

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD DISCUSSION end March 2020

Due to the Coronavirus the Board aborted the March meeting and engaged in proactive discussions via email over a four-day period.

Those active:

- Ian Currie (IC), Secretary
- Paul Le Maistre (PLM)
- Mark Abrams (MA)
- Nigel Padbury (NP)
- Darron August (DA)
- Julian Shaw (JS), Chairman
- Reg Sillence (RS)
- Ruth Hoff (RH) Alexander Faulkner Partnership Ltd (AFP)
- Lisa Kennard (LK) Alexander Faulkner Partnership Ltd (AFP)

MINUTES OF THE LAST BOARD MEETING 28th February 2020

20/03/001 The minutes of the February meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and were approved.

MATTERS ARISING

20/03/002 Change of appearance application form to be added to website, completed.

20/03/003 Map of taps required. Castle Water have been contacted, awaiting response.

FINANCE

20/03/004 The financial reports for expenditure to 29th February had been analysed by The Secretary who was satisfied that there were no issues to be discussed. Expenditure as at that date was £472,833 against a budget of £495,893.

20/03/005 The aged debtors were reviewed, and it was noted that overdue payments were at an all time low, and that AFP should be congratulated in their efforts. The Board felt that each debtor was being suitably monitored by AFP's Credit Control Team. Two debts were being handled by solicitors

20/03/006 The invoices will be issued in week commencing 23rd of March. This is a week earlier than originally planned to avoid any last-minute hold up caused by the virus situation. A pop up advising the April service is already in place on the POSOL website and an email has been out to all Shareholders.

COMMUNICATIONS

20/03/007 The Spring Newsletter had been prepared for circulation with the April invoices. As printing could not be achieved in time for the accelerated mailing of the invoices this Newsletter is on hold. The Board expressed its thanks to RS and NP for their work preparing it. Four options for future consideration:

- a. Mail independently.
- b. Put it on website, with email alert.
- c. Email with pdf copy.
- d. Incorporate in September Newsletter.

COVENANTS

- 20/03/008 Ownership of all garages has now been confirmed and numbers have been fixed to the ground adjacent to each garage to confirm identity. The CWG will identify which garages require re-painting.
- 20/03/009 Paint Colour Guide - The house covenants specify paint colours to be used on all houses and specifies that any change has to be agreed by Posol. As paint suppliers now use NCS colour codes to mix paint it was agreed to specify acceptable NCS codes for some colours. The Posol Paint Colour Guide has been amended to reflect this and approved by the Board.
- 20/03/010 AFP to write to the Shareholder where it appears that a round window is being installed in place of square window as previously authorised.
- 20/03/011 [] Bryher Island – The CWG signed off the inspection, AFP to send a letter of final consent.
- 20/03/012 [] Coverack Way – As agreed at the Board meeting AFP will send a letter to Shareholders regarding the balconies in poor condition.
- 20/03/013 [] Carbis Close – As agreed by the Board AFP will respond to the Shareholder regarding an appeal to works to extend parking, the breach of covenants to be sent regarding the front of the property and a response to the proposed gates.
- 20/03/014 [] Tintagel Way – A trellis fence panel was reported untreated. The CWG will advise AFP of the house number so a letter can be sent requested the wood to be treated.
- 20/03/015 [] Coverack Way – Two story side extension, dormer windows, a balcony and a car port. AFP will respond to Shareholder.
- 20/03/016 [] Bryher Island – The Shareholder submitted a different photograph of the proposed front door that was approved by the CWG subject to further plans and a formal application.
- 20/03/017 [] Sennen Place – The CWG arranged to meet the Shareholder and sent the inspection form to AFP, a final letter of consent will be sent.
- 20/03/018 [] Sennen Place – The inspection report is outstanding, CWG to inspect and report back to AFP.
- 20/03/019 [] Coverack Way – The Board approved the bi-fold doors, AFP will send a letter of conditional approval.

- 20/03/020 [] Bryher Island – The Board approved the work and plans, AFP to send a letter of conditional approval.
- 20/03/021 [] Bryher Island – The Shareholder has requested to remove the pebble strip in between both properties. AFP will respond to the Shareholder with the approval pending subject to the neighbour’s agreement in writing.
- 20/03/022 [] Newlyn Way – Under balcony and rear extension, the CWG visited the Shareholder to offer advice, the formal application is pending.
- 20/03/023 [] Tintagel Way – The replacement balcony with approved change to the panels. AFP to email the Shareholder to confirm the completion and then send final consent letter. AFP to check if they have received the final inspection report form the CWG.
- 20/03/024 [] Mullion Close – Car Port Infill & Extension. AFP to email the Shareholder to confirm completion then send final consent letter once final inspection report has been completed by CWG. AFP to check if they have received the final inspection report.
- 20/03/025 [] Sennen Place – AFP are waiting for the final inspection report.
- 20/03/026 [] Holywell Drive – The under-balcony extension, the final inspection report has been completed by the CWG together with a photograph. AFP will send the final consent letter.
- 20/03/027 [] Newlyn Way – The CWG confirmed the final inspection report. AFP will send the final letter of consent.
- 20/03/028 A Shareholder made a suggestion regarding repainting of houses, this will be deferred to a future meeting.

GARDENING

- 20/03/029 All work running to plan. No issues.

ESTATE MAINTENANCE

- 20/03/030 Parking - AFP has spoken to a contractor regarding inconsiderate parking after Shareholders had reported this issue. If any van is parked inconsiderately on an adopted road AFP will advise the Shareholder to report this directly to the council or the police as POSOL cannot take any appropriate action on council land.
- 20/03/031 Mullion Close - A vehicle was reported to AFP with no tax or mot, AFP reported this vehicle to the DVLC.
- 20/03/032 [] Newlyn Way – A Shareholder had reported a sunken drain. AFP reported this issue to the council. The Council refused to repair this as it was on private land. AFP have resolved issue as the manhole was on Posol land.

- 20/03/033 [] Carne Place – A Shareholder reported a damaged manhole cover. AFP reported this to the council. Southern Water is liable for the repair and will address the issue.
- 20/03/034 Line painting – The ‘Keep Clear’ sign will be reinstated to Coverack Way and additional ‘T’ markers to be added to Tintagel Way. This has now been completed.
- 20/03/035 Sennen Place – The rusty metal road sign had been noted by the GWG on their walkabout. AFP will address the repainting of the metal work in better weather.
- 20/03/036 Cadgwith Place – A Shareholder requested a ‘No Parking’ sign to be added by the lamp post to the entrance. AFP will instruct a contractor. This is still in progress
- 20/03/037 Bryher Bridge - AFP to chase the council regarding the Bye Law sign.
- 20/03/038 AFP to write to owner of a tree which has grown to a height greater than 3m. AFP to approach owner and advise that height should be reduced.

BERTHING

- 20/03/039 The Chairman of the BWG briefed the group on the last Board meeting and confirmed the chosen contractor for the pontoon survey. The pontoon survey will take place on 23rd March subject to government guidelines. The Director will provide a key and a map to the contractor.
- 20/03/040 The BWG will carry out a visual survey for approximately 6 pontoons to check if the report is correct before meeting with the contractor to discuss the report in detail.
- 20/03/041 Non-compliant boats. A Shareholder had sent an email with the forms and payment was being posted recorded delivery to the office. The list has been reduced to only 3 boats. AFP will now send a recorded letter to two of the Shareholders and will send a letter to the third Shareholder pending a draft from the BWG and the Chairman.
- 20/03/042 The unsuccessful contractor has been advised that they have not been awarded the contract for the pontoon survey.
- 20/03/043 Berth [] - Marina Life Homes and the tenant are aware that the boat must be moored bows to so that a trespass is avoided.
- 20/03/044 Berth [] – The Shareholder had informed AFP that the boat had been removed last year. This was not correct, AFP are waiting for the paperwork and insurance to arrive.
- 20/03/046 Berth [] – The BWG will investigate a complaint from a Shareholder regarding the pontoon markings.
- 20/03/047 Berth [] – Marina Life Homes had returned paperwork and payment to AFP; the boat is not permitted to be licensed on this berth. As a gesture of goodwill POSOL will allow this boat to be moored on the berth until the 1st April when it will be moved to Premier Marinas.
- 20/03/048 Berth [] – A Director reported to AFP that the boat had loose ropes and tarpaulin following storm Dennis. AFP contacted the Shareholder and this had already been

attended to. The Shareholder was very grateful that we had made them aware of the issue.

ANY OTHER BUSINESS

20/03/049 Video conferencing was trialled with very promising results. Due to the Coronavirus future Board meetings and Working Group meetings will be held by video conferencing. This will be organised as required by AFP