

**POSOL RESIDENTS MANAGEMENT COMPANY LTD**

**MINUTES OF THE BOARD MEETING HELD AT SHORE HOUSE PORT SOLENT  
25 AUGUST 2023**

- Present: Julian Shaw (JS), Chairman  
Ian Currie (IC), Secretary  
Reg Sillence (RS)  
Nigel Padbury (NP)  
Mabel Derry-Collins (MDC)
- Apologies: Mark Abrams (MA)  
David Wilson (DW)
- In Attendance: Jasmine Brown (JB) Regional Property Manager AFP  
Ruth Smith (RS) Property Manager AFP  
Lisa Kennard (LK) Assistant Property Manager AFP

- 25/08/001 JS welcomed MDC to the Board meeting and asked MDC to give a brief history of her career. MDC also expressed interest in taking over the vacancy of heading up the Gardening Working Group. MDC left the meeting while the Board discussed the Directorship vacancy. MDC entered the room and the Board unanimously agreed to appoint MDC as a Director. MDC accepted the role.
- 25/08/002 JB announced that RS would be leaving AFP. JS thanked RS on behalf of the Board for all her hard work.

**MINUTES OF THE LAST BOARD MEETING 28 JULY 2023**

- 25/08/003 The minutes of the July meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

**FINANCE**

- 25/08/004 The finance reports for expenditure to 31 July were circulated. Expenditure as at that date was £280,475.79 against a budget of £275,463.00. The Board agreed that AFP were continuing to monitor the debtors accordingly.

**COVENANTS**

- 25/08/005 [] Bryher Island – A final consent letter was sent for an under-balcony extension.
- 25/08/006 [] Bryher Island – A final consent letter was sent for the roller shutter door.
- 25/08/007 [] Bryher Island – A final consent letter was sent for the change of windows and car port modification.
- 25/08/008 [] Carne Place – The non-compliant external change of appearance had been referred to POSOL's solicitors.

- 25/08/009 [] Newlyn Way – AFP responded to the future Shareholder with an agreement in principle subject to a formal application once they become the legal Shareholder.
- 25/08/010 [] Bryher Island – A balcony was reported to AFP as it appeared it did not conform with the POSOL guidelines, the CWG will investigate further.
- 25/08/011 [] Tintagel Way – AFP requested a formal application form with dimensions, colour, the exact location and fittings for the proposed installation of solar panels on a South facing garage roof. The Shareholder requested a copy of the POSOL guidelines before sending the formal application. Guidelines pending from the CWG.
- 25/09/012 [] Bryher Island – AFP wrote to the neighbouring properties as the changes may cause a visual impact. An objection was received, after further discussion the Board declined the proposal. The CWG will meet the Shareholder to discuss this further. AFP to notify the Shareholder of the decision.
- 25/08/013 [] Bryher Island – AFP wrote to the neighbouring properties as the changes may cause a visual impact. Following the objection, AFP will respond to the Shareholder to advise the Board had declined the proposal and write to the Shareholder that objected to the proposal.
- 25/08/014 [] Sennen Place – AFP sent the letter of conditional approval for the replacement conservatory roof; the Board approved the proposal subject to a like for like change.
- 25/08/015 [] Newlyn Way – AFP sent the letter of conditional approval for an air source heat pump to be located under the balcony.
- 25/08/016 [] Bryher Island – AFP requested further information regarding the design, hinges, glazing and a photograph of a similar property. NP will arrange a meeting with the Shareholder to discuss the application.
- 25/08/017 [] Newlyn Way – The Board agreed in advance of the Board meeting. AFP sent the letter of conditional approval for the proposed extension of the terrace in the rear garden.
- 25/08/018 [] Cadgwith Place – A Shareholder enquired about the installation of gas to their property. AFP requested further details regarding the proposed location and ground works. The Shareholder responded advising they will contact AFP should they progress this further.
- 25/08/019 [] Carne Place – AFP received an enquiry regarding a replacement ground floor opening window in rosewood UPVC. The CWG agreed subject to a formal application and once approved AFP will send the letter of conditional approval.
- 25/08/020 [] Cadgwith Place – AFP received an enquiry for contractors to temporarily leave their materials in an unallocated parking space on the right-hand side, before Bryher Bridge while paving is being removed and re-laid. The neighbouring property may carry out a similar external change. A formal application is required with further details regarding the external change of appearance for both properties.

## **ESTATE, REPAIRS & MAINTENANCE**

- 25/08/021 [] Carbis Close & [] Newlyn Way – A TV signal issue was reported, AFP instructed an engineer to attend, AFP are awaiting a report.
- 25/08/022 TV Signal – AFP received several emails from Shareholders from different parts of the estate experiencing difficulties. The engineers reported that some amplifiers required adjusting at the TV Head End building as the signal strength was low. The engineer increased the signal through the amplifiers. This does not normally occur, however the system is 30 years old and not designed for digital use.
- 25/08/023 Carbis Close – A vehicle was reported parked in front of the berthing gate, parking letter and parking regulations sent to NP.
- 25/08/024 Tintagel Way – A report was received of a transit van parked outside of a Shareholders property. LK called the company named on the van and left a message requesting removal.
- 25/08/025 [] Carne Place – AFP received a report of a fence that required a replacement backing onto Port Way. LK responded to the Shareholder with the title plan detailing the boundary, no further action.
- 25/08/026 Berth [] Gate 5- A waterside leak was investigated with a report of electrics not working. The engineer reported that the isolating valve had seized and fitted a new stopcock in the pit with insulation.
- 25/08/027 Lock View – A Shareholder had made a complain to the Council regarding fly tipping and waste. The Council responded favourably advising they would closely monitor the site and that they would install temporary CCTV to assist with the fly tipping.

## **GARDENING**

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

- 25/08/028 [] Bryher Island – AFP received a report of box blight, LK notified the gardeners to investigate and treat if possible. The gardeners will monitor the shrubs.
- 25/08/029 [] Carne Place – A silver birch tree was reported by a Shareholder, the gardener will investigate and review.
- 25/08/030 AFP to update the gardeners with any feedback from residents about the forthcoming rejuvenations.
- 25/08/031 Coverack Way – The large tree on the corner required further discussion as the GWG did not want the tree removed. The gardeners will remove any overhanging branches. The Board required the gardeners' advice and a report of the ongoing lifting of the pavement. The GWG to consider a replacement tree and advise the Board in September.
- 25/08/032 [] Tintagel Way – A quote was pending to lift and relay paving at rear of the property due to a trip hazard issue. AFP to request the quote again.

- 25/08/033 [] Coverack Way – The Shareholder expressed a wish to have planters to hide the view of a side of a house. The Board reviewed and declined the proposal, AFP informed the Shareholder.
- 25/08/034 Cadgwith Place – The date palm was reviewed by the GWG. The property is due for a rejuvenation. The GWG proposed to retain the tree as there is no root damage and the tree is healthy. No further action.
- 25/08/035 Bryher Island Planters – The rotten boards require replacing. The GWG suggested low level planters, the Board approved the work to be added to next year’s budget.
- 25/08/036 [] Carne Place – The hedge will be considered for a rejuvenation. The GWG and the gardeners will review and trim the hedge at the correct time of the year.
- 25/08/037 Carne Place Planters – A possible rejuvenation to consider due to the untidy appearance. This will be reviewed by the GWG.
- 25/08/038 The next GWG walkabout meeting to be carried out in September by MDC.
- 25/08/039 [] Newlyn Way – AFP received a report of a tree causing debris in the rear garden. The tree was healthy and had not been highlighted in the tree report. The Board discussed the tree and decided no further action was required.

## **BERTHING**

- 25/08/040 A boating inspection was carried out on 23 August.
- 25/08/041 Database – The boat report required attention and the template forms required a minor change, RS to action.
- 25/08/042 RGS proposed to draft a sign for the berthing gates, this will be deferred to the next Board meeting.
- 25/08/043 Berth [] – AFP received a report of an unstable pontoon being caused by porous blocks along the entire length. The BWG confirmed that the pontoon did not have a new replacement hinge. LK to investigate further.
- 25/08/044 Debris – AFP received a report of excessive debris in the marina, further AFP to notify Premier Marinas.
- 25/08/045 Berth [] – AFP received the licence, payment, and the insurance details. The boat is compliant, no further action.
- 25/08/046 Berth [] – AFP notified the future and current Shareholder regarding the proposal to narrow a pontoon that was declined by the Board. The Shareholder appealed. The Board reviewed the appeal and maintained their original decision.
- 25/08/047 Berth [] – AFP requested the company to return to replace the rubbing strip as this had fallen off at the end of the pontoon and was unstable. The engineer reported the damage as a major collision. POSOL will proceed with an insurance

claim on POSOL's marina insurance. RSG is awaiting a quote to repair the damaged pile and pontoon.

- 25/08/048 Remote Berths [] – LK sent communication to all nearby Shareholders requesting removal of the dinghy and debris. A tort notice was applied, the Board decided for AFP to write to all Shareholders again advising of the removal.
- 25/08/049 Working Groups Confidentiality Statement – A new BWG member requested changes for review, the Board reviewed the statement and made a small change, LK to notify the Shareholder.
- 25/08/050 Berthing Gate [] – AFP received a report of a derelict seat on the paved area. POSOL decided to remove the seat due to Health and Safety.

**ANY OTHER BUSINESS**

- 25/08/051 AFP received an observation of multiple cats that were causing damage to vehicles. POSOL deemed this a neighbourly dispute, no further action required.