

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 19th OCTOBER 2012**

Present: Tony Charles
Mike Sandall
Andy Gerry

In attendance: Peter Williams
Nikki Avis

1. APOLOGIES

12/10/001 Apologies were received from Nick Hewitson, Ian Currie, Mark Abrams and Barry White.

2. DIRECTORATE

12/10/002 Upon discussion, the Board agreed to postpone this matter until the next meeting when the rest of the Board are present.

3. MINUTES OF THE PREVIOUS MEETING HELD ON 14th SEPTEMBER 2012.

12/10/003 Following the amendments made to the minutes prior to meeting, the minutes were approved. Andy Gerry proposed and Mike Sandall seconded.

4. MATTERS ARISING

12/10/004 **Santander Bond** – Countrywide advised the Board that Santander are processing the application for the Bond and have requested further information. This information has been provided and we await confirmation that the Bond has been arranged.

12/10/005 **Rental Income for POSOL** – The meeting asked Countrywide to confirm that the requisite invoices have been issued to the Shareholders who rent areas of POSOL land. Countrywide advised that it is currently awaiting confirmation from the accounts department of whether the invoices have been issued to the owner of [] Cadgwith Place but they are able to confirm that an invoice was sent to the owner of [] Coverack Way. Countrywide advised that it will continue to look into the matter and report back.

12/10/006 **Flagged Properties** – Countrywide informed the meeting that it had yet to finalise the list of all the properties across the estate which have been flagged with a caution but would report back to the Board at next months meeting.

A Director commented that he feels that it would be a worthwhile exercise to undertake a critical analysis of all covenants issues and breaches to develop strategies to tackle the persistent offenders.

5. MANAGING AGENTS & WORKING GROUP REPORT

Finance – Budget – Expenditure

- 12/10/007 Countrywide advised the Board that expenditure to 30th September 2012 amounts to £219,792.69.
- 12/10/008 Countrywide informed the meeting that the missing landscaping invoices for Hambrooks have been settled in full and it proceeded to inform the meeting that it had yet to settle the final invoice from GSB Fabrications in respect of the gate work until all works have been satisfactorily completed.
- 12/10/009 A Director queried why Shareholders were not able to pay their Service Charge by monthly standing orders rather than in two sums in April and October. Countrywide advised that the Port Solent Charge is payable in April and in October and POSOL must ensure that it has sufficient funds to settle these invoices within the payment terms set by Premier Marinas.

Arrears

- 12/10/010 Countrywide advised the Board that the total arrears amount to £22,841.53 and of this £11,538.74 relates to aged debtors.
- 12/10/011 [] **Carne Place** – Countrywide advised the Board that it had agreed with the owner to pay £100.00 per calendar month and it had received the first payment from the Shareholder.
- 12/10/012 [] **Carne Place** – Countrywide informed the meeting that it had received correspondence from the owner to advise that his service charge has previously been paid in full by Pension Credit. From April 2012 they will now only contribute towards the costs relating to the house not the marina so therefore he will not receive settlement of his service charge in full.
- He advised Countrywide that he is disputing this change and will hopefully be able to pay in full but in the meantime will make an initial payment of £260.00.
- 12/10/013 [] **Sennen Place** – Countrywide advised the Board that the owner has received copies of statements relating to the outstanding payment but has yet to provide proof that the outstanding monies have been settled. The matter is now to be issued to solicitors.
- 12/10/014 [] **Sennen Place** – Countrywide advised the Board that the matter has been referred to the credit control department who are actively pursuing the outstanding arrears.
- 12/10/015 [] **Sennen Place** – Countrywide advised the Board that it is receiving regular payments from the owner and that he is making a considerable effort to clear his arrears.
- 12/10/016 [] **Newlyn Way** – Countrywide advised the Board that it had attempted to contact the owner at her place of work and left several messages. To date it had not received a response.
- Countrywide informed the meeting that the court appointed agent is due to serve the Oral Examination notice in the coming weeks.
- 12/10/017 [] **Newlyn Way** – Countrywide advised the Board that it had attempted to contact the owner at the property and left several business cards, requesting they contact the office. To date, it had not received a response nor had it received any viable information from the Track and Trace Report.

- 12/10/018 [] **Newlyn Way** – Countrywide advised the Board that it had not received any response to the correspondence and the matter remains unchanged. Solicitors have written to all parties involved.
- 12/10/019 [] **Kelsey Head** – Countrywide advised the Board that the owner has raised a query with regards to the outstanding balance. This matter is currently being investigated by the Accounts Department.
- 12/10/020 [] **Newlyn Way** – Countrywide advised the Board that it is receiving regular payments from the owner and that he is making a considerable effort to clear his arrears.
- 12/10/021 [] **Newlyn Way** – Countrywide informed the Board that the owner of [] Newlyn Way has advised that he had not received any invoices or reminders for the outstanding arrears on his account.
- Countrywide advised that it has issued a statement of account to the owner and awaits settlement of the account.
- 12/10/022 [] **Carbis Close** – Countrywide advised the Board that the owner wishes to settle the outstanding balance on her service charge account including the October instalment in two payments, one in October and the following in January 2013.
- Upon consideration of the matter, the Board agreed the terms of the payment plan and asked Countrywide to advise the owner accordingly.
- 12/10/023 [] **Carbis Close** – Countrywide advised the Board that it had still not received full settlement of their service charge nor have they provided further details in respect of agreeing a payment plan.
- Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.
- 12/10/024 [] **Cadgwith Place** – Countrywide advised the Board that it had still not received full settlement of their service charge despite numerous reminders.
- Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.
- 12/10/025 [] **Coverack Way** - Countrywide advised the Board that it has received County Court Judgement for the outstanding debt. The Board agreed that should the outstanding balance not be forthcoming then the owner is to be summoned to an Oral Examination.
- 12/10/026 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of her service charge nor has she provided further details in respect of agreeing a payment plan.
- Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.
- 12/10/027 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of their service charge despite numerous reminders.
- Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.
- 12/10/028 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of there service charge despite numerous reminders.
- Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.
- 12/10/029 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of their service charge despite numerous reminders.

Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.

- 12/10/030 [] **Coverack Way** – Countrywide advised the Board that it is receiving regular payments from the owner of £50.00 per calendar month. The meeting commented that with the addition of the October Service Charge instalment, their account will not be cleared by the end of the financial year.

The Board asked Countrywide to contact the owner to discuss increasing their monthly payments to ensure their account is settled by the 31st March 2013.

- 12/10/031 [] **Coverack Way** – Countrywide advised the Board that it has received settlement in full of the arrears on the account.

- 12/10/032 [] **Coverack Way** – Countrywide advised the Board that it had still not received full settlement of their service charge despite numerous reminders.

Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.

- 12/10/033 [] **Mullion Close** – Countrywide advised the meeting that the owner has queried what the service charge relates to they had no prior knowledge that of it being payable.

Countrywide advised that it has issued a statement of account along with accompanying information to the owner and awaits settlement of the account.

- 12/10/034 [] **Mullion Close** – Countrywide advised the Board that the owner has failed to clear the arrears on their account in August as agreed.

Upon consideration of the matter, the Board agreed for the matter to be referred to Solicitors.

- 12/10/035 [] **Mullion Close** – Countrywide advised the Board that it is still awaiting confirmation of a hearing date from Portsmouth County Court.

- 12/10/036 [] **Bryher Island** – Countrywide advised the meeting that the owner has queried what the service charge relates to as they had no prior knowledge that of it being payable.

Countrywide advised that it has issued a statement of account along with accompanying information to the owner and awaits settlement of the account.

- 12/10/037 [] **Tintagel Way** – Countrywide informed the Board it is awaiting a date to be set for the owner to attend an Oral Examination.

In the meantime, the owner has contacted the Credit Control department to ask that the matter be dealt with by an appointed representative of []. The solicitors have emailed a copy of all the correspondence to his representative and await a response.

- 12/10/038 [] **Tintagel Way** – Countrywide advised the Board that it had not received a response from the owner in regards to increasing the monthly payments toward his service charge.

The Board asked Countrywide to write further to the owner to request that they make full settlement of the outstanding balance on the account by the 31st March 2013.

- 12/10/039 [] **Carne Place** – Countrywide advised the meeting that the owner has queried what the service charge relates to as they had no prior knowledge that of it being payable.

Countrywide advised that it has issued a statement of account along with accompanying information to the owner and awaits settlement of the account.

12/10/040 [] **Tintagel Way** – Upon discussion of the matter, the meeting agreed for the outstanding balance on the account to be chased along with the October instalment, should the balance remain unpaid.

12/10/041 [] **Tintagel Way** – Countrywide advised the Board that the owner of the berth has contacted the office to advise that the berth has been sold. Countrywide informed the meeting that it will investigate the matter and report back to the Board accordingly.

Property Alterations

12/10/042 [] **Coverack Way** – The Covenants Working Group advised that it had met with the owner to discuss the cutting back of the shrubbery in the vicinity of where the proposed garage is to be situated and the Groups concerns over the perimeter boundary wall.

The Group advised that it has asked Hambrooks to provide the owner with a quote for the cutting back of the shrubs.

12/10/043 [] **Tintagel Way** – Countrywide advised the Board that it had written to the owner to request a meeting to discuss their application, but to date it had yet to receive a response.

12/10/044 [] & [] **Sennen Place** – The Covenants Working Group advised the meeting that it had met with the owners to discuss the proposed property alterations due to its concerns in respect of the alterations to the windows on the front elevation.

The Group commented that it had been unable to satisfactorily conclude this matter and would continue to liaise with the owner and report back to the Board in due course.

12/10/045 [] and [] **Bryher Island** – The Covenants Working Group advised the meeting that it had met with the owners to discuss their application to remove the pergolas on the front of the properties.

The Group commented that it is reluctant to agree to the removal of the pergolas as they are a visual amenity on Bryher Island and form part of the original design of the development. It discussed with the owners the possibility of reaching a compromise and carrying out alterations to them rather than removing the structures.

Upon discussion of the matter, the Board agreed with the recommendations of the Group and at this time the application has been refused.

12/10/046 [] **Carne Place** – Countrywide advised the Board that it had received an application from the owner to remove the planter in the front of the property for the provision of additional parking at the property.

The Covenants Working Group commented that it would be mindful to approve the application to provide additional parking subject to the retention of the tree and the replacement of the paving stones. The Board considered the matter and endorsed the Group's recommendation.

12/10/047 [] **Coverack Way** – The Covenants Working Group advised the meeting that it had reviewed the application submitted by the owner to carry out an under balcony kitchen extension.

The Group commented that it could see no reason not to approve the plans subject to the standard terms and conditions and confirmation by way of revised plans that the under balcony will not exceed the flank wall. The Board considered the matter and endorsed the Group's recommendation.

12/10/048 [] **Sennen Place** – The Covenants Working Group advised the meeting that it had reviewed the application submitted by the owner to carry out an under balcony kitchen extension and car port conversion.

The Group commented that it could see no reason not to approve the plans subject to the standard terms and conditions. The Board considered the matter and endorsed the Group's recommendation.

Gardening

12/10/049 The Gardening Working Group commented that it felt that Hambrooks had not made much progress with the works it had discussed during the estate walk around.

Following a lengthy discussion, the meeting asked Countrywide to contact Hambrooks to discuss the Board's concerns and chase the requested quotations for the various works required across the estate.

12/10/050 **Mullion Close** – The meeting discussed the concerns raised by a Shareholder over a strip of POSOL land which has a habitual dog fouling problem. The Shareholder has requested that the greenery and trees are removed and replaced with shingle and an ornamental feature.

Upon consideration of the matter and following the recommendations of the Gardening Working Group, the Board are reluctant to remove green areas as this would be a loss of visual amenity and therefore would seek to solve the animal fouling issue by other means.

The Board asked Countrywide to obtain quotations for the installation of dog waste bins as well as erecting signage.

Communications

12/10/051 Nothing further to report that has not been reported elsewhere.

Berthing

12/10/052 **Access to Remote Mooring Gate []** – The meeting discussed the further correspondence received in respect of the signage placed on the remote mooring gate leading to berth [] advising all residents and visitors that it is a loading and unloading area only.

The meeting commented that a final letter should be issued reiterating the Board's stance on the matter and it has provided as much information as it possibly can and therefore POSOL feels the matter is closed.

Estate Security

12/10/0053 **Security Gate between [] and [] Sennen Place** – A Director asked Countrywide for clarification on whether the gate situated between two properties was owned by POSOL as the lock has not been changed nor have the necessary modifications been carried out.

Upon reviewing the estate plans, Countrywide advised the Board that this gate was in fact a privately owned gate and therefore not under POSOL's responsibility.

12/10/054 **Security Gates** – Countrywide advised the meeting that it has had two lock failures on the remote mooring gates across the estate. The contractor has been in attendance to carry out the necessary repairs and has referred the matter to the lock manufacturers to ensure these failures do not reoccur across the estate.

General

12/10/055 Nothing further to report that has not been reported elsewhere.

Port Solent Community Working Party

12/10/056 Nothing further to report that has not been reported elsewhere.

6. ANY OTHER BUSINESS

12/10/057 A Director asked for clarification on whether the meetings with Premier Marinas were ongoing and whether they were proving to be informative. Countrywide explained that by maintaining regular communication with Premier Marinas it has been able to resolve issues more swiftly and ensure all records concerning the 310 residential berths are accurate.

12/10/058 A Director asked for clarification on whether Hambrooks had carried out the works to identified trip hazards along the capping. Countrywide advised the Board that Hambrooks were liaising with Premier Marinas for the use of a rib to access the areas from the waterside and would contact them to ascertain whether these works have been carried out.

7. DATE OF NEXT MEETING – 16th November 2012