

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

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

**22<sup>nd</sup> June 2018**

Present: Ian Currie (IC) (Acting Chairman)  
Reg Sillence (RS)  
Mark Abrams (MA)  
Darren August (DA)  
Nigel Padbury (NP)  
Paul Le Maistre (PLM)

Apologies: Julian Shaw (JS), Chairman  
Jane Ashford (JA), SDL Property Management

Attendance: Ruth Hoff (RH), SDL Property Management

**MINUTES OF THE LAST BOARD MEETING, 18<sup>th</sup> May 2018**

22/06/001 The minutes of the May meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

**MATTERS ARISING**

22/06/005 [] Sennen Place – SDL confirmed drawings now received.

22/06/030 [] Bryher Island – positive outcome from the owner who has agreed to increase fence height.

22/06/037 Garage/Berth Sale – to be carried over to next board meeting.

**MANAGING AGENT AND WORKING GROUP REPORT**

**FINANCE**

22/06/002 Finance reports for expenditure to 31<sup>st</sup> May 2018 were circulated. Expenditure as at that date was £186,463.43 against a budget of £209,184.00, it was noted the expenditure was well contained with the budget. Debtors were discussed on a case by case basis and a reduction to £741.47 of total debt over four months old was noted and the board were pleased with this progress.

22/06/003 Marina Insurance – the board discussed the contents of the renewal policy and approved the extension of the cover until the insurance renewal documents are reviewed.

**COVENANTS**

The minutes of the Covenants Working Group held 15<sup>th</sup> June were reviewed as follows:

22/06/004 [] Sennen Place – roof extension. The CWG reviewed and approved the new drawings received. The board further approved.

- 22/06/005 [] Newlyn Way – Rear extension. The CWG reviewed and approved, the board accepted the CWG's proposals in relation to the railings and approved subject to a proviso.
- 22/06/006 [] Bryher – combining two properties into a single dwelling. The CWG reviewed and visited the property and thereafter approved. The board further approved.
- 22/06/007 [] Carne Place – Juliet Balcony/French Doors. The CWG reviewed and approved. The board further approved.
- 22/06/008 [] Carne Place – loft conversion. The CWG reviewed and approved. The board further approved.
- 22/06/009 [] Carne Place – loft conversion. The CWG reviewed and approved. The board further approved.
- 22/06/010 [] Mullion Close – car port. The CWG reviewed plans received in respect of the previously approved carport and commented that the window was too low. The board reviewed the plans and commented that as long as the window did not fall below the door line then this was acceptable.
- 22/06/011 [] Newlyn Way – gazebo. Following several complaints, the CWG reviewed the situation and felt that the gazebo was not a permanent structure and would be removed after the summer period. The board felt that the gazebo was an external change of appearance and that this does not follow the covenants and it was agreed a letter reminding the owner of the covenants should be sent to address this issue.
- 22/06/012 Mullion Close – ongoing issue with the external painting of houses. SDL to write to owners reminding them of the covenants.
- 22/06/013 [] Coverack – SDL to write to owners to address the issue of unsafe balconies and to remind of covenants in this respect.
- 22/06/014 POSOL has requested that SDL contact agencies to remind them of the covenants that tenants should be adhering to.

## **GARDENING**

The minutes of the Gardening Working Group held 14/5/18 were reviewed as follows:

- 22/06/015 [] Newlyn Way– replacement of tree. It was confirmed that the tree had now been planted and SDL to facilitate the contribution offered by the shareholder.
- 22/06/016 [] Newlyn Way – The planting of this area was discussed following a request from the owner that POSOL contribute an amount to the re-planting. POSOL has already offered an amount. Quote to be reviewed once received and immediate neighbour to be contacted with a view to contributing also.
- 22/06/017 Lock view rejuvenation is underway and the board approved the suggestion from the GWG that the ivy issues need tackling with owners help. SDL to write to the owners in this respect.
- 22/06/018 Newlyn Way (corner) – it was agreed that this area is in need of some rejuvenation. L & L to quote for GWG/board to review at next board meeting.
- 22/06/019 Sennen Place Entrance – Planters. It was agreed that these planters should now be repaired following removal of the trees. SDL to obtain a quote for the repair.

- 22/06/020 [] Carbis Close – owner has expressed that they wish POSOL to take over the maintenance of the garden. The board confirmed that any rejuvenation would take place when the next planned rejuvenation has been agreed.
- 22/06/021 [] Sennen Place – Board to review once quote received.
- 22/06/022 [] Sennen Place – planter refurbishment. It was noted that the planter was in a poor state and did not reflect the overall look of Sennen Place. The board agreed that a quote was needed to rejuvenate this planter. GWG/Board to review when received.
- 22/06/023 [] Coverack Way – It was noted that the owner wished POSOL to now maintain the roadside garden. Owners existing plants to be used to create a front garden in keeping with the rest of Coverack Way but owners planters are not POSOL's responsibility and owner is responsible for the upkeep of these.
- 22/06/024 [] Coverack Way – removal of trees. The GWG and the board has considered the request from the owner to remove the trees. It was agreed that the tree/shrub that causes a nuisance/mess should be removed but that the tree located next to the pergola should be trimmed as much as possible but that removal was not accepted due to birds nesting in this tree.

#### **BERTHING**

- 22/06/025 A director to progress the installation of additional ladders.
- 22/06/026 It was noted that an inspection of the pontoons had taken place and SDL to progress with the repairs noted from this inspection.
- 22/06/027 A director raised a query in respect of access to Premier Marinas berth holders facilities – waiting for update.

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

- 22/06/028 A director pointed out that the sign on the corner of Carne Place had been missed out during the rejuvenation of the area and that a new sign was required. SDL to obtain a quote for the replacement of the sign.
- 22/06/029 It was noted that a tap required repair and that there were some missing attachments/connections. SDL to arrange for a repair.
- 22/06/030 The board has agreed to re-paint several areas of white lines that have faded over time and the parking area in Tintagel to improve the parking situation.
- 22/06/031 The board discussed and approved the need for a new parking sign for the recently installed parking area within Carne Place.
- 22/06/032 No security issues to report.

#### **COMMUNICATIONS**

- 22/06/0033 The recent newsletter and new website have been well received and lots of positive comments have been received on its content.

## **GENERAL**

22/06/0034 Air Bnb/HMO - situation was discussed and an update was provided to the board.

## **ANY OTHER BUSINESS**

22/06/035 Anti-social issues – Following a letter to some shareholders requesting information in relation to any anti-social issues. SDL have confirmed that no negative responses have been received.

22/06/036 [] Newlyn Way – extending rear garden. The board discussed and advised that the area of land is subject to detailed drawings and a contractual license between POSOL and the shareholder. Amount to be agreed.

22/06/037 Noise Pollution. Current update is on the POSOL website.