

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 21st JULY 2017

Present/Apologies: Julian Shaw (JS) Chairman
Ian Currie (IC) Secretary
Reg Sillence (RS)
Paul Le Maistre (PLM)
Mark Abrams (MA)

Apologies: John Palmer (JP)

Attendance: Samantha Simpson (SS) SDL Bigwood PRS and Estate Management
Ruth Hoff (RH) SDL Bigwood PRS and Estate Management
Gareth Brown (GB) SDL Bigwood and Estate Management

MINUTES OF THE LAST BOARD MEETING 16th JUNE 2017

21/07/001 The minutes of the June meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.

IC Proposed and MA Seconded.

MATTERS ARISING

21/07/002 Nothing to report

MANAGING AGENT'S AND WORKING GROUPS' REPORT

FINANCE

21/07/003 Finance reports for expenditure to 30th June 2017 were circulated. Expenditure as at that date was £192,017.82 against a budget figure of £204,835.07

21/07/004 The Board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £7,593.47, a reduction of £4,414.17 on the previous month. It was noted that a number of shareholder accounts had been settled in full following the appointment of solicitors and legal action being taken against them.

SKS advised that SDL Bigwood would be commencing credit control procedures for the April charge on 1st August 2017.

21/07/005 A Director [] requested some minor changes to the format of the income and expenditure report for all future reporting.

21/07/006 *See confidential minutes*

- 21/07/007 *See confidential minutes*
- 21/07/008 *See confidential minutes*
- 21/07/009 *See confidential minutes.*
- 21/07/010 A Director [] requested a copy of SDL's Organisation Chart. GB agreed to provide this.

COVENANTS

- 21/07/011 Directors [] advised that they had met with John Ferret from PCC's Planning Department to discuss the application of POSOL's covenants on the road front and the water front of properties.

It was noted that although the requirements for Posol's approval of any change to the external appearance of properties is totally independent of Planning decisions by Portsmouth CC, the Company does concur with the Council's prohibition of building forward of the building line to the front of the property. While the Council regard the front of the property as being the road side of the property, Port Solent is unique in that the waterfront is equally (or more) important. Posol will not approve the construction of any extension which is closer to the water front than the building line established by the original developer. For the avoidance of doubt the edge of the balcony is considered to be the limit of the original building.

- 21/07/012 [] Bryher Island – It was noted that works had recommenced at the property and that the sail window frame in the loft conversion on the rear elevation had now been installed, although it is believed that it had not yet been painted or glazed. In addition, the scaffolding, which had formed the basis of numerous nuisance complaints, had been taken down. SDL Bigwood continue to monitor the works.
- 21/07/013 [] Bryher Island – SS advised that the application was still pending as she was still awaiting a full application from owner in accordance with POSOL's External Alterations Procedure.
- 21/07/014 [] Sennen Place – SS advised that a formal application had been received from the owner to install a full length window and Juliette balcony at the rear of the property. The application had been submitted to the Covenants Working Group for its consideration.
- 21/07/015 [] Bryher Island – It was noted that a Council Planning Notification had been displayed on a lamp post in the vicinity of the property advising that the owner intended to carry out an under balcony kitchen extension and car port conversion. SS advised that no application had been received from the owners and as such she would be making contact to remind them that such alterations constituted a change of external appearance and as such POSOL consent would be required prior to any works being

undertaken, irrespective of any permissions given by Portsmouth City Council Planning Department.

21/07/016 A Director [] noted that rendering works had been undertaken at a house at the end of Newlyn Way underneath the balcony. Not only was this unsightly, but in breach of covenant as the owner had carried out works constituting a change of external appearance for which consent had not been obtained or granted. SS to inspect and advise accordingly.

21/07/017 [] Bryher Island – it was reported that the garden fence of the property had been painted but that the colour was not in keeping with the covenants and a number of complaints from shareholders in the vicinity had already been received. SS advised she would visit the property and take the matter up with the owner accordingly.

GARDENING

21/07/018 It was noted that the temporary grounds maintenance contractor, Leylandii & Lawns, had made an impressive start on the grounds maintenance works and were working through a list of outstanding jobs left over from the previous contractor.

It was agreed that Director [] would provide SDL Bigwood with a further list of action points for the contractor following the latest Gardening Working Group walkaround.

21/07/019 With regard to the tendering process for the new grounds maintenance contract, it was noted that another company had contacted SDL Bigwood with a view to tendering. A Director [] had agreed to include them and as such all of the relevant tender documentation had been issued to them.

A Director [] advised that he had already met a couple of the companies invited to tender who had wished to visit site prior to tendering and had accompanied them on an estate walkaround.

21/07/020 SS advised that she would be formally contacting both shareholders who had previously expressed an interest in joining the Gardening Working Group to advise them of the next GWG meeting.

BERTHING

21/07/021 RH advised that she had now sent the first insurance expiry letters out and was liaising with [] with any issues arising from this. The Berth database was now under the management of SDL Bigwood.

RH mentioned that the Annual Insurance Form was not user friendly and it was not clear that the 'Renewal Date' was when the insurance was due to be renewed and that 'Expiry Date' would be easier to manage when inputting on the database. A Director [] agreed to change this for all new forms.

21/07/022 Berth [] – it was agreed that SDL Bigwood would contact the owner of the vessel [Rosella] in relation to allegations of the holding tanks being discharged into the marina.

21/07/023 Berth [] – It was noted that further to POSOL's letter advising the berth owner that their vessel would not be registered due to it being of an inappropriate size, no response had been received. POSOL would now need to ensure that further action was taken to have the vessel removed as it was a clear breach of covenant and the POSOL Berthing Regulations.

SECURITY

21/07/024 SS presented to the Board quotations provided by Portchester Fencing and Bill Reid to erect additional fencing at the end of Coverack Way. The Board approved the quotation from Portchester Fencing and instructed SDL to issue work order accordingly.

COMMUNICATIONS

21/07/025 A Director [] commented that the website was difficult to navigate and that POSOL must now look to improve the layout and content of the site for its shareholders. A Director [] was asked to look into options for doing so and the associated costs.

ANY OTHER BUSINESS

21/07/026 Carne Place – SS advised that CC Maintenance had been appointed to carry out the approved painting works to the two areas within Carne Place, however no date had been set for the works to start.

21/07/027 A Director [] commented on the above parking issues and it was noted that the Board had made provision within the 2017-2018 financial year to create an additional parking area at the entrance of Carne Place. The project had been overseen by a previous Director and it was agreed that SS would make contact with him to obtain all of the relevant information to allow the Board to revisit the project as soon as possible.

21/07/028 Further investigations had taken place into a number of properties being advertised and used as short term/holiday accommodation, which was a breach of covenant. A full list of properties had been compiled and SDL Bigwood would be writing to all owners of the properties concerned requesting that the practice cease with immediate effect. Should it continue, the relevant cases would be referred to solicitors for further action without any further notification.

- 21/07/029 The Board confirmed that it had received one application in respect of the Director vacancy and would meet with the shareholder concerned. It was agreed that as the email to all those shareholders who had registered their emails with POSOL had been delayed, that the deadline for applications would be extended by one week. It was agreed that Directors [] would hold preliminary interviews with any candidates, week commencing 7th August 2017. Shortlisted candidates would then be invited to meet the full Board of Directors at the August board meeting.
- 21/07/030 [] & [] Newlyn Way – a number of anti-social issues had been reported to POSOL from shareholders living in the vicinity. As none of those reported were matters over which POSOL had direct jurisdiction it had duly reported them to the relevant authorities for further investigation and action to be taken.