

POSOL RESIDENTS MANAGEMENT COMPANY LIMITED

**MINUTES OF THE BOARD MEETING
HELD AT
QUAYSIDE, PORT SOLENT – 25TH APRIL 2014**

Present: Mark Abrams (Chairman)
Ian Currie (Company Secretary)
Melvyn Farndell
Geoff Saunders
Mike Sandall
Nick Hewitson

In Attendance: Samantha Simpson
Nikki Avis

1. APOLOGIES

14/04/001 No apologies were received.

2. MINUTES OF THE PREVIOUS MEETING HELD ON 14TH MARCH 2014

14/04/002 The minutes were tabled. Ian Currie proposed, Melvyn Farndell seconded and the Board approved them.

3. MATTERS ARISING

14/04/003 **Property Alterations** – See confidential minutes

14/04/004 [] **Tintagel Way** – A Director queried what action is being taken regarding the unapproved balcony alterations undertaken at [] Tintagel Way as the neighbouring properties are unhappy with the works and would like POSOL to take the appropriate action.

Countrywide commented that during the application process no objections to the works were filed. However, the breach of covenant may be subject to further action.

14/04/005 [] **Newlyn Way** – A Director requested clarification on whether POSOL are able to force the sale of the property to recoup the large service charge arrears. Countrywide confirmed that POSOL is able to place a charging order on the property should it wish to do so.

Countrywide confirmed that the ongoing conveyancing matter is being pursued with the new owners and it is its target for the next meeting to have further updates on [] Newlyn Way and [] Bryher Island.

14/04/006 [] **Tintagel Way** – A Director requested clarification of what action has been taken against the unapproved sail windows installed in the property.

The Board confirmed that the breach of covenant may be subject to further action

- 14/04/007 **Pontoon Cleaning** – A Director commented that the pontoon cleaning has been carried out to a very high standard and wished for Countrywide to extend its comments to the contractor.
- 14/04/008 **Cadgwith Place Parking Area** – Countrywide advised the meeting that it had received confirmation from Colas that the works are able to proceed with the use of POSOL's appointed contractor and the work order is to be issued as soon as possible.
- 14/04/009 **Lights on Bryher Bridge** – Countrywide advised the Board that the contractor has viewed the lights and has advised that several of the fittings are corroded and require replacement and will issue a quotation accordingly.

Countrywide commented that unfortunately the contractor had been delayed in attending to view lights as his Public Liability insurance held on file had expired and therefore they could not attend until this had been updated. This has now been rectified so it has requested that the contractor deal with this matter as soon as possible.

4. MANAGING AGENTS & WORKING GROUPS REPORTS

Finance – Budget – Expenditure

- 14/04/010 **Expenditure Report** – The Board discussed the expenditure report circulated prior to the meeting and Countrywide advised that expenditure to 31st March 2014 amounted to £400,858 against a budgeted amount of £414,687.

Arrears

- 14/04/011 Countrywide advised the Board that the total arrears amount to £8,467.64 with £1,859.73 having been collected since the last Board Meeting.
- 14/04/012 **Doubtful Debt** – The Company Secretary requested the Board confirmation that it agreed to release part of the provision it had retained for doubtful debt.

The Board discussed the matter and it agreed to release £5,000.00.

- 14/04/013 [] **Newlyn Way** – Countrywide advised the Board that the owner has requested consent to pay his Service Charge in four instalments with the final payment being made in August 2014. The Board considered the proposed payment plan and approval was subsequently granted on the proviso that should the Shareholder default, further action will be taken.

Property Alterations

- 14/04/014 [] **Newlyn Way** – The Covenants Working Group having met with the owner to discuss the proposed car port conversion and agreed that the alterations will have minimal impact on parking as there is sufficient parking for two cars at the property. Therefore it can see no reason why consent should not be granted and therefore recommended to the Board that conditional approval be issued.

The Board ratified the decision of the Group and asked Countrywide to issue conditional approval for the alterations.

- 14/04/015 [] **Newlyn Way** – Countrywide advised the meeting that the owner is seeking POSOL consent for the removal of the low level planter from the driveway to create additional parking.

The application has been duly forwarded to the Covenants Working Group for its consideration. The Group commented that the works would remove natural soft landscaping from the area but there is still not sufficient room to park two vehicles on the driveway without overhanging the property's boundary and therefore could potentially restrict access and egress to the remote mooring area adjacent to the property.

Therefore, the Covenants Working Group recommended that consent not be granted for these alterations and the Board duly ratified the decision.

14/04/016 [] **Newlyn Way** – Countrywide advised that it is awaiting confirmation that the works to install solar panels have been completed so arrangements can be made for the Covenants Working Group to sign off the works and the final consent certificate be issued.

14/04/017 [] **Bryher Island** - Countrywide advised the meeting that the owner is seeking POSOL consent for the installation of a small kitchen window in the side elevation of the property.

The application has been duly forwarded to the Covenants Working Group for its consideration. The Group commented that the application satisfied all of POSOL requirements and therefore it can see no reason why consent should not be granted.

The Board ratified the decision of the Group and asked Countrywide to issue conditional approval for the alterations.

14/04/018 [] **Coverack Way** – Countrywide advised the Board that it had received a preliminary application from the prospective purchasers of [] Coverack Way to lease a 36 inch strip of POSOL land immediately adjacent to the property running along the flank wall of the property from the kerb to the fence line. This is to allow the prospective owners to lay a pathway to the rear garden gate so when accessing the gate they do not have to walk over the grassed area and in the future look to insert a side door in the property.

The Board discussed the application at length and agreed whilst it was mindful to grant a lease for the area of POSOL land, it would require a formal application

Gardening

14/04/019 **Mullion Close** – Countrywide advised the Board that it had received a complaint from a Shareholder in Mullion Close about the landscaping in the area as it is prone to dog fouling, The shareholder has requested that the area is rejuvenated. The previous requests for the rejuvenation of this area had been ruled out due to the costs involved however the owner feels that other areas of the estate are receiving preferential treatment.

The Board discussed the matter and it duly agreed for the area to be looked at with a view to it being rejuvenated in the future as part of the ongoing works schedule.

14/04/020 **D-Section in Holywell Drive** – Countrywide advised the Board that works to the D-Section are progressing well and will be looking to sign the works off in the coming weeks.

14/04/021 [] **Carbis Close** – Countrywide advised the Board that this matter is ongoing and is currently awaiting contact from the owner to discuss the works to the front garden.

Communications

14/04/022 Nothing further to report that is not covered elsewhere in these minutes.

Berthing

14/04/023 **Water Supply to Remote Mooring Areas** – See Confidential Minutes

Estate Security

14/04/024 **Berth []** – Countrywide advised the Board that the owner of the berth has requested that the metal spikes which were recently removed from the inner gate in Tintagel Way are replaced as he feels it compromises the security of the waterside of the properties in the area.

The Board discussed his concerns at length and it agreed to liaise with the Shareholder on this matter.

General

14/04/025 **Parking Policy** – Countrywide advised the Board that this matter is still ongoing and it agreed to revert back to the Board with an update at the next meeting.

14/04/026 **Parking in Newlyn Way** – A Director advised the Board that a few Shareholders in Newlyn Way are parking on the pathway as it is their understanding that they own the land.

Countrywide agreed to review the title deeds for the properties and will liaise with the Shareholders on whether they can park there or not.

5. ANY OTHER BUSINESS

14/04/027 [] **Holywell Drive** – A Director advised the Board that he has been approached by the owner of the property to request POSOL's reconsideration of his previous applications to lease an area of land at the rear of the property.

The Board discussed the matter at length and it agreed that without a formal submission of a new application which includes the dimensions of said land then it would be unable to comment at this time.

6. DATE OF NEXT MEETING – Friday 16th May 2014