

POSOL RESIDENTS MANAGEMENT COMPANY LTD

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

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

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

MINUTES OF THE LAST BOARD MEETING 2019

20/12/001 The minutes of the November meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

FINANCE

20/12/002 The finance reports for expenditure to 30th November were circulated. Expenditure as at that date was £407,360.11 against a budget of £431,646.00. The aged debtors were discussed and the Board felt that each debtor was being suitably monitored by AFP's Credit Control Team. The Board agreed that this was the lowest debt ever recorded.

COVENANTS

The minutes of the Covenants Working Group meeting held on 12th December 2019 were reviewed as follows:

- 20/12/003 [] Bryher Island – The CWG to investigate on the next walkabout.
- 20/12/004 [] Cadgwith Place – AFP sent a letter to the Shareholder regarding the guttering.
- 20/12/005 [] Coverack Way – The works have been completed and the Shareholder has confirmed that the Pergola will be installed in the summer.
- 20/12/006 [] Bryher Island – AFP has sent a letter of conditional approval.
- 20/12/007 [] Carne Place – AFP are waiting for a response from the Shareholder for work being proposed next year.

- 20/12/008 [] Newlyn Way – A Shareholder requested to install a roller shutter door. The Board agreed to the installation subject to a 'like for like' door and colour. AFP will send a letter of conditional approval to the Shareholder.
- 20/12/009 [] Carne Place – AFP to investigate and report back to the CWG.
- 20/12/010 [] Carne Place – The CWG reported that the balcony refurbishment was completed.
- 20/12/011 [] Sennen Place – The loft conversion has been completed.
- 20/12/012 [] Coverack Way – The CWG noted a change of appearance to the balcony. AFP will send a letter to the Shareholder requesting the balcony is rectified as soon as possible.
- 20/12/013 [] Coverack Way – AFP to notify the Shareholder regarding the parking.
- 20/12/014 [] Tintagel Way – The Shareholder has notified AFP that the items will be removed when the Shareholder returns to the property within the next 2 weeks.
- 20/12/015 [] Carne Place – The Shareholder has notified AFP that the balcony will be addressed in the winter months.
- 20/12/016 [] Newlyn Way – It was reported that debris was noted in the front garden. The Director to speak to the Shareholder in the first instance and report back to the Board at the next meeting.
- 20/12/017 Paint colours – The CWG had obtained the NCS numbers for several colours. The Board agreed to buy samples to ensure that the colour paint matched the original colour.
- 20/12/018 Change of External Appearance Form – The Board discussed the newly designed application form and subject to a minor change the Board agreed that the form will be added to the POSOL website.

GARDENING

- 20/12/019 The broken tree limb on the Port Way has been attended to by AFP's tree surgeon.

ESTATE MAINTENANCE

- 20/12/020 A Shareholder had reported damage to a lamp post caused by a lorry. AFP reported this incident to Portsmouth City Council for their attention.
- 20/12/021 Kelsey Head – The broken wooden post had been marked by the Council but not repaired to date. It was noted that a Council repair can take up to 6 weeks.
- 20/12/022 [] Sennen Place – AFP have sent a letter to the Shareholder regarding the parking of a commercial van.
- 20/12/023 [] Carbis – items left in remote hard standing area – AFP sent letter to shareholder requesting items to be removed from this area.

20/12/024 [] Cadgwith Place – it was noted that a deflated canoe and an unravelled black bin liner was in the rear garden. AFP to write to the owner if the items remain following the Christmas period to request that they are removed or tidied away.

20/12/025 AFP received an email from a shareholder regarding the dog mess issue and advised the shareholder to report this to Environmental Health.

SECURITY

20/12/026 Kelsey Head - Damage to a garage door was reported by a member of the gardening working group and reported to the Neighbourhood Watch Scheme.

BERTHING

20/12/027 AFP updated the Board with the non-compliant boats. The next berthing working group meeting will be held at the AFP office in January 2020.

COMMUNICATIONS

20/12/028 The Board requested that AFP is required to obtain a third quote for an upgrade to the berthing database.

GENERAL BUSINESS

20/12/029 A 'pop up' will appear on the website to notify Shareholders of the forthcoming lock gate repairs in January 2020.