

POSOL RESIDENTS MANAGEMENT COMPANY LTD

FINAL MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 23rd March 2018

Present: Julian Shaw (JS), Chairman [from 10.50 a.m.]
Ian Currie (IC), Secretary
Reg Sillence (RS)
Paul Le Maistre (PLM) [until 10.30 a.m.]
Mark Abrams (MA)
Darren August (DA)

Apologies: Nigel Padbury (NP)

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

MINUTES OF THE LAST BOARD MEETING, 16TH FEBRUARY 2018

23/03/001 The minutes of the February meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

MATTERS ARISING

23/03/002 Ref 16/02/030 SORN car. Car has been moved. Carry forward to next meeting.

23/03/003 Ref 16/02/033 (anchor quote). Carry forward to next meeting.

MANAGING AGENT AND WORKING GROUP REPORT

FINANCE

23/03/004 Finance reports for expenditure to 28 February 2018 were circulated. Expenditure as at that date was £441,426.17 against a budget of £468,484.00. Debtors figure stands at approx. £8,400 with an additional £3,000 in administration fees. Debtors were discussed on a case by case basis and a number of debtors are due court action. Maintenance expenditure is c. £10k under budget, but this surplus will be used for bills coming in during March.

COVENANTS

23/03/005 [] Mullion Place – replacement balcony and garden works were discussed with the CWG and approval was granted.

23/03/006 [] Sennen Place – extension and loft conversion. CWG discussed and board approved.

- 23/03/007 [] Bryher Island – proposed works to [] Bryher Island.
CWG and board agreed that a meeting was needed to discuss further. Conditional approval to be issued, following this meeting.
- 23/03/008 [] Newlyn Way – building works, ground floor.
CWG and the board agreed that a meeting was needed to discuss. Conditional approval to be considered, following this meeting.
- 23/03/009 [] Bryher Island – modification of car port.
Following a meeting with the shareholder, the board approved subject to the 7.8 m parking space, 1 m from the front wall being adhered to.
- 23/03/010 [] Carbis Close – trellis installation, back garden.
The CWG discussed and initially rejected. The board reviewed and came to the conclusion that whilst POSOL do not approve, they will not take any further action should the shareholder wish to install trellis.
- 23/03/011 [] Newlyn Way – proposed building works (car port, ground floor, gates, etc.).
CWG met with the shareholder, the board discussed and approved, subject to the 7.8m parking space, 1m from the front wall being adhered to.
- 23/03/012 [] Bryher Island – velux window, metal gates and kitchen extension.
Shareholder reported works are complete. The CWG inspected, the board have reviewed and a meeting is required to discuss the completed works further.
- 23/03/013 [] Bryher Island – screening.
Shareholder was contacted following erection of screening as was thought to contravene covenants. An appeal by the shareholder was submitted to the board. The board reviewed and proposed that the screening was acceptable, but the colour should be changed to Bryher Island grey.
- 23/03/014 [] Carne Place –garage.
The property has been sold, and the garage next to it was retained for a limited time by previous owner. This period has now expired and there’s no sign of a sale. SDL to investigate.

GARDENING

- 23/03/015 Following the planter repairs, it has been established that the damage to planters has been caused by lack of drainage holes and not roots as originally thought. Two drainage holes will therefore need drilling in each planter. SDL to arrange these works.
- 23/03/016 Carne Place Rejuvenation – works are now complete, the board have reported that they are very pleased with the standard of works.
- 23/03/017 Re-planting has commenced following the recent tree removal which left some exposed areas.

ESTATE MAINTENANCE

- 23/03/018 Recent planter repairs have now completed, the board reported that they are pleased with the results.
- 23/03/019 D-section: some of the timber is rotten at the back of the rockery and needs to be replaced. This will be remedied under the estate maintenance budget.

BERTHING

- 23/03/020 Transfer of berth: an issue arose with the transfer of a berth. Following discussion with POSOL's lawyer, the board agreed to continue to operate with the already established procedures.
- 23/03/021 Ladder Inspection Report. The board reviewed and agreed with the proposal that inspections should be carried out again in 2023. In addition a quote will be obtained for the supply and fitting of 9 additional fibreglass ladders as recommended.

PARKING

- 23/03/022 A few parking issues/complaints have arisen on site with blocking of access to remote berthing areas, blocking access in general. The board agreed to add some additional signage reminding residents of the need to keep remote areas as clear as possible. A copy of the Parking Regulations will be issued to everyone in due course.

GENERAL

- 23/03/023 Airbnb situation is in hand. An indemnity letter has been signed for court action against HMOs etc.
- 23/03/024 Noise pollution report was briefly discussed but due to the absence of some directors this will be discussed in more detail at the next meeting.
- 23/03/025 Garage painting: A member of the CWG to contact a contractor to quote for painting.

COMMUNICATIONS

- 23/03/026 The board approved the appended documents for inclusion on website.

ANY OTHER BUSINESS

- 23/03/027 The board reviewed the "Changes to the external appearance of property" policy. Board approved, with the addition of a final sentence: Section 3.5 Decking "may provide a refuge for vermin if not properly sealed".
- 23/03/028 The board reviewed the "House Sale Procedure": Some amendments were made. SDL to keep in office for reference.

23/03/029 GDPR – new regulations. SDL advised the board that an addition will be made to management agreement for POSOL to agree. SDL will produce recommendations/guidelines.