

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER –
14th December 2018**

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

Attendance: Ruth Hoff (RH), SDL Property Management

Apologies: Lisa Kennard (LK), SDL Property Management

MINUTES OF THE LAST BOARD MEETING, 23rd November 2018

14/12/001 The minutes of the November meeting had previously been circulated subject to a small amendment on item 23.11.18 to confirm that the additional ½ day for gardening is per week. Following this the board agreed that they represented an accurate record of the meeting and the Board approved them.

MANAGING AGENT AND WORKING GROUP REPORT

FINANCE

14/12/002 Finance reports for expenditure to 30th November 2018 were circulated. Expenditure as at that date was £387,761.14 against a budget of £424,861.00 The debtors were discussed and the board felt that each debtor was being suitably monitored by SDL's Credit Control Team.

14/12/003 Following last month's meeting and the Boards request for SDL Property Management to investigate the water charges on the 2nd June 2018 and the 11th October 2018 as the two account entries were significantly higher, it was established that the water charges were due to a leaking tap and a much hotter summer and extended use of the taps for watering purposes. As the meter readings are estimated these amounts will adjust accordingly when the actual readings are taken.

14/12/004 POSOL received an invoice from Oyster Quay for maintenance charges to the gates. The board have requested a breakdown and copy invoices for audit purposes.

14/12/005 TV Service Charge - The board requested that SDL write to the shareholder querying the TV Service Charge and their unpaid amount to advise that several attempts have been made to explain POSOL's position and that the amount would remain on the account.

COVENANTS

The minutes of the Covenants Working Group held on the 7th December 2018 were reviewed as follows:

- 14/12/006 [] Mullion Close – external balcony works. The Shareholder met with CWG and agreed to paint the balcony next time around to the required colour.
- 14/12/007 [] Sennen Place – Planter Works. The Board agreed with the CWG’s recommendation that the change in works to the planter were acceptable given the circumstances. The GWG agreed.
- 14/12/008 [] Cadgwith Place – Outstanding works. The board agreed to investigate further regarding the position of the downpipe for further review at next month’s board meeting.
- 14/12/009 [] Sennen Place – The CWG confirmed that the loft conversion has been completed but the under balcony extension had not been completed from the original application.
- 14/12/010 [] Bryher Island - The Board are investigating the application. SDL Property Management are tasked to check their records for consent approval and to follow with a letter if required. Ongoing investigations.
- 14/12/011 [] Bryher Island – The Board are investigating the application. SDL Property Management are tasked to check their records to establish when the application was granted. Ongoing investigations.
- 14/12/012 The CWG advised that they would carry out a regular weekly check of Portsmouth City Councils planning applications.
- 14/12/013 Following the AGM the board agreed that they would provide a plan of any painting of garages in the newsletter before any work commenced.
- 14/12/014 [] Coverack Way – Fencing. Following an observation from a shareholder about newly erected fencing it was felt that the fencing provided a much neater look to this area of Coverack Way and the board fully approved.

GARDENING

- 14/12/015 The GWG felt that any trees over 4 metres in height require a regular condition report. GWG to obtain further advice for next month’s board meeting.
- 14/12/016 Gardeners to quote for next year’s budget in light of the prioritised rejuvenations submitted by the GWG and which were approved by the board.
- 14/12/017 It was agreed that the planters in Sennen Place are to be rejuvenated within 2018/2019 financial year.

BERTHING

- 14/12/018 The BWG confirmed that they are progressing with enquiries regarding painting or replacement of the caps.
- 14/12/019 The BWG passed to SDL a copy of a Masthead News supplied by Premier Marinas and requested that SDL email shareholders about the upcoming lock shutdown.

SECURITY/ESTATE MANAGEMENT

- 14/12/020 Replacement bollards for Sennen Way. The Council confirmed they have a period of 6 months from the initial repair to replace with new bollards. A member of the board confirmed that 2 x bollards have been replaced and a further 2 are still required.
- 14/12/021 Tintagel Way - Uneven paving slabs – it was agreed that the slabs required replacing and the proposed replacement using membrane and shingle to protect the trees roots was accepted. SDL to progress this.
- 14/12/022 Following the recent line painting, the board agreed to paint yellow hatching to an area in Carbis Close to attempt to resolve parking issues further and to continue with the planned line painting across the whole estate.
- 14/12/023 The board further approved the planned works for additional car parking in Holywell. SDL to obtain quotes for approval by the board for the next s financial year's budget.

COMMUNICATONS

- 14/12/024 The New Articles of Association agreed at the AGM are to be posted on the POSOL website. The new version will replace the old version.

ANY OTHER BUSINESS

- 14/12/025 SDL to produce a form for the CWG for use when they carry out inspections for external changes of appearance to include a summary of works taking place to ensure that consent is issued for the works that have taken place only and any additional works are noted as not in line with the original application.
- 14/12/026 Following a review of a complaint received from a shareholder, the board have asked SDL to respond to the complaint accordingly.