

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER
20th September 2019**

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

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

MINUTES OF THE LAST BOARD MEETING 2019

20/09/001 The minutes of the August meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

MATTERS ARISING

20/09/002 Mullion Close – The pine tree had the canopy reduced by 1m under the general garden maintenance at no extra cost to POSOL.

FINANCE

20/09/003 The finance reports for expenditure to 31st August 2019 were circulated. Expenditure as at that date was £337,355.58 against a budget of £344,046.67. The aged debtors were discussed and the Board felt that each debtor was being suitably monitored by AFP's Credit Control Team.

20/09/004 The annual accounts have now been signed by the auditors and will be posted out to all Shareholders with the AGM papers in October 2019.

COVENANTS

The minutes of the Covenants Working Group meeting held on 13th September 2019 were reviewed as follows:

20/09/005 [] Bryher Island – A Shareholder had requested artificial grass as an external change of appearance. There has been a subsequently change from artificial grass to block paving. The Board approved the change and AFP will send a letter of conditional approval.

- 20/09/006 [] Bryher Island – The Shareholder applied for retrospective consent for the bin store. The Board approved the completed work and AFP will send a letter for the final consent of approval.
- 20/09/007 [] Newlyn Way – The Shareholder has advised that the proposed works are now complete. The CWG will inspect the work and report back to AFP.
- 20/09/008 [] Sennen Place – The CWG inspected the completed works and AFP have issued the final consent letter.
- 20/09/009 [] Bryher Island – AFP are awaiting further drawings from the Shareholder regarding the proposed car port conversion.
- 20/09/010 [] Sennen Place – The proposed new roof to the conservatory has been approved by the Board. AFP has sent the letter of conditional approval.
- 20/09/011 [] Tintagel Way – The proposed new balcony railings have been approved by the Board. AFP has sent a letter of conditional approval.
- 20/09/012 [] Newlyn Way – The car port and front door works are in progress.
- 20/09/013 [] Coverack Way – The rear single storey extension work in progress.
- 20/09/014 [] Carne Place – The juliet balcony and french doors work in progress.
- 20/09/015 [] Cadgwith Place – The solar panel installation is in progress.
- 20/09/016 [] Coverack Way – The CWG to inspect the balcony.
- 20/09/017 [] Sennen Place – The car port and extension work in progress.
- 20/09/018 [] Carne Place – The balcony panels are due to be replaced over the winter months once the internal works have been completed at the property.
- 20/09/019 [] Carbis Close – The works are ongoing.
- 20/09/020 [] Coverack Way – Work in progress to the fence in the rear garden.
- 20/09/021 [] Bryher Island – Work in progress to install cupboards in the rear garden.
- 20/09/022 [] Bryher Island – Work in progress for the fence in the rear garden.
- 20/09/023 The CWG had reported that washing was seen in a several gardens. AFP will write to the individual Shareholders concerned advising of the restriction in the covenant.
- 20/09/024 Coverack & Carbis – The Board advised that the suspected HMOs have been passed to the Solicitors.
- 20/09/025 [] Carbis Close - AFP will write to the Shareholder advising them of the non-compliance matter including the Board's disagreement with removing the hedging in the future. The Shareholder is required to request consent through POSOL.

- 20/09/026 Tintagel Way - A Shareholder has requested to add a trellis to the dividing wall. The Board approved the change of external appearance in principle. AFP will advise the Shareholder to apply for an external change of appearance for the temporary structure.
- 20/09/027 The CWG have the paint specification NCS numbers. The CWG will investigate this further and report back to the Board with a view to upgrading the information on the POSOL website.
- 20/09/028 [] Carbis Close – It was reported that a screen, two wooden doors and debris were present in the front garden. AFP had not received a request for a change of external appearance and will investigate and address this matter.
- 20/09/029 [] Bryher Island - The CWG will investigate the work being undertaken.

GARDENING

- 20/09/030 [] Tintagel – The Shareholder requested to remove the shrubs and replace with grasses. The Board approved the work in principle if the grasses can be easily maintained. The GWG will speak to the Shareholder regarding the type of grass and report back to AFP.
- 20/09/031 The gardeners have confirmed that the trees will be trimmed in the Spring.
- 20/09/032 The GWG reported that the trees on the estate are under stress. The GWG believed this was due to the last two dry summers. Following the removal of the two ash trees the GWG asked the Board to consider forward planning to include the addition of mulch and watering of the trees in the dry months to assist in the maintenance of the tree stock. The Board acknowledged the GWG's proposal for consideration.
- 20/09/033 Carne Place - On the corner there is a dead tree possibly caused by previous gardeners. AFP wrote to the previous gardeners concerning the possible root damage. AFP has had no response to date. The gardeners will remove the dead tree without the need for a stump grind.
- 20/09/034 The GWG asked the Board to consider introducing more colour in the planting around the estate by planting acers on the lower canopy and adding to the recesses along Port Way with sheltered planting and therefore are not affected by the high winds. The Board acknowledged the GWG's proposal.
- 20/09/035 Newlyn Way and Kelsey Head – The gardeners will remove the stones from the planter and remove the bamboo by the end of October.
- 20/09/036 The GWG reported to the Board that the soil added to the planters by the previous gardeners had dropped. The GWG asked the Board to consider adding more soil in the future.
- 20/09/037 Kelsey Head - The GWG confirmed that the rejuvenation of the planter is due in 2020/2021.

- 20/09/038 [] Newlyn Way – The planter boundary will be investigated by AFP as they are now in possession of the title plan. AFP will communicate their findings with the Shareholder.
- 20/09/039 [] Bryher Island – The GWG advised of a dead plant. The gardeners will remove the dead plant and in due course a replacement suitable plant will be planted.
- 20/09/040 [] Bryher Island – The GWG will monitor the garden.
- 20/09/041 Coverack Way – The rockery area will be rejuvenated in October.
- 20/09/042 [] Newlyn Way – The GWG have reported that the planters are bamboo bound and are in need of rejuvenation. This work will be added to the list of gardening work to be reviewed before April 2020.
- 20/09/043 [] Newlyn Way – The GWG investigated the removal of the lower overhanging branches on a Shareholder’s property. The GWG reported to the Board that this would not be necessary. The Board agreed that the Shareholder could appoint their own tree surgeon to remove the lower branches. AFP will write to the Shareholder to advise that the Board approved the removal of branches overhanging their property and the Shareholder would be liable for the cost of the work involved.
- 20/09/044 [] Carbis – A Shareholder has requested a hedge to be removed due to the numerous pigeons. The GWG investigated the hedge and found no pigeons or signs of pigeons roosting. The Board agreed that the hedge will remain and AFP will respond to the Shareholder to advise the hedge will not be removed.

ESTATE MAINTENANCE

- 20/09/045 AFP circulated the quote to replace and / or repair the damaged timber posts to make up the two central planters to include the painting. The Board approved the quote from the gardeners. AFP to check the colour of paint with the gardeners so that the colour is matched with the existing colour.
- 20/09/046 [] Coverack Way – The Shareholder has corresponded with AFP regarding the balcony. AFP advised the Shareholder to revisit and review the balcony as the property is sublet.
- 20/09/047 Coverack Way – AFP will write to the Shareholder advising of the unsafe pergola.
- 20/09/048 Newlyn Way – The Board requested AFP to write to the Shareholder regarding the oil on the parking bays.

ESTATE SECURITY

- 20/09/049 Coverack Way – The sign at the main entrance was removed and damaged following an incident at Port Solent. AFP replaced the sign.
- 20/09/050 Bryher Island – It was reported that a bylaw sign was faded and unreadable. AFP to investigate and obtain a quote to replace.
- 20/09/51 [] Sennen Place – A Shareholder reported that their personal gate was being removed from its hinges by a contractor. This occurred when the gate was locked and had been witnessed by Premier Marinas. The CWG will speak to the person concerned to advise there is no right of way. AFP will write to the Shareholder to advise they can secure their gate by welding a pin onto the gate at their own cost.

BERTHING

- 20/09/051 The BWG met with the marine company in order to review the future maintenance planning of the pontoons. A survey will be carried out on all the pontoons in the Spring.
- 20/09/053 The BWG carried out a boat inspection of all the boats on the pontoons. AFP will action the discrepancies and will update the BWG at the next meeting on 4th October 2019.
- 20/09/054 AFP updated the Board with the Shareholders' non-compliant boats.

COMMUNICATIONS

- 20/09/055 The Chairman congratulated and thanked RS for an excellent newsletter.
- 20/09/056 Newsletters will be hand delivered to the properties that AFP believe to be sublet.
- 20/09/057 The Board agreed to remove all Directors and working group emails from the website due to inappropriate emails being received via the website. Shareholders can still use the email: posol@afpartnership.co.uk.