

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**FINAL MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE,  
PORTCHESTER –**

**20<sup>th</sup> July 2018**

- Present: Julian Shaw (JS), Chairman  
Ian Currie (IC), Secretary  
Reg Sillence (RS)  
Darren August (DA)  
Nigel Padbury (NP)  
Paul Le Maistre (PLM)
- Apologies: Mark Abrams (MA)
- Attendance: Ruth Hoff (RH), SDL Property Management  
Emily Hanley (EM) SDL Property Management

**MINUTES OF THE LAST BOARD MEETING, 22<sup>nd</sup> June 2018**

- 20/07/001 The minutes of the June meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

**MATTERS ARISING**

- 18/05/037** Garage Sale – the issue only arises when garages are sold separately, current deed of covenant on file is to be used for garage sales if required as this covers the legal aspect of selling a garage.
- 22/06/036** [] Newlyn Way – garden extension – the board has received notification that the shareholder no longer wishes to pursue this.
- 20/07/002 [] Carne Place – garage, ongoing issue, to be investigated further.

**MANAGING AGENT AND WORKING GROUP REPORT**

**FINANCE**

- 20/07/003 Finance reports for expenditure to 30<sup>th</sup> June 2018 were circulated. Expenditure as at that date was £192,766.06 against a budget of £231,520.75, it was noted that the July management fee was missing but that the accounts after 3 months in of the new financial year are satisfactory. The debtors were discussed on a case by case basis. It was agreed to re-open one case in particular with solicitors as the agreement had not been satisfied.
- 20/07/003 Draft accounts are being prepared and will be available at the next board meeting for approval.

20/07/004 Direct Debits – The board recognised the cost of setting up a direct debit facility but questioned why SDL do not operate a direct debit facility as a large company and requested a response from the MD of SDL Property Management.

## **COVENANTS**

The minutes of the Covenants Working Group held 11<sup>th</sup> July were reviewed as follows:

20/07/005 It was agreed that the meetings of the Covenants Working Group should be held at a more suitable venue. SDL to arrange.

20/07/006 [] Sennen Place – Rear extension. Following a complaint, the CWG re-reviewed and approved, the board accepted the CWG's decision. SDL to respond to complainant.

20/07/007 [] Cadgwith Place – under balcony kitchen extension. The CWG visited this property and it was agreed that the position of the downpipe on the opposite side to the party wall was accepted but as this is a party wall, the shareholder should be made aware and advised in their conditional approval letter.

20/07/008 The board were advised that the increased fence height at [] Bryher Island would be completed shortly.

20/07/009 [] Carne Place – The CWG raised a number of issues in respect of the work carried out.

20/07/010 [] Cadgwith Place – extension/purchase of land. The board has reviewed the proposal from the shareholder and has agreed that building of an extension on POSOL land was not accepted or permitted, although the board has reached a preliminary decision about the use of this land and will be re-investigating the cost of providing additional car parking and a separation wall.

20/07/011 [] Tintagel Way – enhancement to property. The CWG briefly discussed as the shareholder had approached with a proposal prior to the board meeting. It was agreed that this required more discussion at the next CWG meeting and the CWG to visit the property to discuss before any formal decision or applications are made.

## **GARDENING**

The minutes of the Gardening Working Group held 17<sup>th</sup> July were reviewed as follows:

20/07/012 It was noted that a member of gardening working group has resigned and the board thanked them for their input and wished them well.

20/07/013 Planters – The board are aware that there are still some planters to be repaired and SDL to start arranging this.

20/07/014 Lock View has now been completed and a large crack has been discovered in the wall immediately behind the recent rejuvenation. The board agreed that this was a private wall owned by the shareholder and they should be advised of it in due course.

- 20/07/015 [] Newlyn Way – rejuvenation. It was agreed that this garden currently was looking good and that any new planting at this stage due to the heat would not take very well and it was agreed to continue with the planting at a later date and both owners would need to be contacted with costs and an agreement put in place before any works commence.
- 20/07/016 [] Sennen Place – planter rejuvenation. The planter is due to be rejuvenated at the start of August.
- 20/07/017 [] Sennen Place – Removal of tree has left some uneven paving slabs. The board to review any health and safety trip hazards as the roots need time to decompose and any works now may not be beneficial.
- 20/07/018 There are a number of shareholders who have approached SDL regarding the need for rejuvenation in front gardens. SDL to compile of list of these for review prior to the next financial year for inclusion in next year’s budget as the budgets for the current year are already in place.
- 20/07/019 It was noted that the new posts at the entrance to Holywell are looking much better and that some planting of these area is required to enhance the area. The board agreed to re-visit this in the budgets for next year.
- 20/07/020 A shareholder raised a query over a number of tree/bush shoots that have appeared and are running into private gardens. It has been established that these are poplar shoots as a result of the recent felling of some poplar trees. The gardeners to deal with this and monitor for results.
- 20/07/021 The board wrote to Hambrooks following the recent works to express their disappointment that the maintenance/watering of the area was not carried out as per their agreement. Hambrooks requested to attend a board meeting to resolve this issue and have responded in writing so far.

## **BERTHING**

- 20/07/022 It was advised that the additional ladders needed would be progressed further as no response from Walcon had been received since the last meeting.
- 20/07/023 Pontoon Inspection – Repairs still required – SDL to progress this.
- 20/07/024 Following JA’s resignation from SDL, the board were advised that RH would be dealing with all berthing matters at present until a replacement was advised.
- 20/07/025 The BWG advised the board that a new Marina Manger, Mark Phillip had been appointed at Premier Marinas and SDL to set up a meeting with him at his request.
- 22/07/026 The BWG announced that two new members have joined to assist with berthing matters.

22/07/027 Boat insurance was discussed and the BWG to investigate and review their paperwork. BWG meeting to be set up following POSOL's meeting with the new Marina Manager.

#### **SECURITY/ESTATE MANAGEMENT**

20/07/028 Following on from the last board meeting it was noted that the re-painting of several areas of white lines that have faded over time and the parking area in Tintagel to improve the parking situation has not progressed.

20/07/029 Following a suggestion by a shareholder for a security measure, SDL to obtain quotes from a security company to patrol as set times and for CCTV signage to be installed as deterrent.

20/07/030 Following a concern from a shareholder about wood pigeons, the board discussed the complexities of dealing with this issue. SDL to write to shareholder and explain POSOL's position.

#### **COMMUNICATIONS**

20/07/031 Website amendments to take place following changes in working groups.

#### **GENERAL**

20/07/032 Air Bnb/HMO – update on a recent case was discussed and the consequences of such action would be reiterated in the next newsletter.

#### **ANY OTHER BUSINESS**

20/07/033 Multiple complaints received from a shareholder were discussed and the board has agreed appropriate responses.

20/07/034 The complaints policy was discussed, reviewed and following a small update/amendment was agreed by the board.

20/07/036 Feedback from a shareholder was discussed following a parking issue and the board wished to express their thanks to the shareholder for their co-operation with this matter, it is appreciated.

20/07/037 Articles of Association – the board had a preliminary discussion on the need to update the Articles.