

POSOL RESIDENTS MANAGEMENT COMPANY LTD

**MINUTES OF THE BOARD MEETING HELD AT SHORE HOUSE PORT SOLENT
27 NOVEMBER 2023**

Present: Julian Shaw (JS), Chairman
Ian Currie (IC), Secretary
Reg Sillence (RS)
Mabel Derry-Collins (MDC)

Apologies: Mark Abrams (MA)
David Wilson (DW)
Nigel Padbury (NP)

In Attendance: Jasmine Brown (JB) Regional Property Manager AFP
Lisa Kennard (LK) Assistant Property Manager AFP

MINUTES OF THE LAST BOARD MEETING 27 OCTOBER 2023

27/11/001 The minutes of the October meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

FINANCE

27/11/002 The finance reports for expenditure to 31 October were circulated. Expenditure as at that date was £438,612.57 against a budget of £441,408.00. The Board agreed that AFP were continuing to monitor the debtors.

COVENANTS

27/11/003 ☐ Bryher Island – Following further investigation the CWG advised the property was compliant, no further action.

27/11/004 ☐ Bryher Island – AFP sent the final letter of consent.

27/11/005 ☐ Newlyn Way – Final inspection form pending from the CWG.

27/11/006 ☐ Newlyn Way – Two final inspection forms pending from the CWG.

27/11/007 ☐ Bryher Island – Final inspection form pending from the CWG.

27/11/008 ☐ Bryher Island – AFP wrote to the Shareholder advising POSOL consent had not been granted. The Shareholder appealed and requested a meeting with the CWG. LK arranged the meeting, the CWG to update the Board in December.

27/11/009 ☐ Bryher Island – The Shareholder that had previously withdrawn the application had confirmed the application was temporarily on hold and advised the application form to be resubmitted. The CWG will investigate this further.

27/11/010 ☐ Bryher Island – AFP to set up a meeting with the Shareholder and the CWG to discuss the car port gates proposal.

27/11/011 ☐ Sennen Place - AFP sent the letter of conditional approval.

- 27/11/012 [] Sennen Place – AFP to investigate further following a report of a non-compliant external change of appearance.
- 27/11/013 [] Sennen Place – AFP notified Marina Life Homes regarding a prospective buyer that due to the absence of any technical drawings/plans POSOL could not provide an agreement in principle.
- 27/11/014 [] Sennen Place - AFP responded to Marina Life Homes regarding a prospective buyer proposing to add a side extension, however due to the absence of any technical drawings/plans POSOL could not provide an agreement in principle.
- 27/11/015 [] Tintagel Way – AFP responded to the Shareholder declining the request to move a balcony post to the side of the garage, this was due to the impact on the neighbour's privacy.
- 27/11/016 [] Bryher Island – AFP responded to the Shareholder regarding the correct storage container to use in a car port.
- 27/11/017 [] Bryher Island - AFP received a report of more than one property painted with the incorrect colour, with a suggestion of writing to Shareholders. The CWG will plan a walkabout in the new year to review the properties and discuss this with the Board with a view for AFP to write to Shareholders to encourage using the correct paint colour as detailed on the POSOL website. An article will be placed in the Spring newsletter.
- 27/11/018 [] Bryher Island – The Board discussed the new application and detailed drawings. The Board approved the plans and agreed for AFP to send a letter of conditional approval.
- 27/11/019 [] Bryher Island – AFP received an application for an adjustment of height to a rear garden. The GWG and CWG were notified, the Board agreed to the proposal. AFP to send the letter of conditional approval.
- 27/11/020 [] Kelsey Head – The Board agreed to the solar panel application. AFP to send the letter of conditional approval.

ESTATE, REPAIRS & MAINTENANCE

- 27/11/021 The quote was accepted to soft wash the 4 pillars on Bryher Island bridge. The Board requested the aluminium horizontal bars to be jet washed, AFP to arrange the work.
- 27/11/022 Bryher Island Water Tap – Further investigation required for the tap in question to determine if there is a leak. The Director will turn off the tap to monitor the water meter.
- 27/11/023 Berthing Gate [] – AFP arranged for a replacement screw after one of the fastenings had sheared off.
- 27/11/024 Carbis Close – AFP emailed the Shareholder after receiving a report of discarded debris outside of the garage door. The Shareholder reported this matter to their letting agent.
- 27/11/025 Tintagel Way – AFP instructed the contractor to level the paving.

- 27/11/026 Bryher Island - AFP received a report of parking difficulties in the parking bays with a suggestion of parking lines. The Board agreed to paint 'T' markers (one brick thickness) to aid the parking. Other parking bays in Bryher Island will be reviewed and included if necessary. The Board were asked to explore the option of jet washing the darker paving rather than painting. After discussion it was decided a white 'T' marker was easily identifiable in the dark. NP and AFP to determine the number of parking bays and instruct a contractor.
- 27/11/027 Berthing Gate [] - A Shareholder reported a key safe fitted to the gate. AFP instructed the key safe to be removed.
- 27/11/028 AFP received reports of City Fibre carrying out excavation work in Port Solent, with some areas not cleaned down. AFP submitted a report to the Council Highways Department.

GARDENING

The GWG Walkabout was carried out on Wednesday 8 November 2023 with the following items discussed:

- 27/11/029 Bryher Island and Lock View – The rotten timbers to the planters are due to be reviewed, an update was pending.
- 27/11/030 [] Bryher Island – AFP received a report of tree roots causing the lifting of the paved driveway. AFP provided the title plans for both properties. The Board agreed that the tree and driveway were the responsibility of the Shareholder. POSOL maintain the tree, if the Shareholder would like to remove the tree this would be at the Shareholders cost. AFP to respond to the Shareholder.
- 27/11/031 Carbis Close and Tintagel Way have been highlighted for future rejuvenation 2024/2025. Quotes pending and a final review by the GWG before making recommendations to the Board.
- 27/11/032 Newlyn Way Entrance – A sketch and a quote pending from the gardeners.
- 27/11/033 [] Carne Place – The Board declined the request to remove the tree as this was inside the Shareholder's boundary as detailed on the Title Plan. AFP to respond to the Shareholder.
- 27/11/034 [] Tintagel Way – The gardeners trimmed the hedge and will remove some lower tree branches as part of maintenance.
- 27/11/035 [] Tintagel Way – AFP notified the Shareholder of a damaged brick wall. The CWG reported that the repair was in progress.
- 27/11/036 [] Coverack Way – AFP are awaiting a quote to remove the tree roots from trees on POSOL land.

BERTHING

- 27/11/037 AFP are defining a process for Shareholders to receive an invoice for a licence renewal raised by AFP accounts department to include the payment of £40 to POSOL and £65 payment for Premier Marinas. This process would eliminate cheques being

processed and posted. RGS to amend the licence forms and request a report to be produced from the new berthing database. Further work to be carried out before going live, update from RGS and AFP at the next board meeting.

- 27/11/038 Berth [] – RGS met with the loss adjuster for the damage to the pile and pontoon; no update from insurers to date.
- 27/11/039 Berthing Gate Signage — LK arranged for 17 ‘No Right of Way’ signs to be fitted to the berthing gates.
- 27/11/040 Berth [] - RGS to review the boats on the mooring as AFP sent further correspondence to both Shareholders after receiving a report of unregistered boats.
- 27/11/041 A ladder survey will be budgeted for in 2024/2025; RGS is obtaining a quote.
- 27/11/042 Gate [] – The Shareholder requested the locks to be changed and keys reissued following their concerns for security and maintenance. The Board declined the request. LK responded to the Shareholder.
- 27/11/043 Gate [] – AFP instructed a contractor to repaint the rusty poles.
- 27/11/044 Berth [] – JB responded to the Shareholder referring them to their sub-underlease and seeking their own independent legal advice regarding POSOL’s authority over the capping.
- 27/11/045 Berth [] – AFP responded to the Shareholder regarding the trailing cabling to advise of a longer cable or an extension lead to resolve the issue of a trip hazard.
- 27/11/046 Berth [] – AFP received conflicting information regarding the length of the boat. The Shareholder confirmed the length and was in receipt of an historic letter of comfort provided by Premier Marinas; no further action.

SECURITY

- 27/11/047 [] Coverack Way – AFP responded to the Shareholder to advise installing a personal camera on the rear of their property as they had expressed concerns about compromised security, as the Board agreed there was no practical solution in the present circumstances.

LEGAL

- 27/11/048 [] Carne Place – AFP to provide an update from Eric Robinson, regarding their client’s position on the sale of the garage.
- 27/11/040 [] Cadgwith Place – Marina Life Homes enquired about the lease arrangements for POSOL land at the side of the property. The Board agreed not to permit a licence, AFP to respond to Marina Life Homes.

ANY OTHER BUSINESS

- 27/11/050 Cotags – The purchase fee for Shareholders has increased from £15 to £32 due to the substantial increase in the unit cost. The POSOL website and the code of conduct form held with AFP have been updated for future purchases.

27/11/051 2024 Board meeting dates were confirmed as:

26 January
23 February
22 March
26 April
31 May
28 June
26 July
30 August
27 September
25 October
22 November
20 December