

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**MINUTES OF THE BOARD MEETING HELD AT THE LYSSES HOTEL FAREHAM  
28 OCTOBER 2022**

Present: Julian Shaw (JS), Chairman  
Nigel Padbury (NP)  
Reg Sillence (RS)  
Paul Le Maistre (PLM)  
Mark Abrams (MA)  
David Wilson (DW)

Apologises: Ian Currie (IC), Secretary

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 30 SEPTEMBER 2022**

28/10/001 The minutes of the September meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

**FINANCE**

28/10/002 The finance reports for expenditure to 30 September were circulated. Expenditure as at that date was £286,242.87 against a budget of £347,844.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

**COVENANTS**

The minutes of the Covenants Working Group meeting held on the 18 October 2022 were reviewed as follows:

- 28/10/003 [] Coverack Way – AFP will arrange a zoom meeting with the Shareholder and the CWG to discuss POSOL's application process.
- 28/10/004 Air Conditioning Installation – AFP sent the guidance to both Shareholders; this information has now published on the POSOL website by Interpro.
- 28/10/005 [] Sennen Place – AFP sent the letter of conditional approval for the external change of appearance.
- 28/10/006 [] Bryher Island – The CWG had a meeting with the Shareholder to discuss the proposed finish. The CWG approved the work in progress and AFP advised the Shareholder to continue with work.
- 28/10/007 [] Carne Place – The Board approved the quote for additional security fencing in Kelsey Head. AFP to raise the purchase order.

- 28/10/008 Mullion Close – AFP responded to the Shareholder regarding the replacement garage door and the requirement to match the colour/design with the neighbouring garage doors.
- 28/10/009 [] Newlyn Way – AFP responded to a future Shareholder requesting to move a front door forward, the Board agreed in principle, AFP responded to the future Shareholder.
- 28/10/010 [] Newlyn Way – AFP responded to the future Shareholder requesting to purchase land to the rear of the garden, advising that POSOL does not approve of POSOL land being sold.
- 28/10/011 [] Cadgwith Place – AFP sent the letter of conditional approval for the external change of appearance.
- 28/10/012 [] Bryher Island – AFP sent the retrospective consent for the approval of the external change of appearance.
- 28/10/013 [] Bryher Island – AFP sent the letter of conditional approval for the external change of appearance.
- 28/10/014 [] Coverack Way – AFP sent the letter of conditional approval for the external change of appearance.
- 28/10/015 [] Sennen Place – AFP sent the letter of conditional approval for the external change of appearance.
- 28/10/016 [] Tintagel Way – AFP received a new application for an external change of appearance after the work had been completed. The CWG agreed the external change of appearance. AFP to send the final consent letter.
- 28/10/017 [] Sennen Place – AFP received a report of works being carried out at the property. The CWG investigated this on their walkabout and AFP sent an email to the Shareholder who confirmed that the change was like for like, no further action required.
- 28/10/018 Garage Painting – AFP sent 3 individual emails to Shareholders requesting they paint their garage doors.
- 28/10/019 [] Carne Place – AFP sent an email to the Shareholder regarding a change in appearance. AFP to send another letter requesting a time scale for the repair.
- 28/10/020 [] Coverack Way – AFP sent an email to the Shareholder who confirmed the repair would be very soon. AFP to send another letter requesting a time scale for the repair.
- 28/10/021 [] Sennen Place – AFP to send a letter of conditional approval for the external change of appearance.

28/10/022 [] Newlyn Way – AFP are waiting the notice of transfer from the solicitor for the new owner. The Shareholder has requested an external change of appearance. AFP will arrange a meeting with the CWG to discuss the proposal.

28/10/023 The Board discussed heat pumps and advised that POSOL do not approve of air source heat pumps at this present time subject to a review.

#### **ESTATE, REPAIRS & MAINTENANCE**

28/10/024 Mullion Close – AFP advised the Shareholder that the area is adopted by the Council. The Shareholder will contact the council to discuss adding double yellow lines to the road.

28/10/025 A Shareholder requested guidance on feeding the birds on the estate. AFP responded to the Shareholder to advise that this matter was a neighbourly dispute.

28/10/026 A Shareholder emailed a letter to AFP that they had received from the Council regarding the bus service survey. The Shareholder requested POSOL to promote the survey to house owners. The Board agreed this was a matter for RAPS.

28/10/027 TV Head End Building – AFP raised a purchase order to repair the internal wooden frame and door threshold; this work has been completed.

28/10/028 The CWG reported one rotten wooden planter post in Carbis Close. AFP raised a purchase order to repair and paint the planter, the quote is pending.

28/10/029 Tintagel Way – AFP raised a purchase order to repair and strengthen the fence panels, this work has been completed.

28/10/030 AFP instructed a contractor to remove the old mast from the inside of the TV Head End Building; this work has been completed.

28/10/031 Carbis Close - AFP reported a damaged lamp post to Highways.

28/10/032 Carne Place - AFP reported a smell of gas to the gas company; this was reported behind the garage block.

#### **BERTHING**

28/10/033 Berth [] – AFP received a report from a tenant that the end of the finger pontoon was not level. The BWG investigated the pontoon and advised that this berth will have a new hinge fitted in the next phase.

28/10/034 Berth [] – RS presented the guidance for staying onboard overnight in the POSOL marina. The Board agreed with the guidance, and this will be published on the POSOL website. LK to respond to the Shareholder requesting the guidance.

28/10/035 Berth [] – AFP will write to the Shareholder requesting an explanation regarding the use of the berth.

28/10/036 72 new pontoon hinges have been fitted to date; the engineers will start Phase 5 week commencing 7 November 2022. When all the pontoons have been fitted, the trial pontoon hinges will be replaced as the design was modified for the roll out.

- 28/10/037 Berth [] – AFP to follow up with an email regarding the modification to the boat as the Shareholder was away on holiday.
- 28/10/038 The New Berthing Database – There were some problems with the template letters. RS to notify the IT company to test the templates before POSOL can go live.

## **GARDENING**

The minutes of the Gardening Working Group meeting held on the 26 October 2022 were reviewed as follows:

- 28/10/039 [] Mullion Close – The Shareholder requested to remove a small tree. The GWG agreed subject to the Shareholder removing the tree at their own cost. The Shareholder agreed, no further action.
- 28/10/040 Carne Place/Kelsey Head – The rejuvenation for this area has commenced. The work is due to completed before December 2022.
- 28/10/041 [] Bryher Island – The phormium has been trimmed, the GWG will monitor the plant.
- 28/10/042 [] Coverack Way – A Shareholder requested the trees to be cut back and reduced. The GWG agreed the request, this would require a tree surgeon to complete the works. The GWG proposed a crown lift, to reduce a large tree directly behind one property and to remove a conifer and ash tree. AFP to write to the Shareholders to advise of the proposed work to be undertaken by the tree surgeon.
- 28/10/043 [] Bryher Island – A Shareholder requested the GWG to review a tree in the front garden. The GWG recommended that the tree is removed, the Board agreed. AFP to instruct the work.
- 28/10/044 [] Cadgwith Place – A member of the GWG noted that the large tree is starting to lift the paving on a Shareholder’s drive. All GWG members would like to see this tree remain, therefore no further action at present, the GWG will monitor the paving.
- 28/10/045 Coverack Way/Oyster Quay trees – It was noted by the GWG that the large tree may require a trim to reduce the height. AFP to request the tree surgeon to quote to reduce the trees and provide a report.
- 28/10/046 [] Kelsey Head – The rejuvenation will commence shortly.
- 28/10/047 The trees on the estate will be trimmed shortly.
- 28/10/048 Tintagel Way – The car park area had a dead leylandii which requires removal. The GWG all agreed to remove the leylandii.
- 28/10/049 [] Coverack Way – The gardeners noted that a hedge in the front garden is dead. The GWG agreed to remove the hedge and landscape with rocks to prevent vehicles parking in this area. AFP to write to the Shareholder to confirm the proposed works.
- 28/10/050 Future Works for 2023-2024 - It was noted that Cadgwith Place and Coverack Way would be the next roads in line for a rejuvenation.

- 28/10/051 Coverack Way – It was reported that a tree from a neighbouring property is raising the path in the next-door neighbour’s garden; this was deemed a neighbourly dispute.
- 28/10/052 Waterside Planter Gate 3 Newlyn Way – This was included in the budgeted works for 2022-2023.
- 28/10/053 Bryher Island – The rejuvenation of the 3 x triangle areas will commence early Spring.

**LEGAL**

- 28/10/054 [] Carne Place Licence of land – As the new owner did not wish to continue with a licence, the previous owner of the property was responsible for reinstating the fences when the property was sold. The reinstatement was never actioned and therefore POSOL are now dealing with a legal matter that has to be resolved with the new owner of the property.

**SECURITY**

- 28/10/055 AFP received a report of a bicycle found in a hedge; the Board agreed this would be a matter for RAPS.