

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING  
HELD AT  
QUAYSIDE, PORT SOLENT – 19<sup>th</sup> DECEMBER 2014**

Present: Mark Abrams (Chairman)  
Ian Currie (Company Secretary)  
Melvyn Farndell  
Jakki Brierley-Shorrocks  
Nick Hewitson

In Attendance: Charles Saunders  
Nikki Avis  
Guy Wilkerson (14/12/004)

**1. APOLOGIES**

14/12/001 Apologies were received from Mike Sandall and Geoff Saunders

**2. MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 21<sup>ST</sup> NOVEMBER 2014**

14/12/002 The minutes were tabled. Nick Hewitson proposed, Ian Currie seconded and the Board approved them

**3. MINUTES OF THE PREVIOUS MEETING HELD ON 21<sup>ST</sup> NOVEMBER 2014**

14/09/003 The minutes were tabled. Ian Currie proposed, Melvyn Farndell seconded and the Board subsequently approved them

**4. MATTERS ARISING**

14/12/004 **Gardening Re-Tender** – The Board welcomed Guy Wilkerson to the meeting to discuss the upcoming re-tender of the garden estate maintenance contract.

A Director advised the Board that he has reviewed the previous tender documents and drafted revised tender documents which detailed POSOL's new requirements and the tendering process to be undertaken.

The Board discussed the matter at length and agreed that the comprehensive documents were an excellent basis for tendering process. Guy Wilkerson agreed to review further with a view for the tendering process to commence on the 14<sup>th</sup> January 2015. The Directors agreed that the bids reviewed blindly to ensure no bias.

A Director commented that that Hambrooks should be notified of the upcoming contract re-tender and provided with an opportunity to bid. Countrywide confirmed that it would include Hambrooks in the bidding process.

The Board wished to extend its thanks to Nick Hewitson and Guy Wilkerson for all their hard work to date on the re-tendering process.

14/12/005 [ ] **Cadgwith Place** – Countrywide advised the Board that Hambrooks had advised that the works to the front garden of [ ] Cadgwith Place have now been completed.

14/12/006 **Pergola in Holywell Drive** – Countrywide advised the Board that a contractor has to remove the damaged section and has advised that several areas of pergola are severely rotten and has quoted £5,212 incl. VAT to carry out the necessary repairs.

The Board discussed this matter at length and agreed that it would seek a comparative quotation for the works but would consider it being removed completely should the cost to repair be excessive.

## 5. MANAGING AGENTS & WORKING GROUPS REPORTS

### Finance – Budget – Expenditure

14/12/007 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 30<sup>th</sup> November 2014 amounted to £353,665.77 against a budgeted amount of £386,245.

### Arrears

14/12/008 Countrywide advised the Board that the total sum of debtors amounted to £559.13 with £9.55 relating to aged debtors.

Countrywide commented that since the last month's Board meeting it had collected £1,748.59.

### Property Alterations

14/12/009 **Garages [ ] and [ ] Newlyn Way** – Countrywide informed the Board that the owner of the property has submitted an application to install roller shutter doors on two garages situated in Newlyn Way.

The Covenants Working Group having reviewed the application has recommended that conditional approval is granted for external property alterations subject to when the door is open that the roll is on the internal of the garage. The Board ratified consent and asked Countrywide to issue the relevant letter of conditional approval.

14/12/010 [ ] **Carbis Close** – The Covenants Working Group advised the meeting that it had reviewed the application submitted for an under balcony kitchen extension, installation of decked area in waterside garden, partial infill of the car port, loft conversion and installation of velux windows.

The Group commented that whilst it was mindful to grant conditional approval for the works, it had concerns in respect of the height of the decked patio in the waterside garden and also that the decking extends to the capping wall at the bottom of the garden.

The meeting discussed the matter at length and whilst it could see no reason why consent should be granted on the basis that the works mirrored those carried out in the neighbouring property. Countrywide advised the Board that consent for the works undertaken to [12] and [14] Carbis Close are unapproved alterations as no application has been submitted for consent.

14/12/011 [ ] **Coverack Way** – Countrywide advised the meeting that it had spoken to Verisona Solicitors to obtain a quotation for the drawing up a long lease on the strip of land adjacent to the property that the owner had applied for POSOL consent to erect a front door porch and a path leading to new door and the back gate to the house.

Verisona advised that the cost for the initial works required for such a project was estimated at approximately £1,750.00 plus VAT. They confirmed that further legal work would be required but approximate costs could not be provided at this stage.

The Directors discussed the matter at length and agreed that further consideration would be given on the sale of the land but before POSOL undertook any legal works it would require an upfront payment from the Shareholder to cover interim costs.

Countrywide advised the meeting that it would advise the Shareholder accordingly of the Board's discussions and report back to the Board on whether they wish to proceed.

14/12/012 [ ] **Coverack Way** – Countrywide advised the Board that it had instructed Verisona to issue the approved letter to the Shareholder of [52] Coverack Way to request that the breach of covenant is remedied with immediate effect.

### **Gardening**

14/12/013 **Coverack Way** – Countrywide informed the meeting that it had received further correspondence from owners in Coverack Way querying the responsibility of the maintenance for the estate trees.

The Directors discussed the matter and asked Countrywide to inform the owners that POSOL undertakes the routine pruning of the trees on the estate in a phased schedule of works and therefore should any Shareholder wish to have works carried out further to the routine works then they are able to do so at their own cost.

Countrywide commented that a new shareholder has raised concerns that the roots of the trees may be causing damage to the drainage system. A Director responded that it is their understanding that the trees were planted in concrete troughs.

14/12/014 [ ] **Bryher Island** – Countrywide advised the Board that the owner of the property has requested that rejuvenation works are undertaken to her front garden as the plants are not suitable for the location of her garden. Hambrooks having viewed the garden provided a quotation to a cost of £593 plus VAT.

The Board reviewed the quotation and agreed that the estimate provided by Hambrooks was too expensive to be undertaken at present as the garden will be included within the phased programme of works.

### **Communications**

14/12/015 Nothing further to report that is not covered elsewhere in these minutes.

### **Berthing**

14/12/016 **Pontoon Repairs** – Countrywide advised the Board that it had contacted two further contractors for a comparative quotation, however both have advised that to provide comprehensive report along with the estimate that they would have to levy a cost.

Countrywide advised the meeting that it would undertake a full review of all of the pontoons to ascertain what repairs are needed and to obtain the quotes accordingly.

14/12/017 **Berth [ ] and [ ]** – The Berth Working Group advised the meeting that it had viewed the boats moored on berths [ ] and [ ] and confirmed that the vessel situated on [ ] does marginally trespass into the neighbouring water space.

The Board discussed the matter and commented that the neighbours will require a trespass agreement and asked Countrywide to write to the owners accordingly.

#### **Estate Security**

14/12/018 Nothing further to report that is not covered elsewhere in these minutes.

#### **General**

14/12/019 **Cadgwith Place Parking** – A Director updated the meeting that the Planning Application is still with the planning department and it is anticipated that a parking structure for the area in Cadgwith Place will be agreed in the coming weeks.

### **6. ANY OTHER BUSINESS**

14/12/020 **Parking Regulation** – see confidential minutes

### **7. DATE OF NEXT MEETING – Friday 23<sup>rd</sup> January 2015**