

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD VIA A VIDEO CONFERENCE CALL
19th March 2021**

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

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

DIRECTORATE

19/03/001 The Board formally appointed Paul Hosking a Director.
The chairman welcomed Paul to the board.

MINUTES OF THE LAST BOARD MEETING 19th February 2021

19/03/002 The minutes of the February meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MANAGING AGENTS REPORT

19/03/003 The missing fence panel at Holywell was reported to Southern Water; AFP have not received an update. NP will monitor the area for completion of works.

19/03/004 Berthing Gate 1 – A new lock with key access for a limited number of Shareholders at Sennen Place has been fitted.

19/03/005 Sennen Place – AFP have obtained a quote for the cracked brick planter with one other quote pending. LK will raise the purchase order for the works in due course.

19/03/006 Newlyn Way – A Shareholder reported two parked vans, one that had not been moved for more than 21 days. NP will attach a letter and the parking regulations to the vehicles concerned.

19/03/007 Kelsey Head – A Shareholder reported work being carried out from a garage and allegedly using the rented garage as a commercial workshop. AFP to investigate this further with the Shareholder.

19/03/008 A Shareholder suggested ropes to be tied onto each pontoon to assist animals that fall into the marina following the death of a beloved family cat that sadly drowned. Whilst the Board was sympathetic, the suggestion of ropes for every pontoon was deemed not practical.

19/03/009 Several Shareholders had reported issues with parking in Newlyn Way. AFP corresponded with the Shareholders concerned.

FINANCE

19/03/010 The finance reports for expenditure to 28th February were circulated. Expenditure as at that date was £511,815.25 against a budget of £530,528.00. The Board agreed that AFP were continuing to monitor the debtors resulting in a very low amount of debt. AFP to include a letter to the debtors with the forthcoming invoices for April reminding the Shareholders concerned of their arrears

COVENANTS

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

- 19/03/011 [] Bryher Island – AFP sent correspondence to the Shareholder regarding an unapproved external change of appearance. AFP had not received a response, AFP will send a follow letter and an email with a timescale for the Shareholder to respond.
- 19/03/012 [] Carbis Close & [] Tintagel Way – PH discussed and reviewed the fence policy for the estate. The Board agreed with the policy and this will be added to the POSOL website. AFP will respond to the Shareholders concerned.
- 19/03/013 [] Carbis Close – A new application for a loft conversion was submitted with drawings. The CWG agreed In principle subject to dimensional drawings being submitted.
- 19/03/014 [] Cadgwith Place – A new application for the addition of Velux windows and a car port modification. The CWG agreed that they were likely to approve the external change of appearance subject to submitted detailed plans. The Shareholder will prepare construction drawings for the CWG to review, this may take some time.
- 19/03/015 [] Carne Place – AFP had not received the payment for the retrospective consent. LK to correspond with the Shareholder.
- 19/03/016 [] Carne Place – A new application for a panelled sliding door. The CWG disagreed with the dark grey colour of the frame. LK responded to the Shareholder, with the correct frame colour.
- 19/03/017 [] Kelsey Head – The CWG agreed with the external change of appearance and the letter of conditional approval was sent.
- 19/03/018 Garage door paint for Mullion Close – ‘Mullion Light Grey’ is confirmed as Albany Gloss Light Base number CPB15, CPG1, CPH8 and can be mixed in any Brewers Store. The correct paint colour will be uploaded to the website.
- 19/03/019 [] Newlyn Way – The Shareholder requested an extension of time to rectify the external change of appearance. PH to investigate this further as the extension date expires very soon.

- 19/03/020 [] Newlyn Way – The CWG sent the inspection report to AFP. A letter of final consent was sent to the Shareholder.
- 19/03/021 [] Newlyn Way – A Shareholder reported a motorhome on the drive. RS confirmed that the motorhome has been removed.
- 19/03/022 [] Newlyn Way – A Shareholder requested a meeting with the CWG for a proposed under-balcony extension and consequent adaptation of the first-floor balcony. The CWG advised the Shareholder of the proposed external change and the CWG are awaiting further plans and a formal application form.
- 19/03/023 [] Coverack Way – LK to check with both Shareholders when the balconies are being replaced.
- 19/03/024 [] Mullion Way – The exterior paintwork of the property will be monitored by the CWG and reviewed on the next walkabout. LK to check correspondence with the Shareholder.
- 19/03/025 [] Coverack Way – The work in progress will be monitored by the CWG.
- 19/03/026 [] Sennen Place – A Shareholder requested advice on the balcony flooring with a proposal of replacing with tiles and replacing the guttering; LK responded to Shareholder regarding the like for like change.
- 19/03/027 [] Bryher Island – The fence boards were reported at rear of property. The Shareholder confirmed this was a temporary measure while work was carried out in the garden. PH advised the fence panels have been removed.
- 19/03/028 [] Bryher island – Several Shareholders emailed AFP concerned with the commencement of work. PH and JS attended the property and corresponded with the builders. The CWG confirmed the work was being carried out correctly as agreed and approved by the Board.
- 19/03/029 [] Bryher Island - A new application for the addition of a side window by the front door. The CWG agreed that there was no room for a window either side. The only windows permitted were a horizontal window above the height of the car port, above the architrave of the door or/and a vertical non opening window panel to the right-hand side of the door 300mm wide x the height of the door. Lk to respond to the Shareholder.
- 19/03/030 [] Coverack Way – A Shareholder reported paving slabs and boxes outside the property. The Shareholder confirmed they were waiting for a skip to arrive.
- 19/03/031 [] Sennen Place – A new application for solar panels was received. The CWG requested a letter of conditional approval to be sent for the solar panels only, to be in keeping with the recent installation by previous contractors. AFP sent the letter of conditional approval to the Shareholder.
- 19/03/032 [] Carne Place – A future Shareholder requested an external change of appearance for a conservatory roof. RS advised the substitution of a tiled roof or an acrylic roof. The CWG agreed in principle subject to the formal plans and the future Shareholder being the legal owner. LK to respond to the future Shareholder.

- 19/03/033 [] Coverack Way - A Shareholder reported an obstruction on the pavement. blocking disabled people. LK to write to the Shareholder.
- 19/03/034 [] Coverack Way – The Board requested that AFP write to the Shareholder concerning the external change of appearance and the residents that occupy the property.
- 19/03/035 PH and RS thanked Mr Wilkerson for his many years of service with the CWG, following the Shareholder’s resignation.

GARDENING

- 19/03/036 PLM is extensively researching artificial grass. The GWG will investigate this further and report back to the Board.
- 19/03/037 Port Way – A power connection was made by the company ‘THREE’ for the 5G mast installation. It was reported that the POSOL landscaping was damaged. AFP have written to the company requesting compensation.
- 19/03/038 Ash Die Back – The Board agreed to replant the gaps with additional trees. AFP to instruct the gardeners.
- 19/03/039 [] Bryher Island – The leather jacket treatment for the grass will progress in due course.
- 19/03/040 Bryher Island – The Holme Oak’s condition appears to be deteriorating. the GWG will review the tree on the next walkabout.
- 19/03/041 The GWG will discuss and review the addition of a blossom tree. The GWG will investigate on the next walkabout.

SECURITY

- 19/03/041 No incidents have been reported.

ESTATE MAINTENANCE

- 19/03/042 Water Meters – AFP have been persistently corresponding with Castle Water to arrange a meeting onsite to locate the unidentified water meters. The Board have agreed for RH to send another letter to Castle Water requesting a meeting onsite to locate the water meters for the whole estate.
- 19/03/043 Litter was reported along Lock View. AFP to report this to the Council.
- 19/03/044 Gate 3 Lock – A Shareholder reported an issue with the lock. The Board will investigate this further.

BERTHING

- 19/03/045 The non-compliant boats are being suitably monitored by AFP.

- 19/03/046 [Berth] – AFP have not received a response regarding the outstanding licence fee. The Board will investigate this further.
- 19/03/047 The prototype hinge will be fitted to a pontoon week commencing 22nd March.
- 19/03/048 The New Berthing Database – POSOL have been sent a sample copy of the new database. AFP and RS will trial the sample copy and await for the next stage to trial. The IT company is making good progress.

COMMUNICATIONS

- 19/03/049 The Spring newsletter has been printed and this will be sent with the Shareholders' invoices week commencing 22nd March.
- 19/03/050 Port Way - PLM reported the vent pipe by the pumping station was rusty. The pipes require painting, AFP will report this to Southern Water.

ANY OTHER BUSINESS

- 19/03/051 [] Newlyn Way – A Shareholder reported that some render had fallen off the property. RS spoke to the Shareholder and arranged for the CWG will investigate this further and advise what type of render to be used.