

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORCHESTER BUSINESS CENTRE, PORCHESTER
22nd March 2019**

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

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

MINUTES OF THE LAST BOARD MEETING 2019

22/03/001 The minutes of the February meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

MATTERS ARISING

22/03/002 The Board discussed whether direct debit payments could be made available to shareholders at length. After considering all the pros and cons, the Board voted unanimously against providing a direct debit payment system for Shareholders as there were plenty of other payment options available. A written summary will be posted on the website regarding direct debits.

22/03/003 The GWG proposed a tree to be planted in the country park on behalf of the residents of Posol. The GWG will investigate this further and come back to the Board.

FINANCE

22/03/004 The finance reports for expenditure to 28th February 2019 were circulated. Expenditure as at that date was £483,500.75 against a budget of £503,046.00. The aged debtors were discussed, and the Board felt that each debtor was being suitably chased by SDL Property Management's Credit Control Team.

COVENANTS

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

22/03/005 [] Coverack Way – The CWG will visit the Shareholder to discuss the carport extension. SDL Property Management to provide historical information.

- | 22/03/006 [] Bryher Island – The CWG visited the Shareholder regarding the window installation in the car port. The Board disagreed with the proposal.
- | 22/03/007 [] Coverack Way – A potential new buyer enquired about a side extension. The Board agreed in principle and would consider the proposal when the plans are submitted.
- | 22/03/008 [] Bryher Island – The works have been completed and SDL Property Management will send a letter of consent.
- | 22/03/009 [] Bryher Island – SDL Property Management confirmed that the approval had been requested.
- | 22/03/010 [] Bryher Island – The CWG noted that the work was in progress for the conversion of two dwellings into one.
- | 22/03/011 [] Sennen Place – The loft conversion had been proposed and consent given.
- | 22/03/012 [] Newlyn Way – The rear extension had been proposed and consent given.
- | 22/02/013 [] Carbis Place – The car port infill, extension and loft conversion had been proposed and consent given.
- | 22/03/014 [] Carne Place – The car port infill had been proposed and consent given.
- | 22/03/015 [] Sennen Place – The rear extension had been proposed and consent given.
- | 22/03/016 [] Sennen Place – The car port infill and extension had been proposed and consent given.
- | 22/03/017 [] Coverack Way – The car port gates had been proposed and consent given.
- 22/03/018 There were no new planning applications on the Portsmouth County Council website.

GARDENING

- 22/03/019 Coverack Way - A Shareholder requested a beach theme . SDL have responded to the Shareholder.
- | 22/03/020 [] Bryher Island – A Shareholder has requested a beach theme and has agreed to contribute to the cost.
- 22/03/021 The GWG had noted that rubbish had blown into Shareholders’ hedges. The next newsletter would advise Shareholders to remove any rubbish behind their gardens or hedges to improve the appearance of the estate.
- 22/03/022 The GWG will review and prioritise the individual gardens. Any concerns that SDL Property Management receive from Shareholders will be passed to the GWG for review.

22/03/023 Coverack Way - A Shareholder raised a concern regarding a tree outside of the property, noting that birds were leaving a mess. Following the GWG review the Board decided not to remove the tree.

SECURITY

22/03/024 Bryher Island - The Board confirmed that two houses were broken into, the thief gained access via an open security gate. The alarm was set off in one house and an item stolen from another. The April newsletter reminds all Shareholders to be vigilant and to close berthing gates.

ESTATE MAINTENANCE

22/03/025 A Shareholder had informed SDL Property Management that there was contamination from a boat clean on the paving and waste left in the hedge. The Board agreed that SDL will write to Shareholders nearest the berthing gate advising Shareholders to leave the berthing area clean and not to dispose of any waste in the hedgerow.

22/03/026 The line painting was carried out on the rest of the estate adding 'T' markers to the parking bays.

BERTHING

22/03/027 Newlyn Way - A Shareholder reported that berthing gate number 5 was not closing. SDL Property Management instructed a contractor the same day to attend to rectify the lock. The contractor was met onsite by the Property Manager and the lock was left in working order. There had been another report of the lock jamming. SDL Property Management would instruct the contractor to return to investigate the issue.

22/03/028 The BWG asked the Board to consider a 3 monthly maintenance programme for the berthing gate locks due to the environment. SDL Property Management will obtain quotes for a maintenance plan to include the lubrication of the locks.

22/03/029 SDL Property Management are having a meeting with Premier Marinas in April to exchange information concerning non-compliant boats.

22/03/030 [Berth] - The Board asked SDL Property Management to write to each Shareholder advising that on the 1st May 2019 the trespass licence will expire.

22/03/031 [Berth] – SDL Property Management have received the quote for the pontoon repair. The repair will be actioned in April.

22/03/032 SDL Property Management had received 2 quotes to replace and repaint the pontoon caps. Due to the expensive quotes received the Board agreed that the cost

to replace the pontoon caps at present was not justifiable. The Board agreed to go ahead with a 4" reflective tape to attach to the faded pontoon caps.

- 22/03/033 The outside cover of the life buoys will receive new contact details on adhesive labels and any rusty uprights will be repainted.
- 22/03/034 The BWG had adjusted the annual insurance overdue letter leaving the insurance policy number blank.
- 22/03/035 The non-compliant boats were discussed with the Board. SDL Property Management are making good progress. The non-compliant boats will be discussed by the Board next month.

COMMUNICATIONS

- 22/03/036 The Posol website will be uploaded with the new managing agents' details. A pop up will appear on the website.

GENERAL

- 22/03/037 HMO - The Board stated again that Shareholders who are concerned are required to provide evidence that a HMO is in existence.

ANY OTHER BUSINESS

- 22/03/038 [] Newlyn Way – It had been noted that there continues to be an overspill of rubbish. The Board tasked SDL Property Management to send a letter to the affected Shareholders.