

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD VIA A VIDEO CONFERENCE CALL
23rd April 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)

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

MINUTES OF THE LAST BOARD MEETING 19th March 2021

23/04/001 The minutes of the March meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MANAGING AGENTS REPORT

23/04/002 There was an error on the POSOL website contact page, this has been corrected.

FINANCE

23/04/003 The finance reports for expenditure to 31st March were circulated. Expenditure as at that date was £477,766.45 against a budget of £530,528.00. The Board agreed that AFP were continuing to monitor the debtors resulting in a low amount of debt.

23/04/004 The Board discussed the surplus amount in the accounts for 2020/2021 and the amount to be transferred into the sinking fund. The Board agreed that of the surplus £40,000 will be placed into the sinking fund as this will help to increase the funds for future pontoon repairs or replacements. The Board still has time to amend this figure if necessary, within a set timescale, as the accounts are not due to be finalised until August.

23/04/005 Premier Marinas charge for POSOL is currently being reviewed by the Directors based on figures supplied by Premier Marinas. The Directors will review and agree the figures with Premier Marinas before any authorising any payments.

COVENANTS

The minutes of the Covenants Working Group meeting held on the 15th April were reviewed as follows:

23/04/006 The Covenants team have recruited three new working group members as a result of the vacancy being advertised in the Spring newsletter.

- 23/04/007 [] Bryher Island – Consent has not been obtained for an external change of appearance, AFP to write another letter to the Shareholder with a suggestion of installing wrought iron black gates.
- 23/04/008 [] Carbis Close & [] Tintagel Way – AFP emailed both Shareholders referring them to the POSOL website for guidance on estate fences.
- 23/04/009 [] Carbis Close – A Shareholder has submitted an application form and drawings for a loft conversion, this will be discussed at the next CWG meeting in May.
- 23/04/010 [] Cadgwith Place – A Shareholder has requested the addition of 3 Velux windows and a car port modification. The CWG are likely to approve the external change of appearance subject to submitted dimensional drawings. The Shareholder is aware and the dimensional drawings are pending.
- 23/04/011 [] Carne Place – AFP have received the payment for retrospective consent.
- 23/04/012 [] Carne Place – AFP to send a letter of conditional approval ensuring that the correct colour match is teak or ebony.
- 23/04/013 Garage door paint for Mullion Close ‘ –Mullion Light Grey ’Albany Gloss Light Base number CPB15, CPG1, has been uploaded to the website.
- 23/04/014 [] Newlyn Way – POSOL to investigate this further.
- 23/04/015 [] Coverack Way – AFP sent a letter to both Shareholders regarding their balconies, AFP to send a reminder letter to one Shareholder as AFP has not had a response.
- 23/04/016 [] Mullion Close – AFP sent a letter to the Shareholder regarding an external change of appearance.
- 23/04/017 [] Coverack Way – The work has been monitored and all issues have been resolved.
- 23/04/018 [] Bryher Island – A shareholder requested an additional side window by the front door. The CWG agreed to the vertical side non-opening window. A letter of conditional approval was sent, the CWG will monitor the work in progress.
- 23/04/019 Obstructing pavements – LK emailed two Shareholders. One Shareholder has not responded, to follow up at the next CWG meeting.
- 23/04/020 [] Coverack Way – LK emailed the Shareholder regarding the rotten balcony, no response to date.
- 23/04/021 [] Newlyn Way – PH reported that an advert appeared for a new tenant on Facebook Marketplace. The advert would represent a breach of the covenants as the property would be then classed as an HMO. AFP contacted the Shareholder as they were unaware. The Shareholder advised that they wanted the letting agent to rent the house to a family and advised the advert was not made by the letting agent. The Shareholder is serving notice to the tenants.
- 23/04/022 [] Newlyn Way – PH & RS met the Shareholder as a large patch of render had fallen off the front of the property. This was due to weathering damage over time. The Shareholder will have to remove the entire render back to the block work and re-render with a like for like materials/colour match.

- 23/04/023 [] Tintagel Way – The Shareholder requested a paint colour for a 2nd floor Juliet balcony. This is a unique structure, AFP advised the Shareholder to purchase the closest match and pass the details to LK, for inclusion in the paint guide on the POSOL website.
- 23/04/024 [] Sennen Place – The CWG inspected the completed external change of appearance and AFP sent a letter of final consent.
- 23/04/025 [] Bryher Island – A Shareholder erected fencing along the capping. The CWG agreed with the fencing. AFP to send the final letter of consent.
- 23/04/026 A future Shareholder sent a message from the POSOL website requesting black railing gates and a hot tub. LK to contact the enquirer to request more detail.
- 23/04/027 Replacement House Numbers – A Shareholder enquired about the numbered plaque. AFP has advised the shareholder that this is not POSOL's remit but has suggested the same contractor that has carried out work for POSOL. Shareholder to contact directly and arrange independently of POSOL.
- 23/04/028 During the CWG walkabout photographs were taken of the garage doors in particular paint that was flaking and doors that showed bare metal. AFP to send letters to all the affected Shareholders.
- 23/04/029 [] Newlyn Way – The Shareholder engaged in discussion with PH and RS before completing an application form and sending the detailed application and plans. The CWG had some questions before a letter of conditional approval could be sent. AFP to write to the Shareholder.
- 23/04/030 [] Newlyn Way – The CWG agreed to the rear kitchen extension, subject the fence running parallel to Marina capping. AFP responded to the Shareholder, the letter of conditional approval to follow.
- 23/04/031 [] Carne Place – AFP received an application form for car port gates form received from a new Shareholder. LK can send the letter of conditional approval once AFP have received the notice of transfer.
- 23/04/032 [] Bryher Island – AFP to send a letter to the Shareholder regarding the external changes of appearance as some of the Covid restrictions have now been lifted.

GARDENING

The minutes of the Gardening Working Group meeting held on the 7th April were reviewed as follows:

- 23/04/033 PLM advised the Board that artificial grass requires maintenance which includes brushing, the use of weedkillers and washing down. The GWG's overall feeling was that artificial grass does not replace real grass, and the GWG were not overly keen but not opposed to a trial. The GWG will consider a suitable area on their next walkabout.

- 23/04/034 Tintagel Way roundabout - The grass has a leather jacket infestation, the GWG will review this on their next walkabout.
- 23/04/035 [] Newlyn Way – The rejuvenation is complete.
- 23/04/036 [] Bryher Island – The treatment of the leather jackets will be applied from July onwards.
- 23/04/037 [] Bryher Island – Shingle was added under normal maintenance.
- 23/04/038 LK submitted a request to the council for 3 x 'no dog fouling signs' for location on the lamp posts along Port Way. The GWG will check for the signage on their next walkabout.
- 23/04/039 Sennen Place – Three planters have been rejuvenated.
- 23/04/040 Bryher Island raised planters – A Shareholder expressed their concern with the rejuvenation. PLM who is the Chairman of the Gardening Working Group wrote to the Shareholder. This work is still in progress.
- 23/04/041 Bryher Island – The GWG will inspect the dead Holme Oak. The GWG will discuss and recommend a replacement tree on their next walkabout.
- 23/04/042 Tree survey – LK raised the purchase order, the surveyor will meet PLM onsite in April.
- 23/04/043 [] Carne Place – The gardeners removed the dead hedge and replanted a new hedge, the Shareholder was very happy with the work and telephoned AFP.
- 23/04/044 The GWG to decide on a suitable location for a blossom tree on the estate.
- 23/04/045 Port Way – PLM advised that there were gaps in the hedge row, the GWG to review and recommend replacement trees on the next walkabout.

ESTATE MAINTENANCE

- 23/04/046 Parking - Several vehicles were reported to AFP as being parked inconsiderately on POSOL land. LK sent a letter and the parking regulations to a Director, who attached the information to the vehicle windscreens.
- 23/04/047 Tintagel Way – A drainage grate by the entrance to the garage block was replaced and made secure.

BERTHING

- 23/04/048 There have been a few minor issues with the hinge prototype which are being addressed. The hinge prototype trial is due to begin in May.

23/04/049 Berth [] – POSOL have not received any documentation for the boat on the berth despite sending several letters and emails for the registration and licence. This matter has been referred to POSOL solicitors.

23/04/050 The BWG will arrange a berthing inspection and a capping inspection in due course.