

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT PORTCHESTER SAILING CLUB
17th SEPTEMBER 2021**

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

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

MINUTES OF THE LAST BOARD MEETING 17 AUGUST 2021

17/09/001 The minutes of the July meeting had previously been circulated and subject to a slight amendment it was agreed that they represented an accurate record of the meeting.

MANAGING AGENTS REPORT

17/09/002 [] Bryher Island – The Board have referred this to the POSOL solicitor regarding the garage ownership.

17/09/003 [] Carne Place – The garage ownership was discussed by the Board.

17/09/004 Tintagel Way – A van was reported and a parking letter and regulations to apply to the vehicle.

17/09/005 [] Holywell Drive – AFP will respond to the Shareholder with regards to a vehicle on the drive.

17/09/006 Tintagel Way – A Shareholder was concerned regarding the vehicles from non Shareholder’s parking in the parking bays. The parking bays belong to the Council. AFP has responded to the Shareholder, no further action.

17/09/007 Kelsey Head & Newlyn Way entrance, Tintagel Way – A Shareholder noted that vehicles were parking inconsiderately and obstructing the view of oncoming traffic. AFP to report this to the Council and request all junctions on the estate are reviewed and to consider double yellow lines.

17/09/008 Newlyn Way – A Shareholder reported an inconsiderate vehicle parked by the berthing gate. The vehicle was parked temporally and has not returned, no further action.

FINANCE

- 17/09/009 The finance reports for expenditure to 31st August were circulated. Expenditure as at that date was £268,529.60 against a budget of £309,063.33. The Board agreed that AFP were continuing to monitor the debtors accordingly.
- 17/09/010 Portsmouth Water and Castle Water are investigating the issue with regards to the billing. AFP and the Directors to discuss this further.

GARDENING

- 17/09/011 Tree Survey – Three contractors declined to quote for the recommended work. AFP will obtain quotes from alternative contractors.

COVENANTS

The minutes of the Covenants Working Group meeting held on the 9th September were reviewed as follows:

- 17/09/012 Tintagel Way – An alleged HMO was reported by a Shareholder. AFP require additional information for further investigation.
- 17/09/013 [] Kelsey Head – AFP to write to the Shareholder regarding an alleged HMO.
- 17/09/014 [] Coverack Way – A Shareholder reported that this property was allegedly an HMO. The Board to investigate further.
- 17/09/015 [] Bryher Island – The external change of appearance is a breach of Covenant. POSOL's solicitor will be writing to the Shareholder. AFP will make a note on their file.
- 17/09/016 [] Newlyn Way – The breach of Covenant is being pursued by POSOL's solicitors.
- 17/09/017 Replacement House Numbers – The information for the replacement numbers will be displayed on the website and in the Autumn newsletter.
- 17/09/018 Coverack Way – The CWG will review this when a formal application is submitted with more details for the street facing balconies.
- 17/09/019 [] Carne Place – The draft response to the Shareholder and the complainants was pending from the Board.
- 17/09/020 Decking clarification and balcony guidance for the POSOL website to be reviewed by the CWG.
- 17/09/021 [] Bryher Island – Work is in progress.
- 17/09/22 [] Newlyn Way – AFP have responded to the Shareholder and the Board agreed the proposal subject to certain conditions and payment towards the recently rejuvenated planter.
- 17/09/023 [] Cadgwith Place – The CWG agreed with the replacement UPVC patio doors. The letter of conditional approval was sent to the Shareholder.

- 17/09/024 [] Carne Place – Car port infill. The CWG attended site to review the dimensions. The CWG agreed this was acceptable and the external change was approved at the August Board meeting. A letter of conditional approval was sent to the Shareholder.
- 17/09/025 [] Tintagel Way – The CWG agreed in principle with all three proposals from a future Shareholder. AFP corresponded with the future Shareholder and they responded stating they were not going to purchase the property.
- 17/09/026 [] Cadgwith Place- The final letter of consent was sent to the Shareholder regarding the internal cupboards.
- 17/09/027 [] Coverack Way – Following the correspondence regarding breaches of noise and parking, AFP were notified that new tenants were due to reside at the property.
- 17/09/028 Parking on the pavements – AFP received an email received from a Shareholder regarding the neighbouring tenants parking. AFP had written to the Shareholder of the property and AFP have been notified of new tenants moving into the property.
- 17/09/029 The Board noted dangerous areas on the estate with regards to driving. This was noted on the corner of Kelsey Head, at the end of Newlyn Way, Tintagel Way and Holywell Drive junctions. The Board requested AFP to report the areas and all junctions to the Council for a review and the consideration of double yellow lines.
- 17/09/030 [] Newlyn Way – The CWG noted an external change of appearance which had not received POSOL consent. The CWG agreed the change was acceptable. AFP to write to the Shareholder and include a formal application form. The CWG will approve the change on receipt of the formal application.
- 17/09/031 [] Newlyn Way – Following a CWG walkabout AFP sent a letter to the Shareholder regarding paintwork to section in the attic. The CWG understand that the property will be painted in due course. The CWG will monitor the property.
- 17/09/032 [] Newlyn Way – AFP to search the hard copy files for an application form for a car port conversion. The CWG will review this on their next walkabout.
- 17/09/033 [] Sennen Place – AFP contacted the Shareholder who confirmed that work was being carried out to replace the paving at the rear of the property to include drainage and planters, no POSOL approval was required.
- 17/09/034 [] Newlyn Way – Following the CWG walkabout the garage door was noted. The Board agreed no further action as the Shareholder had previously been given POSOL consent.
- 17/09/035 [] Sennen Place – AFP sent an email sent to the Shareholder. AFP had not received a response to date. AFP to send a further letter in due course.
- 17/09/036 [] Carne Place – AFP sent a letter regarding the balcony. The CWG confirmed work was in progress, AFP to write to the Shareholder.
- 17/09/037 [] Carne Place – Following the CWG walkabout AFP wrote to the Shareholder regarding the balcony glass. AFP to send a further letter in due course.
- 17/09/038 [] Carne Place – The CWG reported multiple issues. AFP sent an email to the Shareholder. AFP to send a further letter in due course.

- 17/09/039 [] Carbis Close – The property was reported as a possible HMO. AFP sent a further email to the Shareholder who confirmed this was not the case. The Shareholder provided evidence to show that the advertisement had been deleted.
- 17/09/040 [] Kelsey Head – The CWG received a new application and advised the use of a guidance note for the installation of a top rail on the balcony. The Board decided against the guidance note. AFP will send the letter of conditional approval to the Shareholder.
- 17/09/041 [] Bryher Island – The CWG received a new application for a proposed bin store. The CWG agreed to the bin store and agreed for AFP to send the letter of conditional approval. The Shareholder had previously made an external change of appearance without POSOL consent. AFP to send a formal application form to the Shareholder and following the CWG inspection and sign off, AFP will send a final letter of consent.
- 17/09/042 [] Bryher Island – The CWG received a new application form. AFP arranged a meeting with the Shareholder to discuss the application and provide further options.
- 17/09/043 [] Carbis Close – AFP wrote to the Shareholder to request the removal of wooden pallets which were leaning against the shrubbery. AFP will follow up with a further email to the Shareholder in due course if required.

COMMUNICATION

- 17/09/44 AFP reported that they were receiving less of the Spam emails.

BERTHING

The minutes of the Berthing Working Group meeting held on the 1st September were reviewed as follows:

- 17/09/045 AFP have arranged a meeting on 22 September with Premier Marinas to discuss non-compliant boats.
- 17/09/046 The BWG identified the pontoons with a 15 & 20 degree twist for Phase 1 of the hinge replacement. RS has identified the pontoons for Phase 2 with a 10-degree twist.
- 17/09/047 There are 2 pontoons awaiting the fitting of the new hinge and the new installation tooling. The BWG will be ready to start Phase 1 and place an order for the new hinges once the fitting has taken place. The Board agreed for AFP to place the order. LK to notify the berth holders in due course when we have a confirmed date for the repair.
- 17/09/048 The loose and rotten decking boards have been repaired.
- 17/09/049 Corroded ladders – POSOL carried out a survey in 2018. AFP to diarise the next survey for 2022/2023.
- 17/09/050 The new berthing database data is being finalised and AFP are making good progress.
- 17/09/051 Synthetic decking – The BWG decided not to investigate this further due to the substantial cost of replacement.

17/09/052 Non-compliant boats - The BWG applied 6 notices to the non-compliant boats. AFP had received 3 responses for boats that were unregistered.

17/09/053 A Shareholder was concerned regarding the width of the berth. The BWG visited the berth and confirmed that the measurement was correct.

ESTATE MAINTENANCE

17/09/054 AFP sent a letter including photographs to SSE. AFP had not received a response. The Board instructed AFP to escalate the matter to the complaints department. The Board reported that two electric meters did not have covers, the first had a domestic socket with no waterproof covering, the second did not have RCD. AFP to write to the Shareholders notifying them of this Health and Safety issue. The Board to confirm the house numbers.