

POSOL RESIDENTS MANAGEMENT COMPANY LTD

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

- Present: Nigel Padbury (NP)
Reg Sillence (RGS)
Mark Abrams (MA)
David Wilson (DW)
Julian Shaw (JS), Chairman
Ian Currie (IC), Secretary
- Apologies: Paul Le Maistre (PLM)
Ruth Smith (RS) Property Manager Alexander Faulkner Partnership
- In Attendance: Jasmine Brown (JB) Regional Property Manager Alexander Faulkner Partnership
Lisa Kennard (LK) Assistant Property Manager Alexander Faulkner Partnership

MINUTES OF THE LAST BOARD MEETING 24 MARCH 2023

- 21/04/001 The minutes of the March meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

FINANCE

- 21/04/002 The finance reports for expenditure to 31 March 2023 were circulated. Expenditure as at that date was £537,681.82 against a budget of £559,274.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.
- 21/04/003 April Service Charge Invoices – AFP were hoping to commence the automated email billing of all service charge invoices in April. LK and JB explained a complication occurred with the accounting software which was due to the POSOL 2/3 and 1/3 billing. JB confirmed that it may be possible to invoice in the future by email and further investigations were being undertaken by AFP.
- 21/04/004 IC advised that he had now managed to set up a new bank account at Natwest in Posol's name and the intention was to enable all the company's transactions to go through this account in the future, although a transition period would be required.

COVENANTS

- 21/04/005 [] Newlyn Way – AFP received the final inspection form from the CWG regarding the heat pump. AFP sent the letter of final consent.
- 21/04/006 [] 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 from the CWG AFP will send the letter of final consent.

- 21/04/007 [] Kelsey Head – Following the Board’s approval for a roller shutter door for a garage AFP sent a letter of conditional approval. AFP were notified of the completion, pending a final inspection form from CWG.
- 21/04/008 [] Bryher Island – Following the Board’s approval regarding a request to extend the car port wall and extend the width of the rear patio doors. AFP sent the letter of conditional approval.
- 21/04/009 [] Bryher Island – AFP sent a letter of conditional approval for the Velux windows.
- 21/04/010 Final inspection forms were pending from the CWG following AFP writing to all Shareholders that had not provided confirmation of their completed works. AFP to send out final consent letters in due course.
- 21/04/011 [] Newlyn Way –The Board agreed to the proposed change for car port gates. AFP sent a letter of conditional approval.
- 21/04/012 [] Bryher Island – AFP sent a letter of conditional approval for Velux windows.
- 21/04/013 [] Carne Place – The Board discussed an application for installing patio doors behind the car port gates. The Board declined the application, LK to respond to the Shareholder.
- 21/04/014 [] Cadgwith Place –The Board approved the proposal for solar panels, AFP sent the letter of conditional approval.
- 21/04/015 [] Carne Place – The Shareholder applied for an extension of time due to the expiry date on their letter of conditional approval. The extension was approved by the Board and extended for a further 8 weeks. LK to respond to the Shareholder.
- 21/04/016 Garage Door Painting – LK to send the original list to NP for the CWG to carry out a reinspection.

ESTATE, REPAIRS & MAINTENANCE

- 21/04/017 Sennen Place - The Council advised the Traffic Regulation Order was due to be displayed in mid-April to propose extending the double yellow lines at the corner junction of Sennen Place. DW confirmed the consultation notices were not present. LK to monitor and update the Board in May.
- 21/04/018 [] Newlyn Way – AFP sent a letter to the Shareholder requesting removal of the commercial van. RS received a call from the Shareholder to discuss the vehicle, AFP to monitor.
- 21/04/019 Waterside Taps – The Board decided to carry on with ad hoc tap repairs.
- 21/04/020 Berth [] – The water tap installation had been completed. POSOL provided their consent for the future upkeep and maintenance of the taps.

- 21/04/021 [] Kelsey Head – The road sign had been stored for safe keeping. LK had instructed the repair and installation. The company will contact the gardening team for the exact location and once installed the metal work will be repainted if required.
- 21/04/022 Newlyn Way Parking – AFP received a report of an abandoned vehicle on POSOL land. NP applied a letter and parking regulations to the vehicle. The vehicle remains untaxed and does not have an MOT. The Board instructed AFP to remove the vehicle.
- 21/04/023 [] Holywell Drive and [25] Cadgwith Place – TV signal issues were reported at both properties. AFP instructed the company to attend. AFP to provide an update for the next Board meeting.
- 21/04/024 TV Signal - The Board were satisfied that they complied with the requirements in the transfer documents regarding the TV signal for the estate.

GARDENING

- 21/04/025 Newlyn Way - The Board would like further details from the GWG to include a design/sketch of the proposed rejuvenation for the Board's consideration.

BERTHING

- 21/04/026 Berth [] - The modifications have been completed. LK had requested a first boat registration form.
- 21/04/027 Berth [] - The Shareholder requested a boat for their second berth. RGS to visit the Shareholder.
- 21/04/028 Berth [] – 5 rotten decking boards were replaced.
- 21/04/029 Berth [] – AFP received a report of a listing pontoon. The engineers returned to rectify the pontoon.
- 21/04/030 Berth [] Versa Dock Request – The Board approved the request subject to mooring in such a way that there is no strain on the pontoon when the boat is docked to always ensure riding scope and that the Versa Dock is not rigidly attached.
- 21/04/031 Berth [] AFP received a report from a Shareholder concerning the absence of a wear strip. LK instructed the company to attend to install a new wear strip.
- 21/04/032 Berth [] – The Shareholder made a request to POSOL to consider letting the berth due to an independent entrance where there would not be any capping issues. The Board declined the request as this was a breach of Covenant. No boats are permitted to be licensed in this area of the estate.
- 21/04/033 Berth [] – Premier Marinas received a report of diesel barrels that were visible on the boat. RS spoke to the Shareholder, no further action required.
- 21/04/034 Berth [] – A Shareholder reported broken decking boards. The BWG reported 2 required replacing. LK instructed the repair.
- 21/04/035 Berth [] – The boat insurance had expired and despite attempts to obtain the insurance and details of the boat owner AFP did not have this information. The

Board agreed for AFP to apply notices to the boat and to write to the named Shareholders advising possible forfeiture of the berth.

21/04/036 Database Update – AFP were experiencing issues with the email reminders. RGS and LK to work with the company to resolve any issues.

21/04/037 Phase 7 Pontoon Hinge Replacement – The engineers will be provided with the final list of pontoons. AFP to notify all berth Shareholders. RGS advised he expected that all the pontoons were due to be completed by June, weather dependent.