

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER
17th January 2020**

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

Apologies: Julian Shaw (JS), Chairman

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

In the absence of the chairman, IC took the chair for the meeting.

MINUTES OF THE LAST BOARD MEETING 2019

17/01/001 The minutes of the December meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting subject to a minor change and the Board approved them.

MATTERS ARISING

17/01/002 The new change of external appearance application form will be added to the POSOL website.

17/01/003 Kelsey Head – A repair to the wooden bollard being attended to by Portsmouth Council had not been carried out to date.

FINANCE

17/01/003 The finance reports for expenditure to 31st December were circulated. Expenditure as at that date was £453,689.50 against a budget of £423,392.93. The aged debtors were discussed and the Board felt that each debtor was being suitably monitored by AFP's Credit Control Team.

COVENANTS

The minutes of the Covenants Working Group meeting held on 13th January 2020 were reviewed as follows:

17/01/004 [] Cadgwith Place – AFP sent a letter of final consent.

17/01/005 [] Bryher Island – AFP sent a letter of final consent.

17/01/006 [] Carne Place – The CWG agreed that the work was ongoing.

- 17/01/007 [] Carne Place – AFP will write to the Shareholder as AFP had not received a formal application for a change of external appearance.
- 17/01/008 [] Bryher Island – AFP will send a letter of final consent for the loft conversion.
- 17/01/009 [] Sennen Place – AFP had noted that the under-balcony extension had been completed.
- 17/01/010 [] Coverack Way – AFP sent a letter to both Shareholders with regards to the appearance and safety of the balconies.
- 17/01/011 [] Coverack Way – AFP had advised the Shareholder to refrain from parking their vehicle by the berthing gate to avoid an obstruction.
- 17/01/012 [] Carne Place – The CWG recommended wood for a new balcony. AFP will refer the Shareholder to the POSOL website and update the Shareholder.
- 17/01/013 [] Newlyn Way – AFP sent a letter of conditional approval for the roller shutter door.
- 17/01/014 [] Bryher Island – The Shareholder made an enquiry about creating a living space regarding a proposed car port extension. The CWG advised Portsmouth Council will advise on the proposed living space and to refer the Shareholder to the POSOL website. AFP will respond to the Shareholder.
- 17/01/015 [] Coverack Way – The CWG confirmed that part of the work had been completed. AFP to send a letter of final consent for part of the completed works.
- 17/01/016 [] Tintagel Way – The Shareholder confirmed that the work had not been completed. The CWG will add this to the list of ongoing works.
- 17/01/017 [] Mullion Close – AFP to send a letter of final consent as the work to the car port infill and extension has been completed.
- 17/01/018 [] Sennen Place – AFP to send a letter of final consent as the work to the extension has been completed.
- 17/01/019 The CWG were asked to obtain paint samples for a correct colour match.
- 17/01/020 [] Carne Place – The Board agreed for AFP to request retrospective consent for the change of external appearance.

GARDENING

The minutes of the Gardening Working Group meeting held on 10th January 2020 were reviewed as follows:

- 17/01/021 Carne Place – The GWG decided to add mulch to the planter to assist with the low-level soil.

- 17/01/022 Carne Place - The Board agreed for the gardeners to add small rocks and mulch to assist in the preservation of the trees and improve the appearance of the area. The Board disagreed with the proposed knee-high wooden fence rail.
- 17/01/023 Wildflowers – The Board agreed to the gardeners planting wildflower seeds along the Port Way.
- 17/01/024 [] Newlyn Way – The GWG met the Shareholder on the walkabout and discussed the proposed work to the low-level planter. AFP advised the Shareholder to make a formal application for a change of external appearance.
- 17/01/025 [] Newlyn Way - AFP sent a contractor to collect the discarded debris. The Board agreed for AFP to report any future debris to the Department of Environmental Health.
- 17/01/026 The Board agreed to carry out the next tree survey in 2021/2022.
- 17/01/027 The Board agreed to the annual underplanting to be carried out underneath the hedge line along the Port Way.
- 17/01/028 Newlyn Way – The GWG asked the Board to consider a rejuvenation at the entrance to Holywell and to include the cost in the 2020/2021 budget. AFP to obtain quotes for the proposed work.
- 17/01/029 Cadgwith Close – The planter will be added to the future works list. AFP will obtain quotes for the proposed work.
- 17/01/030 The GWG proposed to have bug hotels across the estate. Whilst the Board felt this was a good idea the Board disagreed with the proposal.
- 17/01/031 [] Kelsey Head – The GWG proposed several plants to enhance the appearance to the front of a property. The Board disagreed with this proposal.

ESTATE MAINTENANCE

- 17/01/032 A Shareholder reported the TV aerial mast had fallen from the building following the stormy weather. AFP instructed a contractor to attend to the mast and restore the TV signal.
- 17/01/033 [] Tintagel Way – Following the correspondence with AFP the Shareholder confirmed that the items from the front of their property have been removed.

BERTHING

- 17/01/34 AFP are obtaining 3 quotes for the Board’s consideration to upgrade the berthing database.
- 17/01/035 The BWG confirmed that the non-compliant boats were reducing.