

POSOL RESIDENTS MANAGEMENT COMPANY LTD

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

19th October 2018

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

MINUTES OF THE LAST BOARD MEETING, 21st September 2018

- 19/10/001 The minutes of the September meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

MANAGING AGENT AND WORKING GROUP REPORT

FINANCE

- 19/10/002 Finance reports for expenditure to 30th September 2018 were circulated. Expenditure as at that date was £288,997.97 against a budget of £304,366.00. The debtors were discussed on a case by case basis. The board felt that each debtor was being suitably monitored by SDL's Credit Control Team.
- 19/10/003 The Board congratulated the SDL Property Management accounts team in Birmingham for their work on the Posol accounts.
- 19/10/004 The Board discussed Posol's insurance cover for the members of the working groups who are not directors. SDL Property Management are tasked to study the insurance policy and report their findings back to the Board at the November Board meeting.

COVENANTS

The minutes of the Covenants Working Group held 12th October 2018 were reviewed as follows:

- 19/10/005 The proposal for the garage painting on the whole estate was discussed by the Board. The Board agreed a planned phased approach was required.

- 19/10/006 [] Mullion Close – Despite letters being sent by SDL Property Management the Shareholder’s property continued to be non-compliant with the covenant for maintaining the exterior of the property. The Board agreed that they will investigate this further.
- 19/10/007 [] Coverack Way – The Shareholder confirmed that the two vehicles that had been parked for an extended period would be removed.
- 19/10/008 [] Cadgwith Place – The replacement balcony will be included in the next CWG inspection.
- 19/10/009 [] Carne Place – The Board discussed the reinstatement of the area with Leylandii Lawns carrying out the work in due course.

GARDENING

The minutes of the Gardening Working Group held 12th October 2018 were reviewed as follows:

- 19/10/010 The Board considered the tree report for the pine tree at Carne Place, Lock View. The Board agreed that the tree would be removed and the stump ground out. The pine tree will be replaced with a Holm Oak.
- 19/10/011 [] Sennen Place and [] Carbis Close – A refurbishment was discussed by the Board as the planters require a tidy up with additional replanting.
- 19/10/012 Newlyn Way and Kelsey Head – The GWG proposed a replacement and a rejuvenation.
- 19/10/013 [] Mullion Close – The GWG reported that the shrubs had been cut back and the area will be reassessed in 2019.
- 19/10/014 Mullion Close – The ‘D’ area requires additional plants; Leylandii Lawns are to quote.
- 19/10/015 Tintagel – The GWG reported that due to the hot weather this summer many plants had died on the roundabout. A rejuvenation of this area was proposed to the Board.
- 19/10/016 Coverack Way – The proposal of a rejuvenation of the rockery at the entrance was discussed and proposed with the replacement of shrubs that had died.
- 19/10/017 The Board acknowledged the recommended rejuvenations of the specific areas of the estate. The proposals will be discussed and planned when the budget allows.
- 19/10/018 The GWG requested an additional ‘half man’ during the winter months. The GWG will consider the cost against the permitted funds in the budget and update the Board.

BERTHING

- 19/10/019 Following the boat inspection on 27th September 2018 all issues were logged by SDL Property Management to action.
- 19/10/020 It was noted that a floating dock was not correctly fixed to the pontoon. The Shareholder will be contacted to ensure the correct method of fixing is used.
- 19/10/021 [] – SDL Property Management have sent a letter to the berth owner with a trespass agreement. The temporary trespass will expire March 2019.
- 19/10/022 A Shareholder requested a ladder to be repositioned. The BWG will meet with the Shareholder to discuss the repositioning.

SECURITY/ESTATE MANAGEMENT

- 19/10/023 SDL Property Management are required to produce a long-term maintenance plan spanning 5 years to record all works taken place.
- 19/10/024 The large satellite dish on the TV Head End building was removed by a contractor instructed by SDL Property Management.
- 19/10/025 Maebills quote was accepted to carry out the repairs to the identified planters and the line painting of the 'T' markers to the car parking spaces. All the Shareholders affected will receive a letter from SDL Property Management.
- 19/10/026 Tintagel Way - A broken drain cover was reported by a Shareholder; the damage was caused by a removal vehicle. SDL Property Management have received a quote to replace the drain cover and are in correspondence with the removal company that caused the damage.
- 19/10/027 Two old car tyres had been reported by the car park approach to Bryher Island. SDL Property Management will arrange for their removal.
- 19/10/028 A Shareholder had noted several vermin present. The Board agreed to highlight this issue in the newsletter advising Shareholders to seal any decking areas and sheds to prevent an infestation.
- 19/10/029 A 'For Sale' sign had been discarded at the entrance to Carne Place. SDL Property Management are to contact the estate agent for the removal.
- 19/10/030 The Board noted that rotten timber bollards preventing parking on the pavement had not been replaced. SDL Property Management are to contact the local council for the replacement bollards.
- 19/10/031 Tintagel Way – There are uneven paving slabs on a pathway under the trees. There is a quote pending. SDL Property Management are to chase the quote and action.
- 19/10/032 The Board agreed with the installation of pigeon defences when installing solar panels. The information will be added to the website to advise Shareholders.

GENERAL

19/10/033 AirBnb/HMO – The update with the ongoing court case was discussed.

ANY OTHER BUSINESS

19/10/034 The Board reviewed and agreed the Chairman's report.

19/10/035 The next Board meeting was rearranged and will take place Friday 23rd November 2018.