

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD VIA A VIDEO CONFERENCE CALL
18th SEPTEMBER 2020**

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

MINUTES OF THE LAST BOARD MEETING 21st AUGUST 2020

- 18/09/001 The minutes of the August meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.

MINUTES OF THE AGM MEETING HELD 29th November 2019

- 18/09/002 The minutes of the AGM were formally approved, proposed by PLM and seconded by DA.

FINANCE

- 18/09/003 The finance reports for expenditure to 31st August were circulated. Expenditure as at that date was £259,065.94 against a budget of £310,397.75. The aged debtors were discussed, and the Board felt that each debtor was being suitably monitored by AFP's Credit Control Team.

GARDENING

- 18/09/004 [] Newlyn Way – The gardeners uncovered a pipe while carrying out some landscaping. AFP reported the concrete pipe to Southern Water to investigate.
- 18/09/005 Oyster Quay – The Director reported the dead tree was on Oyster Quay's boundary. AFP to contact the site manager to request removal.

ESTATE MAINTENANCE

- 18/09/006 [] Mullion Close – The vehicle was removed from the private parking space.
- 18/09/007 [] Carne Place – Southern Water are in the process of addressing the rotten wooden door.

- 18/09/008 Sennen Place – The no parking sign has been attached to the planter wall to discourage vehicles parking.
- 18/09/009 [] Newlyn Way – A parking letter and parking regulations were attached to the vehicle.
- 18/09/010 Kelsey Head – The loose drain cover is now being addressed by Southern Water.
- 18/09/011 Tintagel Way – The Shareholder was responded to following a parking concern.
- 18/09/012 Sennen Place – A parking letter and parking regulations are ready to place on the oversized van.
- 18/09/013 Berthing gates – All the berthing gates and locks are to be checked/lubricated as planned maintenance. AFP has instructed the engineer.

BERTHING

- 18/09/014 A meeting was held with the company instructed to produce the new Berthing database on 3rd September. The new software is in progress and will be tested in due course.

SECURITY

- 18/09/015 There have been several reports of incidents around Cadgwith Place and Bryher Island. A mini motorbike was stolen the police were informed.
- 18/09/016 A Shareholder reported that a garage on Bryher Island was broken into in September and had some items stolen.
- 18/09/017 [] Bryher Island – The house alarm was sounding into the early hours. This was caused by someone breaking the main wire. AFP has corresponded with the Shareholder.

COVENANTS

The minutes of the Covenants Working Group meeting held on 10th September were reviewed as follows:

- 18/09/018 DA advised that some items from the Board were not being linked to the CWG agenda or minutes. LK advised that a separate action list is kept and worked through. LK will notify the CWG after the Board meeting of any decisions made.
- 18/09/019 [] Sennen Place – Following an appeal from the shareholder about the temporary structure, AFP will respond to the Shareholder to confirm the boards decision.
- 18/09/020 [] Sennen Place – The hard copy drawings were requested and reviewed by the CWG. AFP to send the letter of conditional approval for the gates. The Shareholder did not request a car port modification. AFP to send guidelines to the Shareholder. The under-balcony extension was approved. AFP to request details of the car port extension.

- 18/09/021 [] Coverack Way – The CWG will inspect the drawings when the application is formally applied.
- 18/09/022 [] Bryher Island – AFP will write a letter to the Shareholder regarding the temporary structure to request removal to a more suitable position.
- 18/09/023 [] Newlyn Way – under balcony extension, AFP to confirm the existing and proposed dimensions. The CWG agreed in principle subject to dimensions.
- 18/09/024 [] Bryher Island - Car port modification to change the windows, AFP to request dimensions of the external structure. The CWG will check the length of the driveway to the pavement is 7.8m.
- 18/09/025 [] Carbis Close – car port gates, the CWG will investigate further at a neighbouring property and take a photograph.
- 18/09/026 [] Newlyn Way - car port modification, the proposed front ground floor to have the dimensions of 1 m to the proposed front door and ensure from door to the end of the driveway is 7.8m from the back end of pavement. The side window is not permitted AFP to respond to the Shareholder.
- 18/09/027 [] Coverack Way – car port modification, from balcony slats to glass was agreed. The CWG agreed for AFP to send a letter of conditional approval with the guidelines for the gate and refer the Shareholder to the website.
- 18/09/028 [] Carne Place – Storm door and glass infill. AFP will send a letter of conditional approval to ensure the change is like for like and that the colour of the door frame will be brown.
- 18/09/029 [] Tintagel Way – high fence panels. AFP to respond to the Shareholder to advise to return the fence panels and obtain a refund. The CWG did not approve the fence panels as they were not in keeping. AFP will respond to the Shareholder.
- 18/09/030 Garage Door Painting – The CWG advised the correct paint for the colour red was BS04D45. This information will be added to the website. AFP will send the letters to the affected Shareholders.
- 18/09/031 [] Bryher Island – The Board will investigate the structure. (more information required here, what structure and why are they investigating it?)
- 18/09/032 [] Coverack Way - The CWG viewed the resubmission of the drawing and disagreed with the proposal after reviewing the plans. The Board require further information. AFP to respond to the Shareholder.
- 18/09/033 [] Bryher Island – AFP will send a second letter to send to the Shareholder regarding the washing on display.
- 18/09/034 Due to the last-minute external changes of appearance applications being received the CWG agreed that going forward AFP would enforce a cut off 7 days before the CWG meeting to allow time to prepare for the meeting.

- 18/09/035 [] Mullion Close - AFP to send a letter to the Shareholder regarding an external change of appearance.
- 18/09/036 [] Carbis Close – AFP will respond to the Shareholder regarding a proposed change of external appearance and review a previous application.
- 18/09/037 Two vans were reported parked in Cadgwith Place. The Director will speak to the owner.

ANY OTHER BUSINESS

- 18/09/038 Oyster Quay Gates – AFP received a report from a Shareholder regarding the difficulty in opening and closing the gates. The Chairman will investigate further.

Addendum to Minutes of Meeting held October 2019

- 18/09/039 It was noted that the minutes of the Board Meeting held on 18 October 2019 included the minute: “The Board approved the policy amendments subject to a minor change. The updated policy documents will be added to the POSOL website”.

Although the documents themselves did go on to the website the policies themselves had not been recorded in the minutes.

The policies were:

Menu > Management > Director’s Responsibilities and Code of conduct.

Ref: P-M-DirResp-1910

Menu > Estate > Parking.

Ref: P-E-Parking-1910

Menu > Estate > Fresh water supplies.

Ref: P-E-Water-1910

Menu > Houses > Applications for alterations to properties.

Ref: P-H-AppforAlt-1910

Menu > Houses > Conversion of Car Ports/internal garages.

Ref: P-H-ConvCarPort-1910

Menu > Houses > Letting Houses.

Ref: P-H-LettingHouses-1910

Menu > Berth > Berthing Enforcement.

Ref: P-B-BerthEnf-1910

Menu > Houses > Change External Appearance.

Ref: P-H-CHgExtAppear-1910

Menu > Berths > Berthing Regulations

Ref: P-B-BerthRegs-1910

Menu > Berths > What size boat.

Ref: P-B-BoatSize-1910

A footnote will be added to the minutes of the October 2019 meeting on the website referring readers to this minute.