

POSOL RESIDENTS MANAGEMENT COMPANY LTD

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

- Present: Nigel Padbury (NP)
Reg Sillence (RS)
Mark Abrams (MA)
David Wilson (DW)
Julian Shaw (JS), Chairman. Part time only by telephone
- Apologies: Ian Currie (IC), Secretary
Paul Le Maistre (PLM)
- In Attendance: Ruth Smith (RS-AFP) Property Manager Alexander Faulkner Partnership
Lisa Kennard (LK) Assistant Property Manager Alexander Faulkner Partnership

In the absence of JS, due to illness, RS was elected to chair this meeting.

MINUTES OF THE LAST BOARD MEETING 24 FEBRUARY 2023

- 24/03/001 The minutes of the February meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

FINANCE

- 24/03/002 The finance reports for expenditure to 28 February 2023 were circulated. Expenditure as at that date was £513,590.39 against a budget of £535,688.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

COVENANTS

- 24/03/003 [] Newlyn Way – RS requested a meeting with the Shareholder to sign off the heat pump. LK awaiting the final inspection form from the CWG.
- 24/03/004 [] 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 form, AFP will send the letter of final consent.
- 24/03/005 [] Sennen Place – CWG returned the final inspection form, the final letter of consent was sent to the Shareholder.
- 24/03/006 [] Sennen Place – The final inspection form was completed by the CWG for the car port gates. AFP sent the final letter of consent.
- 24/03/007 [] Bryher Island – Following approval to proposed changes of appearance at last month's meeting, AFP sent a letter of conditional approval.
- 24/03/008 [] Carbis Close – AFP received a like for like change for the windows. The Board agreed to the like for like change. AFP responded to the Shareholder.

- 24/03/009 [] Coverack Way – AFP sent the letter of conditional approval following the approval at the last Board meeting. AFP responded to the neighbour in Coverack Way advising them to make contact with the neighbour regarding the party wall agreement.
- 24/03/010 [] Kelsey Head – AFP received a new application for a roller shutter door for a garage. The Board approved the external change, AFP sent a letter of conditional approval. AFP were notified of the completed work and the final inspection form was sent to the CWG.
- 24/03/011 [] Sennen Place – AFP received a new application for the installation of solar panels. The Board agreed the external change. AFP sent a letter of conditional approval 15.03.
- 24/03/012 [] 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. AFP will send the letter of conditional approval subject to the parking area to have 7.8m minimum length.
- 24/03/013 [] 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.
- 24/03/014 [] Cadgwith Place – Confirmation received of completion of works. The final inspection report sent to the CWG.
- 24/03/015 [] Sennen Place – AFP were notified in advance of roof works and scaffold erected to side of property; AFP advised the Shareholder to contact their neighbours.
- 24/03/016 AFP wrote to all Shareholders that were issued a letter of conditional approval but had not notified POSOL of completion. Letters were sent to all affected shareholders with applications approved in 2019 & 2020. Some Shareholders responded providing details of completed work. AFP have sent the final inspection forms to the CWG.
- 24/03/017 [] Newlyn Way – AFP received a new application form for car port gates. The Board agreed the proposed change, AFP to send a letter of conditional approval.
- 24/03/018 [] Bryher Island – AFP received an application for triple Velux windows installation. The Board agreed, AFP to send a letter of conditional approval.
- 24/03/019 [] Carne Place – The Board discussed a proposal to install patio doors 1.5m behind the car port gates. The Board referred this to the CWG for review to update the board in April.
- 24/03/020 [] Cadgwith Place – AFP received a new application for solar panels. The Board approved the proposal, AFP to send the letter of conditional approval.

ESTATE, REPAIRS & MAINTENANCE

- 24/03/021 Sennen Place – LK to continue to press for an update from Portsmouth Council regarding the proposal of extending the double yellow lines. AFP to send a letter to

a Director to attach to the windscreen of the offending vehicle and write to the Shareholder when the house number has been identified.

- 24/03/022 Waterside Taps – The company reduced the cost by 10% to repair and upgrade the insulation on all 15 affected taps. The Board will review the cost in April's Board meeting.
- 24/03/023 Newlyn Way – LK to write to the Shareholder identified as the van owner.
- 24/03/024 Newlyn Way – A Shareholder alerted AFP to a van parking in a bay that was untaxed. LK reported the van to Highways and notified the Shareholder.
- 24/03/025 Berth [] – The water tap installations are now complete. POSOL to provide their consent for the future upkeep and maintenance of the installation. The Board agreed, AFP to provide the agreement in writing to the Shareholder.
- 24/03/026 [] Cadgwith Place – TV signal issues. LK spoke to the tenant and the Shareholder. The report from the engineer stated the fault was internal and not a POSOL communal issue, the tenant paid for the call out.

GARDENING

The Gardening Working Group had a walkabout on the 21 March 2023, the minutes from the meeting below:

- 24/03/027 Bryher Island – The planters have been prepared and are ready for planting.
- 24/03/028 The Port Way blossom trees have been planted.

Future Works for 2023-2024

- Cadgwith Place - Waterside Planters Gate 9
- Newlyn Way Entrance – It was proposed that a 7 ft close board fence could be installed along the edge/pavement of the area. The Board would require further details of the plan before making a decision on the fencing
- Coverack Way/Port Way – Some hedging planted to fill the gap in the hedgerow
- [] Newlyn Way – rejuvenation
- Mullion D Section – Extra planting to improve the area
- Cadgwith Rejuvenation – AFP to write to the Shareholders in this area before any work commences, the theme will be Mediterranean as across the rest of the estate
- Coverack Rejuvenation – AFP to write to the Shareholders before any work commences

- 24/03/029 [] Kelsey Head – The GWG suggested the area could have an architectural feature and a tree. The road sign is required to be stored behind the garages for safe keeping. The sign will need a repair before being refitted, LK to arrange a repair.
- 24/03/030 [] Kelsey Head - LK sent a purchase order to the gardeners to level the paving.
- 24/03/031 [] Kelsey Head - The gardeners had planted the area. RS-AFP to request shingle to complete the finish.
- 24/03/032 [] Newlyn Way – The trees in the rear garden backing onto Port Way were inspected by the GWG. The Shareholder was advised that POSOL would not want to lose a tree and would only be considered for removal if it was dead or dying. RS-AFP confirmed

that the tree survey was being carried out in the next few months and any issues would be highlighted. No action would be taken this year. The Shareholder would take photographs of the tree throughout the year for reference.

- 24/03/033 [] Bryher Island – The Shareholder asked if a tree would be planted following the removal of the Ash tree. The Shareholder agreed for the gardening team to plant their own olive tree in the vacant space.
- 24/03/034 [] Bryher Island – The Shareholder requested a replacement tree as agreed. RS to investigate this further.
- 24/03/035 [] Tintagel Way – It was agreed that the hedge was dead, and due for removal. The hedge will be replaced with shingle and landscaped with rocks. RS-AFP to contact the shareholders to advise.
- 24/03/036 [] Mullion – The GWG proposed shingle and a cordyline. AFP to write to the Shareholder to request removal of the garden pots in readiness for the rejuvenation.
- 24/03/037 [] Coverack Way – It was agreed to reduce the branches by approx. 1 meter that were overhanging the car parking spaces to reduce sap and debris.
- 24/03/038 [] Coverack Way – The GWG proposed hedging to discourage dogs from using the area. The Board agreed and AFP will write to the Shareholder to advise of the hedging.

BERTHING

- 24/03/039 Phase 5 & 6 pontoon hinge replacements were in progress.
- 24/03/040 Berth [] –LK to email the Shareholder requesting an update regarding the modifications to the boat he wishes to register on this berth.
- 24/03/041 Berth [] – The BWG inspected the pontoon as the Shareholder had reported rotten decking. RS will send the report to LK to instruct a contractor to attend to replace the rotten decking planks.
- 24/03/042 Database Update – AFP is now using the new database alongside updating the old database. A few issues had been highlighted and are being resolved by IT.

COMMUNICATIONS

- 24/03/043 There will be no Spring newsletter for Shareholders this year as POSOL did not have enough information to publish. POSOL is planning to produce a newsletter in the Autumn.