

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT SHORES HOUSE PORT SOLENT
30 JUNE 2023**

Present: Julian Shaw (JS), Chairman
Ian Currie (IC), Secretary
Reg Sillence (RS)
David Wilson (DW)
Mark Abrams (MA)

Apologies: Nigel Padbury (NP)
Paul Le Maistre (PLM)

In Attendance: Ruth Smith (RS) Property Manager AFP
Lisa Kennard (LK) Assistant Property Manager AFP

MINUTES OF THE LAST BOARD MEETING 26 MAY 2023

30/06/001 The minutes of the May meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

FINANCE

30/06/002 The finance reports for expenditure to 31 May were circulated. Expenditure as at that date was £202,739.41 against a budget of £212,518.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

COVENANTS

30/06/003 The CWG were carrying out the final inspection reports for AFP.

30/06/004 [] Carne Place – AFP sent the letter of conditional approval.

30/06/005 [] Carne Place – AFP had requested formal application forms for the external changes of appearance. AFP had not received a response to the first or second letter. The Board agreed to take legal advice.

30/06/006 [] Coverack Way – A Shareholder raised a concern for a second time regarding the CWG policies and procedures. The Board did not alter their decision and did not consider a review was necessary. AFP to respond to the Shareholder.

30/06/007 [] Bryher Island – A Shareholder requested a balcony extension. AFP sent a letter to the neighbouring property due to a potential visual impact. No objections were received, AFP sent the letter of conditional approval.

30/06/008 [] Bryher Island – A Shareholder requested a replacement balcony. The Board agreed to the proposal. AFP sent a letter of conditional approval.

30/06/009 [] Bryher Island – A future Shareholder requested an extension. AFP to respond to the estate agent regarding POSOL's guidelines on the website.

- 30/06/010 [] Newlyn Way – A future Shareholder requested advice regarding proposed external changes of appearance. AFP to request further sketches before an agreement in principle could be considered.
- 30/06/011 Bryher Island – A Shareholder requested a review of the exterior paintwork colours regarding the varying shades of cream paint. This has been deferred to the CGW. AFP received a report of a newly painted house with the incorrect colour. AFP will write to the Shareholder enclosing the POSOL paint guide encouraging them to repaint the house with the correct colour the next time.
- 30/06/012 [] Bryher Island – A balcony was reported to AFP as it appeared it did not conform with the POSOL guidelines, AFP to investigate further and inform the CWG.
- 30/06/013 [] Tintagel Way – A Shareholder enquired regarding the installation of solar panels on a South facing garage roof. This item has been deferred until the July Board meeting as the CWG require more time to investigate further.
- 30/06/014 [] Cadgwith Place – The Board agreed to the car port conversion. AFP to send the letter of conditional approval.
- 30/06/015 [] Kelsey Head – AFP requested a new application form and original plans as the original letter of conditional approval had expired.
- 30/06/016 [] Cadgwith Place- The Board agreed on condition of a like for like external change of appearance, AFP to respond to the Shareholder.
- 30/06/017 [] Bryher Island – AFP to write to the neighbouring property as the changes may cause a visual impact. Subject to no objections AFP will proceed with a letter of conditional approval.
- 30/06/018 [] Bryher Island – AFP to write to the neighbouring property as the changes may cause a visual impact. Subject to no objections AFP will proceed with a letter of conditional approval.

ESTATE, REPAIRS & MAINTENANCE

- 30/06/019 Portsmouth Council have displayed signage in Sennen Place. Shareholders will be encouraged to contact the Council in agreement with the proposed double yellow lines.
- 30/06/020 Kelsey Head – The road sign had been welded and a contractor instructed to paint the metal work.
- 30/06/021 [] Carbis Close – A vehicle that did not have a valid MOT was reported to Highways. The Board investigated the removal of the vehicle on POSOL land as this had not moved for 21 days. The Board agreed to send a letter to the Shareholder advising of the removal if the vehicle was not removed from POSOL land.
- 30/06/022 [] Coverack Way – A Shareholder notified AFP of a parking space that was created by removing the lawn area and in their 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 responded to the Shareholder.

- 30/06/023 Dog Fouling – AFP had obtained signage which will be placed around the estate.
- 30/06/024 Tintagel Way – An oversized van was reported to AFP. The Board requested AFP to report the van to Highways as the vehicle was causing an obstruction. AFP to contact the company named on the vehicle to request removal.
- 30/06/025 Newlyn Way – A Shareholder reported vehicles parked on pavements and in front of the no parking signs. LK responded to the Shareholder and requested an item to be included in the Autumn newsletter.
- 30/06/026 Lock View Parking – AFP had received several complaints regarding oversized vehicles parked in Lock View. Oversized vehicles that do not belong to Shareholders are permitted to park in Lock View. Shareholders will be encouraged to report the vehicles to the Council if they have exceeded the permitted parking time limit.

GARDENING

The minutes of the Gardening Working Group meeting held on the 12 June 2023 were reviewed as follows:

- 30/06/027 [] Sennen Place – AFP will respond to the Shareholder advising it was their responsibility to instruct a solicitor regarding the neighbourly dispute.
- 30/06/028 Port Way – Further hedging gaps along Portway were approved for additional planting to enhance these areas. AFP raised a purchase order.
- 30/06/029 [] Newlyn Way – A rejuvenation will be completed by the end of June. AFP consulted with the Shareholder.
- 30/06/030 Newlyn Way Entrance – The GWG advised the work had been put on hold until next year's budget 2024.
- 30/06/031 The tree survey had been completed. There were several trees that required immediate work. The Board agreed to the quote for the immediate tree works, AFP raised the purchase order.
- 30/06/032 [] Carne Place – A Shareholder requested to have a blossom tree planted at the rear of their property where trees had been removed. It was decided by the GWG that the area would benefit from a blossom tree. AFP raised a purchase order.
- 30/06/033 [] Cadgwith Place – The driveway had lifted due to tree roots. It was agreed that the roots could be cut without damage to the tree. The gardeners will lift the pavers, cut the roots and relay the pavers in the driveway.
- 30/06/034 [] Sennen Place – The pavers were lifting due to the tree roots. Due to the location on the estate, on this occasion the tree be removed and any pavers will be re-laid.
- 30/06/035 [] 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 a palm tree. A quote was pending.
- 30/06/036 [] Tintagel Way – AFP received a report of roots lifting the paving, this item will be deferred to GWG to investigate further.

30/06/037 [] Newlyn Way – Following a complaint the GWG agreed that the current garden was satisfactory and would not be suggesting any further rejuvenation at this time.

BERTHING

The minutes of the Berthing Working Group meeting held on the 22 June 2023 were reviewed as follows:

- 30/06/038 Berth [] – AFP requested the licence details; no details had been received.
- 30/06/039 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.
- 30/06/040 Berth [] – AFP received a report of rotten timber by the swim ladder, this will be reviewed by the BWG.
- 30/06/041 Berthing Database – RGS advised that we were having difficulties with the emailed reminder letters. The IT company were notified and will review the issues.
- 30/06/042 Berth [] – AFP had not received any insurance details despite correspondence and a telephone message left for the Shareholder. RGS to check the boat is still on the berth before LK provides all correspondence to JS for the solicitor.
- 30/06/043 Berth [] –Premier Marinas reported an unregistered boat. LK sent an email to Shareholder and was awaiting a response. LK to notify Premier Marinas that the boat had left the marina and to stop the boat on its return advising the owners to contact POSOL.
- 30/06/044 Berth [] - RGS identified a boat that was not registered. AFP received the registration form, no further action.
- 30/06/045 [] Bryher Island. JS reported a boat believed to be without insurance. The Board confirmed this was an alongside berth outside of POSOL's area, no further action.
- 30/06/046 Berth [] – AFP had a request to add two additional cleats to the end of the pontoon, one either side of the pile. RGS agreed subject to the cleats matching the existing cleats and that they were professionally fitted.
- 30/06/047 Berth []– AFP received a report of a twisted pontoon. The engineers returned to investigate and identified the twist as historic. The twist was not related to the new hinge replacement.
- 30/06/048 Berth [] – AFP had raised the purchase order for the higher-grade stainless-steel bolt required.

SECURITY

- 30/06/049 Vehicles were reported to be racing up and down the Port Way and skidding around the roundabouts. If AFP receive any complaints, they are to advise Shareholders to report the incident to 101.