

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 20th November 2015

Present: Jakki Brierley-Shorrock (Chair)
Ian Currie
Mike Sandall
Barry White
Melvyn Farndell
Julian Shaw

In Attendance: Damian Purcell
Katie Hatherley

Apologies: Mark Abrams

MINUTES OF THE PREVIOUS MEETING

15/11/001 The minutes were tabled. Barry White proposed, Jakki Brierley-Shorrock seconded and the Board subsequently approved them.

MANAGING AGENT'S & WORKING GROUPS' REPORTS

Finance – Budget – Expenditure

15/11/002 **Expenditure** – A Director advised that the expenditure is within budget on Gardening but it is felt that there is more expenditure to come. However, there are no concerns and the expenditure is as it should be for this time of the financial year.

15/11/003 **Aged Debtors** – Countrywide advised there has been a lot of work gone into reducing this figure. The Board advised that they were very happy with this figure as this is the lowest they have seen it.

15/11/004 **Port Solent Charge** – Countrywide advised the Board of the Port Solent Charge review. The Board agreed that they should pay a proportion as a good will gesture but advised that a full review with access to the invoices needs to take place before the full balance can be paid.

Covenants

15/01/005 [] **Bryher Island** – Countrywide advised that a request was received for plastic sheeting to be put on their pergola. The CWG approved LOCA and the Board agreed.

15/11/006 [] **Carbis Close** – Countrywide advised that a planter conversion had been requested. The CWG advised it would be acceptable to minimise as it is a very big planter and most of it will remain aiding car parking in the area, the Board agreed. Countrywide advised that they have yet to receive plans of the proposed work and suggested using the original bricks that will be removed to re-build the converted planter.

15/11/007 [] **Tintagel Way** – Countrywide advised that a loft conversion request had been submitted and subsequently presented to the CWG with architect's plans. The Board requested that Countrywide write to the Shareholder confirming:

- All windows/doors/facia & barge boards match the existing colours of the property.
- The colour of the new roof tiles to the dormer match the existing colour of the house roof. Hanging tiles/slate colour to be confirmed by the Shareholder.
- All new piping to the proposed new work will be internal with the exception of the guttering and downpipes to the new Dormer.
- The new Dormer's hanging tiles/slates colours to be confirmed.

- 15/11/008 [] **Cadgwith Place garage** – Countrywide advised that the Shareholder has requested an electricity supply to their garage. The Board agreed for Countrywide to write a LOCA advising that the shareholder cover all costs and any legal costs should any damage occur. The Board also requested the letter should state that the garage cannot be used for commercial use.

Estate Repairs & Concerns

- 15/11/009 **Kelsey Head Garage Use** – It was brought to the Board's attention that there are garages that appear to be storing commercial items and possibly using generators. The Board was told that there are at least three different vans that attend this garage to load and unload items several times a day. However, the Board do not have any proof that these items are for commercial use and therefore request that Countrywide write to Shareholders reminding them that garages cannot be used for commercial purposes, contain dangerous or flammable material, or for anything that causes a nuisance to other residents.
- 15/11/010 **No Parking Signs** – The Board feels that the 'No Parking Private Property' signs are adequate to be put in place around the site. However, it is felt that another sign should be made stating 'Dangerous Corner' along with the 'No Parking' sign in areas where applicable. A Director will select the areas for signage before the next Board meeting.
- 15/11/011 **Dog Mess Signs** – The Board agreed for Countrywide to contact Portsmouth City Council to obtain some of their no dog mess signs in order for these to be put on the lampposts around the estate.
- 15/11/012 [] **Hollywell Drive Balcony Painting** – Countrywide advised that everything was in place now to go ahead, they are just awaiting the paint colours. Countrywide are to advise on paint colours and then works will commence weather dependent.
- 15/11/013 **Mullion Close Garages Damaged Grills** – Countrywide advised that a Shareholder has complained that the grills have been damaged by non-resident vehicles. Countrywide advised that they are awaiting Land Registry plans to check ownership of the grills and will update the Board once more information is received.

Parking

- 15/11/014 **Trailer (Newlyn Way)** – It was noted that the trailer which appeared has been moved. Countrywide will continue to monitor for reappearances.
- 15/11/015 **Moped (Newlyn Way)** – Countrywide advised that they are currently trying to make contact with the owner. Countrywide will keep trying for a response from the Shareholder and/or Tenant.
- 15/11/016 **Taxi Vans (Cadgwith Place)** – Countrywide advised that they have spoken with the Estate Agents who have ensured them the Tenants are not running a taxi firm from the property. The Tenants are employed as drivers for a taxi firm. The Board advised that the taxis are still causing a nuisance to other residents and requested that Countrywide write to the Tenants advising that they are no longer allowed to park all three vehicles on the estate.
- 15/11/017 **Merryhill Van (Carbis Close)** – Countrywide advised that they are going to contact the driver of the van again asking them not to park on the pavement at Carbis Close. However, if they continue to park inconsiderately then Countrywide will contact Merryhill to ask them to inform their employee that they are not allowed to park their van on site.
- 15/11/018 **Parking Sign (Kelsey Head)** – Countrywide advised the Board that the sign in Kelsey head has been blown down by the wind. Countrywide are to ask Bellwoods to repair it.

Gardening

- 15/11/019 **Invoice** – Countrywide advised that they have received the first invoice from Escapes, for contract work, and a second one for extra foliage clearing. Countrywide commented that Escapes advised that the second invoice was due to unexpected extra clearing work that Hambrooks failed to complete before the end of their contract. The Board agreed to make a one off payment, equivalent to one month's work in recognition that gardening had not been completed. This is to be paid to Escapes in instalments over three months advising that future payments will have to be agreed by the Board beforehand.
- 15/11/020 **Contract** – Countrywide advised that they would like the board to look at inserting non-performance clauses. A Director advised that they have clauses that could be used and will send them out for perusal and insertion into the contract.
- 15/11/021 **Payments** – A Director advised that they feel Countrywide need to monitor the invoices to ensure POSOL are paying the contract amount. The Board asked Countrywide to contact Escapes to ascertain whether they are, or will be, VAT registered.

Berthing

- 15/11/022 **Emergency Rings** – Countrywide confirmed that the maintenance of the emergency rings is Countrywide's responsibility. The Board suggested putting stickers over the existing telephone number stated on the rings and carry out regular inspections to ensure they are fit for purpose.
- 15/11/023 **Encroaching Boat** – Countrywide advised that this issue has now been dealt with. The Board agreed that should any other issues like this arise it should be standard procedure that POSOL do not get involved as this is a neighbour dispute.
- 15/11/024 **Pontoon Repairs Walcon Marine** – Countrywide advised that Walcon Marine have proposed 2016 to begin works as Premier Marinas will have space for boats to be temporarily relocated. Walcon Marine advised that works should take around 5-6 weeks to be completed. The Board requested that Countrywide obtain a pro forma invoice for part of the cost to be paid in advance during the 2015/2016 financial year.
- 15/11/025 **Boat Audit** – Countrywide advised that the boat audit will be carried out in 2016 coinciding with the pontoon repairs.
- 15/11/026 **Pontoon repairs** – Countrywide advised that Bellwoods have now completed the pontoon repairs and that an inspection will take place next week with Countrywide and a Director. The Board requested that Countrywide obtain a quote from Bellwoods for the cost of filling in the gaps on the end of the pontoons (price per pontoon).

ANNUAL GENERAL MEETING

- 15/11/027 **AGM** – The Board advised that they feel fully prepared for the topics that they expect to be brought up and should be able to answer any questions.

ANY OTHER BUSINESS

- 15/11/028 No other business.

Date of next meeting – 18th December 2015