

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER  
17<sup>th</sup> May 2019**

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

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

**MINUTES OF THE LAST BOARD MEETING 2019**

17/05/001 The minutes of the April meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

**MATTERS ARISING**

17/05/002 [] Kelsey Head – The flank wall of the gable end was not painted. The contractor should have been allowed access to the area with reasonable notice. The Shareholder may be in breach of the covenants. Alexander Faulkner Partnership Ltd will contact the Shareholder to ascertain if they would like to complete the painting. Alexander Faulkner Partnership Ltd will respond if necessary, with a letter to the Shareholder requesting access to the property to finish the painting.

**FINANCE**

17/05/003 The debtors were discussed, and the Board felt that each debtor was being suitably chased by Alexander Faulkner Partnership's Credit Control Team. The Board discussed the finance report for the March year end. The figures were subject to audit. The finance reports for expenditure to 30<sup>th</sup> April 2019 were also circulated. Expenditure as at that date was £335,490.83 against a budget of £343,291.67

17/05/004 The Board will arrange for the 2018/2019 expenditure by Premier Marinas to be examined and reviewed as part of the five yearly review of the Post Solent charge.

**COVENANTS**

The minutes of the Covenants Working Group meeting held 10<sup>th</sup> May 2019 were reviewed as follows:

17/05/005 [] Coverack Way – Alexander Faulkner Partnership Ltd will send a letter of consent for the car port conversion.

- 17/05/006 [] Bryher Island – The window installation had been approved and a letter sent to the Shareholder by Alexander Faulkner Partnership Ltd.
- 17/05/007 [] Carbis Close – Alexander Faulkner Partnership Ltd to send a letter of consent.
- 17/05/008 [] Newlyn Way – The CWG carried out an inspection of the work and reported that the work was complete.
- 17/05/009 [] Bryher Island – The CWG carried out an inspection regarding the change in the position of the front door and reported that the work was complete.
- 17/05/010 [] Bryher Island – The CWG reported that the work was in progress
- 17/05/011 [] Sennen Place – The CWG reported that the work was in progress.
- 17/05/012 [] Carbis Close – The CWG reported that the work was in progress.
- 17/05/013 [] Carne Place – The CWG reported that the work was in progress.
- 17/05/014 The CWG reported that there were no new planning applications on the Portsmouth County Council website.
- 17/05/015 [] Coverack Way – Alexander Faulkner Partnership Ltd will send a letter to the Shareholder regarding the colour of the balcony.
- 17/05/016 Coverack Way – The CWG suggested a review of the paint colour guide. The British Standard (BS) specification was not correct. The CWG will investigate and review the correct number and will obtain the new RAL number.
- 17/05/017 It was suggested that a summary of the relevant POSOL covenants is put in place for tenants. The Board discussed producing an A4 sheet listing the covenants for tenants to adhere to. Letting agents would be asked to ensure the notice is displayed inside the let houses. Whilst the Board agreed that it was not necessary to have a specific regulation, Alexander Faulkner Partnership Limited will create a sheet for letting agents to display and/or pass on to tenants.

## **GARDENING**

- 17/05/018 Holywell Drive – The rockery planting has been completed.
- 17/05/019 Holywell Drive – The rejuvenation of the barren area was discussed. The Board agreed to clear the area and add shingle to improve the appearance. The suggestion for creating parking spaces will be deferred to the financial year 2020/2021.
- 17/05/020 Newlyn Way and Coverack Way - Both entrances will be reviewed
- 17/05/021 The gardeners will carry out the gutter clearance of the garages as part of the general maintenance and review in 2020.
- 17/05/022 [] Bryher Island – A contractor has supplied a quote to prepare the ground of the defective grass due to the damage caused by the Chafer Grub. As the grub is a

specific pest, with a possibility of spreading the Board agreed on this occasion to instruct Alexander Faulkner Partnership Ltd to raise a works order.

- 17/05/023 Kelsey Head – Following the recent gap in the hedge by the dog bin, possibly created by Portsmouth City Council, the gardeners have planted in the area to fill the gap.
- 17/05/024 Tintagel Way – The GWG noted that some repairs have been carried out to the paving stones. The GWG were concerned the trees in the parking area could be a concern causing further damage to the paving stones in the future. The tree report did not raise any concerns and the trees are not at risk. The trees and the paving stones will be reviewed in 2020/2021.
- 17/05/025 [] Bryher Island – Alexander Faulkner Partnership Ltd will write to the Shareholder to ascertain what their intentions are regarding black bags in the front garden.
- 17/05/026 Bryher Island – The GWG discussed the planters and plan for a rejuvenation in the financial year 2020/2021.
- 17/05/027 [] Carbis Close – The GWG have confirmed with the Shareholder the reduction to the height of the hedges and shrubs in a planned rejuvenation in the financial year 2020/2021, when the Shareholder is planning to remove the section of the planter to create additional parking.
- 17/05/028 [] Sennen Place – The two planters will be rejuvenated shortly.
- 17/05/029 Newlyn Way & Kelsey Head – A works order will be raised for the rejuvenation of planters. The Shareholders have been informed of the future works.

## **SECURITY**

- 17/05/030 All the Berthing Gate locks were cleaned and lubricated, hinges lubricated and necessary repairs and adjustments were undertaken for all gate locks and a new barrel will be replaced for Gate 18.

## **ESTATE MAINTENANCE**

- 17/05/031 Commercial vehicles were reported on Posol. Alexander Faulkner Partnership Ltd corresponded with Marina Life regarding the tenant's vehicle. Marina Life did not feel comfortable approaching the tenant while there were other commercial vehicles on the estate. The offending vehicle is parked on an adopted road and therefore the covenant does not comply. Alexander Faulkner Partnership Ltd will respond to the Shareholder explaining the limited action Posol can take.

- 17/05/032 Alexander Faulkner Partnership Ltd has instructed a contractor to look at the faulty tap by a Q berth.

## **BERTHING**

- 17/05/033 The Chairman wrote to Premier Marinas to clarify the position of boat insurance.

- 17/05/034 Berth [] – The vessel has been taken out of the water.
- 17/05/035 The reflective vinyl tape will be fitted to the remaining faded pontoon caps.
- 17/05/036 Berth [] – The pontoon repairs are due to be carried out shortly.
- 17/05/037 Berth [] - The berth will be inspected by a contractor.

#### **COMMUNICATION**

- 17/05/038 The Posol minutes were updated on the database.
- 17/05/039 Two members of the GWG do not receive emails. Posol's IT company will investigate and resolve the issue.

#### **GENERAL**

- 17/05/040 HMO – The Shareholder could not provide significant evidence to pursue any action at this moment in time.

#### **ANY OTHER BUSINESS**

- 17/05/041 [] Coverack Way – It was noted that an acro was still present under the balcony. Alexander Faulkner Partnership Ltd will communicate with the Shareholder for an update.
- 17/05/042 Coverack Way – it was noted that a pergola was unsafe. Alexander Faulkner Partnership will write out to the Shareholder to advise.
- 17/05/043 Alexander Faulkner Partnership Ltd will review the management agreement for Posol and return the agreement to the Board for their approval.