

## **POSOL RESIDENTS MANAGEMENT COMPANY LTD**

### **FINAL MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 16<sup>th</sup> FEBRUARY 2018**

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

Apologies:                 Mark Abrams (MA)

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

#### **MINUTES OF THE LAST BOARD MEETING, 19<sup>TH</sup> JANUARY 2018**

16/02/001     The minutes of the January meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting. DA proposed and NP seconded.

#### **MATTERS ARISING**

16/02/002     SDL confirmed the AGM meeting venue has been booked and paid for.

16/02/003     The board commented that calling SDL main office had improved and the phone number for SDL was confirmed as 02380 629823.

16/02/004     RH to adjust January minutes using passive voice except for action points and send for approval.

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

##### **FINANCE**

16/02/005     Finance reports for expenditure to 31 January 2018 were circulated. Expenditure as at that date was £405,443.57 against a budget figure of £486,835.00. SDL had confirmed that £147 interest had been accrued in total since SDL took over.

16/02/006     SDL have agreed to postpone their management fee increase until 1<sup>st</sup> April 2018.

16/02/007     It was discussed that April's service charge invoice and shareholder summary should sent separately from any other information. SDL to check that invoices are being sent to all billing addresses to avoid any non-payments. The board agreed to add a pop up on website with this years' service charge details including bank details for online payments and SDL's finance department phone number for payments and assistance.

16/02/008 Aged Debtors were discussed on a case by case, SDL to instruct solicitors where pre-  
summons letters have been issued. It was noted that there are 6 weeks remaining to  
reduce figure of £26k before the end of the current financial year. SDL to continue to  
chase to reduce this figure.

## **BUDGETS**

16/02/009 Budgets were discussed in detail by the Board, amended and approved.

## **COVENANTS**

16/02/010 [] Cadgwith Place – orangery  
SDL to send shareholder a reminder of the work required before final consent can be  
issued, if work is not carried out within 30 days from date of letter then shareholder  
will be advised that a caution will be placed on the property for incomplete works.

16/02/011 [] Bryher Island – fence  
Situation to continue to be monitored until such time as the property is sold.

16/02/012 [] Newlyn Way – tree removal  
Following an application to remove a tree with Covenants Working Group and  
Gardening Working Groups approval, SDL confirmed that following tree removal the  
shareholder was advised that any re-planting as a result of the tree removal would be  
carried out during the next re-furb of Newlyn Way or for shareholder to re-plant and  
POSOL landscape gardeners to maintain.

16/02/013 [] Tintagel Way – air con ducting  
The board and CWG agreed that works were complete and SDL confirmed that Final  
Consent had now been issued.

16/02/014 [] Cadgwith Place – proposed works to ground floor  
SDL advised that a formal application had been received for proposed works to the  
ground floor. Having taken the views and recommendations of the Covenants  
Working Group into consideration the board agreed that Conditional Approval be  
issued for the proposed works and SDL were instructed to issue the letter of  
Conditional Approval following receipt of further details of the proposed front door.

16/02/015 [] Bryher Island – modification to car port  
SDL advised that a formal application had been received to modify the car port. The  
Covenants Working Group considered the application and advised the plans were not  
to POSOL guidelines. The shareholder has requested a meeting. It was agreed that  
members of the CWG will visit to discuss in proposal in more detail.

16/02/016 [] Bryher Island – pergola  
SDL advised that a shareholder advised that their Pergola was to be removed.  
Covenants Working Group and the board would have preferred the pergola not to be  
removed. Following a discussion it was agreed that the board would obtain quotes for  
replacement pergolas to be offered to all Bryher Island residents in an attempt to re-  
instate the overall look.

16/02/017 [] Bryher Island – extension (Final Consent)  
Following the shareholder advising that works are now complete and the Covenants Working Group meeting, a couple of points raised were discussed and it was agreed that Final Consent could be sent.

## **GARDENING**

16/02/018 Most of the tree works have been completed. [] to liaise with contractor about any remaining works.

16/02/019 [Carne Place] - SDL had received several comments following removal of trees and hedging during the recent landscape maintenance works. It was discussed that these works were essential to the maintenance of Port Solent and whilst the board expressed sympathy the works were necessary and confirmed there is to be a planned re-planting following these works to improve the area. These works are to take place in the next month.

16/02/020 Following the decision to retain the trees at Coverack Way, the GWG pointed out that these trees have a life span of 10 years and it was agreed that POSOL should be looking at planting suitable trees alongside these to continue to provide the screening in the future.

## **BERTHING**

16/02/021 [] and [] to inspect capping's. Shareholders will be written to advising of any obstruction's (e.g. flowerpots, overgrown plants) advising that removal within 30 days is required, otherwise POSOL will undertake this and the cost will be re-charged to shareholders.

16/02/022 SDL are to undertake a project to check that they have the same boat information as Premier Marinas. [] to generate reports to assist with this task.

16/02/023 [] Premier Marinas to write to SDL confirming their approval of the vessels length whereupon the matter will be closed. Premier Marinas advised they had spoken at length to the vessels owner and should any circumstances change this will be reviewed.

## **SECURITY/ESTATE MAINTENANCE**

16/02/024 Signage – The board discussed a quotation received for repair and re-painting of the road signs around the estate. SDL to request colour samples for frame, as close as possible to the blue of POSOL's logo. A member of the board pointed out that a road sign in Mullion was damaged. SDL to arrange for repair prior to any works being carried out on the road signs.

16/02/025 SDL to order 6 high-vis jackets for the members of the working group to use whilst on POSOL duties.

## **PARKING**

16/02/026 [Carbis Close] – several shareholders have reported inconsiderate parking. POSOL have reported that this is a public highway and should be reported to the POLICE when the incident occurs.

## **COMMUNICATIONS**

16/02/027 New website: proposed changes were discussed and will be reviewed prior to going live. All new policy documents for the website were discussed and approved by the Board.

## **GENERAL**

16/02/028 Airbnb/HMOs – Following advice from solicitors, it was agreed that since no response was forthcoming from a shareholder following letters regarding use of Airbnb, POSOL would be looking to progress this matter with solicitors. SDL to monitor Airbnb situation regularly.

## **ANY OTHER BUSINESS**

16/02/029 Following comments from shareholder in Carne Place about security, POSOL had written to a shareholder but no response had been received.

16/02/030 A shareholder reported a SORN vehicle. SDL to establish if this is on adopted road, as this is a police/authority matter. If it were on POSOL land, it would be covered by POSOL's parking regulations (i.e. no vehicle to remain static for more than 21 days), a notice could be left on it and if it's not removed within 14 days, Boarhunt Garage could be asked to tow it away. POSOL to send SDL a map showing adopted/unadopted roads.

16/02/031 TV service – POSOL's offer to install aerial was agreed.

16/02/032 Co-Tags – It was agreed that all co-tags were issued to shareholders only and the responsibility for tenants to behave accordingly as per the Code of Conduct lies with the shareholder. Shareholders may ask their tenants to sign the Code of Conduct if necessary.

16/02/033 [] to obtain second quote for anchor refurbishment.

16/02/034 New GDPR regulations were discussed and SDL to provide suggestions on working within the new regulations.

16/02/035 Volunteers for working groups will be requested in the newsletter.