

POSOL RESIDENTS MANAGEMENT COMPANY LTD

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

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

Apologies: Mark Abrams (MA)

Attendance: Ruth Hoff (RH), Alexander Faulkner Partnership
Lisa Kennard (LK) Alexander Faulkner Partnership

MINUTES OF THE LAST BOARD MEETING 2019

18/04/001 The minutes of the March meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

MATTERS ARISING

18/04/002 The Board discussed the subject of monthly payments of service charges by direct debit. The wording for the Posol website was agreed by the Board and this will be listed under the service charge heading.

18/04/003 The Posol website has been updated with the new managing agent details – Alexander Faulkner Partnership Ltd.

FINANCE

18/04/004 Alexander Faulkner Partnership Ltd had not received the March accounting information for the Board meeting as SDL Property Management had not produced the financial report in time. The accountant at Alexander Faulkner Partnership Ltd has now received the report and once the year end has been reviewed the report will be forwarded onto the Company Secretary for approval. The Board meeting in May will contain April and May's accounts for the Board to discuss.

18/04/005 The aged debtors were discussed and the Board felt that each debtor was being suitably chased. Alexander Faulkner Partnership Ltd will continue to chase the aged debtors.

COVENANTS

The minutes of the Covenants Working Group meeting held on the 12th April were reviewed as follows:

- 18/04/006 [] Bryher Island – The CWG visited the Shareholder regarding the position of the window and informed the Shareholder that the decision was not approved. The Shareholder requested that the Board review the decision. The Board discussed the positioning of the window and approved the external change of appearance as the window is positioned at the back of the car port. This approval is subject to the window frame matching the wall colour. The CWG will report the Board’s decision to the Shareholder.
- 18/04/007 [] Newlyn Way – The CWG visited the Shareholder to discuss the positioning of the cupboards. The Shareholder confirmed that the cupboards are temporary. The Board agreed that the cupboards have not been approved. Alexander Faulkner Partnership Ltd will send a letter requesting the cupboards are painted.
- 18/04/008 [] Newlyn Way – 2 dwellings have been converted into 1 dwelling. The CWG confirmed that work was in progress.
- 18/04/009 The CWG will complete the inspection form for Alexander Faulkner Partnership Ltd.
- 18/04/010 [] Carne – Alexander Faulkner Partnership Ltd to check for the approval of the balcony works.
- 18/04/011 [] Bryher Island – There has been no approval for the external change of appearance as render has been added to the property. Alexander Faulkner Partnership will check their records and write to Shareholder stating that the external change is in keeping with Posol’s guidelines; however consent must be considered for approval by the Board. The Board is expected to approve this work.
- 18/04/012 [] Kelsey Head – The Shareholder has been refused access so the painting work is incomplete. The Board acknowledged the matter.
- 18/04/013 [] Coverack Way – The car port conversion has been approved. Alexander Faulkner Partnership Ltd will send a letter of consent.
- 18/04/014 The CWG has a new member for the working group.
- 18/04/015 [] Bryher Island – work in progress.
- 18/04/016 [] Sennen Place – work in progress.
- 18/04/017 [] Carbis Place – work in progress.
- 18/04/018 [] Carne Place – work in progress.
- 18/04/019 [] Sennen Place – work in progress.
- 18/04/020 [] Sennen Place – work in progress.
- 18/04/021 [] Carbis Place – A car port infill and under balcony extension was proposed and consent given

- 18/04/022 The CWG requested a date for the garages to be numbered. The Board had not provided a date for this action.
- 18/04/023 A Shareholder reported that the garage guttering was blocked. The CWG will speak to the Shareholder to ascertain where the garage is located. Alexander Faulkner Partnership Ltd will action the clearing of the gutters to the rear of the garage blocks.
- 18/04/024 A Shareholder asked if any Shareholder can volunteer for the working groups. The Board acknowledged that this was correct.
- 18/04/025 [] Bryher Island – A Shareholder requested a hedge is removed and replaced by artificial grass. The Board agreed subject to consent from the adjoining neighbour, the quality of the artificial grass and that the Shareholder will be liable for the cost.
- 18/04/026 There are no new planning applications on the Portsmouth County Council website.

GARDENING

- 18/04/027 [] Coverack Way – A Shareholder has requested the removal of a tree as the pigeons are causing unnecessary distress. The Board discussed the tree and reluctantly agreed for the removal of the tree at the Shareholder's cost.
- 18/04/028 The GWG confirmed the grass cutting and the treating of grass will commence soon.
- 18/04/029 [] Bryher Island – A Shareholder requested a hedge should be removed and replaced with a beach theme. Alexander Faulkner Partnership Ltd will obtain a quote and facilitate the communication between the Shareholder and the gardeners. Posol will cover the cost for the removal of the hedge and general maintenance. The Shareholder will be liable for the cost of the beach theme.

SECURITY ESTATE MAINTENANCE

- 18/04/030 Following the alleged reported contamination on the walkway leading to certain berths, Alexander Faulkner Partnership Ltd sent a letter to all Shareholders that owned berths near to the affected walkway. After receiving the letter a Shareholder responded to Alexander Faulkner Partnership and cleaned the waste from the walkway.
- 18/04/031 [] Tintagel Way – A car parking issue had arisen whereby a commercial vehicle had parked in a residential car parking space. Alexander Faulkner Partnership Ltd corresponded with the Shareholder and Marina Life Homes regarding the tenant. Marina Life Homes confirmed that they will notify the tenant. Alexander Faulkner Partnership Ltd will post a notice on the offending vehicle advising the owner of the Posol parking covenants.

BERTHING

- 18/04/032 Alexander Faulkner Partnership Ltd had a meeting with Premier Marinas in April to exchange information and discuss the non-compliant boats. Premier Marinas will

operate a 'stop and check' policy for all boats with no known insurance and will correspond with the non-compliant Shareholders. The non-compliant boats were discussed with the Board. The BWG spoke to a Shareholder regarding a non-compliant boat and reported the discussion to the Board.

- 18/04/033 [Berth] - The Board will address the GDPR policy query raised by the berth owner and Alexander Faulkner Partnership Ltd will send a letter to the Shareholder. The BWG will investigate this further.
- 18/04/034 The Board was asked to consider setting up their own marine insurance scheme for Posol shareholders. The Board discussed this and agreed this was not a subject within their remit.
- 18/04/035 The life buoys have new adhesive labels with contact details for Premier Marinas and Alexander Faulkner Partnership. The rusty uprights holding the life buoys have been repainted.
- 18/04/036 Alexander Faulkner Partnership instructed a contractor to carry out a survey (free of charge) to all the berthing gate locks. The survey recommended that nearly all the gate locks require adjustment, cleaning and lubrication. The Board agreed to go ahead with the recommendation. Alexander Faulkner Partnership Ltd will instruct the contractor.
- 18/04/037 Berth [] – The trespass licence is due to expire in May. Alexander Faulkner Partnership Ltd will write to both Shareholders advising of the expiry.
- 18/04/038 Berth [] – The pontoon repair had been approved. Alexander Faulkner Partnership Ltd will instruct the contractor.
- 18/04/039 Pontoon tape – The Board will consider the reflective red tape applied to 4 pontoons and report back to Alexander Faulkner Partnership Ltd.
- 18/04/040 [Berth] – The Shareholder has moved the boat to a neighbouring berth to accommodate the beam.
- 18/04/041 [Berth] – A Shareholder reported that the bolts of the pontoon were loose. Alexander Faulkner Partnership will instruct the contractor to investigate and carry out the repair.
- 18/04/042 Newlyn Way – The CWG noted that a pontoon looking over to Bryher Island was low in the water. The CWG will investigate the Berth number and report back to the BWG.
- 18/04/043 A Shareholder requested a number to be adhered to the berth electricity meter to avoid confusion as the number on the meter does not appear to comply with the relevant house number. Alexander Faulkner Partnership supplied a number to be adhered to the electricity meter. The BWG will attach the number to the meter.

COMMUNICATIONS

18/04/044 The Posol website is up to date with the new managing agents details.

GENERAL

18/04/045 AirBnB - The Chairman gave an update regarding the High Court order.

18/04/046 HMO – A Shareholder had information regarding an alleged HMO and required a response from the Chairman. The Chairman will respond to the Shareholder.

18/04/047 [] Newlyn Way – there was a vehicle parked inconsiderately. Alexander Faulkner Partnership Ltd corresponded with the Shareholder who notified the tenants.

ANY OTHER BUSINESS

18/04/048 The Board agreed that an aerial is not required to operate a DAB radio. The BWG spoke to Southern Aerials and Posol are not committed to provide an aerial. Alexander Faulkner Partnership will respond to the Shareholder.