

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD VIA A VIDEO CONFERENCE CALL
21st AUGUST 2020**

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

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

Apologies: Mark Abrams (MA)

MINUTES OF THE LAST BOARD MEETING 17th JULY 2020

21/08/001 The minutes of the July meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.

MINUTES OF MEETING HELD 22 November 2019

At the November meeting the board discussed and approved POSOL's GDPR policy and procedures, but this was inadvertently omitted from the minutes of that meeting.

This minute was put on record for the approval of both the policy and procedures. A foot note to this effect will be added to the minutes of the November meeting.

FINANCE

21/08/002 The finance reports for expenditure to 31st July were circulated. Expenditure as at that date was £233,900.71 against a budget of £271,868.00. 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 August were reviewed as follows:

21/08/003 [] Bryher Island – The Board sent a letter to the Shareholder and has received a response. AFP will send a further letter to the Shareholder.

21/08/004 [] Coverack Way – The Board will refer the Shareholder to the solicitor and RH will contact the new neighbouring shareholder concerning their complaint.

- 21/08/005 [] Coverack Way – The Shareholder advised of an internal change, no action was required.
- 21/08/006 [] Sennen Place - AFP to send a letter to the Shareholder and to investigate further.
- 21/08/007 [] Coverack Way – AFP will send a letter to the Shareholder advising of the 1 metre rule.
- 21/08/008 [] Sennen Place – AFP responded to the Shareholder the letter of conditional approval was sent in 2019.
- 21/08/009 [] Sennen Place – AFP to send a letter to the Shareholder requesting original plans.
- 21/08/010 Car port gates – The Board agreed to add a recommendation at the time of fitting car port gates to add soft rubber pads to minimise noise. This will be added to the website.
- 21/08/011 Berthing Gate 14 was reported as not closing. AFP to instruct an engineer to attend to all the berthing gates for routine maintenance lubrication to improve the closing.
- 21/08/012 Garages – The Director will purchase a tester paint colour before letters are posted to Shareholders.
- 21/08/013 [] Bryher Island – AFP to send a letter of conditional approval for the proposed external change of appearance following an appeal and review of the proposals.
- 21/08/014 [] Bryher Island – AFP to further investigate, the Board agreed no action is required.
- 21/08/015 [] Bryher Island – AFP to write to the Shareholder regarding the external change of appearance.
- 21/08/016 [] Newlyn Way – Following a second request from the shareholder to lease land to the right hand side of the property, the Board again disagreed with the proposed land lease as it was felt that this was a POSOL amenity that all residents are entitled to use. AFP to send a letter to the shareholder outlining their reasons for refusal to the proposal. It was also noted that this property was in breach by leaving an amount of debris at the front of their property and RH is to write to the owner.

GARDENING

The minutes of the Gardening Working Group meeting held on 14th August were reviewed as follows:

- 21/08/017 All the trees are in distress due to the dry weather conditions. The gardeners have been alerted to mulch the trees to assist with retaining moisture.
- 21/08/018 The completed works were discussed in Newlyn Way and Sennen Place.
- 21/08/019 The hedges to be retained at a consistent height along Port Way.

- 21/08/020 Overgrown palms - All trees within house gardens are to be kept below 4 metres. The gardeners are aware of this request.
- 21/08/021 [] Bryher Island – The gardening team will address the garden under normal maintenance.
- 21/08/022 [] Newlyn Way – The gardening team to communicate with the Shareholder with regards to future gardening work.
- 21/08/023 Future gardening works to be identified by the GWG for consideration for next year’s budget.
- 21/08/024 [] Bryher Island – quote pending to improve the garden.
- 21/08/025 Oyster Quay - AFP have corresponded with Oyster Quay Office Manager regarding a dead tree on their land. A Director will meet with the Office Manager to view the tree.
- 21/08/026 [] Mullion Close – A quote is pending for a considered refurbishment subject to available funds.

ESTATE MAINTENANCE

- 21/08/027 The garage roof repair has been completed behind Carne Place.
- 21/08/028 [] Kelsey Head – AFP reported the loose drain cover to the council; this has been referred to the water board.
- 21/08/029 Port Way Noise – AFP will send a letter to the Shareholder confirming the Board rejected installing an acoustic fence at the bottom of the garden. AFP will advise the Shareholder they can replace the fence at their cost and as long as the same height and colour of the existing fence matches there will be no objections.

BERTHING

The minutes of the Berthing Working Group meeting held on 3rd and 17th August were reviewed as follows:

- 21/08/030 The BWG have attended 2 meetings with the marine company following the pontoon survey. The BWG have carried out a visual inspection and walked on the various pontoons. The marine company proposed to carry out an in-depth study on three pontoons which involves unbolting the pontoons from the ramp and assess the extent of the damage to recommend rectifying the condition. The Board agreed to proceed with the in-depth investigation; AFP will instruct the marine company. The berth holders affected will be notified and a letter sent to all berth holders advising of the proposal and works undertaken.

SECURITY

21/08/031 It was agreed that all nuisance incidents should be dealt with by the security working group.

COMMUNICATIONS

21/08/032 The Chairman confirmed that various updates to the POSOL website were carried out.

GENERAL

21/08/033 The Director has had ongoing direct communications with Highways England regarding the noise barrier as it was perceived the noise level had increased.

21/08/034 [] Newlyn Way – the shareholder put forward some parking proposals to the board, these were discussed, and a response will be sent to the shareholder.

ANY OTHER BUSINESS

21/08/035 [] Cadgwith Place – AFP to send the revised contractual licence to the Shareholder.

21/08/036 Covenants for POSOL – The Board agreed to issue further advice to estate agents for future Shareholders confirming that all covenants at Port Solent are actively monitored and enforced.

21/08/037 Two Directors had a successful meeting with RAPS to help assist with any joint issues that may arise. Another meeting will be arranged for the following year.