

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

20 September 2024

Present: Ian Currie (IC), Secretary
Reg Sillence (RGS)
Mabel Derry-Collins (MDC)
David Wilson (DW)

Apologies: Julian Shaw (JS), Chairman
Mark Abrams (MA)
Nigel Padbury (NP)

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

20/09/001 IC chaired the meeting in the absence of JS.

20/09/002 The minutes of the August meeting had previously been circulated and it was agreed that they represented an accurate record of the meeting.

FINANCE

20/09/003 The finance reports for expenditure to 31 August were circulated. Expenditure as at that date was £295,976.62 against a budget of £329,780.00. Evolve were still awaiting financial information from First Port. The Directors were aware and POSOL's solicitor was involved.

20/09/004 Annual Accounts for year ended 31 March 2024 - The Directors approved the audited Financial Statements as circulated by IC, together with the letter of Representation.

COVENANTS

20/09/005 Evolve were awaiting the 7 final inspection forms from the CWG for the completion of works.

20/09/006 [] Bryher Island – Evolve sent the final letter of consent for completion of the loft conversion.

20/09/007 [] Bryher Island – Evolve sent the final letter of consent for the rear garden design.

20/09/008 [] Bryher Island – Evolve sent the final letter of consent sent for the completion of solar panels.

20/09/009 [] Coverack Way – Evolve sent the final letter of consent sent for the car port extension.

- 20/09/010 [] Newlyn Way – Evolve sent the application form to the Shareholder for the pending retrospective consent for the Electricity Charging Point. Evolve had not received a response. Evolve to send a final email advising the property will be flagged which may cause a complication when the Shareholder wishes to sell the property.
- 20/09/011 [] Newlyn Way – Evolve wrote to the Shareholder to advise of the installation of glass on the inside of the car port gates.
- 20/09/012 Evolve wrote to 11 Shareholders requesting the painting of the external render. Two Shareholders responded positively and advised the external painting was in hand.
- 20/09/013 [] Coverack Way – Evolve sent a letter of conditional approval to landscape the front garden with block paving.
- 20/09/014 [] Newlyn Way – Evolve sent a letter of conditional approval for an off-road parking space.
- 20/09/015 [] Mullion Close – Evolve responded to the Shareholder advising of the amended paint guide which will be updated on the POSOL website.
- 20/09/016 [] Cadgwith Place – The Shareholder acknowledged the email to advise that the tenant was in the process of installing a shed in the rear garden.
- 20/09/017 [] Newlyn Way – Evolve sent a letter of conditional approval for the solar panels and like for like windows.
- 20/09/018 [] Bryher Island – Evolve sent a letter of conditional approval for the solar panel installation.
- 20/09/019 [] Kelsey Head – A report was received of many items stored in the car port, considered to be a fire hazard. Evolve to write to the Shareholder.
- 20/09/020 [] Carne Place – Evolve wrote to the Shareholder regarding the alleged business being run from the property.
- 20/09/021 [] Newlyn Way – The proposal of cladding 2 properties was pending a review by the CWG. This item was deferred to the October meeting.
- 20/09/022 [] Carne Place – The Board agreed to the proposed Solar panels on garage roof subject to the CWG approval; Evolve to send the letter of conditional approval once confirmed.

ESTATE REPAIRS & MAINTENANCE

- 20/09/023 Oyster Quay Gates – Evolve are awaiting a response from the managing agent, to update the Board in October.
- 20/09/024 [] Sennen Place – The Land Registry Title confirmed the planter was within the Shareholder’s boundary, Evolve to write to the Shareholder.

- 20/09/025 [] Newlyn Way – A quote was received and approved to repair the uneven pavers, Evolve to action.
- 20/09/026 [] Carbis Close – A report was received of a no parking sign in the planter, the letting agent was aware regarding the requested removal, Evolve to monitor.
- 20/09/027 Tintagel Way – A tenant reported several vans parked in the area and one abandoned vehicle, Estate Maintenance to monitor.
- 20/09/028 Tintagel Way – A report was received from a letting agent regarding gully issues in the road, NP to investigate to determine the responsibility. IC confirmed that there was a damaged gully on Posol land in the roadway leading to the first set of garages.
- 20/09/029 Sennen Place – A report was received of a faulty side gate, Estate Maintenance to investigate.
- 20/09/030 Bryher Island – Estate Maintenance to confirm if the painted 'T' marks for parking bays had been completed.
- 20/09/031 Tintagel Way – Evolve received a report of a blockage in the main sewer, Southern Water were aware - no further action.

GARDENING

The next GWG meeting is scheduled for 25 September.

- 20/09/032 Newlyn Way Entrance – The Board agreed the proposed brief for the designer Evolve to arrange a site visit to include the GWG.
- 20/09/034 Replacement Rowan Tree and Carne Place Entrance – Evolve instructed the replacement tree near the Lock and the additional planting on the right-hand side of Carne Place.
- 20/09/034 Estate Survey – The non-Port Way tree survey quote was approved by the Board, Evolve to instruct the contractor. The GWG to review the Port Way Tree Survey carried out in 2023.

BERTHING

- 20/09/035 17 Life Buoy Labels – Evolve instructed the contractor to attend site to remove the old labels and replace with the new standard size label with the new contact details. A member of the BWG has started to clean the life buoy units.
- 20/09/036 Berth [] – The insurance claim for the damaged ladder; Evolve to contact the boat owners' insurers and request the insurers instruct the company to attend to repair the ladder.
- 20/09/037 Berth [] – A meeting has been arranged with the Shareholder due to a concern over the stability of the pontoon. One decking plank spotted missing, to be replaced in due course, Evolve to action.

- 20/09/038 Berth [] – Evolve is arranging a meeting with the Shareholder and RGS to discuss the registration of the alongside berth.
- 20/09/039 Berth [] – Evolve responded to the Shareholder to confirm that if the boat was not within the approved permitted length, the Shareholder would have to remove the boat from the marina.
- 20/09/040 Berth [] – Evolve received a request to access the capping, Evolve responded stating POSOL does not issue keys or codes for accessing the marina wall, other than to owners of remote berths.
- 20/09/041 Previous Letters of Comfort - Evolve received a letter dated 2018 for their records. The letter states that the concession is not guaranteed to be granted for a new vessel. The concession can be withdrawn at any time by Premier Marinas giving 28 days' notice. Premier Marinas will review the proposed new vessel, and it will be their decision to uphold the letter or terminate the agreement. All previous letters of comfort issued by Premier Marinas must be provided to POSOL in the future if a Shareholder proposes to change their boat.
- 20/09/042 [] – A boat visiting the marina had an incident with a Shareholder's boat. Evolve to advise the Shareholder to refer this matter to their insurance company.
- 20/09/043 Marina Life Homes (MLH) – Evolve held a meeting with RGS and MLH to discuss the internal payment process for boat registration and licensing fees. Evolve to provide MLH with 'Welcome to Port Solent' booklets and the Autumn newsletter once finalised.
- 20/09/044 Berth [] – Evolve added the boat to the berthing database.
- 20/09/045 Berth [] – Following the Board's discussion of the last email correspondence sent by the Shareholder, Evolve will advise that the subject had been exhaustively dealt with through the Courts and POSOL will not enter into any further discussion or correspondence.

SECURITY

- 20/09/046 [] Coverack Way – Evolve are in communication with the contractor, awaiting a date for a site meeting to quote for metal fencing.

COMMUNICATION

- 20/09/047 First Port Handover – Evolve have now received links to download the POSOL mailbox. However, the missing Shareholder house and berth statements and invoices from First Port have not yet been received. Evolve to keep POSOL's solicitor and the Board updated.

ANY OTHER BUSINESS

- 20/09/048 Evolve received two offensive emails from a Shareholder. Evolve will send them the unacceptable behaviour policy and will advise that correspondence of this nature will not be acknowledged.