

**POSOL RESIDENTS MANAGEMENT COMPANY LIMITED**

**MINUTES OF THE BOARD MEETING**

**HELD AT**

**PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 23<sup>rd</sup> October 2015**

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

In Attendance: Damian Purcell  
Michelle Hodgson  
Katie Hatherley

**1. MINUTES OF THE PREVIOUS MEETING HELD ON 25<sup>th</sup> September 2015**

15/10/001 The minutes were tabled and agreed subject to some small amendments. Barry White Proposed, Jakki Brierley-Shorrock seconded

**2. MANAGING AGENTS & WORKING GROUPS REPORTS**

**Finance – Budget – Expenditure**

15/10/002 **Service charge demands** – The Board advised that when the SC demands were sent to the shareholders they stated that they were ‘not a tax invoice’ the board asked why this wording had been included. Countrywide advised that this was because these demands could be processed before the monthly VAT cut-off date, aiding company cash flow. Countrywide advised this is a common policy with Countrywide invoices. The board requested that the wording is changed so that the demands show as an invoice only.

15/10/003 **Section 153 Notice** – The Board advised that included in the latest service charges was a Section 153 Notice. The Board asked why this was included as the wording suggests that Countrywide view shareholders as a landlord and tenant relationship. Countrywide advised that they do not view shareholders as a landlord and tenant relationship, the Section 153 Notice with the service charge is, they believe, an obligation from the Landlord and Tenant Act. A number of Directors believe that this is not the case and the Board agreed that Countrywide would investigate further and then meet with two members of the Board to agree its relevance. The Board agreed that this should take place before the AGM in November.

**Arrears**

15/10/004 Countrywide advised that since the arrears report was included in the Board pack they have recovered more from debtors and there is still action on going with collecting. Countrywide advised that they are expecting to have a large proportion of this debt recovered very shortly.

The Board asked Countrywide to ensure that the figures are in the correct sections on the finance report as this is an issue that is occurring every year. A Director advised that POSOL are currently over budget due to the funds taken for legal action but feels that there is no cause for concern at this moment in time.

### **Port Solent Charge**

15/10/005 Countrywide advised that they have spoken with Premier Marinas and that the invoices should be received within the next few days for the Port Solent Charge negotiations. A Director advised that they were concerned as some of the individual service/facility prices have doubled or tripled. The Board agreed not to pay the October invoice whilst negotiations are still going on for the new Port Solent charge. A Director will look into the old legal documents, and previous negotiations, to help finalise the negotiations on the new charge.

### **Property Alterations**

15/08/006 [ ] **Carbis Close** – Countrywide advised the Board that this property is looking to carry out a loft and carport conversion. Countrywide advised that the shareholder has submitted plans, but these do not have all details required by the CWG. The Board asked whether Countrywide have written to the shareholder requesting this information and whether the letter included an agreement to be signed and returned. Countrywide advised that they have written to the shareholder, but the agreement to be signed and returned was not included with the letter. The Board requested that Countrywide re-write a letter to the shareholder apologising that the incorrect letter was sent and include the agreement to be signed and returned. The Board suggested that this letter also request remodelling plans to the planter, adjacent to the property, to be submitted.

### **Estate repairs & Concerns**

15/10/007 [ ] **Holywell Drive** - Countrywide advised that they have spoken with the shareholder and the shareholder has given consent for the balcony painting to be carried out. Countrywide have provided the Board with 2 quotations to decide which company they would like to proceed with. A Director advised that they feel payment for the works should be taken from the shareholder before works proceed and the Board agreed. The Board agreed that the job should be given to Bellwoods. The Board suggested that Countrywide write to the shareholder and obtain payment before work starts.

15/10/008 **Million Close Garage Grills** – A Director advised that it is difficult to ascertain who owns the grills as they do not correspond with a specific garage. It was suggested that Countrywide obtain a large scale plan from the Land Registry in order to establish who the grills belong to. The Board agreed for Countrywide to obtain the plan and look into this further as this is now a Health and Safety issue.

15/10/009 **Premier Marina Lock Car park access** – Countrywide advised the board that complaints have been received by two shareholders regarding boat owners using the area adjacent to the Marina lock as a car park. Countrywide advised the Board that this land belongs to Premier Marinas. The Board agreed that the shareholders will need to either contact Premier Marinas in this regard, or contact Portsmouth City Council asking if there has been a ‘change of use’ of the land as this is not a POSOL issue.

### **Gardening**

- 15/10/010 **Escapes** – Countrywide asked the Board whether they have yet received any feedback in regards to the new gardeners. The Board advised Countrywide that the general feedback is good, however, some feel that the gardeners are not moving as quickly as they could. It was registered that the Board bear in mind that Hambrooks did not carry out any works in their last month so the landscaping was in a worse state than expected. A Director advised that he had spoken with Escapes asking them to tackle certain areas first, concentrate on the inner public areas first before focussing on Port Way. The Board agreed for Countrywide to advise Escapes that the overall feedback is good but request they make a start on Cadgwith Place gardens soon. The board also would like Countrywide to establish whether Escapes will still be having someone on site everyday.
- 15/10/011 **Work request forms** – Countrywide advised that they feel the Work Request Forms are working well and that it is making shareholders more confident knowing that their concerns are being addressed. Countrywide advised that there have been instances where works have been requested that cannot be carried out due to time constraints and the overall requirements of the estate.
- 15/10/012 **Gardening Contract** – Countrywide advised that they would like to try and get the new contract completed as soon as possible. It was agreed that Countrywide and the Chair to complete this then pass round to the board for approval.
- 15/10/013 **Mullion Close/Coverack Way refurbishment** – The board requested that Countrywide contact the shareholder to advise them that the new gardening tender took longer than expected so the board will revisit this idea in 2016.

#### **Parking**

- 15/10/014 **Trailer Kelsey Head** - Countrywide advised that they have identified the owner of the sports car and trailer and that they have written to them. It was agreed for Countrywide to write to the owner and resident again advising that if the trailer is seen on site again then it will be removed as this is in breach of the covenants.
- 15/10/015 **Moped** – It was agreed for Countrywide to write to the owner of the moped again advising that parking on the pavement is not allowed and they must park in the specified parking areas.
- 15/10/016 **Taxi Vans** – A Director advised that there have been taxi vans parking in Cadgwith Place taking a disproportionate amount of limited parking space. They also have an intrusive satellite dish and that they have visible washing hanging up. It was agreed for Countrywide to write to the owner and tenants (if applicable) advising that they are in breach of the covenants.
- 15/10/017 **Merryhill Van** – The Board advised that there is a Merryhill van parking outside [ ] Carbis Close on the public road which is too big and in breach of the covenants. It was noted that the van has been parked in the same space for 10 days. It has also been noted that this property has two doorbells and it believed that the property has been split to create two properties. It was agreed for Countrywide to contact Portsmouth City Council to investigate whether the property has been split and to write to the shareholder advising on both issues.

#### **Berthing**

- 15/10/018 **Emergency Rings** – A Director advised that the current telephone number on the emergency rings is incorrect and not recognised. The board agreed for Countrywide to contact Premier Marinas and advise them of this.

15/10/019 **Boat Audit** – Countrywide and a Director agreed that they would carry out an audit of all the boats in order to ensure that everyone is keeping to the terms of the lease and will keep an updated list that will be amended with all new owners. It was agreed for Countrywide to send their current berthing list to a Director.

15/10/020 **Walcon Marine** – A Director advised the Board that he and Countrywide carried out a pontoon inspection with Walcon Marine and that there is maintenance work to be carried out on most pontoons, however, no piles seem holed. Walcon Marine have advised that they will need to do work but hopefully no piles will need to be replaced. Countrywide mentioned the pontoon survey and notes which was carried out by Solent Marine in 2011. Walcon Marine are happy to use this survey rather than carry out their own as it is very detailed. A Director advised that he feels the quote from Walcon Marine is reasonable. Countrywide advised that Walcon Marine have requested that a deposit be paid before they make a start on any works and that works have to be carried out within certain time windows as they might need to use some of Premier Marinas' mooring space.

Walcon Marine have advised that they will not move any boats, so POSOL and Countrywide have to coordinate the movement with Premier Marinas. The Board agreed that this will need to be made very clear to the shareholders.

The Board agreed to pay the deposit to Walcon Marine from this financial year's budget and pay the rest from next year's budget. The Board agreed for Countrywide to go back to Walcon Marine for a start date, work time scales and a pro-forma invoice for the deposit.

15/10/021 **Pontoon Repairs** – Countrywide advised that Bellwoods have completed a lot of the pontoon repairs and have advised that they only have one section left (Bryher Island) which should be completed in around 2 weeks.

15/10/022 **Newlyn Way Encroaching Boat** – Countrywide mentioned a shareholder reported a boat was encroaching into their berth space and subsequently cannot proceed with the sale of the berth. Countrywide and a Director have been on site and believed that the boat *may* be too wide and feel that the boat may be encroaching. It was agreed for Countrywide to write to the shareholder advising that this is a dispute between shareholders and therefore POSOL cannot advise any further.

### **Health & Safety**

15/10/023 **Site Inspections** – A Director advised the Board that he and Countrywide will be carrying out regular walk rounds/inspections on site to ensure health and safety standards are adhered to.

15/10/024 **Charity Collections** – Countrywide advised that there are currently people walking around Port Solent knocking on doors collecting on behalf of various charities. The Board were asked to be aware as there have been incidents, on other sites, where people have secured jobs with charities in order to obtain legitimate ID to knock on doors to gain information to carry out burglaries.

15/10/025 **CCTV** – Countrywide suggested CCTV for Port Solent as it is not as expensive as previously thought. The board advised that, although the price of the CCTV cameras is not prohibitive, the power supply needed for the cameras is complicated and expensive and the crime rate in Port Solent is low. The Board agreed to close this matter.

### **Communications**

15/10/026 **Email correspondence** – The Board discussed the issue previously raised by some shareholders requesting future correspondence be sent to them via email. The board agreed that they would need to get a consensus from the shareholders. An extra column should be added to the AGM signing-in

sheet for their email addresses and to add an option on the website for shareholders to submit their email addresses. Countrywide agrees to prepare a cost analysis for sending all information via email or post.

### **3. ANNUAL GENERAL MEETING**

15/10/027      **AGM Notice** – The Board discussed the AGM notice. Countrywide advised that the Notice needs to go out 23 days before the meeting date. The Board requested that this is sent on 4<sup>th</sup> November 2015.

### **4. ANY OTHER BUSINESS**

15/10/028      **Shareholder Complaint** – The Board agreed for Countrywide to write back to the shareholder advising that all information that can be provided, has been provided. The Board have instructed Countrywide to no longer respond in regards to this matter.

**Date of next meeting – 20<sup>th</sup> November 2015**