

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 15th SEPTEMBER 2017

- Present/Apologies: Julian Shaw (JS) Chairman
 Ian Currie (IC) Secretary
 Reg Sillence (RS)
 Mark Abrams (MA)
 Paul Le Maistre (PLM)
 Darren August (DA)
- Apologies: Ruth Hoff (RH) SDL Bigwood PRS and Estate Management
- Attendance: Samantha Simpson (SS) SDL Bigwood PRS and Estate Management

MINUTES OF THE LAST BOARD MEETING 18th AUGUST 2017

- 15/09/001 The minutes of the August meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.

IC Proposed and PLM Seconded.

MATTERS ARISING

- 15/09/002 [] Bryher Island – It was noted that the owner had not responded to any of POSOL's correspondence in relation to the incorrect paint colour used on rear garden fencing. The Board endorsed the recommendation of the CWG that POSOL request access to the property to carry out redecoration works and that all costs should be recharged to the owner.

- 15/09/003 The Board discussed the recent security issues and breaches of the Code of Conduct by POSOL shareholders when using the gate at Oyster Quay. The Board expressed its disappointment and agreed it was necessary to ensure quarterly review meetings were held with the Directors of Oyster Quay Management Company Limited.

RESIGNATION OF DIRECTOR

- 15/09/004 It was noted that John Palmer had tendered his resignation from the Board. The Board extended its thanks to him for his hard work and dedication to POSOL while serving as a POSOL Director and on the Berthing Working Group.

- 15/09/005 It was agreed that the vacancy would now be published on the POSOL website inviting any shareholder interested to submit a short resume and details of the skillset they could bring to the POSOL. It was suggested that shareholders from the western part of the estate i.e. Sennen Place, Carne Place and Kelsey Head would be especially welcome as that area of the estate did not currently have any representation at Board level.

MANAGING AGENT'S AND WORKING GROUPS' REPORT

FINANCE

15/09/006 Finance reports for expenditure to 31st August 2017 were circulated. Expenditure as at that date was £228,099.80 against a budget figure of £250,084.00

15/09/007 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £4329.79, a reduction of £3,090.75 on the previous month.

It was noted that significant progress had been made during the month to reduce the overall amount of aged debt and that several historic debts had been collected as a result of solicitors' action being taken against the shareholder concerned. SS advised that a number of cases in respect of overdue April 2017 service charges were now at final Pre Summons Notice stage and solicitors' action would again be applied if necessary.

15/09/008 *See confidential minutes*

COVENANTS

15/09/009 It was noted that the Covenants Working Group meeting was held on 11th September 2017 and the following items were discussed;

15/09/010 [] Carbis Close – SS advised that the owner had submitted an application to install 2 cupboards in the carport for storage purposes. The CWG, having reviewed the application, recommended that Conditional Approval be granted. This was endorsed by the Board.

15/09/011 [] Bryher Island – The CWG advised that, having considered the application further, it now recommended that Conditional Approval be given. It was noted that one of the conditions of approval would be an inspection of the works by the CWG when the initial footings were laid.

15/09/012 [] Newlyn Way – SS advised that the owners of the property had submitted an application for numerous alterations; balcony extension, under-balcony kitchen extension, juliette balcony to side elevation, cabrio windows to the rear elevation and carport conversion.

The CWG recommended that Conditional Approval be given for all aspects of the application with the exception of the proposed Juliette balcony and the carport conversion. The CWG advised that a meeting with the owners had been scheduled for that afternoon to discuss these two elements in further detail so that a final decision could be reached.

15/09/013 [] Carbis Close – SS advised that the property was in the process of being sold and that the owner had applied for retrospective consent for balcony alterations carried out in 2010. The CWG had reviewed the application and recommended that retrospective consent be granted.

15/09/014 [] Carbis Close – SS advised that the owner had completed works to create an under-balcony sun enclosure and had now applied for Final Consent. The CWG had considered the request but felt that it was unable to recommend that Final Consent be granted at the current time. Some elements of the works had been discussed with a former POSOL Director [] during the initial stages of the application but had not been carried out when the actual works were undertaken. As such, a requirement of Final Consent would be the cutting back of the cover board as previously agreed. Furthermore, the glass dome lighting installed was not in keeping and would need to be removed and/or replaced with a suitable alternative.

15/09/015 [] Newlyn Way – It was noted that the CWG was meeting with the owner of the property later that day to discuss works carried out at the property to date. The external flank walls of the property were in poor condition and the rendering had been carried out in an attempt to improve them. Given that there was the potential for the balcony area to be enclosed at a later date, it was agreed that it might be possible for POSOL to accept the current state of the property in the short term

15/09/016 Carne Place Parking – The Board discussed further comments received from the owner of [] Carne Place in relation to proposed works to an area in front of his garage to prevent unauthorised parking. As the shareholder does not believe that this is a suitable solution to the parking problems he is currently experiencing the Board agreed to cancel the works.

The proposed works to create 5 parking bays on a lawned area at the entrance of Carne Place were discussed in detail and a quotation from Barrie Goulding Paving to the sum of £5,136 inclusive of VAT was duly approved. It was noted that there was insufficient funding available in the 2017/2018 budget for works to be carried out to create an extension of the pavement leading out from Lock View on to the Portway. This area would be reviewed in the next financial year and further consultation with Portsmouth City Council would be undertaken in due course.

GARDENING

15/09/017 It was noted that the Gardening Working Group meeting was held on 6th September 2017 and the following items were discussed;

15/09/018 It was felt that Leylandii & Lawns were making good progress on grounds maintenance works across the estate. However, it was noted that there was still a considerable amount of outstanding jobs left over from the previous contractor in addition to the routine maintenance. As such, it was agreed that the current working pattern of a 3 man team working 3 days per week on site be continued throughout the months of November, December and January. This would enable the contractor to complete all outstanding tasks and bring the site back to a condition whereby the routine maintenance works would be easier to carry out going forward.

15/09/019 The Board discussed the recommendations of the GWG in respect of the action points raised in Hayden's Tree Report. SS ran through a detailed report in which all of the

necessary action points had been categorised for future works, to be carried out either by a specialist tree surgeon or the grounds maintenance company.

Where trees had been identified for felling and replacement, a specialist company, Barchams, was being bought in to identify species suitable for replanting and submit a quotation for the supply and planting of the trees accordingly.

It was agreed that this together with quotations for tree works to be obtained by SS would be discussed at future meetings to ensure that all priority works were carried out within budget.

15/09/020 Portway Hedge – the Board approved a quotation submitted by DNB Tree Surgery to the value of £1,260.00 to carry out works to cut back the hedge to a height of 3-4m from where it would be possible for the grounds maintenance company to maintain going forward.

BERTHING

15/09/021 The Board reviewed the proposed amendments to the POSOL Policy “What size boat can I put on my berth?” as submitted by the Berth Working Group. The Board unanimously agreed the changes and requested that the revised policy be published on the POSOL website as soon as possible.

15/09/022 [] – The Board reviewed correspondence received from the shareholder in respect of POSOL’s confirmation that it was unable to register his vessel to the berth due to the vessel being of an inappropriate size. The BWG’s draft response was duly approved by the Board and would now be sent to the Shareholder concerned.

15/09/023 [] – The Board noted that the vessel was still on the berth and that previous correspondence from POSOL in relation to it being unable to register the vessel because it was of an inappropriate size had been ignored. It was agreed that if the vessel was not removed within the timeline previously set that further action would be taken.

15/09/024 A Director [] advised that he was working extensively on the Berth Database to compile a number of reports that could be run automatically each month and be used as a reporting tool for the Board and Managing Agent. In particular, he was focusing on a report that would identify the number of boats which potentially trespassed into neighbouring berths as the declared beam of the vessel was more than the water space demised to the berth it was registered on. This would enable POSOL to ensure that the necessary trespass agreements were in place between the shareholders concerned.

15/09/025 SS informed the Board that she had received correspondence from the owner of berth [] requesting that the clauses in the sub-underlease relating to the berth be modified to permit the licensing of the berth. SS advised that she had already informed the shareholder that this would not be possible and the reasons for this but that these had not been accepted. The shareholder wished the matter to be escalated to the Board. The Board reviewed his correspondence and asked SS to confirm that while it had noted the shareholder’s position, it did not agree to his proposals and would not

consent to the modification of the sub-underlease clauses relating to his specific berth.

SECURITY

15/09/026 Coverack Way fencing – it was agreed that the area of fencing at the end of Coverack Way should be returned along the top of the brick wall running back towards [] Coverack Way. SS was asked to arrange these works with Portchester Fencing accordingly.

COMMUNICATIONS

15/09/027 Website Update – The Board discussed the ongoing redesign of the website and a number of new features that could be added to it.

15/09/028 The Board agreed the content of the proposed October newsletter to be sent out to all shareholders with the service charge demand.

GENERAL

15/09/029 Air Bnb – the Board discussed the ongoing use of certain properties around the estate as Air Bnb and short term holiday accommodation. It was noted that the owner of every property identified as being used in this way had been contacted but that there had been only one response to date.

A Director [] shared with the Board a number of problems that he had experienced as a result of living in the vicinity of a property being used in this way and the general nuisance caused to shareholders. The Board agreed that such practices should not be allowed to continue and as such it was agreed that solicitors be instructed to write to the owners of those properties concerned.