

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD VIA ZOOM
17th DECEMBER 2021**

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

In Attendance: Ruth Smith (RS - AFP) Property Manager, Alexander Faulkner Partnership
Lisa Kennard (LK) Assistant Property Manager Alexander Faulkner Partnership

MINUTES OF THE LAST BOARD MEETING 18 NOVEMBER 2021

17/01/001 The minutes of the November meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MANAGING AGENTS REPORT

- 17/12/002 Carne Place – A Shareholder had reported damage to their vehicle. AFP responded to the Shareholder and referred the Shareholder to the Council as the concerned area was adopted highway.
- 17/12/003 Cadgwith Place – A Shareholder reported an abandoned vehicle on the estate. AFP contacted the Police who reported that the vehicle was not stolen. AFP reported the vehicle to Public Highways and was advised they would come to site to investigate. The vehicle has now been removed.
- 17/12/004 There have been reports of an alleged business being run from the property.
- 17/12/005 A Shareholder suggested to fit signage around the estate advising Shareholders not to feed the birds. The Board decided against the signage. The Spring newsletter will contain an article on this matter.
- 17/12/006 [] Cadgwith Place – The gardening team have investigated the tree height at this property. The Board cannot find a reason to remove a healthy tree as the appearance enhances the estate. The Board agreed that the Shareholder could remove their tree at their own cost and POSOL would suggest a replacement tree.
- 17/12/007 Berth [] – A reported leaking water pipe connected to a remote berth was repaired.
- 17/12/008 AFP cancelled the meeting with Premier Marinas and rescheduled another meeting for 27 January 2022.
- 17/12/009 AFP will be testing the new POSOL Berthing database and it is hoped that the new database will go live in January.

17/12/010 AFP received letters addressed to all Directors that were delivered to the office. The letter introduced a 'locker system' onsite for deliveries. The Board decided not to investigate this further but advised AFP to contact the Boardwalk as a preferred area of location.

FINANCE

17/12/011 The finance reports for expenditure to 30th November were circulated. Expenditure as at that date was £405,942.18 against a budget of £463,408.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

COVENANTS

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

- 17/12/012 [] Carbis Close –The Board agreed that no further action was required.
- 17/12/013 [] Carne Place – AFP received a response from the Shareholder stating that due to personal circumstances they were not able to carry out any work at the property and confirmed the repair was due to be started in Spring 2022. The CWG will monitor this property on their Spring walkabout.
- 17/12/014 [] Carne Place – The balcony required attention, RS -AFP to telephone the Shareholder.
- 17/12/015 [] Carne Place – The CWG noticed several external changes of appearance. AFP received a response from the Shareholder advising of a personal circumstance. AFP will follow up with a recorded letter in the new year.
- 17/12/016 [] Newlyn Way – AFP sent a letter to the Shareholder regarding their vehicle. The vehicle has been removed and is now being parked in another location.
- 17/12/017 [] Newlyn Way – The CWG discussed the external appearance with the Board. The Board agreed this change was non-compliant. AFP will respond to the Shareholder requesting removal.
- 17/12/018 [] Newlyn Way – A Shareholder submitted an application form for a retrospective change of appearance that took place in 2019. The external change was unapproved and is non-compliant. AFP will write to the Shareholder to advise the change of appearance is not in line with the POSOL Guidelines on the website.
- 17/12/019 [] Newlyn Way – AFP received reports of a leaking pipe at a property, the Shareholder was due to resolve this matter. The CWG will review next month.
- 17/12/020 Garage Roof Tile – The CWG reported a missing roof tile, AFP have written to the Shareholder.
- 17/12/021 [] Bryher Island – AFP sent the letter of conditional approval.

- 17/12/022 Paint Guide – The CWG were awaiting confirmation of render colour used in Tintagel Way. RS obtained 2 sample paint colours for testing. Once approved the POSOL website paint guide will be updated.
- 17/12/023 [] Carne Place – AFP sent the final letter of consent and advised the Shareholder of any future changes of appearance without consent would incur a retrospective consent charge.
- 17/12/024 [] Bryher Island – AFP to write to the Shareholder again to request a dimensional sketch and specification of the proposed change of appearance.
- 17/12/025 [] Bryher Island – AFP sent a letter of conditional approval.
- 17/12/026 Solar Panels - The revised guidance was reviewed by the Board and subject to an amendment the Board agreed to the revised guidance. This included a request for the conduit to be painted the appropriate colour, either black against brickwork or white against render.
- 17/12/027 [] Bryher Island – AFP sent the letter of conditional approval.
- 17/12/028 [] Bryher Island – AFP received notification from the Shareholder of the completed work. The work inspection form was sent to the CWG for their final inspection.
- 17/12/029 [] Carbis Close – AFP sent the final letter of consent.
- 17/12/030 [] Newlyn Way – The Shareholder withdrew the application, and the invoice has been removed from the Shareholders account.
- 17/12/031 [] Carbis Close - AFP is arranging a meeting with the Shareholder to discuss the proposal.

GARDENING

The minutes of the Gardening Working Group meeting held on the 3rd November were reviewed as follows:

- 17/12/032 [] Sennen Place – The gardening team are aware of the reshaping of the tree.
- 17/12/033 [] Sennen Place – The work has been completed.
- 17/12/034 [] Sennen Place – It was noted that a root was present on the drive, the gardeners will investigate.
- 17/12/035 [] Carne Place – The gardeners will investigate a tree that appears to be dying and advise removal if required.
- 17/12/036 [] Kelsey Head – Additional planting at the front of the planter is pending.
- 17/12/037 Port Way – It was noted that a dead tree remained in place. AFP will inform the gardeners for removal.
- 17/12/038 [] Newlyn Way – A Shareholder requested a phormium to be removed when the area is rejuvenated.

- 17/12/039 [] Carbis Close – There is a dying shrub in the front of the property. The gardeners will investigate and advise on a replacement.
- 17/12/040 [] Carbis Close – The Board approved the quote to reduce the hedge by half.
- 17/12/041 Cadgwith Place – Additional soil has been added to the refurbished planter.
- 17/12/042 [] Holywell Drive – The Shareholder would like the garden to be rejuvenated. A quote is pending.
- 17/12/043 Bryher Island – A quote is pending for the planter timbers that require replacing.
- 17/12/044 The area before Bryher Island bridge was discussed with consideration for additional planting to enhance the appearance or to make the area into additional parking spaces. The Board will explore this further, no decision was made. AFP to obtain a quote and approval from the council in principle. AFP to obtain the title deed to confirm the boundary and communicate with the Shareholder adjacent to the area.
- 17/12/045 [] Bryher Island– The GWG will review the garden after the completion of the bin store construction and prioritise when a rejuvenation is required.
- 17/12/046 [] Tintagel Way – The plant in the front garden was overgrown, the gardeners have not trimmed the plant.
- 17/12/047 [] Mullion Close – The GWG to check to see if the lifting pavers have been repaired.
- 17/12/048 [] Coverack Way – The tree has now been staked.
- 17/12/049 [] Mullion Close – The property was rejected for a rejuvenation by the Board.
- 17/12/050 Waterside gates – AFP had raised the purchase orders for the identified waterside planters.
- 17/12/051 AFP will meet the gardeners and the GWG in January to identify the location of the blossom trees.
- 17/12/052 Review the future planned work for the 2022- 2023.
- 17/12/053 During the winter months the gardeners are onsite 1 day on a Friday and the following week they are onsite on Thursday and Friday.
- 17/12/054 AFP have a planned walkabout with the GWG on the 16 March.
- 17/12/055 The tree surgeons have completed the removal of the dead ash trees along the Port Way. The self-seeding saplings were removed at no extra cost.
- 17/12/056 At the AGM Shareholders had expressed their gratitude to the gardeners and were pleased with the landscaping on the estate.

17/12/057 Tree survey review dates – 2022 a tree survey will be carried out for the estate and a repeat tree survey for the Port Way in 3 years' time.

COMMUNICATIONS

17/12/058 Directors Handbook - The Board agreed to add all the documents to the website with restricted authorised access. AFP to raise a purchase order for the IT company.

ESTATE MAINTENANCE

17/12/059 [] Newlyn Way – The parking matter was discussed and the Board decided against installing an artificial hedge against the property. AFP will write to the Shareholder.

BERTHING

17/12/060 The second trial hinge was installed on the 9 December. RS witnessed the installation and was satisfied with the fitting. The company have produced a written procedure for the installation with the final price of supply and fitting pending. The cost of the pontoon repairs will be taken from the reserve funds. The first 15 pontoons to be fitted by the end of March 2022. The remaining 135 pontoons to be fitted with the new hinge during 2022/2023.

17/12/061 A Shareholder was concerned about the cost of the pontoon repairs and suggested welding. RS met the Shareholder to discuss the matter and advised that welding would not be a workable solution. The Shareholder was advised the hinge design would be fitted to everyone's pontoon in priority order.

17/12/062 Premier Marinas – A reminder notification was received by a Shareholder from Premier Marinas that the boat insurance was due. POSOL are investigating this further.

17/12/063 Berth [] – A disabled Shareholder proposed to remove the anti-slip battens on the ramp of the pontoon and replace with a nonslip fibre glass decking. The Board agreed for the wooden decking to be replaced at the Shareholders expense. The Board agreed subject to a colour match and the work to be carried out by a reputable company. AFP to write to the Shareholder and the neighbouring Shareholder.