

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT THE LYSSES HOTEL FAREHAM
16 DECEMBER 2022**

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

In Attendance: Ruth Smith Property Manager Alexander Faulkner Partnership Ltd

MINUTES OF THE LAST BOARD MEETING 18 NOVEMBER 2022

16/12/001 The minutes of the November meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

FINANCE

16/12/002 The finance reports for expenditure to 30 November were circulated. Expenditure as at that date was £427,228.11 against a budget of £472,429.00. The Board agreed that AFP were continuing to monitor the debtors accordingly as the level of debtors has gone down significantly.

16/12/003 POSOL met with AFP Finance Director about opening a bank account for POSOL which is outside of AFP's accounting system, and which does involve changes in procedures and bank account details. These will be updated for the April 2023 service charges.

MATTERS ARISING

16/12/004 No matters arising from the last minutes.

COVENANTS

The minutes of the Covenants Working Group meeting held on the 8 December 2022 were reviewed as follows:

16/12/005 [] Newlyn Way – A future Shareholder requested to move a front door forward. The Board agreed, AFP had received the notice of transfer and sent the letter of conditional approval.

16/12/006 [] Coverack Way – The Shareholder confirmed the repair would be carried out in December with a proposed modification. The Shareholder enquired about constructing a car port on their private car parking bay. AFP requested a formal application form with dimensions. The CWG suggested that the proposal should replicate the current style of the pergolas. The Board agreed with this suggestion

with a composite material would be composite material rather than wood. AFP to suggest this option to the shareholder. AFP responded to the Shareholder's other queries regarding the lifting paving and a fallen tree as this was a neighbourly dispute.

- 16/12/007 [] Coverack Way – A report of a removal of a tree to create a parking space, the CWG to investigate as AFP have not received an application form. The CWG reported the tree is present and suggested sending an application form. NP reported there is no tree outside, therefore it is assumed the tree has been removed.
- 16/12/008 [] Newlyn Way – LK received a report of completed work, inspection form sent to CWG 07/11/22, final consent letter sent 12/12/22.
- 16/12/009 [] Sennen Place – Car port gates, application form and photograph sent to NP 01/11/22, LK sent the LOCA 12/12/22.
- 16/12/010 [] Newlyn Way – Notice of Transfer received, Shareholder requested a cat flap on the side wall and a bin store lock on the external wall, LOCA sent 12/12/22. It was noted that the bin store lock had already been installed.
- 16/12/011 [] Bryher Island – Driveway complete, final inspection form sent to NP 30/11/22; final consent letter sent 12/12/22.
- 16/12/012 Flagpole Response – The Shareholder is seeking legal advice. No update at present.
- 16/12/013 [] Mullion Close – Shareholder's meeting via zoom with the CWG, points raised:
- Was a LOCA transferable on the sale of a property?
 - Precedent in planning relating to the loft extension, planning consent said all similar applications in the area should have a dormer window that is set back from the party wall with the neighbour by 1.5 metres.
- 16/12/014 The board discussed these matters further and it was agreed that a LOCA would be transferable, however it was agreed that AFP should request to know whether new owners would be going ahead with the work within the timeframe given on the LOCA. The comments on the loft extension applications were noted.
- 16/12/015 [] Kelsey Head – Shareholder requested information about energy efficiency for the property, solar panels, improved insulation, and heat pumps. Sent to NP for advice. NP said that POSOL would not supply any advice as we are not energy experts. IC noted that as a landlord you need an EPC so this would be dealt with as part of letting the property.
- 16/12/016 [] Kelsey Head – Final inspection form sent to CWG for glass balustrade. CWG to complete the final inspection and return to AFP for the Final Consent to be issued.
- 16/12/017 [] Newlyn Way – Car port gates application sent to NP 05/12/22. LK requested further information from the Shareholder, photograph received of the proposed gates sent to NP 07/12/22. CWG approved, LK awaiting Board approval to send the LOCA. Board approved.

- 16/12/018 [] Newlyn Way – Heat pump installation application form requested, returned 05/12/22, sent to NP 05/12/22, CWG approved the application. NP updated the board, the heat pump installation follows the appearance guidelines set by POSOL, therefore board approved. Noise levels were taken into consideration, and it was confirmed that the shareholder has said he has chosen a low noise heat pump. LK to send LOCA. Further information will be produced for the website for future installations.
- 16/12/19 [] Newlyn Way – Solar panels. Application sent to NP 15/12/22. NP said that this was a standard application and LOCA could be issued. NP to update the CWG at next meeting.

ESTATE, REPAIRS & MAINTENANCE

- 16/12/020 Sennen Place – DW submitted a report to Portsmouth Council of the dangers at the corner junction of Sennen Place to propose extending the double yellow lines on the area of concern. DW reported the large commercial vehicle that parks on the corner causes a serious hazard as cars have to mount the pavement to get past it. POSOL to investigate the vehicle as it contravenes the POSOL parking regulations.
- 16/12/021 [] Bryher Island Waterside - Burst pipe turned off by Portsmouth Water, LK instructed plumber to attend 12/12/22. Board suggested that the stopcocks are painted blue across the estate, following a discussion this was not agreed as NP knows the location and we have a written record of them.
- 16/12/022 [] Waterside Burst Pipe - LK instructed plumber to attend 12/12/22.
- 16/12/023 Carbis Close – Parking concern in visitor bays, NP to investigate as it was believed to be adopted road. It was confirmed that it is not highways, the area belongs to POSOL. Therefore, LK has been tasked with raising a parking regulation letter and sending to NP for putting on the vehicle.

GARDENING

- 16/12/024 [] 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. Pending a quote AFP will write to the Shareholders to advise of the proposed work to be undertaken by the tree surgeon, quote requested 31/10, telephone chase message left 25/11/22. A second quote was accepted and a purchase order raised. LK wrote to affected Shareholders 12/12/22.
- 16/12/025 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 supply a report, quote requested 02/11/22 telephone chase message left. A second quote was accepted and a purchase order raised. LK wrote to affected Shareholders 12/12/22.
- 16/12/026 Coverack and Newlyn entrances to be looked at for possible dates for rejuvenation before end of March.

16/12/027 NP noted the Carbis Close planter had still not been completed, AFP confirmed it had been taken away to be repaired.

BERTHING

16/12/028 Berth [] – AFP will write to the Shareholder requesting an explanation about the use of the berth, email sent 08/11/22 & 06/12/22. LK waiting for the insurance document to include both boat owners. Email received from insurers saying both boat owners are on the insurance, no further action.

16/12/029 Berth [] – AFP to follow up with an email about the modification to the boat as the Shareholder was away on holiday.

16/12/030 Berth [] – inspection alerted in August re: tilt of pontoon. RS investigated and considered the pontoon was safe to use, the pontoon was installed by the developer with the twist, LK responded to the Shareholder 02/12/22.

16/12/031 [] – pontoon was reported by Premier Marinas on 3rd November as having a twist, RS investigated and confirmed it did have a twist but was stable to walk on at that time. AFP actioned a repair asap. Contractor inspected but could not repair at time of visit and had to return to repair.

16/12/032 The New Berthing Database – update from RS on progress. RS confirmed we are about ready to move forward in January 2023.

16/12/033 Phase 6 Pontoon Hinges – Date to be confirmed by Darron before LK notifies Shareholders. RS said that we need to update the shareholders for Phase 6.

16/12/034 BWG – New member as approved by RS, added to BWG emails, LK sent the confidentiality agreement for signing 12/12/22.

SECURITY

Nothing to report.

COMMUNICATIONS

Nothing to report.

LEGAL

16/12/035 High Court Enforcement taking place for a debtor.

16/12/036 Legal proceeding against a shareholder for dilapidations to house.

ANY OTHER BUSINESS

16/12/037 Venue for board meeting changed to Shore House, North Harbour Business Park, Compass Road, Portsmouth. PO6 4PR due to internet connection issues with Lysses Hotel. Date of January meeting has been changed to 20th January. RS to arrive at new venue at 9am for codes to building.

16/12/038 DW raised an issue that was brought up at the AGM about insuring against legal costs, however this was answered at the board meeting. Further to this question DW advised the board that there is a way to insure but the premium was astronomical, so the board agreed not to go ahead and to let the shareholder who enquired know.

- 16/12/039 AGM Minutes - AFP to add to January's agenda for approval. JS commented that the venue for the AGM was noted to be satisfactory and RS to book the Lysses Hotel.
- 16/12/040 Next year's AGM proposed and agreed for Weds 29th November 2023.