

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT THE LYSSES HOTEL FAREHAM
22nd OCTOBER 2021**

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

Apologies: Mark Abrams (MA)

In Attendance: Ruth Smith (RS - AFP) Property Manager, Alexander Faulkner Partnership
Lisa Kennard (LK) Assistant Property Manager Alexander Faulkner Partnership
Ben Jackson (BJ) Client Account Manager, Alexander Faulkner Partnership
Sandi Thomas (ST) Associate Director, Alexander Faulkner Partnership

FINANCE

22/10/001 The finance reports for expenditure to 30th September were circulated. Expenditure as at that date was £287,647.66 against a budget of £335,706.33. The Board agreed that AFP were continuing to monitor the debtors accordingly.

22/10/002 ST and BJ were present at the Board meeting to answer any questions from the Board pertaining to AFP's accounting processes. The Board questioned ST and BJ to obtain an understanding of the accounting and banking systems used.

22/10/003 The annual accounts for year ended 31 March 2021 were discussed with the Board. The Board agreed and approved the annual accounts, PLM proposed and RS seconded the motion.

MINUTES OF THE LAST BOARD MEETING 17 SEPTEMBER 2021

22/10/004 The minutes of the September meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting subject to a minor amendment.

MATTERS ARISING

22/10/005 [] Kelsey Head – AFP contacted the Shareholder who advised that the property is not an HMO and that they were aware and were dealing with the issues raised.

MANAGING AGENTS REPORT

22/10/006 Carbis Close Parking obstruction – AFP sent the parking regulations and a letter to the Director to apply to the windscreen of the vehicle.

22/10/007 [] Newlyn Way – An incident was reported of a van that had reversed into a Shareholder's property. The Board discussed this further and while POSOL were

sympathetic to the incident that occurred, POSOL could not resolve this matter. AFP will respond to the Shareholder.

COVENANTS

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

- 22/10/008 [] Bryher Island – The Board discussed this further and agreed that POSOL’s solicitors will send a letter to the Shareholder for the breach of Covenant.
- 22/10/009 [] Newlyn Way – The Shareholder sent an email to POSOL’s solicitor regarding the breach of covenant. POSOL’s solicitor has responded to the Shareholder.
- 22/10/010 [] Bryher Island – POSOL are investigating the garage ownership. AFP to respond to the Shareholder.
- 22/10/011 [] Carne Place - AFP have responded to the Shareholder. AFP will notify the complainants of the outcome.
- 22/10/012 Decking and Balcony guidance – The CWG reviewed the guidance for the POSOL website. The revised guidance was agreed by the Board and will be added to the POSOL website.
- 22/10/013 [] Bryher Island – The ongoing work is almost completed. AFP are waiting to receive confirmation of the completion.
- 22/10/014 [] Sennen Place – Following correspondence with a Shareholder regarding a discoloured polycarbonate sheet AFP will adjust the wording for all future letters of conditional approval and add that if the polycarbonate sheet to the car port gates changes in colour POSOL will require a replacement sheet.
- 22/10/015 [] Carne Place – AFP have written to the Shareholder. RS (AFP) will telephone the Shareholder regarding the glass in the balcony.
- 22/10/016 [] Carne Place – RS (AFP) telephoned the Shareholder regarding the change of appearance and AFP have sent the Shareholder an application form.
- 22/10/017 [] Carne Place – AFP sent a letter to the Shareholder regarding several issues of breaches of covenant. AFP to send a recorded delivery letter to the Shareholder.
- 22/10/018 [] Bryher Island – A Shareholder requested a proposed bin store. AFP sent a letter of conditional approval. The Shareholder alerted AFP to the car port gates and glass that had already been installed. The CWG made a final inspection and confirmed this was acceptable. AFP to send the final letter of consent for the glass and the car port gates.
- 22/10/019 [] Bryher Island – AFP arranged a meeting with the Shareholder and the CWG regarding the sliding frameless glass doors under balcony. The CWG agreed to a white frame surrounding the glass. The sliding doors were approved by the Board. AFP to send a letter of conditional approval to the Shareholder

- 22/10/020 [] Newlyn Way – The Shareholder responded to AFP but was unable to uphold all the conditions for the proposed external change of appearance. AFP to request the Shareholder provides written permission from the neighbouring Shareholder. The Board decided against removing the invoice from the Shareholder’s account.
- 22/10/021 Paint Guide – The CWG are waiting for the confirmation of the paint colour for the render used in Tintagel Way. The paint guide will be updated on the website in due course.
- 22/10/022 [] Newlyn Way – A Shareholder enquired about changes to the heating system. AFP requested more details, no formal application form received to date.
- 22/10/023 [] Coverack Way – The Shareholder contacted AFP regarding access to the neighbouring property to paint the exterior render. The CWG decided that this was a neighbourly issue and POSOL could not get involved. AFP has responded to the Shareholder and received a positive outcome.
- 22/10/024 Parking of a Van - A complaint was received regarding the parking of a van in Lock View. The Board advised while the council has a 3 hour limit for parking in this area Shareholders of POSOL cannot park their commercial vehicles in Lock View. AFP to write to the Shareholder.
- 22/10/025 [] Carne Place Garage – AFP are awaiting the confirmation of the vacation and/or sale of the garage by the previous owner.
- 22/10/026 [] Carne place – The CWG advised of ongoing work to the balcony.
- 22/10/027 [] Newlyn Way – AFP investigated the historic information of the property and found approval for the car port gates.

BERTHING

- 22/10/028 AFP held a meeting with Premier Marinas to discuss the non-compliant boats. Premier Marinas have identified the non-compliant boats and will alert Shareholders coming through the lock. The next meeting with Premier Marinas was planned for December.
- 22/10/029 The hinge trial for the pontoons is due to go ahead late October.

COMMUNICATION

- 22/10/030 POSOL’s IT have added additional measures to capture spam emails from the POSOL website. This has reduced the volume but has not stopped spam emails.

ESTATE MAINTENANCE

- 22/10/031 POSOL are changing from Castle Water to Portsmouth Water. POSOL are hoping to receive a much better service in the future. Portsmouth Water will recharge any costs from 2017 and Castle Water will issue refunds.

GARDENING

22/10/032 AFP received 2 quotes for tree works. The Board agreed to proceed with one company to address the trees noted in the tree survey along the Port Way. AFP to instruct the company.

ANY OTHER BUSINESS

22/10/033 AGM proposals and complaint from a shareholder were discussed. The board agreed that an explanatory reply be sent by AFP to the shareholder.