

POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT SHORE HOUSE PORT SOLENT

25 July 2024

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

Apologies: David Wilson (DW)
Mark Abrams (MA)

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

MINUTES OF THE LAST BOARD MEETING 21 JUNE 2024

25/07/001 The minutes of the June meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

FINANCE

25/07/002 The finance reports for expenditure to 30 June were circulated. Expenditure was at that date £241,685.11 against a budget of £259,786.00. Evolve to continue to monitor the debtors.

COVENANTS

The CWG held a walkabout on 22 July 2024, the following items were noted.

25/07/003 The CWG have a new Shareholder co-opted onto the group to assist with estate maintenance and parking.

25/07/004 Evolve are awaiting the final inspection forms for completion before issuing the final letters of consent.

25/07/005 [] Newlyn Way – The final inspection form received, Evolve to send the final letter of consent.

25/07/006 [] Sennen Place – The letter of conditional approval was sent by First Port.

25/07/007 [] Bryher Island – A neighbour letter was sent regarding a proposed external change of appearance, Evolve will allow 21 days for the Shareholder to respond, then send a letter of conditional approval subject to no objections.

25/07/008 [] Newlyn Way Electricity Charging Point - POSOL have not received a formal application for the external change of appearance. Evolve to send a letter to the

Shareholder requesting the completion of the application form for the retrospective approval.

- 25/07/009 [] Cadgwith Place – A report was received of plywood installed in the car port area partially covered with a camouflage netting. A letter was sent to the Shareholder.
- 25/07/010 Garage Door Painting – The CWG identified garage doors that require painting. Evolve to write to the Shareholders.
- 25/07/011 [] Carne Place – The balcony glass was reported missing. Evolve to write to the Shareholder.
- 25/07/012 [] Kelsey Head – The rear fence was reported as it needs a repair. Evolve to write to the Shareholder.
- 25/07/013 [] Carne Place – Evolve to write to the Shareholder to request the application of external tinted film for the balcony glass.
- 25/07/014 [] Newlyn Way – Evolve to send the final letter of consent and to include the painting of the garage door.
- 25/07/015 [] Bryher Island – Work was reported in progress, the letter of conditional approval has been sent, no further action.
- 25/07/016 [] Newlyn Way – Evolve to write to the Shareholder requesting the car port gates are refurbished or replaced and to install new acrylic or tinted glass.
- 25/07/017 The CWG reported that several properties require a letter to paint the external render. Evolve will write to the Shareholders.
- 25/07/018 [] Coverack Way – The CWG agreed to the application subject to like for like windows and the solar panel installation guidelines. The Board approved with an agreement in principle subject to receiving the Notice of Transfer from the solicitors.
- 25/07/019 [] Coverack Way – A new application received for an Air Source Heat Pump. The Board approved an agreement in principle subject to receiving the Notice of Transfer from the solicitors.
- 25/07/020 [] Coverack Way – An application was received to remove the front garden and to replace with block paving. The CWG and the GWG discussed this proposal. The CWG requested a neighbour letter to be sent. Evolve to write to the neighbour and allow 21 days for the Shareholder to respond. A letter of conditional approval will be sent subject to any comments.
- 25/07/021 [] Newlyn Way – A new application received for an off-road parking space. The CWG agreed to a neighbour letter and to allow 21 days for the Shareholder to respond. The CWG approved the application in principle subject to no objections and the installation of a sliding gate.
- 25/07/022 [] Newlyn Way – A new application received for an Air Source Heat Pump to be located behind a hedge out of site. The CWG agreed to this exception due to the location of the property. The Heat Pump would be screened behind the hedge

and an additional screen would be required to be placed in front of the Heat Pump. The Board agreed. An application form is pending, once received a letter of conditional approval will be sent.

ESTATE REPAIRS & MAINTENANCE

- 25/07/023 [] Carbis Close – Rodents were reported in the public area. Evolve responded and sent a copy of the newsletter containing the article on rodents, no further action.
- 25/07/024 Oyster Quay Gates – A report was received of the gates not working during the day, this was reported to Oyster Quay Management Ltd. As confirmed the gates were repaired however it had been reported that the Coverack gate was still faulty. Evolve to communicate with the managing agent for a further repair.
- 25/07/025 [] Sennen Place – A report was received of a sunken planter edging the driveway, this was reviewed on the CWG walkabout. The CWG and the Board agreed it was the responsibility of the Shareholder to repair their driveway, Evolve to respond.
- 25/07/026 [] Kelsey Head Water Tap – The tap was reported as being turned off, NP advised this is for the gardeners' use and has a special adapter. Evolve responded to the Shareholder.
- 25/07/027 Cadgwith Place – There was a paving slab that had come loose and placed in the flower bed for safe keeping, Evolve to action a repair.
- 25/07/028 Kelsey Head Water Drains – A Shareholder reported the drain cover in the car park area was broken and had vegetation. Evolve to instruct a contractor to attend to clear the weeds and replace the drain cover.
- 25/07/029 [] Tintagel Way – It was noted that the grates on the driveway were missing, Evolve to notify the Shareholders.
- 25/07/030 Tintagel Way – The fence behind the houses that backs onto Port Way is in need of a repair. Evolve to instruct a contractor.
- 25/07/031 Tintagel Way – The grating at the entrance to the garages requires cementing, the contractor will clear out the concrete edge and carry out a repair so that the grate is level. Evolve to instruct a contractor.
- 25/07/032 A motorhome was reported on a driveway, Estate Maintenance to monitor and report back to NP.

GARDENING

A GWG meeting arranged for 7 August 2024.

- 25/07/033 A quote was received for additional planting to the beds at the entrance to Carne Place Evolve to confirm the specific plants, the work is scheduled to be completed at a later date.

- 25/07/034 Newlyn Way Entrance – The Board agreed for Evolve to obtain quotes for a gardening consultant to create a design.
- 25/07/035 [] Sennen Place – A report received of the planter containing weeds, the gardeners attended to this area, no further action.
- 25/07/036 [] Coverack Way – A report received of dead hedging/shrubs in the car park area, the GWG will investigate further on their August walkabout.
- 25/07/037 [] Coverack Way – The Shareholder gave formal notice to terminate the land licence. The GWG will visit the garden in August, Evolve to arrange this with the Shareholder.
- 25/07/038 A report was received of weeds on the capping. The capping area belongs to Premier Marinas but the gardeners spray any POSOL owned paths and paved areas behind the capping periodically.

BERTHING

BWG meeting and boat inspection arranged for 20 September.

- 25/07/039 Berth [] Waterside Electricity Connection Box – A Shareholder reported a damaged box. The Board discussed this matter and as this is aesthetic, agreed that to repair every connection box was not economically viable. The electricity company will not repair the doors and the situation was deemed safe by the electricity company. Evolve will respond to the Shareholder.
- 25/07/040 Berth [] – A report was received of a discarded fridge waterside. The BWG confirmed that the fridge had been removed, no further action.
- 25/07/041 Berth [] – A report was received of an unregistered boat on the berth. Evolve alerted the Shareholder, the registration documents have been received, no further action.
- 25/07/042 Berth [] – A report was received of a new boat on the berth. Evolve contacted the Shareholder. The registered boat is in dry dock and no new boats were reported, the Shareholder will monitor their berth.
- 25/07/043 Berth [] – A report received of a rotten non-slip bar/raised baton of wood which is one third from the wall. The BWG investigated, Evolve will instruct a contractor to carry out the repair.
- 25/07/044 Berth [] – A report received of an unstable pontoon. The BWG confirmed that the pontoon was twisted due to one bolt that had been misplaced. As a precautionary measure the company that replaced the pontoon hinges will survey all the pontoons in the first phase as well as the Bryher Island pontoons.
- 25/07/045 Life Buoys – The notices will be counted by a member of the BWG and the contact details thereon will be amended to Evolve, Evolve to instruct a contractor.
- 25/07/046 Berth [] – A report was received of discarded items and the Shareholder required a clear up and sweep of the area. This area was checked with no items visible, the area appeared clean and tidy, no further action. Evolve to instruct a contractor to attend

to repair the wooden decking boards reported as rotten. The Shareholder requested one cleat to be replaced due to this falling off with the rotten timber. The Board upheld their decision and declined the cleat replacement as it was not an original feature of the pontoon and had been added subsequently . Evolve to respond to the Shareholder.

25/07/047 Berth [] – Following a boat accident in the marina the BWG met with the surveyor regarding the damaged ladder. This matter is in progress.

25/07/048 Berth [] – The insurance claim is in progress.

SECURITY

25/07/049 Coverack Way - Fishermen were reported with knives threatening residents. The Board agreed to consider to install a 6-foot wooden treated fence with diagonally slats painted the correct colour to improve the security along this area. Evolve to obtain a quote for the fencing. To improve security, Evolve will communicate with Oyster Quay and request the installation of spikes on the end of the Oyster Quay metal fencing.

COMMUNICATION

25/07/050 Evolve welcome emails were sent on 26 June and hard copy letters hand delivered on 11 July due to missing handover information from the previous managing agent.