advised that to date the works are an unapproved alteration and they are required to submit an application for retrospective consent along with the required fee.

Countrywide advised that to date it had yet to receive any correspondence from the owner regarding either the Car Port infill or the loft conversion.

- 14/09/014 [] **Tintagel Way** – Countrywide advised the meeting that it had advised the new purchaser of [] Tintagel Way that whilst POSOL are mindful to grant a Letter of Conditional Approval for the

proposed loft conversion, however it is unable to provide written confirmation until the transfer of ownership has been finalised.

- 14/09/015 [] **Newlyn Way** – Countrywide informed the Board that the owners of [] Newlyn Way have submitted an appeal of the Board's decision that retrospective consent would be granted subject to the position of the window be moved higher.

The owner has responded that the POSOL guidelines states that the window must be situated as high as practicable and must preserve the original balanced design of the property, which they stated that they had fully fulfilled.

The Board reconsidered the application and it agreed that retrospective consent be granted. Countrywide commented it would duly write to the owner accordingly.

- 14/09/016 [] **Coverack Way** – Countrywide advised the meeting that it had received several complaints that the owner of the property has painted the fencing in his waterside garden bright blue in contravention of POSOL's paint colour guidelines.

Countrywide commented that to date two letters had been issued to the owner and to date it had yet to receive a response.

- 14/09/017 [] **Tintagel Way** – Countrywide advised the Board that the owner of [] Tintagel Way has requested consent to remove the landscaped area in front of the property as the owner feels that it has been neglected by Hambrooks.

The Covenants Working Group and Gardening Working Group having reviewed the application has recommended that consent be refused as both Groups feels that a balance needs to be struck between parking and landscaping on the estate and that by permitting the continued removal of the landscaped area, it will have a negative overall effect on the visual aesthetics in Tintagel Way.

Countrywide commented it would duly write to the owner accordingly.

- 14/09/018 [] **Bryher Island** – Countrywide informed the Board that the owner of [] Bryher Island has submitted an application for an under balcony kitchen extension and the installation of car port gates in the property.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for both the under balcony kitchen extension and car port gates. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

- 14/09/019 [] **Coverack Way** – Countrywide informed the meeting that the owner of [] Coverack Way has submitted an application for the installation of car port gates at the property.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for the installation of the car port gates subject to works mirroring those of the neighbouring property [] Coverack Way. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

- 14/09/020 [] **Sennen Place** – Countrywide advised the Board that the owner of the property has enquired whether POSOL has a policy prohibiting the installation of a wood burning stove as the owner wishes to ensure they are independent of any failures of the power supply.

The Covenants Working Group having discussed the owners' request advised that whilst it can see no reason why POSOL would not look favourably upon the installation of a wood burning stove, it

is not able to consider the request further until the owner has submitted a full application to include the position of the flue.

Countrywide commented it would duly write to the owner accordingly.

Gardening

14/09/021 **Estate Walk Around** – Countrywide advised the Board that in recent week it had received a high number of complaints from Shareholders about the standard of the gardening works being carried out by Hambrooks.

The Director commented that at present the standard of gardening across is unsatisfactory and wish for Hambrooks to be informed should there not be a vast improvement they will look to re-tender the Garden Estate Maintenance contract.

Countrywide informed the meeting that to address POSOL's concerns and the issues raised a site walk around between Countrywide, Hambrooks and the Gardening Working Group is to be arranged.

14/09/022 [] and [] **Carbis Close** – Countrywide advised the Board that Hambrooks are currently liaising with [] to discuss the replanting of the flower bed, which has been outstanding for months.

14/09/023 A Director commented that there are several trees on the estate that are need of pruning and requested that a full survey of all the trees is undertaken with a view to instigating a phased programme works.

Communications

14/09/024 Nothing further to report that is not covered elsewhere in these minutes.

Berthing

14/09/025 **Water Supply to Remote Mooring Areas** – Countrywide confirmed that the meeting with [] has postponed to the October Board meeting due to the absence of several Directors from September's meeting.

14/09/026 **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.

14/09/027 **Oversized Vessels** – Countrywide informed the meeting that the owner of berth [] has submitted an application for the mooring of a 12m boat on his berth which was duly submitted to Premier Marinas.

Premier Marinas responded to advise that no vessel exceeding 11.3m in length can occupy a berth in the residential marina due to the trespass into their water space. They also noted that should any Shareholder who currently owns an oversized vessel wish to change their boat, the current trespass agreement ceases and they must adhere to the 11.3m policy.

The Berthing Working Group having reviewed the content of Premier Marinas email have commented that this was not the agreement made with Premier Marinas and stressed that this policy change will have a negative effect for all POSOL B Shareholders.

The Directors discussed the matter at length and agreed that Premier Marinas stance on oversized vessels is in contradiction of what had been previously agreed.

Countrywide advised that it would write to Premier Marinas to seek clarification of Premier Marina's policy and will report back to the Board.

Estate Security

- 14/09/028 **Installation of Circular Plates on Security Gates** – Countrywide advised the Board that it has discussed the outstanding gate works with an alternative contractor and will report back to the Board upon receipt of their quotation.

General

- 14/09/029 **Accounts for the Year Ended 31st March 2014** – The Board reviewed the final draft of the Statutory Accounts which had been previously circulated to Directors. The Accounts were proposed by Mark Abrams, seconded by Melvyn Farndell and duly approved by the Board.
- 14/09/030 **Houses of Multiple Occupations** – The Board advised that it had received complaints that a property in Sennen Place had been converted into bedsit apartments and was occupied by several families.

Countrywide advised that it would refer these complaints to the local authority for investigation.

6. ANY OTHER BUSINESS

- 14/09/031 **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 Director commented that it was dissatisfied with the level of service it had received to date on this matter particularly on the speed at which they have taken to action the matter. Countrywide confirmed that it would relay the concerns to Verisona accordingly.

7. DATE OF NEXT MEETING – Friday 19^h October 2014