

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER BUSINESS CENTRE, PORTCHESTER
22nd November 2019**

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

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

Apologies: Darron August (DA)

MINUTES OF THE LAST BOARD MEETING 2019

22/11/001 The minutes of the October meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting and the Board approved them.

MATTERS ARISING

22/11/002 [] Carbis Close – AFP will write to the Shareholder regarding the debris in the garden.

22/11/003 [] Cadgwith Close – AFP will write to the Shareholder regarding the debris.

FINANCE

22/11/004 The finance reports for expenditure to 31st October were circulated. Expenditure as at that date was £391,211.99 against a budget of £410,455.83. 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 15th November 2019 were reviewed as follows:

22/11/005 [] Bryher Island – Two Directors attended a meeting with the Shareholders objecting to the proposed plans. Following the meeting the Board discussed the proposed change of external appearance and agreed that the plans presented had insufficient detail. The Board agreed with the external change of appearance subject to subsequent detailing of plans to include the partition. AFP will write to the Shareholder.

- 22/11/006 [] Carbis Close – The Board refused the application to remove the hedges and extend parking to the front of the property.
- 22/11/007 [] Kelsey Head – The Board agreed in principle to the additional parking space from an enquiry from a potential new Shareholder
- 22/11/008 [] Tintagel Way – The decking application had been approved and AFP has informed the Shareholder.
- 22/11/009 [] Bryher Island – The Board approved the change of external appearance.
- 22/11/010 [] Bryher Island – AFP had corresponded with the Shareholder to ascertain the proposed materials for the proposed work. The Shareholder will confirm the proposed materials once they have found a suitable contractor.
- 22/11/011 [] Carne Place – AFP to speak to the Shareholder to ascertain what materials are proposed.
- 22/11/012 The CWG agreed to have a walk around the estate on the 29th November 2019 to view the work in progress and to look at the colour schemes.
- 22/11/013 The CWG will design an application form for the external change of appearance to be available to download from the POSOL website. The proposed form will be presented to the Board for their approval.

GARDENING

The minutes of the Gardening Working Group meeting held on 8th November 2019 were reviewed as follows:

- 22/11/014 The GWG reported that while the landscaping has improved the appearance of the whole estate the GWG felt that the Board need to consider underplanting along the Port Way. The Board was shown photographs of the suggested planting. The Board required the GWG to provide a plan and quotes for the proposed planting for their consideration.
- 22/11/015 Following the garden walkabout AFP reported the excess leaves in the cycle lane to Portsmouth City Council.
- 22/11/016 Tintagel Way – It was reported that a low planter required attention. The GWG will identify the planter with a view to an action plan for next year's budget.

ESTATE MAINTENANCE

- 22/11/017 AFP confirmed that the garage numbering had been carried out across the estate.
- 22/11/018 Coverack Way - AFP reported that the water tap had been investigated by a contractor and confirmed there were no leaks found. The high cost of the water bill from this tap was due to the estimated bills.

- 22/11/019 Bryher Island – AFP had reported the blank ‘No Fishing’ sign to Portsmouth City Council for their attention.
- 22/11/020 Kelsey Head – The loose wooden bollard had been reported to Portsmouth City Council for repair.
- 22/11/021 Carne Place – The GWG noted that the blue metal frame holding the road sign was rusty. AFP confirmed that this will be addressed in the Spring.
- 22/11/022 [] Sennen Place – AFP have locked the gate and fixed the hinges so the gate cannot be removed. If a shareholder requires access for any proposed work the key can be collected from the office which will be signed out. The Shareholder will be required to return the key to the office when the work has been completed.

BERTHING

The minutes of the Berthing Working Group meeting held on 13th November 2019 were reviewed as follows:

- 22/11/023 [] - A Shareholder had reported an uneven pontoon. The BWG investigated the pontoon and AFP responded to the Shareholder to confirm that a pontoon survey will be carried out in the Spring.
- 22/11/024 AFP asked the BWG to adjust the berthing database to accommodate a second boat on the berth while the Shareholder’s boat was off the berth until Spring 2020. AFP confirmed that the new boat on the berth had been registered and the berthing records updated.
- 22/11/025 Licensed Berths – POSOL are to introduce a reminder letter phased system for licensed berths which will mirror the insurance renewal process. On the licence renewal a reminder letter will be sent to the Shareholder, followed by a second reminder letter and a third final seriously overdue letter, posted first class recorded delivery. If AFP have not received any correspondence from the Shareholder after 7 days’ receipt of the recorded final letter the Shareholder will be referred to the solicitors.

(the above minutes failed to record a discussion and decision regarding GDPR. Reference to this can be found in the minutes for 21st August 2020)