POSOL RESIDENTS MANAGEMENT COMPANY LTD

MINUTES OF THE BOARD MEETING HELD AT THE LYSSES HOTEL

30 OCTOBER 2026

Present:	Julian Shaw (JS), Chairman Ian Currie (IC), Secretary Mark Abrams (MA) Reg Sillence (RGS) Mark Sephton (MS) Mike Routh (MR)
Apologies:	Nigel Padbury (NP) Mabel Derry-Collins (MDC)
In Attendance:	Lizzy Ellis (LE) Managing Director Evolve Lisa Kennard (LK) Property Management Assistant Evolve

The minutes of the September meeting had previously been circulated, it was agreed that they represented an accurate record of the meeting.

FINANCE

30/10/001 The finance reports for expenditure to 30 September were circulated. Expenditure as at that date was £341,674.58 against a budget of £398,171.00. IC explained that the balance sheet recorded £400,000 in bank accounts and the investment value was noted as £274,959.00.

30/10/002 The Board discussed the debtors list, LE to investigate the comments with the accounts department and advised that 2 Shareholders identified last month to receive a letter before Court Action had paid. LE contacted the remaining Shareholders by email and noted past payment behaviour. Shareholders were telephoned and emailed to request payment, it is hoped that this will achieve better results. Evolve Sales and Transfers is involved with the completion of property sales and is aware that there should be a zero outstanding debt on completion. LE will work out the interest for the outstanding amounts and apply to the debt.

30/10/003 MA asked that before the paperwork for a house purchase is signed could we request contact details? Sales and Transfers will add any contact details to the system provided by the solicitor and will include a contact form for all new Shareholders with the welcome pack.

COVENANTS

30/10/004 Three final inspections pending from the CWG.

30/10/005 [] Cadgwith Place – The property is compliant, no further action required.

30/10/006 [] Cadgwith Place –The Board agreed to the external change of appearance, a letter of conditional approval was sent to the Shareholder.

30/10/007 [] Cadgwith Place –The Shareholder confirmed that the glass panels were the correct colour and were approved by the CWG. Evolve sent the letter of conditional approval.

30/10/008 [] Tintagel Way – The Shareholder confirmed that the glass panels were the correct colour and were approved by the CWG. Evolve sent the letter of conditional approval.

30/10/009 [] Newlyn Way – An enquiry received for replacement decking boards on the balcony, no POSOL consent required subject to the underside of the decking boards to match the colour of the balcony wood. The Shareholder was notified.

30/10/010 [] Coverack Way – An enquiry received for replacement patio doors, no POSOL consent required subject to a like for like replacement with the colour match and dimensions pending further information from the Shareholder.

30/10/011 [] Kelsey Head – The property will be repaired in the New Year.

30/10/012 [] Sennen Place – Evolve notified the neighbouring Shareholder regarding the external change of appearance.

30/10/013 [] Cadgwith Place – A letter of conditional approval was sent for a Solar panel installation.

30/10/014 [] Newlyn Way – The Shareholder confirmed that the balcony wood will be painted in due course, the letting agency have instructed the work.

30/10/015 [] Bryher Island – A Shareholder provided photographs of a new patio that matched the neighbouring properties, the patio was approved by the CWG, no further action.

30/10/016 [] Carne Place – The Shareholder will confirm a start date for the works shortly.

30/10/017 [] Bryher Island – The Board discussed the proposal at length and decided to uphold their original decision and declined the application, Evolve to notify the Shareholder.

ESTATE REPAIRS & MAINTENANCE

30/10/018 Oyster Quay Management Ltd (OQML) – Pending notification from OQML of the gate upgrade completion date.

30/10/019 The Health and Safety inspection was carried out on 30th September. The Board were satisfied with the findings and identified work to be actioned.

30/10/020 Health and Safety Policy – POSOL to draw up a policy for working group members subject to board approval.

30/10/021 [] Coverack Way – The Board discussed the parking issue and confirmed that no vehicle was permitted to remain parked on POSOL land by the waterside gate. Evolve notified the Shareholder.

30/10/022 Berth [] Plaque & Coverack Way Parking Signage – Work completed.

30/10/023 Kelsey Head – Reports were received of 2 vehicles that have not moved, Estate Maintenance to monitor.

30/10/024 Kelsey Head – Sunken paving reported to Highways.

30/10/025 Newlyn Way – A notice to be applied to a vehicle that had not moved from site.

30/10/026 [] Sennen Place – A loose brick in the planter was noted, works completed.

30/10/027 Newlyn Way Garage Block Obstruction Garage numbers [] – A report was received of a vehicle parked near to the garage doors. RGS advised that the yellow line in the garage block was ineffective, as it did not indicate which side of the line vehicles should be parked. The Board preferred yellow hatching, and the matter was referred to the November Board meeting. The shareholder may add a sign to his garage door stating, for example, "No Parking Keep Access Clear at all Times."

30/10/028 Nelwyn Way/Kelsey Head Junction – An update received from the Council regarding the consultation for a single white or double yellow lines. The Council confirmed that due to unforeseen circumstances, there had been delays in delivering Various Road Orders. The request was still awaiting inclusion in the next available Various Road Order. POSOL will receive an update when issued for consultation.

30/10/029 Tintagel Way – Evolve lodged a complaint with Colas regarding proposed patch tarmac work in the parking bay area. Colas acknowledged the objection and replaced the uneven area with block paving.

30/10/030 Sennen Place – A damaged post was noted, Evolve to report to Highways.

30/10/031 Cadgwith Place - The missing wooden post had not been replaced by the Council despite the reported damage, Evolve to request an update from Highways.

30/10/032 TV Head End Building – Evolve to raise a works order for a fixed wire test and PAT testing.

30/10/033 Coverack Way – Evolve to report the loose trellis to Oyster Quay Management Ltd.

30/10/034 Carne Place – Evolve to raise a works order to level the block paving in the garage area.

30/10/035 Coverack Way - A report was received of a damaged road sign on the estate. A repair will take place in due course. The board discussed future POSOL road signs to include the wording 'POSOL Residents Parking'.

GARDENING

30/10/036 Port Way – The tree work had been instructed and due to be completed shortly.

30/10/037 Storm Damage to Pergola – The Shareholder will claim for damage on their car insurance. The Board agreed to replace the pergola with a suggested composite material, a quote will be obtained before a final decision is made.

BERTHING

30/10/038 Non-Compliant Boats– Three Shareholders were referred to POSOL's solicitor as despite repeated requests the POSOL insurance renewal forms were not returned.

30/10/039 POSOL Website - A new published article has been added regarding the completion of the annual boat insurance renewal. Evolve will refer Shareholders to the website.

30/10/040 Berth [] – The Shareholder's solicitor is arranging for the boat to be removed from the berth.

30/10/041 Berthing Forms – An online version of POSOL berthing forms was agreed to assist Shareholders. This requires further investigation and communication with the software provider to include a Docusign link. Licence form V9 had been uploaded to the POSOL website which incorporates the supplementary registration form.

30/10/042 POSOL Website - LK suggested a contact form to add to the POSOL website. MA advised there will be a new feature to request an external change of appearance and maintenance reporting

30/10/043 Test Database – The Covenants requirements have been incorporated to the Berthing Database and RGS proposed to go live shortly once a final edit and test has been carried out by Evolve.

30/10/044 Berth [] – The Shareholder will arrange for the boat to be cleaned in November.

30/10/045 Replacement Floats – A works order raised for work to 2 pontoons, the floats were due for delivery 2 November, the fitting date to be confirmed. As notified by RGS each float cost £338.80 plus vat, 4 floats required, the additional cost was approved by JS. Evolve to notify Shareholders of the fitting date in due course.

30/10/046 Gate [] – An electrical cupboard door was replaced, and another was reported to have fallen off. Evolve to instruct the contractor to return to repair the second door.

30/10/047 Berth [] – The replacement pontoon plaque was fitted to the pontoon.

30/10/048 [] Coverack Way – The Shareholder confirmed the removal of the storage box in due course.

30/10/049 Gate [] – Yellow paint to apply to the entrance steps.

30/10/050 Berth holders to be notified to remove debris from the waterside and Evolve to instruct a contractor to remove any remaining items in due course.