

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER –
18th January 2019**

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
Ruth Hoff (RH), SDL Property Management

Apologies: Ian Currie (IC), Secretary

MATTERS ARISING

- 18/01/001 The Board requested an update regarding an overdue service charge. SDL Property Management have written to the Shareholder and SDL Property Management are awaiting payment. If payment is not received the charge will be on the account until the Shareholder sells the property.
- 18/01/002 Tintagel Way – The Board requested that SDL Property management find an alternative solution to the uneven path as using tarmac or a replacement paving may damage the tree roots. A possible consideration would be to remove the paving and replace with hardcore. SDL Property Management to update the Board at the next meeting.

MINUTES OF THE LAST BOARD MEETING, 14th December 2018

- 18/01/003 The minutes of the December 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

- 18/01/004 The finance reports for expenditure to 31st December 2018 were circulated. Expenditure as at that date was £423,841.16 against a budget of £444,407.00. The aged debtors were discussed and the Board felt that each debtor was being suitably monitored by SDL Property Management's Credit Control Team. The Board requested SDL Property Management update the Board with the response from the solicitor regarding an outstanding Shareholder's debt.

- 18/01/005 The sinking fund charge was adjusted from 3% to 5% in line with the budget. The amendment has been corrected in the December 2018 accounts.
- 18/01/006 SDL Property Management will report to the Board next month on the progress of installing a 'go cardless' facility for Shareholders to pay for their service charge payments in April 2019.

COVENANTS

The minutes of the Covenants Working Group held on the 11th January 2019 were reviewed as follows:

- 18/01/007 The Board requested SDL Property Management to amend the letter of consent being sent to Shareholders for the change of external appearance. The amendment will inform Shareholders to notify SDL Property Management when the work has been completed within the allocated two years.
- 18/01/008 [] Carbis Close – The CWG will measure the car port length as the extension must not exceed the building line and the car port must be 1 metre from the wall to the house. The letter of consent will include not extending beyond the building line and will be sent subject to the correct measurements.
- 18/01/009 [] Mullion Close – The CWG will measure the car port and SDL Property Management will send a letter of consent subject to the correct measurements. The French doors and cabrio windows were approved by the Board.
- 18/01/010 [] Bryher Island, [] Newlyn Way - awaiting the final consent.
- 18/01/011 SDL Property Management have created a check list for the CWG to use for each property inspection.
- 18/01/012 [] Bryher Island – SDL Property Management are tasked to check the consent for the adjacent property.
- 18/01/013 [] Bryher Island, [] Sennen Place, [] Newlyn Way – The CWG will inspect the work in progress.
- 18/01/014 The database for the covenants is outstanding. The CWG will work to progress this function.
- 18/01/015 [] Sennen Place – SDL Property Management will update the Board next month with the original application and correspondence.
- 18/01/016 [] Cadgwith Place – The Board agreed with the relocation of the guttering. SDL Property Management will send a letter for the final consent.
- 18/01/017 The CWG were tasked to check the council website every week for new planning applications.
- 18/01/018 Following the AGM and the CWG meeting, the painting of the garage doors will be discussed at the next Board meeting as the Board would like to investigate the matter

further. SDL Property Management will identify all the garages on the estate for future correspondence.

- 18/01/019 [] Sennen Place – SDL Property Management will report to the Board next month regarding the letter of consent.
- 18/01/020 [] Carbis Close – A Shareholder requested to rent a planter from POSOL. The Board disagreed and rejected this proposal.
- 18/01/021 [] Coverack Way – The external gates were approved by the Board.

GARDENING

The minutes of the Gardening Working Group held on 11th January 2019 were reviewed as follows:

- 18/01/022 SDL Property Management created a working spreadsheet to include all future works and current works being carried out.
- 18/01/023 The Pine Tree has successfully been removed and a Holme Oak stands in its place. The GWG will instruct the gardening team to double stake the Holme Oak for extra support.
- 18/01/024 Coverack Way – The rockery entrance will be rejuvenated after April 2019.
- 18/01/025 [] Newlyn Way – The gardeners will strip out the whole area and replant in keeping with Newlyn Way after April 2019.
- 18/01/026 Holywell – The entrance by the newly replaced wooden posts will be planted with suitable plants after April 2019.
- 18/01/027 Newlyn Way, Carbis close, Sennen Place – Selected plants will receive a complete rejuvenation.
- 18/01/028 Selected individual Shareholders gardens will receive additional planting in keeping with the garden beach theme.
- 18/01/029 Coverack Way – The GWG will review an area of grassland and improve the area with additional grass seed. The GWG are waiting for a quote for the waterside hedging.
- 18/01/030 Tintagel Way – SDL Property Management have raised the works order to improve the roundabout area. The gardening team will plant a Choisya in the gap. This will be completed under the general maintenance.
- 18/01/031 Lock View – SDL Property Management have raised the works order for additional hedging and shrubs to fill the gaps.
- 18/01/032 The Board reviewed the draft letter and agreed that the letter will be sent out to Shareholders notifying individuals when the garden maintenance team will be attending to their individual gardens.

SECURITY/ESTATE MANAGEMENT

- 18/01/033 Bryher Island – The GWG noted that the communal parking areas require some replacement posts.
- 18/01/034 Kelsey Head – The GWG proposed some ‘keep your dog off the grass’ signage to be located across the estate. The Board rejected this proposal.
- 18/01/035 Kelsey Head – The Board requested that SDL Property Management obtain quotes for a tree crown and to lift the paving stones to remove the roots to try to resolve the uneven surface.
- 18/01/036 Lock View – SDL Property Management have reported the uneven paving stones to Portsmouth City Council.
- 18/01/037 SDL Property Management have reported the uneven paving stones surrounding the BT manhole cover to Portsmouth City as it is their responsibility.
- 18/01/038 A Shareholder commented on the unsealed decking which they felt was contributing to the increase of vermin. The Board makes a recommendation to all Shareholders to seal their decking. SDL Property Management will respond to the Shareholder.
- 18/01/039 Carbis Close – A Shareholder noted that parking was causing a concern. The Board asked SDL Property Management to write to all Shareholders in Carbis Close as the road in question was an adopted road. POSOL does not have any authority to act upon this parking issue. The letter will advise Shareholders to refer the matter to Portsmouth City Council.

BERTHING

The minutes of the Berthing Working Group meeting held on the 15th January 2019 were reviewed as follows:

- 18/01/040 [] – The Shareholder has until March 2019 to leave the berth following the expiry of the existing licence.
- 18/01/041 The BWG will identify any floating docks that are not fixed correctly to the pontoon on the next boat inspection and SDL Property Management will write to the Shareholders affected.
- 18/01/042 SDL Property Management are to obtain quotes to repaint the pontoon caps and report to the Board. The BWG has received a quote to replace each pontoon cap.
- 18/01/043 [] Tintagel Way – The property is for sale and a Shareholder requested the size of the berths. SDL Property Management will respond to the Shareholder with the length of boat permitted in POSOL.

- 18/01/044 The Board agreed that SDL Property Management will deliver the POSOL welcome glossy pamphlet to the local estate agents to avoid any confusion with the permitted boat measurements.
- 18/01/045 [] – SDL Property Management will arrange a meeting with Premier Marinas to discuss a recent letter of comfort.
- 18/01/046 SDL Property Management updated the Board with the outstanding boats that do not have the correct documentation. The Board agreed that a notice will be cable tied to any offending boat requesting the owner to contact SDL Property Management immediately. The Board will monitor and discuss the non-compliant boat registrations at the following Board meetings to consider further action.
- 18/01/047 The BWG will inspect the life buoys and report back to SDL Property Management the number of life buoys that require repair/new contact details.
- 18/01/048 The Board reported that a Shareholder had blocked the capping. The BWG will investigate and report back to the Board.
- 18/01/049 SDL Property Management will number the berthing gates that do not currently display numbers.

ANY OTHER BUSINESS

- 18/01/050 A Shareholder asked if the Board had succession planning in place. The Board agreed to encourage more Shareholders to join the working groups to ensure a continuation of knowledge and communication to Board level.