

POSOL RESIDENTS MANAGEMENT COMPANY LTD

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

Present: Nigel Padbury (NP)
Reg Sillence (RGS)
Julian Shaw (JS), Chairman
Ian Currie (IC), Secretary

Apologies: Paul Le Maistre (PLM)
David Wilson (DW)
Mark Abrams (MA)

In Attendance: Ruth Smith (RS) Property Manager Alexander Faulkner Partnership
Lisa Kennard (LK) Assistant Property Manager Alexander Faulkner Partnership

MINUTES OF THE LAST BOARD MEETING 21 APRIL 2023

26/05/001 The minutes of the April meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MATTERS ARISING

26/05/002 [] Newlyn Way – AFP instructed an engineer to attend the property following issues with the TV signal issues. The engineer found a fault was due to an amplifier in the property.

26/05/003 [] Sennen Place – The Shareholder called out their own engineer to resolve a TV signal issue. The engineer could not resolve the issue and this was deemed a communal fault. AFP instructed a contractor to attend who confirmed the fault was with the TV Head End supply. The Board agreed to refund the Shareholder for the cost of the call out.

26/05/004 The finance reports for expenditure to 30 April 2023 were circulated. Expenditure as at that date was £171,914.26 against a budget of £185,154.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

26/05/005 Two directors reported on the first annual meeting they had with the company's investment advisers and recommended that the board continued with the existing low to medium risk strategy. The board agreed with this decision.

The Board agreed to the investment adviser and platform charges (approximately £2,500 per annum) to be taken from the 'professional fees' budget and treated as a normal running cost.

COVENANTS

- 26/05/006 [] Cadgwith Place – Final inspection report received from CWG; the final letter of consent was sent for solar panels.
- 26/05/007 [] Carne Place – AFP received a revised proposal for a car port conversion. The Board agreed subject to a minimum of 1 metre back, the panel to be the colour white and that the door is glazed. AFP to send the letter of conditional approval.
- 26/05/008 [] Carne Place – AFP notified the Shareholder of an extension of time extending the letter of conditional approval a further 8 weeks.
- 26/05/009 Garage Doors – The original list identified for painting was sent to the CWG.
- 26/05/010 [] Cadgwith Place – AFP sent the final letter of consent.
- 26/05/011 [] Bryher Island – A Shareholder notified POSOL of a declined planning application by Portsmouth City Council.
- 26/05/012 [] Carne Place – AFP had not received a formal application form for the external changes. Following the April Board meeting AFP sent a letter to the Shareholder. AFP had not received a response. The Board agreed for AFP to send a further letter, recorded delivery giving the Shareholder 7 days to respond.
- 26/05/013 [] Bryher Island – AFP sent a letter notifying the Shareholder of a balcony extension proposal by their neighbour. AFP to send a letter of conditional approval to the Shareholder after 7 June subject to receiving no objections.
- 26/05/014 [] Coverack Way – A Shareholder suggested that there may be a need to revisit the CWG policies and procedures concerning the extension of time for a letter of conditional approval. The Board disagreed and did not consider this was necessary. AFP to respond to the Shareholder.
- 26/05/015 [] Cadgwith Place – AFP received a new application following an expired letter of conditional approval for the installation of Solar panels. The CWG confirmed the application met the guidelines. AFP sent the letter of conditional approval.
- 26/05/016 [] Bryher Island – A Shareholder requested a balcony extension. AFP have sent a letter to the neighbouring property. AFP to wait until 7 June and subject to no objections AFP can send a letter of conditional approval.
- 26/05/017 [] Bryher Island – A Shareholder requested a replacement balcony. The Board agreed to the proposal. AFP to send a letter of conditional approval.
- 26/05/018 [] Bryher Island – A future Shareholder requested an extension. AFP to respond to the estate agent regarding POSOL's guidelines.

ESTATE, REPAIRS & MAINTENANCE

- 26/05/019 Portsmouth Council update regarding the Traffic Regulation Order consultation notices for implementing double yellow lines on the corner junction of Sennen Place.

No consultation signage is present, LK sent an email to the Council 17.05. AFP to send a further email.

- 26/05/020 [] Newlyn Way – AFP received a second email reporting 2 x oversize vans. LK sent letters and parking regulations to the Director to apply to the vehicle.
- 26/05/021 [] Kelsey Head – The road sign has been welded. AFP to arrange a contractor to paint the sign.
- 26/05/022 Newlyn Way Parking – The abandoned vehicle on POSOL land has been removed no further action.
- 26/05/023 [] Carbis Close – A vehicle did not have a valid MOT; AFP reported the vehicle to Highways. The Board agreed to investigate the removal of the vehicle on POSOL land as this had not moved for 21 days.
- 26/05/024 [] Coverack Way – A Shareholder notified AFP of a parking space created by another Shareholder removing their lawn and in the former’s opinion was creating a visual obstruction. The Board agreed that this was not a permanent fixture, and an application form was not required for the driveway. AFP to respond to the Shareholder.
- 26/05/025 Dog Fouling – A Shareholder commented on a dog fouling on their garden in Bryher Island and suggested an item in the next newsletter. RS reported the gardeners had commented on increase dog fouling. The Board decided to fit 5 signs on the estate to discourage dog fouling. AFP to raise a purchase order.
- 26/05/026 [] Cadgwith Place and [] Bryher Island – AFP reported damaged drains to Highways.
- 26/05/027 [] Sennen Place – AFP reported a blocked drain to Highways.
- 26/05/028 [] Newlyn Way – AFP received a report of 3 x dumped ladders and tree clippings. AFP requested the gardeners to remove the clippings and the removal of the ladders.

GARDENING

- 26/05/029 Newlyn Way - The gardeners will provide a design of the proposed rejuvenation for the Board’s consideration.
- 26/05/030 [] Sennen Place – The Shareholder requested AFP to intervene with a neighbourly dispute after their relationship with their neighbour had broken down. The Covenant details the height of trees and shrubs specifically to any which are closer than 5 metres from the waterside face of the marina containment wall must not exceed 3 metres in height. AFP to respond to the Shareholder, the Board advised they regard this matter as a civil case.
- 26/05/031 The Bryher Island planters have been completed.
- 26/05/032 Port Way – Further hedging gaps along Portway were agreed for additional planting to improve these areas. AFP to raise a work order.

- 26/05/033 [] Newlyn Way – A rejuvenation will be completed by the end of June. RS to consult with shareholder before work commences.
- 26/05/034 Mullion D Section – The additional planting has been completed.
- 26/05/035 Cadgwith Rejuvenation – Works will not commence after July. AFP will write to all Shareholders ahead of the works. Feedback will be given to the gardeners before works commence. The theme will be Mediterranean as across the rest of the estate.
- 26/05/036 Coverack Rejuvenation – Works will commence after July. AFP will write to all Shareholders ahead of the works. Feedback will be given to gardeners before works commences. The theme will be Mediterranean as across the rest of the estate.
- 26/05/037 Tree Survey – The survey has been completed. There were several trees that require immediate work. The Board agreed to the quote for the immediate tree works, AFP to raise a purchase order.
- 26/05/038 [] Carne Place – A Shareholder requested to know if a blossom tree would be planted at rear of their property where some old trees were removed. Following a review, it was decided by the GWG that the area would benefit from a blossom tree. AFP to raise a purchase order.
- 26/05/039 [] Cadgwith Place –The area was inspected as the driveway was lifting due to tree roots. It was agreed that the roots causing the lift could be cut without damage to the tree. The gardeners will lift the pavers, cut roots, and relay the pavers in driveway. AFP to raise a purchase order.
- 26/05/040 Bryher Island Planters – It was agreed that the boards were rotten. The Board discussed this further and required an estimate of the 3 options which were: wooden posts, to take the planter back to ground level and a brick planter.
- 26/05/041 [] Sennen Place – The pavers are lifting due to the tree roots. Due to the location on this occasion the tree will have to be removed and any pavers will be re-laid. AFP to raise a purchase order.
- 26/05/042 [] Bryher Island – There was a severe lifting of the driveway slabs. The tree may be causing some lifting, but the main cause of the lifting paving on the driveway was possibly due to subsidence and not tree roots. It was agreed that POSOL would remove the tree. The gardeners will communicate with the Shareholders about lifting some of the driveway slabs to inspect the area at their cost. POSOL will not take responsibility for subsidence of a patio unless it is proven that the cause is from tree roots.
- 26/05/043 [] Bryher Island - The pavers are loose and would benefit from some sand to make them tighter. It was agreed to carry out the works.
- 26/05/044 [] Bryher Island – A replacement tree was agreed. POSOL would replace the tree with a Holm Oak. AFP to obtain quotes for a small or medium sized palm tree along with a quote for a Holm Oak, with a view to all Shareholders contributing to the cost if they would like to buy a palm tree.

BERTHING

- 26/05/045 Berth [] - RGS advised a repair to replace the bolts with a higher grade of steel. The Board agreed, LK to raise a works order.
- 26/05/046 Berth [] - The modifications have been completed. LK received the boat registration form.
- 26/05/047 Berth [] - The Shareholder requested a boat for their second berth. POSOL's solicitor is involved to create a new sub underlease. The Shareholder has agreed to pay for the legal costs.
- 26/05/048 Berth [] – AFP received the insurance details. AFP to request the licence details.
- 26/05/049 Berth [] – A Shareholder requested the BWG to consider their boat following modifications to reduce the boat length to 11.3m. RGS to investigate further.
- 26/05/050 Berth [] – A Shareholder reported the new rubbing strip at the end of the pontoon had fallen off and the pontoon was unstable. RGS to investigate further.
- 26/05/051 Database Update – The IT company had a meeting at the AFP offices to discuss the new database issues. Further work is required before the database is live.