

POSOL RESIDENTS MANAGEMENT COMPANY LTD
MINUTES OF THE BOARD MEETING HELD AT SHORE HOUSE PORT SOLENT

25 October 2024

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

Apologies: Ian Currie (IC), Secretary

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

25/10/001 The minutes of the September meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

MATTERS ARISING

25/10/002 [] Bryher Island – A Shareholder was in the process of selling their property and required consent for a car port conversion. Following an inspection by a Director and the CWG the Board agreed to grant retrospective consent. Evolve emailed the Shareholder advising of the final consent subject to the receipt of £250 for the retrospective consent. A final letter of consent will be issued to the Shareholder in due course.

FINANCE

25/10/003 The finance reports for expenditure to 30 September were circulated. Expenditure as at that date was £323,895.75 against a budget of £362,103.00. Evolve were awaiting financial information from First Port. The Directors were aware and POSOL's solicitor was involved.

COVENANTS

25/10/004 The outstanding final CWG inspections were expected to take place before the next meeting.

25/10/005 [] Kelsey Head – Evolve advised the Shareholder of the potential hazard regarding the items stored in the car port, no further action.

25/10/006 [] Bryher Island – Evolve received a report of coloured screening in the car port. Evolve to write to the Shareholder to request removal.

- 25/10/007 [] Newlyn Way – A member of the CWG is investigating the proposed cladding request. The request requires a thorough analysis and consideration to be given on the impact of the whole estate. The proposal has been deferred to the November meeting.
- 25/10/008 [] Carne Place – The CWG approved the proposed installation of Solar panels on the garage roof, subject to the POSOL guidelines. Evolve to send the letter of conditional approval.
- 25/10/009 [] Newlyn Way Retrospective Consent for the Electricity Charging Point - Evolve had not received a response despite sending two emails. This property will be flagged, which may cause a complication on the future sale of the property.
- 25/10/010 A Shareholder suggested canvassing owners to assess the level of interest/commitment to a scheme to install electric charging points for electric vehicles to ensure uniformity, which may result in a cheaper cost per household. The Board discussed this matter and declined the suggestion due to multiple variables, however the Board welcomed Shareholders to engage with one another to establish their own collaborative arrangements.
- 25/10/011 [] Coverack Way – An enquiry received for an air source heat pump, car port conversion and pergola over driveway. The CWG are awaiting a formal application form before responding. Evolve to refer the Shareholder to the guidelines on the POSOL Website.
- 25/10/012 [] Tintagel Way – A formal application form was pending for the installation of double doors.

ESTATE REPAIRS & MAINTENANCE

- 25/10/013 Oyster Quay Gates – Portsmouth City Council had previously not allowed for spikes to be added to the post. The Board suggested a sheet of material to be added to the post to improve security. Evolve to respond to Oyster Quay Management.
- 25/10/014 Oyster Quay Broken Fencing – Evolve reported the broken fence in Coverack Way, the repair had been actioned.
- 25/10/015 [] Sennen Place – The Land Registry Title was sent to the Shareholder confirming the planter was within the Shareholder’s boundary.
- 25/10/016 [] Newlyn Way – Evolve instructed the work to level the paving area, this had been completed.
- 25/10/017 [] Tintagel Way – A report was received of several vans parked in the area including one abandoned vehicle. Evolve communicated with the owner of the abandoned vehicle who confirmed they were waiting to purchase a new engine, this was due in October/November. Evolve to request an update and send a letter to the Shareholder if the vehicle remains in the parking bay.
- 25/10/018 Boat Trailer – Estate Maintenance applied the parking regulations and a letter. The Shareholder confirmed that the trailer had been in the parking space for more than

20 years. The Board discussed this matter and agreed the trailer could remain, as it was deemed a pre-existing trailer that had been onsite for many years. However, this specific permitted trailer will not set a precedent for any future trailers parked onsite.

- 25/10/019 [] Sennen Place – Evolve received a letter from a tenant suggesting legal advice had been taken regarding their parked van. Estate Maintenance to confirm the length of the vehicle in question and once confirmed Evolve to contact the Shareholder to advise that POSOL have no legal obligation to the tenant and therefore Evolve will not be corresponding directly with their tenant in the future.
- 25/10/020 Tintagel Way Damaged Gully – A report was received from a letting agent regarding the damage. LK advised if the grating was within the Shareholders boundary the repair was the Shareholders responsibility, no further action.
- 25/10/021 Sennen Place – Evolve advised the Board of a letter dated 2008 for the non-communal estate gate. The gate was used for POSOL access and for the sole use of one Shareholder. The Board agreed to fit a new lock that Directors could use with their master key, Evolve to provide the Shareholder with a key and to retain a spare key in the office.
- 25/10/022 Bryher Island – Estate Maintenance to confirm if the painting of the ‘T’ marks for parking bays had been completed, this matter was deferred to November.
- 25/10/023 [] Coverack Way Parking Bays – Evolve to determine the responsibility of the uneven paving and the tree causing damage. Evolve have been provided with an Estate Tree Survey for review and will obtain quotes for the tree works and the paving.
- 25/10/024 Tintagel Way – Broken paving slabs reported by the garage block, this work had been completed.
- 25/10/025 Tintagel Way – Sunken drain in paving, Evolve reported to Highways 27/09.
- 26/10/026 TV Signal – An email was received from multiple Shareholders regarding a suggested second opinion of the TV system and a recommendation of a free attendance. The Board agreed to the attendance. The keys had now been obtained to the TV Head End Building, LK to obtain the code for the lock and arrange the attendance.

GARDENING

The minutes of the Gardening Working Group meeting held on the 25 September 2024 were reviewed as follows:

- 26/10/027 Newlyn Way Entrance – The proposed brief had been sent to the designer and a proposed meeting date arranged for 12 November, to be confirmed by MDC.
- 26/10/027 [] Coverack Way – A report of an overgrown tree in the rear garden, deferred to November.
- 26/10/028 Port Way Tree Survey – Evolve to review the report and obtain quotes.

- 26/10/029 Carne Place Entrance – Following a further review by the GWG the Board agreed to pave the small area adjacent to the pavement and agreed to match the paving colour with the parking bay area, with the addition of one coloured line of pavers to separate the two areas.
- 26/10/030 Carbis Close – Following a further review of the two deteriorated planters by the GWG the Board agreed to the removal, Evolve to action.
- 26/10/031 Coverack Way Hedging – This area to be considered for an uplift in 2025/2026. The Directors will review the area and report back. Evolve will determine the POSOL boundary.
- 26/10/032 Bryher Island Planter – The Board agreed for the rotten timbers to be replaced using the wooden timber upcycled from a previous planter. Evolve to action.
- 26/10/033 Tree pruning was in progress across the estate.

BERTHING

- 26/10/034 Berth [] – A request was received to use the mooring for a dinghy and walk along the capping, Evolve responded as there is no right of way along the capping wall.
- 26/10/035 Berth [] – Evolve spoke to the boat owner to confirm that due to the circumstances no boats were able to be licensed in this area, Marina Life Homes aware.
- 26/10/036 Berth [] Safety Ladder – Evolve contacted the company with the instruction to proceed with the repair and requested that they send the invoice directly to the insurers for payment. Evolve to confirm the date of the repair.
- 26/10/037 Berth [] – The estimated date for the insurance claim repair was due to take place in November. Four boats have to be removed for approximately 2 days. Evolve to write to the Berth holders. The repair cannot take place until the boats are removed. Premier Marinas may be able to assist with a temporary mooring whilst the repair is being undertaken, to be confirmed. A surveyor met RGS to review the pontoon and they were satisfied with the forthcoming repair.
- 26/10/038 Berth [] – RGS met with a specialist company who reviewed the pontoon and concluded that the pontoon was stable. The Shareholder was not present at the time, however the resident in the property was informed of the decision. One new decking plank had been fitted.
- 26/10/039 Berth [] – Evolve and RGS held a meeting with the Shareholder to discuss the registration of the alongside berth. RGS advised the Shareholder that they will be liable for the solicitor's costs.
- 26/10/040 Berth [] – Evolve responded to the second email on the matter stating that the subject has been exhaustively discussed through the Courts and POSOL will not enter into further discussion.
- 26/10/041 Ladder Survey – RGS requested a ladder survey to be carried out by a specialist company, the quote was approved. Evolve to raise a works order.

- 26/10/042 Non-Compliant Boats – There were 39 boats with overdue insurance expiry dates, this was due to the lack of updating by the previous Managing Agent. Evolve to email the Shareholders to obtain the outstanding information and update the berthing database records accordingly.
- 26/10/042 Coverack Way Waterside – A report was received of 4 abandoned dinghies. Evolve to write to the berth holders in the area to request removal.
- 26/10/043 Waterborne Survey – A date to be confirmed by RGS.

SECURITY

- 26/10/044 [] Coverack Way – Evolve are arranging a meeting with an alternative contractor to quote for metal fencing, a date pending for a site meeting. Evolve obtained a quote for like for like wooden fencing for the Board's reference.

COMMUNICATION

- 26/10/045 First Port POSOL Mailbox - Evolve have received the POSOL mailbox containing historic emails.
- 26/10/046 Evolve sent the unacceptable behaviour policy to the Shareholder and advised that correspondence of this nature will not be acknowledged.
- 26/10/047 A Shareholder requested an email to be sent to all Shareholders explaining that the client portal 'Dwellant' was not in use. The Board acknowledged this request and decided that the details will be discussed at the AGM in November.

ANY OTHER BUSINESS

- 26/10/048 Bryher Island – A company had requested further information to confirm POSOL's responsibilities for the maintenance of the bridge. The Board confirmed that the area is defined as a causeway and therefore not a bridge, Evolve to respond to the company.