

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**MINUTES OF THE BOARD MEETING HELD AT THE PORT HOUSE  
18<sup>th</sup> JUNE 2021**

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

Apologies: Mark Abrams (MA)  
Paul Hosking (PH)

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

**MINUTES OF THE LAST BOARD MEETING 21<sup>st</sup> May 2021**

18/06/001 The minutes of the May meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

**MATTERS ARISING**

18/06/002 There has been a report of a dead tree within the boundary of Oyster Quay. Oyster Quay maintain that the tree is a shared responsibility. POSOL refute the tree is within POSOL's boundary. AFP will respond to Oyster Quay management company.

**MANAGING AGENTS REPORT**

18/06/003 Tintagel Way – A Shareholder reported an alleged dumped vehicle. The POSOL parking regulations and a letter were applied to the vehicle.

18/06/004 Coverack Way – The 'Keep Clear' no parking area is a public highway and therefore is not within POSOL's jurisdiction. AFP to approach Public Highways to confirm.

18/06/005 Bryher Island - A Shareholder reported mice in their rear garden. AFP advised that this is not within POSOL's remit.

18/06/006 [] Carne Place – The Shareholder reported a sinking driveway. AFP responded advising the Shareholder that it is their responsibility to repair the driveway.

18/06/007 Land Registry – If AFP are required to download Land Registry documents there will be a small charge for each document due to the increased costs for this service.

18/06/008 [] Carne Place – Cossec are communicating with the solicitors regarding the ownership of the garage.

18/06/009 The POSOL Directors extended their support and apologies to RH for the continued directed unwarranted behaviour from an individual Shareholder at POSOL.

## FINANCE

18/06/010 The finance reports for expenditure to 31<sup>st</sup> May were circulated. Expenditure as at that date was £198,222 against a budget of £219,048. The Board agreed that AFP were continuing to monitor the debtors resulting in a low amount of debt.

## COVENANTS

The minutes of the Covenants Working Group meeting held on the 8<sup>th</sup> June were reviewed as follows:

- 18/06/011 [] Bryher Island – RH to contact the Shareholder regarding the external change of appearance.
- 18/06/012 [] Carbis Close – PH met the Shareholder to review the hard copy plans for an external change of appearance which were acceptable and following the meeting AFP sent a letter of conditional approval to the Shareholder.
- 18/06/013 [] Cadgwith Place – AFP are waiting for the detailed plans.
- 18/06/014 [] Newlyn Way – The external change of appearance has been referred to POSOL’s solicitors.
- 18/06/015 [] Coverack Way – AFP received a response from the Shareholder to explain the reasons for the delay. The CWG will monitor the situation.
- 18/06/016 [] Mullion Close – The Shareholder will send a photograph for the CWG to review. The CWG noted a deterioration at the property and will monitor the situation.
- 18/06/017 Replacement House Numbers – AFP’s contractor will collect the numbered plaque from AFP and produce the artwork for future replacements.
- 18/06/018 All letters regarding the repainting of the garage doors have been sent to the Shareholders concerned together with a photograph of the identified garage door.
- 18/06/019 [] Newlyn Way – Members of the CWG met the Shareholder on site to discuss the proposed external change of appearance. The CWG agreed to compromise with a modification and agreed for AFP to send the letter of conditional approval which has now been actioned.
- 18/06/020 [] Newlyn Way – The CWG are waiting for dimensional drawings to be submitted.
- 18/06/021 [] Coverack Way – A Shareholder requested the CWG to consider front street facing balconies. The Board reviewed and discussed the proposal. The Board unanimously voted against this proposal. AFP will respond to the Shareholder.
- 18/06/022 [] Newlyn Way – AFP sent the letter of conditional approval.
- 18/06/023 [] Tintagel Way – The external change was approved by the GWG and the CWG. AFP sent the letter of conditional approval.
- 18/06/024 [] Sennen Place – The letter of conditional approval was sent regarding the external change of appearance in the rear garden.

- 18/06/025 [] Cadgwith Place – AFP sent a letter of conditional approval for the external change of appearance.
- 18/06/026 [] Carbis Close – AFP sent a letter to the Shareholder regarding an external change of appearance that had not received consent from POSOL. This has since been amended and the change is now acceptable. The CWG agreed that no further action was necessary. The Board asked the CWG to investigate another external change of appearance.
- 18/06/027 [] Carne Place – AFP contacted the Shareholder regarding a proposed external change of appearance as AFP had not received a formal application. The Shareholder confirmed that the proposal was not going ahead. AFP to respond to the Shareholder to confirm this arrangement.
- 18/06/028 [] Carne Place – An application form was pending for an external change following an initial enquiry.
- 18/06/029 [] Newlyn Way – The Shareholder submitted a revised design for consideration. The CWG agreed to the revised sketch and a letter of conditional approval can be sent.
- 18/06/030 Decking – The CWG suggested that POSOL require suitable wording for the website regarding decking. The CWG will review this for the next Board meeting.

#### **GARDENING**

- 18/06/031 AFP will meet with the gardeners, a member of the GWG and the Chairman of the GWG on 21 June onsite to discuss the planned rejuvenation of 10-24 Newlyn Way.
- 18/06/032 The tree survey is planned for 1 or 2 July weather permitting.
- 18/06/033 Tintagel Way - The gardeners will carry out the overseed and top dressing for the roundabout.
- 18/06/034 A photograph of the proposed plants for the next rejuvenation will be added to the POSOL website and AFP will add more detail to the letters being sent to Shareholders.
- 18/06/035 Bryher Island – The Holm Oak that appeared to be dying is now in full leaf. No action to be taken at the moment.

#### **SECURITY**

- 18/06/036 No security issues reported.

#### **ESTATE MAINTENANCE**

- 18/06/037 The Health and Safety report of the Estate was discussed with the Board. AFP have employed a Health and Safety coordinator. AFP will review the responses from the Directors regarding the report and the Health and Safety coordinator will speak to the company direct who carried out the survey. RH to update the Board. The Chairman agreed to meet the Health and Safety coordinator onsite. The survey will be adapted to meet the requirements of POSOL.

## **BERTHING**

- 18/06/038 Two members of the BWG are carrying out a land-based water inspection comparing the survey and highlighting any pontoon issues.
- 18/06/039 Two members of the BWG carried out a water-based inspection and highlighted a number of boats that were not registered. AFP will send a letter to the Shareholders requesting the registration documents and the insurance expiry date.
- 18/06/040 Berth [] – A Shareholder highlighted a concern regarding a neighbouring boat. AFP contacted Premier Marinas and reported the findings to the concerned Shareholder.
- 18/06/041 A Shareholder asked if signage was permitted to be attached to the marina wall. AFP referred the Shareholder to Premier Marinas as this was outside of POSOL's remit.
- 18/06/042 Pontoon hinges – The prototype hinge was fitted to a pontoon and the engineer will manufacture a tool to hold the pontoon in place while the hinges are being fitted. The BWG will identify 6/8 pontoons to receive the new hinge prototype within the next 3 weeks.
- 18/06/043 Berth [] – The BWG to measure the width of the berth to be added to the POSOL database. Once confirmed LK will update Marina Life Homes with the new measurement.
- 18/06/044 AFP are progressing with updating the existing POSOL berthing Database before this is integrated for the live trial.

## **ANY OTHER BUSINESS**

- 18/06/045 Water meters – RH has communicated with the water company and has not received a response to date. RH will email again and include a time scale for responding. This matter will be referred this to the water boards redress scheme if AFP do not receive a response. The Board instructed AFP to not pay any estimated bills until Castle Water had identified the locations of the water meters.
- 18/06/046 Flagpoles – The Board had given careful consideration and will discuss this issue further and will report back to the Shareholders concerned in due course.
- 18/06/047 [] Coverack Way – The Chairman discussed the legal case regarding the HMO.