

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER
23rd August 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)

Apologies: Ruth Hoff (RH), Alexander Faulkner Partnership Ltd

Attendance: Lisa Kennard (LK) Alexander Faulkner Partnership Ltd

MINUTES OF THE LAST BOARD MEETING 2019

23/08/001 The minutes of the July meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

MATTERS ARISING

23/08/002 Following the correspondence with Castle Water AFP reported that the present bill had been reduced by over half.

FINANCE

23/08/003 The finance reports for expenditure to 31 July 2019 were circulated. Expenditure as at that date was £337,441.90 against a budget of £343,871.67. The aged debtors were discussed and the Board felt that each debtor was being suitably monitored by AFP's Credit Control Team.

23/08/005 The financial accounts for the year end 31 March 2019 were circulated to the Directors. The accounts were approved by the Board. The Secretary will pass the accounts onto the auditors to sign and provide AFP with copies.

COVENANTS

The minutes of the Covenants Working Group meeting held on 16th August 2019 were reviewed as follows:

23/08/006 [] Holywell Drive – A member of the CWG visited the Shareholder regarding a change of appearance. The proposed fence was discussed at the CWG meeting and referred to the Board. The Board disagreed with the proposed fence. AFP will write to the Shareholder.

- 23/08/007 [] Sennen Place – The Board agreed with the re-roofing of the conservatory. AFP will write to the Shareholder.
- 23/08/008 [] Bryher Island – Following a visit from the CWG the Shareholder is required to submit plans for the proposed works for an external change of appearance.
- 23/08/009 [] Bryher Island – The rendering will not be taking place. The Shareholder has carried out additional work without a formal application for an external change of appearance. AFP will write to both Shareholders requesting retrospective consent.
- 23/08/010 [] Tintagel Way – The change of balcony was approved by the Board.
- 23/08/011 [] Bryher island – The Board approved the loft conversion.
- 23/08/012 [] Sennen Place – The work appears to have been completed following an inspection by the CWG. AFP will contact the Shareholder to find out about the completed works.
- 23/08/013 [] Newlyn Way – The car port and front door work in progress.
- 23/08/014 [] Coverack Way – The car port is complete, the rear single storey extension is not complete.
- 23/08/015 [] Carne Place – The juliet balcony and french door works are in progress.
- 23/08/016 [] Cadgwith Place – The solar panel work is in progress.
- 23/08/017 [] Coverack Way – The balcony colour is in progress.
- 23/08/018 [] Carne Place – The balcony will be repaired over the winter period.
- 23/08/019 [] Carbis Close – Ongoing works.
- 23/08/020 [] Coverack Way – The fence in the rear garden, work is in progress
- 23/08/021 [] Bryher Island - The proposed new cupboards in the rear garden, the work is in progress.
- 23/08/022 [] Bryher Island - Work in progress with the fence in the rear garden.

GARDENING

- 23/08/023 Mullion Close - A report of the pine tree was undertaken by an arboriculturalist with a recommendation to reduce the north western aspect of the lower canopy up to 1m. AFP have contacted the council regarding the lifted paving.
- 23/08/024 Bryher Island – A report of the Holm Oak was undertaken by an arboriculturalist. The recommendation at this time will be to monitor the tree as there is no preventative or remedial action for the fungal infection.

- 23/08/025 Coverack Way & Newlyn Way - The GWG noted that some trees have died back and raised this with the Board. The gardeners have been informed and this will be addressed in due course.
- 23/08/026 Newlyn Way & Kelsey Head - A rejuvenation will be undertaken shortly.
- 23/08/027 The tree covered with ivy by Oyster Quay is believed to be on POSOL land as advised by Oyster Quay. The GWG will investigate this further and AFP will write to the Property Manager at Oyster Quay with an update.
- 23/08/028 The GWG noted that vegetation is overhanging on the capping. The gardeners will be addressing this shortly.

ESTATE MAINTENANCE

- 23/08/029 A Shareholder reported that a car was being illegally parked. A Director investigated the car parking and to date the car has not been seen parking illegally.
- 23/08/030 A Shareholder reported a vehicle leaking oil in a car parking bay. AFP had a quote to remove the oil. AFP will investigate further.
- 23/08/031 The Council have completed the repairs to the broken posts in Sennen Place.
- 23/08/032 AFP to report to the Board regarding the timber repairs in Bryher Island.

BERTHING

The minutes of the Berthing Working Group meeting held on 5th August 2019 were reviewed as follows:

- 23/08/033 The BWG are consulting with a marina contractor regarding a survey of all the pontoons.
- 23/08/034 A boat inspection is being carried out Wednesday 28th August 2019.
- 23/08/035 The list of non-compliant boats were circulated and discussed by the Board.
- 23/08/036 Berth [] – The works have been instructed. AFP are waiting for a completion date.
- 23/08/037 Berth [] – It was noted that there was rubber matting on top of the pontoon. The BWG will investigate the matting when the boat inspection is carried out.

COMMUNICATIONS

- 23/08/038 It was noted that spam emails were being received by a member of the CWG. The POSOL website email address forwards the email to each member of the CWG. Each working group member is required to increase their spam filter to resolve the issue.

23/08/039 A member of the BWG had a bounce back from another working group member. This can happen when the spam filter is too strong.

GENERAL

23/08/040 AGM minutes – Following legal advice the AGM minutes will not to be added to the POSOL website due to GDPR concerns. In accordance with the Companies Act 2006, the AGM minutes will be available to view at the registered office without charge subject to an appointment.

AOB

23/08/041 The AFP management agreement, customised to suit Posol's circumstances, was circulated and discussed. The Board approved the management agreement, and this was signed by the Chairman.