

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**FINAL MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE,  
PORTCHESTER – 17<sup>th</sup> NOVEMBER 2017**

Present/Apologies: Julian Shaw (JS) Chairman  
Ian Currie (IC) Secretary  
Reg Sillence (RS)  
Nigel Padbury (NP)  
Paul Le Maistre (PLM)

Apologies:

Mark Abrams (MA)  
Darron August (DA)

Attendance: Ruth Hoff (RH) SDL Property Management  
Emily Hanley (EH) SDL Property Management

**MINUTES OF THE LAST BOARD MEETING 20<sup>th</sup> OCTOBER 2017**

17/11/001 The minutes of the September meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.

RS Proposed and PLM Seconded.

**MATTERS ARISING**

17/11/002 There were no matters arising from the previous minutes.

**MANAGING AGENT'S AND WORKING GROUPS' REPORT  
FINANCE**

17/11/003 Finance reports for expenditure to 30<sup>st</sup> October 2017 were circulated. Expenditure as at that date was £270,392.67 against a budget figure of £384,798.00 but it was noted that the second half year invoice from Premier had not yet been received.

17/11/004 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £1393.42. It was noted that a few shareholder accounts are still in arrears and further legal action will be taken against them.

17/11/005 A Director [] provided further feedback from the meeting with SDL Finance Team and commented that the board are still waiting on some replies from the meeting. A Director [] had subsequently met [] a senior member of SDL and commented that he was very impressed by her and her willingness to assist and that he would make contact regarding these outstanding issues raised.

17/11/006 It was agreed that due to an error with issuing October service charge invoices that copies would be sent out before any official reminders are issued.

## **COVENANTS**

17/11/007 [] Newlyn Way – Following an email from the owner, it was agreed that the CWG would draft a reply in response to the points raised.

17/11/008 [] Carne Place – CWG to meet the owner following feedback in relation to non-receipt of drawings.

17/11/009 [] Newlyn Way - Rendering works – It was noted by a director that the painting had not been done.

17/11/010 [] Cadgwith Place – CWG advised they had visited the property and some works are still to be carried out as they do not match the plans submitted to POSOL. SDL to write to the owner to advise of the CWG's requirements for Final Consent to be issued.

17/11/011 [] Bryher – garden fence. It was noted that the garden fence at the front of the house is now 3ft and should be 6ft. SDL to write to owner to advise.

## **ESTATE REPAIRS**

17/11/012 Carne Place fence was discussed and agreed that this should be part of the rejuvenation next year.

17/11/013 Portway- Area of hard-core was discussed and all agreed that this is a trespass issue and that a full re-instatement of works would be required. A director [] to consult solicitors for further advice.

## **GARDENING**

17/11/014 It was noted that the GWG were disappointed that the October rejuvenations would be pushed back to the next financial year due to other matters taken precedence and in order to keep things moving have approached a contractor to begin preliminary plans for next year.

17/11/015 A Director [PLM] commented that since the rejuvenation is being pushed back that some 'mini' schemes would go ahead and a number of planters have been noted as requiring repair and re-planting.

- 17/11/016 A director [] advised that the weed killing was being carried out by the gardeners.
- 17/11/017 The board requested that the GWG liaise with SDL to get the tree report underway as this is now a priority.
- 17/11/018 It was noted by a director that the strip of fence and planting along Kelsey Head be preserved.
- 17/11/019 It was agreed that the tree report should be finalised by February and a definitive statement of trees was needed. [PLM] stated that he was not happy about Barchams recent report on replacement trees and that he would be contacting them to discuss in further detail. It was also reiterated that before any tree work that the shareholders affected would be written to prior to any work taking place.
- 17/11/020 It was agreed that the Leylandii & Lawns continue over the Jan-March period on 3 days a week.

#### **BERTHING**

- 17/11/021 [] - RH advised that SDL had received a consent letter of trespass from the owner's neighbour; however the vessels length remains to be agreed by Premier Marinas.
- 17/11/022 It was agreed that once SDL's new assistant was settled that new berthing reports would be produced.
- 17/11/023 [] – vessel has been identified as too wide. BWG to check length and advise SDL on further action.

#### **SECURITY**

- 17/11/024 SDL commented that a shareholder in Tintagel Way has experienced a theft recently and that security should be reviewed. It was discussed by the board; SDL to report back to the shareholder following this discussion.

#### **COMMUNICATIONS**

- 17/11/025 New Website – it was noted that the title deeds and sub under leases needed updating. A director [] to obtain copies of original deeds and sub under lease for the website.

#### **ANY OTHER BUSINESS**

- 17/11/026 [Airbnb/HMO's] – following a meeting it transpires that POSOL have a strong case in respect of the Airbnb and HMO's and will be pursuing these matters further.
- 17/11/027 SDL advised that Oyster Quay have requested a follow-up meeting. SDL to arrange a suitable date, preferably following Oyster Quays AGM as we are aware that the previous chairman was standing down.