

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT SHORE HOUSE PORT SOLENT

26 JANUARY 2024

Present: Julian Shaw (JS), Chairman
Ian Currie (IC), Secretary
Reg Sillence (RS)
Nigel Padbury (NP)
Mabel Derry-Collins (MDC)
David Wilson (DW)

Apologies: Mark Abrams (MA)

In Attendance: Jasmine Brown (JB) Regional Property Manager AFP
Martin McKenna (MMC) Property Manager AFP
Jamie Turnball (JT) Head of Operations (Mergers & Acquisitions) FirstPort Limited
Sally Reynolds (SR)

Meeting commenced 9.30am

JB welcomed MMC as the new Property Manager replacing Ruth Smith and SR as the Property assistant replacing Lisa Kennard. JS introduced each director and their role within the board. JT gave an insight into his role within FirstPort & AFP and future acquisitions.

MINUTES OF THE LAST BOARD MEETING 15TH DECEMBER 2023

26/01/001 The minutes of the December meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MINUTES OF THE AGM ON 29TH NOVEMBER 2023

26/01/003 The minutes of the November meeting had previously been circulated and were approved.

26/01/004 The AGM minutes had previously been circulated and were approved.

MATTERS ARISING

- 26/01/005 NP made it clear from the Open Meeting notes that the figure to install a water source heat pump system would be approximately £25,000 per property.
- 26/01/006 RS advised that from the last newsletter there has been no interest in people coming forward who have interest in heat pumps to form his group to discuss the topic.
- 26/01/007 NP advised that a 4ft slated wooden fence has been erected around () Coverack Way solving the issue of people being able to access.

FINANCE

- 26/01/008 The finance reports for expenditure to 31 December were circulated. Expenditure as at that date was £493,899.50 against a budget of £486,689.00.
- 26/01/009 IC advised the Balance sheet shows debtors of £14,500. Cash at bank £219,000. Creditors of £80,000. Accruals of £12,000. Market value of the investments at 10.01.24 was £208,000. Pontoon projects costs of £184,000 had been charged to signing fund reserves.

BUDGETS

- 26/01/010 IC advised that he has made a start on budgets for 24/25 and will discuss with MDC the outstanding works for gardening. Simon from Leylandii & Lawns Ltd to be chased for outstanding quotes and to advise the outstanding work that can be completed by the end of March with one further walk around in February to confirm the figures for the budget.
- 26/01/011 JC to liaise with Geoff Collins the finance director of Premier Marinas to confirm their annual fee for budget purposes.

DEBTORS

- 26/01/012 () Carne Place – Funds had been received for invoice for the fence works.
- 26/01/013 () Coverack Way – Solicitor has updated JB to advise the shareholder has raised a dispute which has resulted in payment being withheld. JB has advised the solicitor if the dispute is not received in writing they should proceed to court.
- 26/01/014 () Coverack way – With Solicitors. JB advised the initial claim has been sent but no response. Solicitors to review and update JB once discussed.
- 26/01/015 () Newlyn Way – Awaiting Power of Attorney
- 26/01/016 () Bryher Island – JB advised an initial letter has been sent. No response received to date.
- 26/01/017 () Coverack Way- AFP has received £350 from the Shareholder but there are still referral fees which will need to be recovered by the solicitors.

- 26/01/018 JB advised there are several properties () Carne Place, () Bryher Island, () & () Newlyn Way that are ready to be referred to solicitors if the board are happy for AFP to do so.
- 26/01/019 Berth () – Awaiting on Power of Attorney
- 26/01/020 JB advised reminders will be sent to the new owners of () & () Bryher Island & () Coverack Way.
- 26/01/021 () Sennen Place – Pays monthly
- 26/01/022 JB advised the debts for Berths (), (),() & () are below the referral limit so will be issued reminders.

COVENANTS

- 26/01/023 () Newlyn Way – Two final inspection forms pending from the CWG
- 26/01/024 () Bryher Island – Final inspection form sent to CWG for sliding doors under the balcony. NP advised the final inspection report had been completed. JB made a note to check.
- 26/01/025 () Bryher Island – Proposal of the extension of the balcony declined by the board. Lisa Kennard responded to the Shareholder to decline the proposal.
- 26/01/026 () Bryher Island – Lisa Kennard responded to the Shareholder to decline the proposal. JB advised there has been no appeal that we know of this year. SR to check Lisa's inbox for any responses and JT to investigate the automated responses for inbox's that have been closed down.
- 26/01/027 The board expressed concerns that a number of Shareholders did not know who to contact at AFP since Lisa Kennard has left. AFP agreed to send an email out to introduce MMC & SR as the new contacts and for the POSOL website to be updated. JB to investigate the telephones not being answered efficiently at AFP as JS reported there have been complaints.
- 26/01/028 () Bryher Island – JB to arrange another date for NP to meet with the Shareholder.
- 26/01/029 () Sennen Place – JB has not seen anything come forward following the request for further details. SR to check Lisa's inbox
- 26/01/030 () Bryher Island – New external application sent to CWG. NP advised that from a Covenants point of view it was not an issue and he had referred the application back to gardening. MDC advised it will be looked at on the walk around next week.
- 26/01/031 () Carbis Close – New external application sent to CWG. SR requested further details/plans so that the application can be discussed at the next meeting.

26/01/032 () Coverack Way – The Shareholder required a letter of consent for external changes for the sale of the property- JB advised the original application was approved by the CWG to include the carport but as the work wasn't completed within the 2 years a new application was resubmitted but didn't include the carport modification. The carport modification appeared to have been completed without consent. The board agreed the Shareholder would need to submit an application for retrospective work and NP to check and produce a report so that a Consent letter could be issued.

ESTATE REPAIRS & MAINTENANCE

26/01/033 JB advised that no progress has been made on the 4 pillars on Bryher Island Bridge. MMC will pick this up and investigate.

26/01/034 Bryher Island Water Tap Invoice – The latest invoice showed a more realistic charge so it was decided just to monitor this tap next year.

26/01/035 Bryher Island – The parking bays to be identified before AFP can instruct a contractor to paint the 'T'Marks. MMC to pick this up.

26/01/036 () & () Sennen Place- AFP received a report of damaged paving. Simon attended and said that the edging around the bay has sunk slightly most likely due to residents driving over it. MMC to email the Shareholder to advise of the outcome.

GARDENING

26/01/037 Corner of Coverack Way - MDC advised that the pavement has now been levelled by the council. Trimming of the tree will need to be discussed with Simon on the next walkabout.

26/01/038 Bryher Island – APF instructed West Improvements to replace the rotten timbers for the planters and this work has now been completed.

26/01/039 JB advised MMC to email NP for any estate maintenance invoices for approval and any gardening invoices to MDC.

26/01/040 () Carne Place – Lisa Kennard emailed the Shareholder to advise any overhanging Silver Birch branches would be their responsibility.

26/01/041 JB & MMC are to chase up Simon as to getting the outstanding works completed before the end of March. MDC advised most of the outstanding work is in Cadgwith Place.

26/01/042 () Bryher Island – AFP received a report that the roots of the fir tree between () & () Bryher Island have caused the paving bricks on the drive to lift and have requested removal. AFP & Simon inspected the tree on the walk around and Simon confirmed the tree is not in good condition as the branches are splitting. AFP to advise the shareholder it would be their responsibility to remove.

BERTHING

- 26/01/043 JB advised AFP will produce a PDF report of the January & February registrations that are due and send them out.
- 26/01/044 Berth () – AFP received a report of an oversized boat on the berth. RGS has investigated and confirmed the boat is oversized. AFP issued a notice to the Shareholder. The Shareholder responded and advised the boat had been modified before it was put on the berth to follow the regulations. AFP to look back at correspondence to check if it was agreed with POSOL at the time it was registered. In the meantime, RGS will ask Premier Marinas to measure it.
- 26/01/045 Berth () – AFP sent a 2nd email on 22/12 requesting removal of the boat. The boat has now been removed.
- 26/01/046 Berth () – RGS has investigated and confirmed there is an unregistered boat; AFP to issue a letter to the shareholder.
- 26/01/047 Pending ladder survey quote from RGS.
- 26/01/048 RGS reported that the creation of the new Berth () has been put on hold.
- 26/01/049 RGS asked AFP to investigate the situation on the insurance on the bent pile. MMC advised he has chased twice but not had a reply. MMC will chase the broker if no further response within a week.

SECURITY

- 26/01/050 () Newlyn Way - AFP to investigate whether the house has been sold and to contact the vendor regarding removal of the boat on the mooring.

COMMUNICATION

- 26/01/051 JB advised MMC will send an email to Shareholders to introduce himself and SR with contact details.
- 26/01/052 The board expressed hopes to produce a Spring newsletter. RGS requested contributions towards this to be emailed to him.

LEGAL

- 26/01/053 () Carne Place – AFP to communicate with the Power of Attorney. JB advises she has not seen the Power of Attorney and will send an email directly to the Shareholder just in case a response was sent to Lisa Kennard.
- 26/01/054 () Coverack Way – AFP sent an email to the Shareholder asking if they would like to purchase the land from POSOL as the board has decided they will no longer be issuing licences for land. JB advised there has been a response from the Shareholder with interest to purchase and JB to forward to RS to start conversation.

- 26/01/055 () Carne Place – JS spoke above giving a licence to the Shareholder for the land and it was a condition that when they sold the house they would restore the fence if the new owner didn't want the licenced land. The solicitor sent a formal demand to the previous owner for the costs involved and they then contacted the new owner. The new owner still owed POSOL £3000 and it's believed this was paid on 25.01.24. The case is closed and the fence is in the right position.
- 26/01/056 () Carne Place – Wall built just inside gates. Solicitor initiated legal action and the Shareholder failed to respond to the court. Therefore, the case will be taken to the next stage.
- 26/01/057 () It was reported that POSOL had won the latest case brought to court by the leaseholder in January.

ANY OTHER BUSINESS

- 26/01/058 Nothing to report
- 26/01/059 2024 Board meeting dates:
23 February
22 March
26 April
31 May
28 June
26 July
30 August
27 September
25 October
22 November
20 December

Meeting concluded at 11.40am

