

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER SAILING CLUB
20th AUGUST 2021**

Present: Julian Shaw (JS), Chairman
Ian Currie (IC), Secretary
Paul Le Maistre (PLM)
Nigel Padbury (NP)
Paul Hosking (PH)
Reg Sillence (RS) – left mtg approx. midday
Mark Abrams (MA) – left mtg approx. midday

Attendance: Ruth Smith (RS - AFP) Alexander Faulkner Partnership Ltd
Lisa Kennard (LK) Alexander Faulkner Partnership Ltd

MINUTES OF THE LAST BOARD MEETING 23rd JULY 2021

20/08/001 The minutes of the July meeting had previously been circulated and subject to an amendment of the minute 23/07/026 it was agreed that they represented an accurate record of the meeting.

MANAGING AGENTS REPORT

20/08/002 Tintagel Way - A single yellow line was painted along the road by the garage block to deter inconsiderate parking.

20/08/003 Rubbish was removed from the car park in Cadgwith Place and from the waterside area.

20/08/004 Tintagel Way – A Shareholder reported a vehicle that had not moved for over 21 days. AFP sent a parking letter and parking regulations to the Director to be placed on the vehicle windscreen.

FINANCE

20/08/005 The finance reports for expenditure to 31st July were circulated. Expenditure as at that date was £247,330.63 against a budget of £273,247.33. The Board agreed that AFP were continuing to monitor the debtors accordingly.

The annual accounts are being reviewed at present and the board requested that AFP respond accordingly to the accountants' questions.

It was felt that the debtors were being monitored satisfactorily by AFP despite some issues with credit control at AFP, and AFP confirmed that credit control has now recommenced.

COVENANTS

The minutes of the Covenants Working Group meeting held on the 12th August were reviewed as follows:

- 20/08/006 [] Bryher Island – An unapproved external change of appearance and breach of Covenant. This matter is ongoing and POSOL are seeking legal advice.
- 20/08/007 [] Newlyn Way – An unapproved external change of appearance. POSOL confirmed that the court papers had been sent to the Shareholder.
- 20/08/008 Replacement House Numbers – The graphic art design was presented to the Board. The Board agreed to the design, Option A and the one-off cost of £55 payable by POSOL when the first order is placed. Any requests for the house number plaque will be a private arrangement between the contractor and the Shareholder. The information will be included in the Autumn newsletter and added to the POSOL website.
- 20/08/009 [] Carne Place – AFP sent a letter of thanks to the Shareholder for painting all the garage doors in the block. A photograph of the newly painted garage doors will appear in the Autumn newsletter.
- 20/08/010 [] Coverack Way – (Balconies) - Members of the CWG met with 6 Shareholders to discuss a proposed external change of appearance. The proposed change will be discussed further once the CWG have received a formal application form with detailed information as there are still concerns amongst the board.
- 20/08/011 [] Carne Place – AFP received a call from the garage owner and discussed POSOL's position in respect of garage ownership. The Board will now seek legal advice regarding the garage ownership.
- 20/08/012 [] Bryher Island - AFP have not received any correspondence to date regarding the garage ownership.
- 20/08/013 [] Carne Place - The Board discussed the appeal and agreed to the structure subject to certain conditions. AFP will write to the complainant and the Shareholder concerned.
- 20/08/014 No Parking Signage in Carbis Close/Cadgwith Place – AFP referred the Shareholder to the Council as this is Council land.
- 20/08/015 [] Carbis Close – No further action required as the change of appearance has been amended.
- 20/08/016 Decking clarification and guidance for the POSOL website to be reviewed.
- 20/08/017 [] Sennen Place – The Shareholder requested an extension to the end date for the letter of conditional approval. The CWG agreed due to the circumstances to extend the expiry date. AFP to confirm outcome with the Shareholder.
- 20/08/018 [] Bryher Island – The Board agreed with the external change of appearance subject to retaining a strip of greenery along the front of the property. The letter of conditional approval was sent to the Shareholder.

- 20/08/019 [] Cadgwith Place – The CWG are revising the POSOL Paint Colour Guide following an incorrect colour noted on the guide for external render.
- 20/08/020 [] Cadgwith Place –A final letter of consent was sent to the Shareholder for the replacement windows.
- 20/08/021 [] Kelsey Head – The final letter of consent was sent to the Shareholder for the external change of appearance.
- 20/08/022 A Shareholder questioned a garage ownership. Land Registry reported the garage is owned by an ‘A’ Shareholder. AFP responded to the Shareholder; no further action required.
- 20/08/023 [] Newlyn Way – The CWG met onsite to discuss the external change of appearance. The Board agreed to the proposed changes subject to conditions and AFP sending an invoice to the Shareholder to compensate for the recently rejuvenated planter. The Board agreed for the invoice to be cleared before the letter of conditional approval could be issued.
- 20/08/024 [] Cadgwith Place – The CWG agreed with the like for like UPVC patio doors. AFP to send a letter of conditional approval.
- 20/08/025 [] Carne Place – Car port infill. The CWG reviewed the proposed changes and agreed the measurements were acceptable. The Board agreed for AFP to send a letter of conditional approval.
- 20/08/026 [] Tintagel Way - A future Shareholder proposed 3 changes. The CWG agreed with all 3 proposals. AFP to send an agreement in principle to the future Shareholder, subject to a formal application, drawings and specification when AFP receive the notice of transfer from their solicitors.
- 20/08/027 A Shareholder alerted AFP to a potential HMO. AFP to respond to the Shareholder as this has been confirmed that this property is not an HMO.
- 20/08/028 A Shareholder reported an alleged HMO, AFP to investigate further.

GARDENING

The minutes of the Gardening Working Group meeting held on the 5th August were reviewed as follows:

- 20/08/029 Tree Survey – The Board discussed the recommended works following the tree survey along the Port Way. The Board agreed for AFP to obtain quotes for the immediate work, 1 month and 3 months’ time and for the work to be carried out in the Autumn. All 6 months recommendations will be reviewed in February. AFP to find alternative tree surgeons to quote.
- 20/08/030 Bind weed – The gardeners confirmed that the bind weed is present across the estate. The Director will request that the gardeners use the gel sticks to prevent and manage the bind weed growth.

20/08/031 [] Mullion Close – This garden was raised again by the chairman of the CWG for possible rejuvenation. The Board again rejected this individual property for a rejuvenation as it was felt that the current garden was satisfactory.

COMMUNICATION

20/08/032 Due to an increase in spam emails received by AFP, POSOL's IT will increase the filters and will investigate this further. All the working group emails will be removed from the POSOL website to stop these spam emails. Shareholders can still use the contact page for any queries.

ESTATE MAINTENANCE

20/08/033 Bryher Island Mice Infestation – The Board discussed this matter and requested AFP to respond to the Shareholder stating this is not within POSOL's remit and refer the Shareholder to the Environmental Health and the Council.

20/08/034 Water Meters – AFP and a Director attended site with a representative from Portsmouth Water to locate the water meters. Photographs were taken of all the meters and illustrated on a map for reference, with readings taken. Most of the meters were found, 4 meters without locatable taps were turned off, 2 taps were found without meters. When a meter was found without locating a tap, the meter was turned off. Most of the meters were located for which POSOL have been billed.

BERTHING

20/08/035 Hinge Prototype – The company is machining the tooling for the bracket. This is the final stage and it is likely to be ready by the end of August. The BWG will meet on 1 September to determine the list of priority pontoons for the trial.

20/08/036 The BWG have almost completed the land-based survey. The survey will be discussed further at the BWG meeting.

20/08/037 Decking repairs - A contractor is attending site on 23 August to carry out repairs to rotten decking boards and tighten loose screws on the pontoons identified across the marina.

ANY OTHER BUSINESS

20/08/038 AFP will respond to the Shareholder regarding a proposed motorhome.

20/08/039 Coverack Way – A Shareholder enquired about the parking bays. AFP will respond to the Shareholder.