

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER
19th July 2019**

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

Apologies: Mark Abrams (MA)
Darren August (DA)

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

MINUTES OF THE LAST BOARD MEETING 2019

19/07/001 The minutes of the June meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them subject to a minor amendment.

MATTERS ARISING

19/07/002 Kelsey Head – A Director had confirmed that the gable end of the property had not been painted. AFP will contact Marina Life Homes for an update.

19/07/003 Litter bins - The GWG have asked the Council to supply additional dog litter bins. The Council confirmed that they will not be introducing additional dog litter bins as there was insufficient money in the Council budget at this time.

19/07/004 The AGM minutes were circulated and subject to minor amendments were agreed by the Board. AFP to send the final minutes for the Chairman to sign.

FINANCE

19/07/005 The finance reports for expenditure to 30 June 2019 were circulated. Expenditure as at that date was £337,441.90 against a budget of £343,696.67. The aged debtors were discussed and the Board felt that each debtor was being suitably monitored by AFP's Credit Control Team.

19/07/006 AFP have corresponded with Castle Water and are awaiting a response regarding the cost of the water bill. AFP to report back to the Board at the next meeting.

COVENANTS

19/07/007 [] Carbis Close – AFP have requested the approval of the works from the neighbour and are awaiting a response. Works will not be considered without this approval and the CWG will review this at the next meeting.

- 19/07/008 [] Coverack Way – The fence in the rear garden has been approved. AFP have sent a conditional approval letter to the Shareholder and the tenant.
- 19/07/009 [] Sennen Place – The CWG carried out a visual inspection of the conservatory roof. This will be discussed at the next CWG meeting 16th August 2019.
- 19/07/010 [] Holywell Drive - The CWG inspected the balcony and asked the Board to review the plan. The Board discussed the balcony and agreed the approval.
- 19/07/011 [] Holywell Drive – The Shareholder proposed to install gates under the front balcony. The Board will approve a tilt and turn window and disapproved of the gates and or railings. AFP to respond to the Shareholder.
- 19/07/012 [] Bryher Island – The CWG approved of the proposed plans for new cupboards at the rear of the property as this was a temporary structure. The Board approved the plans.
- 19/07/013 [] Bryher Island – The changes to both properties are complete but the wall has not been rendered. This matter will be deferred to the next Board meeting in August. In the interim period the CWG will investigate further and meet with the Shareholder to request the rendering. The external change of appearance had not been requested for the bin store, although now completed. This will be discussed further at the next CWG meeting. The Board requires a formal request for retrospective consent and suggested that AFP write to the Shareholder.
- 19/07/014 [] Sennen Place – The CWG inspected the works which appear to be complete. AFP are awaiting confirmation from the Shareholder of the completed works before issuing the final consent.
- 19/07/015 [] Bryher Island – The original consent was for a wooden fence but has since changed to a smoked glass fence. AFP to send conditional approval following the Board's approval.
- 19/07/016 [] Coverack Way– The car port has been completed but the rear single-storey extension is not complete. AFP will give part final consent to the Shareholder.
- 19/07/017 [] Newlyn Way – Work in progress for the car port infill and front door.
- 19/07/018 [] Carne Place – There are panels missing on the balcony. The Shareholder has confirmed that once the internal works have been completed the panels will be replaced. The Board agreed and approved the replacement panels.
- 19/07/019 [] Carne Place – Work in progress for the balcony and French doors.
- 19/07/020 [] Cadwirth Place – Work in progress for solar panels.
- 19/07/021 [] Coverack Way – Work in progress regarding the balcony colour.
- 19/07/022 [] Sennen Place – Work in progress for the car port and extension.

- 19/07/023 [] Carbis Close – The CWG will monitor the ongoing works.
- 19/07/024 The flagged properties will be discussed at the next Board meeting. The Board will review and consider how we progress with flagged properties and to confirm the correct procedure.
- 19/07/025 [] Carne Place and [] Bryher Island – The CWG had noted on an inspection that there was black plastic fibre behind the car port gates. The Board will investigate and notify the CWG. The CWG to respond following the Boards review.
- 19/07/026 [] Bryher Island – The CWG to investigate a covered fence.

GARDENING

- 19/07/027 [] Kelsey Head – The planter is considered for a rejuvenation 2020/2021.
- 19/07/028 Kelsey/Newlyn – The planter on the corner to be considered for a rejuvenation towards the end of the summer. The gardeners will quote to undertake the work.
- 19/07/029 Newlyn Way – Two planters were not in keeping with the estate and require a rejuvenation. The gardeners will quote to carry out the work in 2020.
- 19/07/030 Newlyn Way – The phormiums will be cut back to reveal the sign on the corner of Newlyn Way.
- 19/07/031 Car Park Area in Newlyn Way – Three grislinears to be added to improve the area. AFP have instructed the gardeners. The area will be considered for a full rejuvenation 2021/2022.
- 19/07/032 Carbis Close – The planter is due for a refurbishment towards the end of the summer season.
- 19/07/033 Bryher Island – The gardeners will quote to replace the posts in the planters.
- 19/07/034 [] Bryher Island – The GWG noted a large dead plant in the front garden. The plant will be removed and the GWG will review a suitable replacement.
- 19/07/035 [] Bryher Island – The garden will be monitored by the GWG. The Shareholder has been requested to carry out the works that are in keeping with the rest of Bryher Island. AFP are waiting for Shareholder to respond.
- 19/07/036 Coverack Way – The rockery will be rejuvenated in August and the anchor repainted.
- 19/07/037 [] Coverack Way – The GWG noted an unsafe pergola. AFP will write to the Shareholder.

- 19/07/038 Carne Place – A Shareholder had noted that children have been using the grass area to play ball games. AFP will write to the Shareholder concerned and while POSOL are sympathetic with the needs of children, AFP will advise a more suitable area for play.
- 19/07/039 Mullion Close – A Shareholder had reported an overgrown tree on the corner concerning the possibility of root damage. AFP to instruct an arboriculturalist to carry out a tree survey and report back to the GWG and the Board.
- 19/07/040 Oyster Quay - There has been a report of an overhanging tree onto Oyster Quay. The Board agreed that Oyster Quay can trim vertically from the boundary line but are not permitted to remove the top of the tree.
- 19/07/041 Oyster Quay – There has been a report of a group of seven people causing a noise disturbance and walking on the grass. AFP will contact the Shareholder as the Cotag has been disabled.
- 19/07/042 Bryher Island – The GWG noted a fungal infection in a Holm Oak. The GWG will monitor the tree.
- 19/07/043 Newlyn Way – A rejuvenation will be considered by the GWG.
- 19/07/044 Kelsey Head – It had been noted that a large area of low-level communal areas are not in the plan to be rejuvenated. The Board asked that these areas are reviewed and a plan proposed.

BERTHING

- 19/07/045 [Berth] – The Board agreed to go ahead with the quoted repair. AFP to instruct Walcon Marine.
- 19/07/046 The BWG will meet the contractor onsite to determine why some pontoons are listing and report their findings to The Board.
- 19/07/047 The Board discussed and reviewed the boat insurance letters which are sent out to Shareholders when their insurance is overdue or has expired. Subject to amendments the Board agreed to proceed with the revised letters.
- 19/07/048 AFP to continue issuing red notices on non-compliant boats.
- 19/07/049 POSOL created a regulation that emanated from the covenants. Proof of insurance cover is required annually. The wording requires a change from:
- “Proof of 3rd party insurance cover for a minimum of £3,000,000 is required annually”
- to:
- “Written confirmation of 3rd party insurance cover for a minimum of £3,000,000 is required annually”.
- The changes to the berth covenant was proposed by The Chairman and seconded by a Director.

19/07/050 Berthing Insurance Reminder Letters - The first insurance reminder letter is sent a week before the due date. The first letter gives the Shareholder 21 days to respond before a further letter is sent out. The second letter is sent 21 days after the first letter if we have not received a response. The third letter will be sent 35 days from the second letter. If POSOL have not received a response from the third letter within 7 days a final letter will be sent to the solicitors.

ESTATE MAINTENANCE

19/07/051 AFP will walk the estate and number each planter so that AFP can reference the planters on a map of the estate. Privately owned planters will not have a number. The remaining planters will have an inconspicuous plaque fitted to the inside of the planters.

19/07/052 AFP will map out the watering points/taps across POSOL and will report back to the Board.

19/07/053 The numbering of the garages in the blocks will be investigated by AFP.

19/07/054 Sennen Place - A Shareholder reported a broken post. AFP alerted the council and they have confirmed that this repair is being actioned within 28 days.

GENERAL

19/07/055 [] Newlyn Way – Multiple Shareholders have reported an alleged noise disturbance at the property. AFP have spoken to the Shareholder regarding the alleged noise disturbance and have confirmed that the tenants work different shifts, socialise in the evening and that the property is not being sublet. AFP will investigate this further and report back to the Board.

AOB

19/07/056 The main covenants were circulated and discussed by The Board. Subject to slight amendments the summary of the main covenants were approved.

19/07/057 Bryher Island – A Shareholder advised AFP that commercial vans were parked in the visitors' bays with some vehicles parking on the pavement. The Board agreed that AFP will advise the Shareholder to report the parking on the pavement to the council or the police as this was an adopted road.

19/07/058 Bryher Island – A Shareholder reported an abandoned vehicle without a MOT. AFP investigated the vehicle and as the vehicle was parked on a public highway POSOL are unable to enforce removal. AFP will advise the Shareholder to report the vehicle to the council's highways division.

19/07/059 A Shareholder suggested a meet and greet for all the working groups. The Board agreed to proceed with this suggestion. An invitation will follow in due course.