

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT ADVANCED RESOURCE MANAGERS OFFICES
SHORE HOUSE, PORTSMOUTH
24 FEBRUARY 2023**

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

Apologies: 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 20 JANUARY 2023

24/02/001 The minutes of the January meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

24/02/002 The AGM minutes from November 2022 were approved by the Board.

FINANCE

24/02/003 The finance reports for expenditure to 31 January 2023 were circulated. Expenditure as at that date was £478,591.95 against a budget of £514,702.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

24/02/004 The 2023/2024 Budget was discussed with the Board and approved subject to minor amendments.

COVENANTS

24/02/005 [] Newlyn Way – A Shareholder requested a boat trailer to be parked on their private driveway. The Board approved the trailer at the January Board meeting. AFP responded to the Shareholder. AFP received a response from the Shareholder, they confirmed they would let AFP know if they were successful in their purchase of the trailer.

24/02/006 [] Newlyn Way – A Shareholder requested an internal floor tile change in the car port. The Board agreed as this was not a significant change of appearance. AFP sent the letter of conditional approval.

24/02/007 [] Newlyn Way – RS requested a meeting with the Shareholder to sign off the heat pump. LK sent two emails to the Shareholder to arrange a meeting, AFP have not received a response to date. RS will knock on the Shareholder's door.

- 24/02/008 [] Carbis Close – A Shareholder confirmed the completion of their external change of appearance. A final inspection form was sent to the CWG, pending the inspection AFP will send the final letter of consent.
- 24/02/009 A Shareholder suggested an item for the newsletter to include insulation to the car port ceiling, with a suggestion to request the insulation blend in with paint or wrap after the warranty had ended. This item will be added to the newsletter.
- 24/02/010 [] Sennen Place – AFP are awaiting a final inspection form from the CWG.
- 24/02/011 [] Newlyn Way – AFP received a report of contractor’s vans outside the property. LK sent an email to the new Shareholder; the work is internal and they would contact POSOL for any proposed external changes in due course.
- 24/02/012 [] Sennen Place – The final inspection form was completed by the CWG. AFP to send the final letter of consent.
- 24/02/013 [] Bryher Island – AFP received a new application form to extend the length of the Velux, install an external stair access to the balcony and install a fence to create a wind break. The Shareholder had a meeting with the CWG. The Board discussed the proposal and subject to the fence not exceeding 6ft the proposal was approved. AFP will send a letter of conditional approval.
- 24/02/014 [] Bryher Island – AFP received a concern about a proposed external change of appearance after receiving a letter from the Council. The Board discussed the concern and agreed the proposed work can go ahead due to the unique location of the property.
- 24/02/015 [] Carbis Close – AFP received a like for like change for the windows. As this was a like for like change POSOL do not require a formal application. The Board agreed to the like for like change. AFP to respond to Shareholder.
- 24/02/016 [] Coverack Way – AFP received the notice of Transfer. LK arranged a meeting for the CWG. RS confirmed the Shareholder will be required to submit an application form for the sail window, AFP have received the additional application form. LK wrote to the neighbour attaching the plans. The Board discussed the new application for a Velux and a loft extension and subject to the Dorma window having 3 horizontal panes AFP will send the letter of conditional approval.
- 24/02/017 [] Kelsey Head – AFP received a new application for a roller shutter door for a garage. The colour will be a burgundy red to match the other garage doors on the estate. The Board approved the external change, AFP to send a letter of conditional approval.
- 24/02/018 [] Sennen Place – AFP received a new application for the installation of solar panels. The Board agreed the external change. AFP to send a letter of conditional approval.
- 24/02/019 [] Bryher Island – A Shareholder requested to extend the car port wall and extend the width of the rear patio doors. The Board agreed to the external change when the CWG have inspected the measurement of 7.8m. Once approved by the CWG AFP will send the letter of conditional approval.

24/02/020 [] Bryher Island – AFP received a new application for a 6 panel Velux window. The Board agreed with the proposal. AFP to send a letter of conditional approval.

ESTATE, REPAIRS & MAINTENANCE

24/02/021 Berth [] – Leaking tap reported, purchase order raised, repair completed.

24/02/022 Berth []– Leaking tap reported, purchase order raised, repair completed.

24/02/023 Waterside Taps – Following several leaks the contractor recommended a report on all waterside taps to determine the condition and the state of installation. AFP instructed the contractor and the report was discussed with the Board. LK to request a discount on the cost of reconditioning all of the 16 taps. At present the Board agreed to repair the taps as and when required.

24/02/024 Newlyn Way Parking – A Shareholder reported a transit van and a larger van. The vehicle received a letter and the parking regulations. LK confirmed the transit van does not breach the covenants, LK responded to the Shareholder. The Director will monitor the larger van.

24/02/025 Sennen Place - Following DW's submitted report to Portsmouth Council regarding the dangers at the corner junction of Sennen Place and the proposal of extending the double yellow lines in the area of concern LK submitted a further report on 31.01.23 After several telephone calls the Council confirmed that they will discuss the proposal. If agreed the Council will undertake a public consultation. The Council will apply notices in the area with 21 days to gauge support or any objections to the proposal. The Council will require support for the proposed double yellow lines and POSOL would encourage Shareholders to declare their support. DW will update the Shareholder who raised the concern.

24/02/026 Carbis Close – A Shareholder reported a parking concern in the visitor bay, this area belongs to POSOL. AFP wrote to Shareholders in the area and a 14 day removal notice was applied to the trailer on POSOL land. The Shareholder confirmed the trailer was for sale and will be removed in due course.

24/02/027 TV Signal – Three Shareholders reported a further issue. One Shareholder installed a new distribution box, this resolved the issue. The two other Shareholders in Carbis Close had an internal problem which was not linked to the TV Head End building.

24/02/028 Coverack Way Parking – It was noted that several business vehicles were using POSOL parking bays. AFP emailed and posted letters to 2 Shareholders. One Shareholder telephoned AFP and has advised that they will monitor the situation.

24/02/029 Berthing Gate Locks - AFP instructed an engineer to carry out a service. The work has been completed.

24/02/030 Rat Infestation – A Shareholder requested the Board to consider baiting the POSOL boundary. The Board discussed this matter again and decided not to bait the boundary.

- 24/02/031 [] Carbis Close – A Shareholder reported damage to the lamp post. LK reported the damage to Highways Portsmouth Council.
- 24/02/032 Carbis Close - All of the planters have been repaired and repainted.
- 24/02/033 Newlyn Way – A Shareholder reported a parking concern with multiple vehicles belonging to one property with alleged multiple occupancy and running a business from home. AFP to respond to the Shareholder.

GARDENING

The Gardening Working Group had a walkabout on the 24 January 2023, the minutes from the meeting below:

- 24/02/034 Kelsey Head – A tree was reported to be lifting the paving. Due to Health and Safety the tree was removed. AFP wrote to all Shareholders affected before the removal took place. The GWG will consider a suitable replacement tree.
- 24/02/035 [] Coverack Way – AFP received a report of heavy root ingress across the end and along both sides of the boundary. The proposal is to remove 2 trees in this area as this is within POSOL's boundary. The area will be suitably replanted.
- 24/02/036 Kelsey Head and Coverack Way – Both areas have been completed.
- 24/02/037 Bryher Island - The triangular planter is due to be completed shortly.
- 24/02/038 Cadgwith Place – One area of the waterside planter behind gate 9 will not be rejuvenated by one house after the Shareholder confirmed they would like the area to remain and continued to be maintained for privacy.
- 24/02/039 Future works proposed and agreed were:
- Either side of the entrance of Newlyn Way
 - Coverack Way/Port Way – hedging to fill in the gaps in the hedgerow
 - Newlyn Way – one property that was missed on the last rejuvenation
 - Mullion Close – the D section will have additional planting
 - Cadgwith Place – properties were identified and will be planted in a Mediterranean theme
 - Coverack Way – properties were identified for a rejuvenation
- 24/02/040 [] Mullion Close – PLM requested the Board to consider a rejuvenation. The Board agreed to this proposal.
- 24/02/041 Kelsey Head – It was suggested that lower hedge planting could be considered across the estate in front of shingle. This appeared to prevent stones from being scattered on the pavement/road. The area in Kelsey Head that was noted however did not have a heavy foot fall and this was not considered a prime example.
- 24/02/042 [] Tintagel Way – The hedge was inspected and the GWG will monitor the hedge as it appears to be dying.

BERTHING

- 24/02/043 Pontoon Hinge Update – Due to the inclement weather the engineers have not been to site. The work will continue shortly.
- 24/02/044 Berth [] – It was reported that a pontoon was listing. LK to obtain further details and the berth number to investigate this further.
- 24/02/045 Berth [] – The Shareholder provided an update to AFP. The boat had been removed from the berth and the modifications were taking place. The Shareholder will provide photographs in due course and provide the boat registration. The BWG made an inspection of the modifications and all appeared to be progressing well.
- 24/02/046 Berth [] – AFP received a report from Premier Marinas of a boat collision. The BWG inspected the pontoon and confirmed that the pontoon appeared to be undamaged.
- 24/02/047 Database Update – AFP emailed the old database to the company in preparation for the commencement of the new database.
- 24/02/048 The BWG decided to arrange a boat inspection in April/May.