

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**MINUTES OF THE BOARD MEETING HELD VIA A VIDEO CONFERENCE CALL  
19<sup>th</sup> February 2021**

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

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

**MINUTES OF THE LAST BOARD MEETING 22<sup>nd</sup> January 2021**

19/02/001 The minutes of the January meeting had previously been circulated and subject to a small amendment it was agreed that they represented an accurate record of the meeting.

**MANAGING AGENTS REPORT**

19/02/002 [] Newlyn Way – A Shareholder reported the property was being used as an AirBnB. AFP contacted the Shareholder concerned and AFP has been assured that this was incorrect information, and the property is not being used as an ArBnB.

19/02/003 TV Head End Building – The wooden door, threshold and fascia has been treated and new guttering fitted.

19/02/004 Debris Waterside – A Shareholder reported debris on the waterside. AFP contacted the boat owner who removed some of the debris. AFP to produce laminated signs to be attached to the debris with a date for removal.

19/02/005 A resident from Oyster Quay reported an unsafe curb and poor lighting in Coverack Way. Following further investigation and photographs of the area of concern AFP referred the Oyster Quay resident to the Council to address this matter as this was not POSOL land.

19/02/006 Tintagel Way – A broken fence post was reported. AFP raised the purchase order and confirmed that the repair had now been completed.

19/02/007 Detailed Planting for Gardening Quotes – LK resent all the quotes for 2021/2022 future works with the detailed proposed planting stock. The Board agreed that the plants being used were suitable in the environment and were similar to other plants on the estate.

- 19/02/008 [] Newlyn Way – Following a report from a Shareholder of activity by Southern Water AFP telephoned Southern Water and were informed that the job was complete. AFP are waiting for email confirmation.
- 19/02/009 Water taps – Castle Water had responded to AFP. RH to arrange a meeting onsite with a representative to locate the water meters and to request why only some of the meter readings were estimated.

## **FINANCE**

- 19/02/010 The finance reports for expenditure to 31<sup>st</sup> January were circulated. Expenditure as at that date was £449,992.55 against a budget of £493,102.50. AFP reported that there were no aged debtors. The Board were delighted as this has not happened in 30 years and congratulated the AFP team.
- 19/02/011 The DRAFT budget for 2021/2022 was discussed by the Board and the FINAL budget for 2021/2022 was agreed and approved by all the Directors.

## **COVENANTS**

The minutes of the Covenants Working Group meeting held on the 11<sup>th</sup> February were reviewed as follows:

- 19/02/012 [] Bryher Island – A Shareholder requested solar panels with the inclusion of netting installed around the installation to prevent birds/rodents. AFP sent the letter of conditional approval.
- 19/02/013 [] Bryher Island – The Shareholder requested an addition of block paving over the grass and border to create an additional car parking space, an addition of a Velux window and the installation of metal gates with tinted glass. The CWG agreed to the external change and AFP sent a letter of conditional approval.
- 19/02/014 [] Bryher Island – The Shareholder applied for an under-balcony kitchen extension. The CWG agreed with the external change of appearance. AFP sent a letter of conditional approval.
- 19/02/015 [] Tintagel Way – The Shareholder confirmed the painting of the garage door in due course.
- 19/02/016 [] Carne Place – The Shareholder applied for a three-panel sliding door; AFP responded with POSOL's correct colour for the door frame.
- 19/02/017 [] Mullion Way – The CWG inspected the property and AFP sent a final letter of consent.
- 19/02/018 [] Mullion Way – AFP sent a letter to the Shareholder regarding the incorrect fence colour.
- 19/02/019 Mullion Close Garage Door Paint - The specification is pending for the colour 'Mullion Light Grey'.

- 19/02/020 The CWG are reviewing all the letters of conditional approval.
- 19/02/021 [] Newlyn Way – The Shareholder reported a parking issue. AFP to respond to the Shareholder.
- 19/02/022 [] Bryher Island – AFP sent a letter regarding an unauthorised change of appearance. AFP had not received a response from the Shareholder.
- 19/02/023 [] Kelsey Head – The CWG agreed to the external change of appearance. AFP to send the letter of conditional approval.
- 19/02/024 [] Carne Place – The CWG inspected the property and AFP sent a final letter of consent.
- 19/02/025 [] Cadgwith Place – The Shareholder submitted a new application for a car port modification and Velux windows. AFP to write to the Shareholder to request dimensional plans.
- 19/02/026 [] Carbis Close – The Shareholder submitted a new application for a loft conversion. AFP to write to the Shareholder to request dimensional plans.
- 19/02/027 [] Newlyn Way – The CWG will meet with the Shareholder to discuss a proposed external change of appearance.
- 19/02/028 [] Newlyn Way – AFP to write to the Shareholder regarding the non-compliant external change of appearance.

## **GARDENING**

- 19/02/029 The 'leather jacket' grub has been reported in the grass on the Tintagel roundabout. The GWG will review the grass for further treatment or replanting.
- 19/02/030 The Board will seek the GWG's advice for a trial of artificial grass on the estate in the future.
- 19/02/031 Bryher Island – The GWG will review the grass areas on their next walkabout.
- 19/02/032 Port Way Tree Survey – LK to raise the purchase order and when the surveyor is onsite they will be instructed to meet with the Director on the arranged day of attendance.
- 19/02/033 Due to Ash dieback some trees were removed along the Port Way. PLM suggested some planting will be required along the Port Way to fill the gaps. The GWG will discuss this further at their next meeting, this work may have to be budgeted for in 2022/2023.

## **SECURITY**

- 19/02/034 Nothing reported.

## **ESTATE MAINTENANCE**

19/02/035 Kelsey Head - The water drain cover will be monitored by NP for the required final brick finish.

## **BERTHING**

19/02/036 AFP raised the purchase order for the hinge prototype which was now in progress and will be fitted shortly to a Q pontoon. A further 6 pontoons will be trialed and once these have been fitted the pontoons will be reviewed and monitored for a suitable period. If the stability is proven to be satisfactory POSOL will progress with a maintenance plan prioritising the worst affected pontoons.

19/02/037 A berthing inspection will be carried when Government restrictions allow.

19/02/038 [] – AFP will respond to the Shareholder.

## **COMMUNICATIONS**

19/02/039 Newsletter – The Board agreed on the draft newsletter. Subject to small amendments the newsletter can be sent to AFP for printing.

19/02/040 Holywell Drive – Close to the rusty pipe near the Port Way next to the Dog bin, a fence panel is missing. AFP to report this to the Southern Water for repair.