

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**MINUTES OF THE BOARD MEETING HELD AT SHORES HOUSE PORT SOLENT  
28 JULY 2023**

Present: Julian Shaw (JS), Chairman  
Reg Sillence (RS)  
David Wilson (DW)  
Mark Abrams (MA)  
Nigel Padbury (NP)

Apologies: Ian Currie (IC), Secretary  
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 30 JUNE 2023**

28/07/001 The minutes of the June meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

**FINANCE**

28/07/002 The finance reports for expenditure to 30 June were circulated. Expenditure as at that date was £246,692.81 against a budget of £242,150.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

28/07/003 The Board reviewed the Annual Accounts for the year end 31 March 2023 and confirmed that a transfer to Sinking Fund Reserves of £47,000 was required this year. Accordingly the Board approved the Accounts for the year ended 31<sup>st</sup> March 2023, with RGS proposing and NP seconding the approval. The board also authorised IC to sign the Letter of Representation on their behalf.

**COVENANTS**

28/07/004  Coverack Way – Final consent letter sent for the external change of appearance.

28/07/005  Coverack Way – Final consent letter sent for the external change of appearance.

28/07/006  Carbis Close – Final consent letter sent for the external change of appearance.

28/07/007  Cadgwith Place - Final consent letter sent for the external change of appearance.

28/07/008  Kelsey Head – Final consent letter sent for the external change of appearance.

28/07/009  Carbis Close – Final consent letter sent for the external change of appearance.

28/07/010  Carbis Close – Final consent letter sent for the external change of appearance.

28/07/011  Coverack Way – Final consent letter sent for the external change of appearance.

- 28/07/012 [] Bryher Island – Final consent letter sent for the external change of appearance.
- 28/07/013 [] Bryher Island – Final consent letter sent for the external change of appearance.
- 28/07/014 [] Bryher Island - Final consent letter sent for the external change of appearance.
- 28/07/015 [] Carne Place – AFP had not received a response for the requested formal application forms for the external changes of appearance. The Board discussed this further and agreed for the Shareholder to receive a letter from POSOL’s solicitor.
- 28/07/016 [] Newlyn Way – A future Shareholder enquired about proposed changes of appearance. The Board could not see a major objection to the proposals and when the future Shareholder becomes the legal owner the Board would consider a formal application form, AFP to respond to the future Shareholder.
- 28/07/017 Bryher Island – AFP encouraged the Shareholder to repaint the exterior of the house with the correct colour in the future. A review of the exterior paintwork to be carried out by the CWG. An item will be included in the newsletter.
- 28/07/018 [] Bryher Island – A balcony was reported to AFP as it appeared it did not conform with the POSOL guidelines, CWG to investigate further.
- 28/07/019 [] Tintagel Way – A Shareholder enquired about the installation of solar panels on a South facing garage roof. AFP to request a formal application form to include the dimensions, colour, fittings, and the exact location.
- 28/07/020 [] Cadgwith Place – AFP sent the letter of conditional approval.
- 28/07/021 [] Cadgwith Place- AFP responded to the Shareholder for the like for like external change of appearance.
- 28/07/022 [] Bryher Island – AFP wrote to the neighbouring property as the changes may cause a visual impact. Subject to no objections by 14 August AFP will proceed with a letter of conditional approval.
- 28/07/023 [] Bryher Island – AFP wrote to the neighbouring property as the changes may cause a visual impact. Subject to no objections by 14 August AFP will proceed with a letter of conditional approval.
- 28/07/024 [] Sennen Place – A new application was received for a replacement roof. The Board approved the proposal subject to a like for like change, AFP to send the letter of conditional approval.
- 28/07/025 [] Newlyn Way – The Board approved the proposal for an air source heat pump to be located under the balcony. AFP to send the letter of conditional approval.
- 28/07/026 [] Bryher Island – AFP to request further information regarding the design, hinges, glazing and a photograph of the design.
- 28/07/027 [] Newlyn Way – AFP received an enquiry regarding a proposed extension of the terrace in the back garden. AFP to request a formal application to include dimensions.

## **ESTATE, REPAIRS & MAINTENANCE**

- 28/07/028 [] Carbis Close - Correspondence was sent to the Shareholder regarding a vehicle without a valid MOT advising of removal. If the vehicle was not removed from POSOL land within 14 days POSOL would instruct a private parking control agent. The vehicle was reported to Highways.
- 28/07/029 Tintagel Way – AFP telephoned the company named on the oversized van to report that the commercial vehicle was not permitted on the POSOL estate. The van was reported to Highways due to causing an obstruction.
- 28/07/030 Lock View Parking – POSOL can take action in this area only if a Shareholder is parked in the area as they had signed the covenant. Shareholders can contact the Council if the public were using the parking area outside of the permitted hours.
- 28/07/031 Berthing Tap Leaking [] – AFP requested the company to attend. AFP had a record of taps on the estate and would send a copy to JS.

## **GARDENING**

The minutes of the Gardening Working Group meeting held on the 21 July 2023 were reviewed as follows:

- 28/07/032 [] Sennen Place – The large plants to be reviewed, AFP were awaiting a quote for removal.
- 28/07/033 [] Coverack Way – AFP were awaiting a quote for box hedging.
- 28/07/034 [] Newlyn Way – AFP received a complaint about the dry and cracked soil. The gardeners would improve the soil, add more plants, lay shingle to improve the soil drainage and add a mulch.
- 28/07/035 Cadgwith Place Rejuvenation – AFP had raised the purchase orders with works due to commence in August. AFP wrote to the Shareholders in advance of the works, any feedback will be provided to the gardeners before works commence. The theme will be Mediterranean as across the rest of the estate.
- 28/07/036 Coverack Way Rejuvenation – AFP had raised the purchase orders with works due to commence in August. AFP wrote to the Shareholders in advance of the works, any feedback will be provided to the gardeners before works commence. The theme will be Mediterranean as across the rest of the estate.
- 28/07/037 Coverack Way – The large tree on corner is causing the pavement to lift. The Board decided on the removal of the tree and to plan for the rejuvenation of the entrance. AFP to arrange for the removal of the tree.
- 28/07/037 [] Tintagel Way – AFP are awaiting a quote from the gardeners to lift and relay paving at rear of the property due to a trip hazard.

- 28/07/038 [] Kelsey Head – The GWG noted that the hedge required trimming. The gardeners are aware and will address the hedge in due course.
- 28/07/039 Cadgwith Place Triangle Areas in Car Park – The gardeners will add more low-level planting with Mediterranean themed plants to match the rest of the estate.
- 28/07/040 [] Coverack Way – Once the house rejuvenations were complete the GWG will review the garden.
- 28/07/041 [] Carne Place - A blossom tree would be planted; the work will commence Spring 2024.
- 28/07/042 [] Cadgwith Place - The roots could be cut without causing too much damage to the trees. AFP to advise the Shareholder once a date had been confirmed by the gardeners.
- 28/07/043 [] Sennen Place Lifting Pavers – The tree will be removed, and the pavers re-laid.
- 28/07/044 [] Mullion Close - The front garden will be due for a rejuvenation 2024-2025.
- 28/07/045 Newlyn Way Entrance – The work will be carried out 2024/2025.
- 28/07/046 Port Way - Hedging gaps were reported, the gardeners will add additional planting. AFP to raise a purchase order.
- 28/07/047 Bryher Island Planters – The rotten boards require replacing. GWG suggested low level planters, all agreed. This work will be planned for 2024.
- 28/07/048 [] Kelsey Head – The GWG to approach the Shareholders for a future rejuvenation 2024/2025.
- 28/07/049 Bryher Island & Tintagel Way – The front gardens to be reviewed for future rejuvenation 2024/2025.
- 28/07/050 Entrance of Coverack Way – The GWG to consider this area for a future rejuvenation 2024/2025.

## **BERTHING**

- 28/07/051 Berth [] – AFP had requested the licence and insurance details, no documents had been returned; the boat is non-compliant. The Shareholder confirmed the licence agreement had expired and had requested the boat owner to remove the boat. The boat remains in the marina. AFP to send all correspondence to JS for POSOL's solicitor.
- 28/07/052 Berth [] – A Shareholder requested modifying the pontoon, at their cost, to enable a wider boat to be accommodated. After much consideration it was concluded that any such change would result in a dangerously unstable structure and so be impracticable. One idea considered was to remove the pontoon and its pile completely and clad the adjoining wall with timber, as has been fitted to other alongside berths. This was rejected on the grounds that the only exit would then be

onto the narrow wall capping bounded by thorny shrubs. These were planted specifically to provide extra security because of the low fence along Kelsey Head. The fence being lower than others because shareholders in houses facing the fence objected to the originally proposed taller fence. The Board declined the proposal, AFP to respond to the Shareholder.

28/07/053 Berth [] – A Shareholder reported the new rubbing strip at the end of the pontoon had fallen off and the pontoon was unstable. AFP to request the company to return to replace the rubbing strip.

28/07/054 Berth [] – AFP had not received any insurance details despite correspondence and a telephone message left for the Shareholder. AFP sent a recorded letter and email to the Shareholder requesting the insurance information before legal action.

28/07/055 Berth [] – Private work is being undertaken for the addition of a cleat on the pontoon.

28/07/056 Berth [] – The Shareholder requested a boat to be moored without providing the exact dimensions. LK requested Premier Marinas to measure the boat, Premier Marinas confirmed the boat was overlength, LK responded to the Shareholder advising the boat was not permitted in the POSOL marina.

28/07/057 Remote Berths [] – A Shareholder reported a dinghy and debris discarded in the berthing area. LK sent communication to all nearby Shareholders requesting removal. If items remain a tort notice will be applied.

28/07/058 Water based inspection to take place 2 August weather permitting.

28/07/059 Berthing Database – RGS updated the Board with the progress with one error remaining to troubleshoot.

## **SECURITY**

28/07/060 Newlyn Way – A family was reported entering the berthing gate and walking along the capping. An item will be added to the newsletter. POSOL do not permit visitors/third party guests to access the waterside. POSOL will fit signage to the berthing gates. AFP to raise a purchase order.