

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER
15th February 2019**

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

Apologies: Mark Abrams (MA)

Attendance: Ruth Hoff (RH), SDL Property Management
Lisa Kennard (LK) SDL Property Management

MATTERS ARISING

15/02/001 Property Managing Agent changes were discussed with the Board. The Board agreed with the transfer of the existing Management Agreement from SDL Property Management to Alexander Faulkner Partnership with effect from 1st April 2019.

15/02/002 Go Cardless - SDL Property Management will investigate and report back to the Board.

MINUTES OF THE LAST BOARD MEETING 18th January 2019

15/02/002 The minutes of the January 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

15/02/003 The proposed budget for 2019/2020 was discussed in detail by the Board. The draft budgets for landscape maintenance, estate security, estate maintenance, television, professional fees, costs charged via SDL Bigwood, insurance and communication with shareholders were considered in detail and amended where necessary. The Company Secretary left the room while the Board discussed, proposed and agreed the Company Secretary fee increase of £240 per annum. The Company Secretary returned to the Board meeting. The final POSOL budget for 2019/2020 was approved by the Board.

15/02/004 The Board reviewed and agreed the expenses policy. The policy will be available to view on the website.

15/02/005 The finance reports for expenditure to 31st January 2019 were circulated. Expenditure as at that date was £455,133.93 against a budget of £463,133.93. The aged debtors were discussed and the Board felt that each debtor was being suitably monitored by SDL Property Management's Credit Control Team.

GARDENING

15/02/006 SDL Property Management discussed the gardening working spreadsheet and confirmed that the working spreadsheet will be taken on site visits to check the ongoing work in detail.

15/02/007 Tintagel Way - The roundabout will be planted with a woodland theme underneath the tree to improve the appearance. Boulders may be required to avoid vehicles parking in the area; this will be assessed and reviewed by the GWG.

15/02/008 Coverack Way - The two pine trees behind the berthing gate will be removed following the recommendation of the tree survey. The extensive root growth had damaged the wall and the repair has now been successfully carried out.

COVENANTS

The minutes of the Covenants Working Group meeting held on the 8th February 2019 were reviewed as follows:

15/02/009 [] Sennen Place – The plans for the planters were approved by the Board. The concrete will be knocked out to allow for adequate drainage and the gardening team will replant with suitable plants.

15/02/010 [] Sennen Place – The contractor raised an issue regarding the approval form that had not been sent. SDL Property Management copied the correspondence and resent the letter in January 2019.

15/02/011 [] Sennen Place – The loft extension will be inspected by the BWG as this inspection is required from the waterside.

15/02/012 [] Mullion Close – The CWG will arrange a meeting to measure the car port infill and extension.

15/02/013 [] Cadgwith Place – SDL Property Management sent a completion certificate to the Shareholder.

15/02/014 [] Carbis Close – The Shareholder requested to rent a planter from POSOL. The Board declined this request.

15/02/015 The CWG reported that they have not received any new applications.

15/02/016 [] Carne Place – The CWG will visit and inspect the works. The CWG will notify SDL Property Management of the outcome.

15/02/017 [] & [] Bryher Island – The Shareholder has responded to SDL Property Management regarding the consent.

- 15/02/018 Bryher Island – The CWG will inspect the work in progress.
- 15/02/019 Newlyn Way – The CWG will inspect the roof/loft conversion.
- 15/02/020 Carbis Close, Carne Place, Coverack Way, Sennen Place – The CWG will inspect the work.
- 15/02/021 Coverack Way – The CWG confirmed that the work had been approved.
- 15/02/022 The CWG will check the council’s website each week for new planning applications.
- 15/02/023 Carbis Place - requested to remove the rotten wooden fence and to install a metal garden fence. The Board disagreed with a solid panel of fencing but approved of a new trellis. The CWG will arrange a meeting with the Shareholder to discuss the type of fencing.

SECURITY/ESTATE MAINTENANCE

- 15/02/024 Coverack Way – A Shareholder noted that some car ports were untidy. The Board, while they are sympathetic agreed that this is not something POSOL can get involved in.
- 15/02/025 Newlyn Way – A Shareholder reported an accumulation of rubbish. SDL Property Management instructed a contractor to remove the discarded rubbish and bags that had been left onsite. The Shareholder had requested a contractual licence to acquire a section of land. The Board declined to issue a licence as this is a right of way for residents. SDL Property Management will correspond with the Shareholder.
- 15/02/026 Carbis Place - SDL Property Management had been notified of an issue with the TV signal. Southern Aerials had carried out a survey on 8th January 2019 and attended again to confirm that the amplifier had no power. SDL Property Management instructed an electrician the same day to rectify the issue.

BERTHING

The minutes of the Berthing Working Group meeting held on the 5th February 2019 were reviewed as follows:

- 15/02/027 SDL Property Management had a meeting with Premier Marinas to exchange insurance, licence and boat registration information. Premier Marinas will issue a letter to Shareholders that are not compliant as they move through the lock.
- 15/02/028 SDL Property Management attached notices to non-compliant boats on 5th February 2019 requesting Shareholders to contact the office immediately. SDL confirmed that 12 notices were served and 7 Shareholders responded.
- 15/02/029 The BWG added a highlighted text box to the registration forms to capture data for future correspondence with the Shareholder.
- 15/02/030 - The BWG held a meeting with Premier Marinas to discuss the recent letter of comfort.

- 15/02/031 SDL Property Management will rearrange for another contractor to quote to paint the pontoon caps and the uprights on the life buoys. SDL Property Management to coordinate the meeting.
- 15/02/032 [] – The Shareholder has served notice regarding the trespass. SDL Property Management has spoken to the Shareholder and a letter will be sent in April 2019.
- 15/02/033 SDL Property Management replied to the Shareholder with the Board’s comments regarding succession planning.
- 15/02/034 A Shareholder requested 4 gate keys. The BWG agreed that on this rare occasion this request would be granted. An email was sent to the Shareholder and SDL Property Management are waiting for a response.
- 15/02/035 [Newlyn Way] – SDL Property Management will send a letter to the Shareholder regarding the deposit for a gate key.
- 15/02/036 The BWG group emails were amended to include the SDL Property Manager and the Property Assistant.

COMMUNICATIONS

- 15/02/037 The newsletter will be reviewed by the Board and finalised by the end of February 2019 for printing.

GENERAL

- 15/02/038 AirBnb – The Board is continuing to resolve the payment of costs with the legal team.
- 15/02/039 HMO - The Board confirmed that in order to take the matter further a definitive statement is required from the Shareholder to state the activities of the household.

ANY OTHER BUSINESS

- 15/02/040 Oyster Quay – Two directors held a meeting with Oyster Quay personnel regarding the costs for the gate repairs and maintenance. The Board is waiting for a response from Countrywide.
- 15/02/041 A Shareholder requested an explanation of the maintenance agreement of the gate at Oyster Quay. The Board confirmed that this is part of a legal settlement. The agreement was discussed extensively at the AGM.
- 15/02/042 Garage Painting – The Board agreed to defer the painting. SDL Property Management will need to identify each garage owned by the Shareholders.
- 15/02/043 [Carne Place] – A property was purchased with a separate garage. The title deed in the future will be attached to the property. SDL Property Management will send a letter to the solicitors regarding the garage sale.

15/02/044

The GWG asked the Board to consider planting a tree at the new nearby country park on behalf of the POSOL residents. The Board will consider this request.