

## **POSOL RESIDENTS MANAGEMENT COMPANY LTD**

### **MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER – 23<sup>rd</sup> November 2018**

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

#### **MINUTES OF THE LAST BOARD MEETING, 31<sup>st</sup> October 2018**

- 23/11/001 The minutes of the October 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**

- 23/11/002 Finance reports for expenditure to 31<sup>st</sup> October 2018 were circulated. Expenditure as at that date was £369,009.41 against a budget of £405,315.84. The debtors' list was discussed and the board felt that each debtor was being suitably monitored by SDL's Credit Control Team.
- 23/11/003 The Board asked SDL Property Management to investigate the water charges on the 2<sup>nd</sup> June 2018 and the 11<sup>th</sup> October 2018 as the two account entries were significantly higher than for other months.
- 23/11/004 The Board agreed to add Employer's Liability insurance to the existing policy with immediate effect to cover the Directors and the working group volunteers when they are performing POSOL duties.

##### **COVENANTS**

The minutes of the Covenants Working Group held on the 9<sup>th</sup> November 2018 were reviewed as follows:

- 23/11/005 [] Mullion Close – The Shareholder's property continues to be non-compliant with the covenant for maintaining the exterior of the property. The Board agreed to investigate this further.

- 23/11/006 The CWG was tasked to photograph and report to the Board all the houses that were non-compliant with the covenant for maintaining the exterior of the property.
- 23/11/007 [] Coverack Way - SDL Property Management sent a letter to the Shareholder regarding the external change of appearance to their property. The property's exterior continues to be non-compliant and the Board agreed that SDL Property Management will write to the council expressing the Health and Safety concerns.
- 23/11/008 It was agreed by the Board that if a Shareholder requested a project manager to act on their behalf the Shareholder would therefore be required to send a signed letter of authority to SDL Property Management to be held on record.
- 23/11/009 The new applications for Sennen Place and Carne Place were discussed by the Board and the actions were agreed.
- 23/11/010 [] Cadgwith Place - The CWG inspected the property and the Board approved the alteration. SDL Property Management will send a letter of consent.
- 23/11/011 [] Sennen Place - The CWG is to inspect the alterations and confirm at the next Board meeting.
- 23/11/012 [] Mullion Close - The CGW noted that consent could be granted. However, the colour of the balcony was incorrect and should be changed accordingly, as agreed verbally by the Shareholder. SDL Property Management will write to the Shareholder confirming the agreement.
- 23/11/013 [] Coverack Way - SDL Property Management has corresponded with the Shareholder. The CWG agreed a second letter will be sent in 6 months time, if no corrective action has been taken.
- 23/11/014 [] Bryher Island - The Board is investigating the application. SDL Property Management is tasked to check their records for previous consent approval and to follow with a letter if required.
- 23/11/015 [] Bryher Island – The Board is investigating the application. SDL Property Management is tasked to check their records to establish when the application was granted.
- 23/11/016 The Board discussed the installation of electric power units on the external part of properties in POSOL for the use of electric cars. The Board agreed to add guidance notes to the newsletter requesting that the power unit should be installed inside the car port. Such units mounted on the outside face of a house represent a change of appearance and would require an application to be made to POSOL.

## **GARDENING**

- 23/11/017 The Board agreed that the Pine tree at the entrance to Carne Place will be removed and replaced with a Holm Oak. The work is scheduled for January 2019.

23/11/018 An additional 'half' a day gardening requirement per week over the winter months was authorised by the GWG and SDL Property Management raised a works order for the contactor.

23/11/019 The GWG submitted a quote from Leylandii Lawns for the rejuvenation projects to be considered by the Board for the financial year 2019/2020. While the Board acknowledged the rejuvenation projects the Board would like the individual front gardens in need of some TLC to be considered as a priority. SDL Property Management is tasked to provide a current list of Shareholders' that have opted in/out of maintaining their front gardens. The GWG is to review and prioritise the work and report back to the Board.

### **BERTHING**

The minutes of the Berthing Working Group meeting held on the 6<sup>th</sup> November 2018 were reviewed as follows:

23/11/020 [] – POSOL and SDL Property Management have dealt with the trespass. The BWG would discuss the length of the boat with Premier Marinas.

23/22/021 [] – The length of the boat exceeded POSOL's requirements and was therefore not permitted. Premier Marinas requested the boat to be removed. The boat owner has agreed.

23/11/022 The BWG carried out a survey on all the floating docks. SDL Property Management sent a letter to each Shareholder affected to advise that if the floating dock was secured by a fixed method i.e. by a chain, the Shareholder was requested to replace the fixing with a normal mooring line, preferably one of multi-plait construction to avoid unnecessary strain on the pontoon structure.

23/11/023 The BWG noted that many of the pontoon caps were faded. While painting of the caps was first considered, the Board asked the BWG to compare the cost for replacing the caps.

23/11/024 The BWG confirmed with SDL Property Management the agreed procedure to use when a potential trespass has occurred.

23/11/025 [] – Following a meeting with the Shareholder and Premier Marinas it was agreed that the boat's length was acceptable. The Shareholder agreed to send all documents for the boat as and when the boat is moored on the berth.

### **SECURITY/ESTATE MANAGEMENT**

23/11/026 SDL Property Management has been requested by the Board to contact the council for the replacement bollards.

23/11/027 Tintagel Way – SDL Property Management will obtain a quote from Leylandii Lawns for the replacement of the uneven paving slabs.

- 23/11/028 The Board agreed to replace the broken drain cover in Tintagel Way and that SDL Property Management will write a letter to the company that caused the damage to recover the monies owed.
- 23/11/029 A Shareholder requested for POSOL to continue with the line painting that was missed in Bryher Island. The Board will review the cost as this would involve paying the contractor for a full day's work.
- 23/11/030 It had been noted that several areas of the estate, Newlyn Way, Cadgwith Place and the inside of the berthing gates have items of dumped rubbish. SDL Property Management will arrange for a contractor to clear the items.
- 23/11/031 Two gullies were cleared between Newlyn Way garages and the berthing gate.

#### **COMMUNICATONS**

- 23/11/032 The Board proposed a new entry for the website regarding the letting of houses at Port Solent. The Board will review and consider the content.

#### **GENERAL**

- 23/11/033 The Board will seek legal advice in respect of the HMO's based on the experience of AirBnb.

#### **ANY OTHER BUSINESS**

- 23/11/034 The Board agreed on the proposed Board meeting dates for 2019.
- 23/11/035 The Board agreed that in future all service charge cheques can be returned to SDL's Accounts Department in Birmingham. SDL Property Management will amend the address on the invoices for April.