

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT SHORE HOUSE PORT SOLENT

29 August 2024

Present: Julian Shaw (JS), Chairman
Reg Sillence (RGS)
Nigel Padbury (NP)
Mabel Derry-Collins (MDC)
David Wilson (DW)
Mark Abrams (MA)

Apologies: Ian Currie (IC), Secretary

In Attendance: Kirsty Marshall (KM) Senior Property Manager Evolve
Lisa Kennard (LK) Property Management Assistant Evolve

29/08/001 The minutes of the July meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting subject to a small amendment.

FINANCE

29/08/002 There were no financial reports provided for the month of July, this was due to the lack of handover information from First Port. Evolve are in communication with First Port and have requested this information as a matter of urgency.

COVENANTS

29/08/003 [] Newlyn Way – Evolve sent the final letter of consent.

29/08/004 [] Kelsey Head - Evolve sent the final letter of consent.

29/08/005 [] Bryher Island – Evolve sent the letter of conditional approval.

29/08/006 [] Newlyn Way – Evolve sent a formal application form to the Shareholder for retrospective consent, no response to date. Evolve to send a second letter.

29/08/007 Garage Door Painting - Evolve wrote to both Shareholders.

29/08/008 [] Carne Place – Evolve wrote to the Shareholder regarding the balcony glass.

29/08/009 [] Kelsey Head – The rear fence in need of a repair, Evolve wrote to the Shareholder.

29/08/010 [] Carne Place – Evolve wrote to the Shareholder to request an external tinted film is used for the balcony glass.

29/08/011 [] Newlyn Way – Evolve sent the final letter of consent including the painting of the garage door for completion.

- 29/08/012 [] Newlyn Way – Evolve wrote to the Shareholder requesting the car port gates are refurbished or replaced.
- 29/08/013 [] Newlyn Way – Evolve wrote to the Shareholder following a report of work being carried out.
- 29/08/014 [] Coverack Way – Evolve sent the letter of conditional approval subject to receiving the Notice of Transfer.
- 29/08/015 [] Coverack Way – Evolve sent the letter of conditional approval subject to receiving the Notice of Transfer.
- 29/08/016 [] Coverack Way – A proposal was received to landscape the front garden with block paving. Evolve sent a neighbour letter and will send a letter of conditional approval in due course.
- 29/08/017 [] Newlyn Way – An application was received for an off-road parking space. There were no objections received, Evolve will send a letter of conditional approval.
- 29/08/018 [] Newlyn Way – Evolve sent the letter of conditional approval.
- 29/08/019 [] Newlyn Way – The Shareholder proposed to replace or renew the timbers of their pergola in the garden, the CWG agreed to the change subject to the pergola being a temporary structure, Evolve responded to the Shareholder.
- 29/08/020 [] Mullion Close – A Shareholder requested an amendment to the paint colour chart for balconies and fencing as detailed on the Shareholder’s deeds. The Board agreed to the change the colour and update the POSOL paint guide on the website for Mullion Close and Coverack Way.
- 29/08/021 [] Cadgwith Place – After a further review the Board decided that the plywood structure was not compliant. Evolve wrote to the Shareholder requesting removal.
- 29/08/022 [] Newlyn Way – Evolve to send the letter of conditional approval for the Solar panels and the like for like windows.
- 29/08/023 [] Bryher Island –The Board agreed to send the letter of conditional approval for solar panel installation.
- 29/08/024 [] Newlyn Way – A proposal was received to remove the rendering on two neighbouring properties. The Board were hesitant and referred to the CWG for further review, this will be discussed at the September meeting.

ESTATE REPAIRS & MAINTENANCE

- 29/08/025 Oyster Quay Gates – The gates were repaired however it had been reported that the gate is faulty again. Evolve wrote to Oyster Quay requesting a further repair with a proposal of spikes on the metal post to improve security, awaiting a response from OQML.
- 29/08/026 [] Sennen Place – Evolve will obtain the Land Registry Title and report back to the Shareholder to determine the responsibility for the repair of the sunken planter edging the driveway.

- 29/08/027 Kelsey Head Water Drains – Evolve instructed a contractor to attend to clear the weeds and replace the drain cover.
- 29/08/028 [] Tintagel Way – It was noted that the grates on the driveway were missing, Evolve notified both Shareholders.
- 29/08/029 Tintagel Way – Evolve instructed a contractor to carry out a fence repair behind the houses that backs onto Port Way.
- 29/08/030 Tintagel Way – Evolve instructed a contractor to carry out a repair to the grating at the entrance to the garages that required cementing.
- 29/08/031 Tintagel Way - A motorhome was reported on a driveway, Estate Maintenance to monitor.
- 29/08/032 [] Carne Place – Evolve wrote to the Shareholder following a report of a caravan parked on a driveway, requesting removal.
- 29/08/033 [] Sennen Place – A report was received of a large vehicle overhanging a parking bay, Evolve wrote to the Shareholder to request permanent removal by the end of August. The vehicle left a large patch of oil on the road, Evolve reported this matter to Highways.
- 29/08/034 Sennen Place & Nelwyn Way TV Signal – Evolve responded to the Shareholder and advised that POSOL is about to announce that the TV service cannot be continued due to technical issues beyond their control. For a relatively inexpensive and effective alternative Shareholders could consider purchasing an indoor digital TV aerial or explore the various Broadband TV offers that are now widely available. On a weak signal, there are channels that work.
- 29/08/035 [] Carbis Close – A report and photographs were received of a delivery lorry regarding a damaged lamppost. Evolve reported this matter to Highways.
- 29/08/036 [] Carbis Close – Evolve wrote to the Shareholder regarding items discarded in the car port area.
- 29/08/037 Cracked brick planter reported on the approach to Bryher Island, to be monitored.
- 29/08/038 [] Newlyn Way – A report was received of discarded rubbish along the footpath and garage block area, contractor removed the items. A quote is pending for the pavement area for the uneven pavers.

GARDENING

The minutes of the Gardening Working Group meeting held on the 7 August 2024 were reviewed as follows:

- 29/08/039 Newlyn Way Entrance – The proposed entrance had been discussed for many months. The GWG and the Board agreed to a quote to instruct a landscape designer. The entrance will be a woodland theme, the GWG will provide a brief for the designer and

work within an allocated budget. It is hoped once designed POSOL's gardening team will carry out the landscaping.

- 29/08/040 [] Coverack Way – The Shareholder gave formal notice to terminate the licensed land, the GWG reviewed the area and will notify the Shareholder of the reinstatement required by POSOL.
- 29/08/041 The Board approved a replacement Rowan tree to be planted by the Lock.
- 29/08/042 Entrance to Carne Place - The GWG suggestion of additional planting on the right-hand side was agreed by the Board for the uplift, Evolve to instruct the gardeners. The GWG will review the left-hand side and report back next month.
- 29/08/043 Tintagel Way Roundabout – It was noted this area needed some attention and a quote was discussed for mulch. The Board suggested rather than mulch to consider plants that grow in the shade, the GWG to review.
- 29/08/044 Estate Tree survey – Evolve to obtain quotes for a tree survey. Evolve to cross check the Port Way tree survey report to establish any outstanding work required.
- 29/08/045 Carbis Close – Two of the five planters were rotten, the GWG to review on the next walkabout.

BERTHING

- 29/08/046 Berth [] Waterside Electricity Connection Box – Evolve responded to the Shareholder.
- 29/08/047 Berth [] – The repair has been actioned for the replacement non-slip bar.
- 29/08/048 A member of the BWG counted the labels required and volunteered to wash each Life Buoy casing. The 17 Life Buoy notices will be amended with Evolve's details.
- 29/08/049 Berth [] – The repair to the wooden decking boards has been completed.
- 29/08/050 Berth [] – Evolve received a request to moor a boat in replace of the existing boat on the mooring, the Shareholder provided a change of boat registration and will notify Evolve when the boat changes.
- 29/08/051 Berth [] – RGS to provide the insurers details for the insurance claim for the damaged ladder so that the Company can be instructed to carry out the repair.
- 29/08/052 Berth [] – A report was received of a damaged pontoon, the BWG will investigate further and photographs have been requested from the letting agency.
- 29/08/053 Berth [] – A Shareholder enquired about the permitted overall length of a boat for the berth and a request to register the rest of the alongside pontoon as a smaller berth. RGS and Evolve to have a meeting with the Shareholder.
- 29/08/054 Berth [] – A request was received to install an adjacent mooring at the end of the rear garden. The Board declined the request, Evolve will write to the Shareholder.

- 29/08/055 Berth [] – A Shareholder provided a Builder’s Certificate which gave a description and details of the boat’s dimensions, however after further investigation the specification for the overall length was 11.50m. The boat was not approved, Evolve to respond to the Shareholder.
- 29/08/056 [] Bryher Island – The Shareholder is in the process of purchasing an additional berth, which includes the addition of a new sub underlease, this matter is in progress with the solicitors.
- 29/08/057 Marina Life Homes (MLH) – Following communications with MLH, Evolve will arrange a meeting with RGS to discuss MLH’s payment of licence boat fees to Evolve.

SECURITY

- 29/08/058 [] Coverack Way – Evolve to obtain a metal fencing quote and arrange a meeting with RGS and JS onsite with the contractor.

COMMUNICATION

- 29/08/059 Berthing Database – The email signature for insurance/licence reminders have been corrected.
- 29/08/060 The POSOL email signature has been amended to reflect Evolve’s Ringwood office address and telephone number.
- 29/08//061 The first and second list of Shareholder’s contact details from the Evolve website have been updated.
- 29/08/062 The May minutes were missing from the POSOL website. Evolve converted the file and sent for uploading to the website.
- 29/08/063 First Port Handover – The POSOL mailbox, post sales information and the missing house and berth statements had not been received. Evolve and POSOL’s solicitor aware and were in communication with First Port.

ANY OTHER BUSINESS

- 29/08/064 TV Head End Building – The insurance quote was accepted and placed with Knight Square.