

POSOL RESIDENTS MANAGEMENT COMPANY LTD

FINAL MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 19th JANUARY 2018

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

Apologies: Mark Abrams (MA)
 Darren August (DA)

Attendance: Ruth Hoff (RH) SDL Property Management
 Jane Ashford (JA) SDL Property Management

MINUTES OF THE LAST BOARD MEETING, 15TH DECEMBER 2017

19/01/001 The minutes of the December meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting. IC proposed and PLM seconded.

MATTERS ARISING

19/01/002 Ref 15/12/025: It was noted that that owners of [] Bryher Island are no longer selling and will increase the height of fence to 6ft. POSOL will therefore incur no cost. Continue to monitor.

19/01/003 Ref 15/12/034 – Incorrect information on confirmation statement. Going forward, SDL to go through this with CoSec and confirm to Board.

19/01/004 Ref 15/12/035 – SDL telephone system. Board will try this number again. RH to check whether her mobile is diverted to office voicemail.

MINUTES OF THE AGM, 24TH NOVEMBER 2017

19/01/005 The minutes of the AGM had previously been circulated. It was agreed that they represented an accurate record of the meeting. RS proposed and NP seconded. It was stated that these would be put on POSOL website as there is no legal requirement to send AGM minutes to shareholders.

MATTERS ARISING

19/01/006 The board queried if the same hall had been booked for the 2018 AGM. RH to action asap.

MANAGING AGENT'S AND WORKING GROUPS' REPORT

FINANCE

- 19/01/007 Finance reports for expenditure to 31st December 2017 were circulated. Expenditure as at that date was £385,685.53 against a budget of £486,835.00. [] queried why no interest was showing and would this be available by the end of the financial year? SDL to progress this matter.
- 19/01/008 Aged Debtors: The board reviewed the list of aged debtors on a case by case basis. The total amount of aged debt stood at £9,861.07, and although this was still high, SDL confirmed that Credit Control was taking place. This figure should reduce significantly as RH advised the Board that SDL now have the aged debtor's situation in hand following staffing changes. Concern was expressed about continuity should there be future staffing changes and asked for procedural notes to be produced for any future handovers.
- 19/01/009 Input for budgets is required for discussion at the next board meeting.
- 19/01/010 The board felt that the Articles of Association need updating at a cost of c.£2k. [] to progress this with solicitors in the next financial year.

COVENANTS

- 19/01/011 [] Cadgwith Place – orangery on rear elevation
SDL advised shareholder that no final consent will be given until the downpipe is relocated and the trellis is in place, but has received no response. RH to check.
- 19/01/012 [] Carne Place – Garage Colour
SDL will add £27 reimbursement for paint to shareholder's s/c account.
- 19/01/013 [] Newlyn Way – Patio Doors
Application received to install patio doors. Rendered walls have not yet been painted. Board agreed if patio doors are not put in within 3 months, the walls must be painted as per the original agreement.
- 19/01/014 [] Newlyn Way – Tree Removal.
The board agreed that the tree can be removed but that CWG were right to retain some landscaping.
- 19/01/015 [] Tintagel Way – air con ducting has never been approved. There is a caution on the property and the CWG agreed that retrospective consent would not be issued unless ducting is removed or relocated. SDL to write to shareholder.

ESTATE REPAIRS AND MAINTENANCE

- 19/01/016 SDL to remind landscape gardeners to remove angel statue.
- 19/01/017 [Sennen Place] – planter. Draft letter approved. SDL to send.

- 19/01/018 [] Mullion Close – damaged fence/post. It was agreed that this fence was owner’s responsibility to replace.
- 19/01/019 RAPS requested a statement from the board in respect of planters/gardening. Suggested reply was discussed and agreed by the board.
- 19/01/020 It was confirmed that most of the planters requiring more than remedial mortar are associated with the upcoming tree works and that these works will take place following the tree works. Quotation for works to be obtained for consideration.
- 19/01/021 Road Signs – SDL advised the board that some road signs needed re-painting and general maintenance. RH to obtain quotes for repainting and cleaning. Materials used must be marine-grade.
- 19/01/022 Holywell Drive, D-section. Wooden posts are rotten. Leylandii and Lawns can replace – additional costs for next year (c. £2k). RH to speak to gardening contractors.

BERTHING

- 19/01/023 Concern was expressed about ladders on pontoons and the need to commission a survey ASAP to see if they need replacing (galvanised steel> plastic). It was requested that this be done before the end of March. A comment was made that pontoon markers should also be replaced (with fluorescent versions).
- 19/01/024 It was noted that POSOL had still not received a response from Premier Marinas regarding berth []. [] to contact directly for a response.
- 19/01/025 Out of line pontoon – shareholder would like to meet a member of the berthing working group to discuss.
- 19/01/026 Following further correspondence from berths [] and [], the board agreed with the suggestions put forward. SDL to send letter confirming.

COMMUNICATIONS

- 19/01/027 It was agreed to progress the website changes.

GARDENING

- 19/01/028 The tree report was presented to the board and discussed at length. It was decided that consultation would take place with shareholders that were directly affected. SDL and Gardening Working Group to arrange.
- 19/01/029 Carne Place rejuvenation. Consultation to take place with adjacent shareholders. Explanation to be added drawing and draft a letter. To be hand delivered.
- 19/01/030 Anchor refurbishment: cost TBC. Quotation for works to be obtained for consideration. Anchors will go in planters as a feature.

ANY OTHER BUSINESS

- 19/01/031 Airbnb Update: POSOL to instruct solicitors to issue legal proceedings against [] Carne Place as received no response in relation to a letter sent regarding use of property as AirBnb.
- 19/01/032 [] Bryher Island: Owner noted that formal consent had not been issued following letters of conditional approval dating back to several years. SDL to look into this matter and advise Covenants Working Group.