

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD VIA A VIDEO CONFERENCE CALL

22nd January 2021

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

Apologies: Mark Abrams (MA)

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

MINUTES OF THE LAST BOARD MEETING 18th December 2020

22/01/001 The minutes of the December meeting had previously been circulated. It was agreed that they represented an accurate record of the meeting.

MATTERS ARISING

22/01/002 AFP had not received a reply from Castle Water to locate the water meters on the estate despite several attempts of communication. The Board suggested to contact Portsmouth Water as the company originally supplied the water meters. AFP to contact Portsmouth Water to progress this matter further.

MANAGING AGENTS REPORT

22/01/003 AFP contacted the council to request additional signage regarding the increase of dog fouling along the Port Way.

22/01/004 A camera for POSOL was suggested by PLM. IC advised CCTV had previously been discussed by the Board. The camera was not agreed and the Board suggested to leave the CCTV to the council. Shareholders need to report any dog fouling to the council as well as AFP.

22/01/005 The information for the newsletter will be collated and sent with the invoices, which are due to be posted the last week of March. Topics for the newsletter to include updated policies on the website, dog fouling and washing. LK to ask the CWG for ideas for the newsletter. NP suggested to include the major development of the database with an image and to include the pontoon repairs.

FINANCE

22/01/006 The finance reports for expenditure to 31st December were circulated. Expenditure as at that date was £ 421,401 against a budget of £474,389.28 The aged debtors were discussed, and the Board felt that each debtor was being suitably monitored by AFP's Credit Control Team.

- 22/01/007 The sinking fund annual charge was discussed in detail. The Board agreed and approved to change the annual charge for the sinking fund to one that represented the anticipated requirement rather than calculated as a percentage of overheads. This was proposed by RS and seconded by PLM.
- 22/01/008 The DRAFT budget for 2021/2022 was discussed. IC will work on the information received and the Directors will formally approve the FINAL budget at the February meeting.
- 22/01/009 IC noted a £120 AFP administration charge for a solicitor's fee on the debtors list. RH to investigate this further and have the fee removed as this should not appear on the POSOL debtor list.
- 22/01/010 Go Cardless - AFP are hoping to set up this facility for POSOL in April 2022.

COVENANTS

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

- 22/01/011 HMO licence - The CWG confirmed that when the licence holder of an HMO sells the property, the HMO ceases to exist.
- 22/01/012 The car port guidance policy was discussed by the Board and subject to a small amendment the Board approved the changes; this will be displayed on the POSOL website which included a clarification of the retrospective approval charge.
- 22/01/013 Retrospective consent applies to approval of the external changes of appearance. The CWG will discuss this further and AFP can apply the retrospective charge without referring to the Board. The retrospective consent will take effect when the work has ALREADY been completed.
- 22/01/014 A Shareholder reported that internal lighting from a property was causing offence. The Board decided not to pursue this matter.
- 22/01/015 A Shareholder asked if any updated policies could be raised at the AGM. IC advised that less than 10% of Shareholders attended an AGM and did not know what this would achieve. Any changes will be announced in the newsletter. JS to keep the schedule of policy amendments in readiness for the newsletter.
- 22/01/016 The CWG obtained a paint sample for Mullion Close garage doors. RS has painted the sample and agreed that this was a good colour match. The correct paint number will be obtained from Brewers and updated on the POSOL website.
- 22/01/017 The letters of conditional approval that AFP send for the external changes of appearance will be reviewed and updated by the CWG.
- 22/01/018 [] Carne Place – AFP sent a letter to the Shareholder as external work was in progress and AFP had not received a formal application. The Shareholder contacted AFP with a formal application, and this was passed to the CWG who approved the external change of appearance. AFP to send a letter of conditional approval.

- 22/01/019 The CWG identified garages in a block that have broken tiles. AFP will write to the affected Shareholders.
- 22/01/020 Metal fences – Once the CWG have the correct paint colour for metal fences, the information will be displayed on the POSOL website.
- 22/01/021 [] Newlyn Way – work is being carried out internally; the Shareholder is making the property a family home.

GARDENING

The minutes of the Gardening Working Group meeting held on the 11th January were reviewed as follows:

- 22/01/022 The GWG would like to try to maintain the greenery whilst keeping within the themes of the roads on the estate. The overall theme or change of style will be a decision made by the Board.
- 22/01/023 LK to send PLM all the quotes and request the gardening company is more specific with the proposed planting for the Board to approve. AFP were instructed not to issue any purchase orders for 2021/2022 until the proposed work had been approved by the Board.
- 22/01/024 [] Nelwyn Way - The Board agreed for AFP to start to rejuvenate the area despite not being signed off by Southern Water. JS asked what theme is being used? LK to obtain more detailed information before work goes ahead.
- 22/01/025 A tree survey for the Port Way will be carried out after April 2021; AFP are waiting for another quote.
- 22/01/026 Bryher Island raised planter – The Board agreed for the work to go ahead this financial year. AFP to raise the purchase order.
- 22/01/027 Newlyn Way will be rejuvenated in 2021/2022 and will include the 2 planters which are waterside. AFP will obtain details of the proposed plants for the Board to consider and approve.
- 22/01/028 PLM advised that the suggestion of a hard standing slab for the bins was not approved by the GWG. PLM advised that you could buy readymade bin storage timber framed structures that POSOL could hire out. IC disagreed with the hire as POSOL is not a commercial business.

ESTATE MAINTENANCE

- 22/01/029 AFP discussed the quote to treat the fascia board, threshold, and door to the TV Head End building. The Board agreed to the quote. LK to raise the purchase order.
- 22/01/030 Debris on the waterside – AFP has spoken to the Shareholder and advised that the debris will be removed in due course.

BERTHING

The minutes of the Berthing Working Group meeting held on the 18th January were reviewed as follows:

- 22/01/031 The BWG agreed that AFP are suitably monitoring the non-compliant boats.
- 22/01/032 The BWG proposed that the Board consider the hinge design for the pontoon repair and agree to the manufacture of the prototype and install on 1 pontoon chosen by the BWG. The proposed hinge design can be installed without the removal of boats, as the hinge can be fitted in situ and is cost effective. RS will ask the company to design and manufacture one prototype set of hinges; supply a set of engineering drawings; install the prototype on a pontoon selected by POSOL and supply a detailed installation procedure document. The Board approved and agreed with the proposal of the prototype. LK to instruct the company and raise a purchase order.
- 22/01/034 If the hinge experiment for the pontoon repair proves to be a dramatic improvement the Board will consider repairing all the pontoons in 1 year. The decking would need to be checked on a rota basis as planned maintenance and the BWG will have a planned rota. RS will continue the dialogue with the other company.

COMMUNICATIONS

- 22/01/035 An error with the menu tab was noted on the POSOL website; this has been amended.
- 22/01/036 A meeting was held with the company designing the berthing database. The company are progressing well with POSOL's requirements and a further meeting will follow before the test database is trialled.