

POSOL RESIDENTS' MANAGEMENT COMPANY LTD
MINUTES OF THE BOARD MEETING HELD AT SHORE HOUSE NORTH HARBOUR
21 June 2024

Present: Julian Shaw (JS) Chairman
Ian Currie (IC) Secretary
Reg Sillence (RGS)
Nigel Padbury (NP)
Mabel Derry-Colins (MDC)
David Wilson (DW)
Mark Abrams (MA) via Teams

In Attendance Lisa Kennard (LK) Property Management Assistant Evolve
Sally Reynolds (SR) Property Assistant AFP

Apologies Kirsty Marshall (KM) Senior Property Manager Evolve

The meeting commenced at 9.30am with a warm welcome back to LK and the board expressed appreciation for the work contributed by SR.

MINUTES OF THE LAST BOARD MEETING 31 MAY 2024

21/06/001 The minutes of the May meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MATTERS ARISING

21/06/002 Nothing to report.

FINANCE

21/06/003 The finance reports for expenditure to 31 May were circulated. Expenditure as at that date was £223,299.86 against a budget of £225,403.00.

21/06/004 The Chairman advised LK there is specific action for the debtors which are 6 and 4 months overdue to be passed to Swaine Allen. Then there should have been a routine chase for late payments for the rest of the accounts.

21/06/005 LK mentioned the electronic files have been downloaded on to Evolve's software and Ben Jackson pulled a report of Shareholders/Berth owners' correspondence details as the first report received from FirstPort was not user friendly. This new report will be used to load the information on to the Qube database. LK will flag the requirement for the POSOL email address inbox to be migrated to Evolve.

21/06/006 A letter will be sent from the Chairman advising the Shareholders of the change to Evolve on Wednesday 26th June and the POSOL website will be totally updated by 1st July.

COVENANTS

- 21/06/007 [] Bryher Island – An inspection form was received from the CWG. AFP issued the final letter of consent for the installation of Velux Cabrio Windows.
- 21/06/008 [] Newlyn Way – Following the Board’s approval AFP issued the letter of conditional approval for the installation of a glass panel fence at the foot of the garden.
- 21/06/009 [] Bryher Island – Final inspection form pending from the CWG.
- 21/06/010 [] Newlyn Way – Final inspection form pending from the CWG.
- 21/06/011 [] Coverack Way – Final inspection form pending from the CWG.
- 21/06/012 [] Bryher Island – Inspection forms received from the CWG. AFP issued the letters of final consent for the Velux windows and balcony extension.
- 21/06/013 [] Sennen Place – Final inspection form pending from the CWG.
- 21/06/014 [] Carne Place – Following the Board’s approval AFP issued the letter of conditional approval for the installation of solar panels.
- 21/06/015 [] Bryher Island – The Board approved the change of appearance to the decking. AFP issued the letter of conditional approval.
- 21/06/016 [] Carne Place – Following the Board’s approval AFP issued the letter of conditional approval for change of external patio doors.
- 21/06/017 [] Bryher Island – An inspection form was received from the CWG. AFP issued the final letter of consent for the proposed loft conversion windows.
- 21/06/018 [] Bryher Island – New application to add a side entrance was discussed by the board. The recommendation will be subject to clarification on ownership of the gate and neighbour permission the CWG are suggesting the application should be passed.
- 21/06/019 [] Sennen Place – New application for a routine replacement of car port gates was approved by the CWG. AFP issued the letter of conditional approval.

ESTATE, REPAIRS & MAINTENANCE

- 21/06/020 NP will speak to the CWG regarding a proposal to add a Shareholder to the CWG group as a parking monitor.

GARDENING

- 21/06/021 [] Coverack Way – AFP wrote to the Shareholder to put them in touch with the gardeners following the Board’s approval for the quote to remove the tree roots from the rear garden.

21/06/022 Mullion Way – The fir tree at the entrance of Mullion Way has been trimmed back by the gardeners following a complaint from a resident that the fir cones were causing damage to the cars.

BERTHING

21/06/023 Berth [] – The Board discussed the unregistered boat on the berth. The Chairman will write to our lawyer to seek advice on how to proceed with the removal of the boat.

21/06/024 Berth [] - A picture of a failed pontoon hinge was circulated to the board. The hinge has now been repaired. A director suggested that having an oversized boat on a pontoon may cause strain and this example could be an opportunity to use if people challenge POSOL about the length of a boat in the future. The Chairman advised he contacted Premier Marinas and sent a reminder last week for an up-to-date list of all over length boats they have approved.

21/06/025 Berth [] – RGS investigated the pontoon that was reported to be twisted. The steel frame was found to be warped and more flexible at the bottom than anticipated. It was agreed to monitor it and if it deteriorates, further action will be taken.

21/06/026 Berth [] - Following the damage caused to the pontoon ladder from RGS has received acknowledgement from the owner and the quote from Walcon has been passed to their insurers.

21/06/027 RGS advised the berthing database letters that are sent out automatically for insurance and licences have all been edited to reflect Evolve and to change the way the fees are paid. All ten documents have been sent to LK and KM to confirm the Evolve details are correct and for KM to understand there is some change to the way POSOL were working most recently with accounts at AFP . In addition to generating invoices for licence fees in the month in which the licence will expire, the accounts department will be required to transfer the fees owing to Premier Marinas at say 3 monthly intervals.

SECURITY

21/06/028 Nothing to report.

COMMUNICATIONS

21/06/029 AFP have transferred the electronic data to Evolve and prepared the hard copy files, plans, keys etc ready for collection.

21/06/030 LK advised she has emailed the contractors extracted from the expenditure report and Premier Marinas to make them aware of the change of managing agent.

LEGAL

21/06/031 The Chairman circulated an email during the month to say the whole case has come to a final conclusion with everything found in POSOL's favour and the judge saying the plaintiff's last complaints were totally without merit.

ANY OTHER BUSINESS

21/06/032 [] Cadgwith Place – A director reported the resident has put plywood sheets in the carport to make temporary storage which looks unsightly. The agent has already spoken to the resident. AFP will write a letter to the owner requesting removal as there have been complaints.

21/06/033 2024 Board meeting dates

25 July

29 August

20 September

25 October

22 November

29 November – AGM

20 December

Change of Registered Office

It was resolved to change the registered office of the company to

24a Southampton Road, Ringwood, Hampshire, BH24 1HY

with effect from 27th June 2024.

Meeting concluded 12pm.