GREAT CLIFF (DAWLISH) LIMITED AGM THURSDAY 27th OCTOBER 2022 HELD IN THE MARINE TAVERN

MINUTES

Present:		
Mr & Mrs Adkins		Flat 1
Mrs Brazell		Flat 6
Mr Fox		Flat 7
Mr Smith	Director	Flat 9
Mrs Lewis		Flat 10
Mr Brant		Flat 11
Mrs Wills		Flat 15
Mr Sparks	Director	Flat 18
Mr & Mrs Megilley		Flats 20 & 21
Mrs Kidger		Flat 22

In Attendance:

Mrs Secker

Crown Property Management

The meeting was opened at 10:30hrs:

Mrs Secker chaired the meeting and opened it by welcoming everyone and thanking them for attendance.

1. Apologies:

Miss Cooper & Mr & Mrs Pargeter	Flat 4
Mr Bruin	Flat 8
Mrs Mitchell	Flat 14
Mr Roberts	Flat 15
Mrs Kennan	Flat 16
Dame Bowe	Flat 19
Mrs Swift	Flat 23

Proxies:

Miss Cooper & Mr & Mrs Pargeter, Flat 4, nominated Mr Smith, Flat 9, to vote on their behalf.

Mr Bruin, Flat 8, nominated Mr Smith, Flat 9, to vote on their behalf. Mrs Mitchell, Flat 14, nominated Mr Smith, Flat 9, to vote on their behalf. Mrs Kennan, Flat 16, nominated Mr Smith, Flat 9, to vote on their behalf. Dame Bowe, Flat 19, nominated Mr P Bowe to vote on her behalf. Mrs Swift, Flat 23, nominated Mrs Kidger, Flat 22, to vote on their behalf.

2. <u>Nominations for new Directors:</u>

2.1 Both Mr Brant and Mr Sparks had been co-opted onto the Board which, was unanimously accepted by the Leaseholders present at the meeting.2.2 All the existing Directors are happy to remain on the board for the forthcoming year.

Action

3. <u>To Adopt the Company Accounts for the Financial Year ending 31st</u> <u>March 2020 & 2021:</u>

3.1 Mr Fox proposed to adopt both Accounts which was seconded by Mr Sparks.

4. To Approve the Minutes from the 2019 AGM and Matters Arising:

4.1 All present were happy to approve the AGM Minutes.

4.2 Works had been completed on the small balcony opposite Flat 19 and works were progressing on the large balcony. Mr Megilley expressed concern at the original design of the balcony, especially with regard to the drainage system. Whilst the works were progressing within the agreed budget, every effort would be made to ensure that the contractor carried out their required works as competently and sufficiently as possible. Mr Megilley was welcome to cross-check progress with the contractors if he wished.

5. <u>Service Charge Discussion:</u>

5.1 Although an increase of 8% (£2,753) was proposed by Crown in March 2022, it was found that this was not going to cover the expenditure for the year ahead. Accordingly, the Directors recommended that the budget be increased by a further £3,900 for the budget 2022-23 making an increase of £6,653 in total. The service charge, therefore, increased from £34,247 to £40,900 which was billed accordingly.

5.2 It was suggested that the Service Charge remain the same for the forthcoming year.5.3 The Leaseholders were thanked for their input and vote concerning a new door entry system at a cost of £4.7k, where it was overwhelmingly agreed to budget this item in the new financial year, in 2023.

7. Any Other Business:

7.1 Building works - TJ Smith agreed to investigate the walkway door further. Mr Megilley asked that everything should be inspected whilst it is exposed during these current works. Drainage should also be looked at. Mr Megilley suggested that a surveyor should be advising. 7.2 Windows - Flat 6's window frame requires replacement, Windows of Distinction to be sent a works order. 7.3 The door at the rear of the building is slamming, Mr Smith agreed to adjust the door. Mr 7.4 There is some tape that needs removing of which Wayne, Ahead 4 Heights will be Smith asked to remove. The drains and gutters will also be cleared by them in due course as well as spikes being put in place to stop birds nesting. 7.5 Cliff & Tree Safety – Part of the cliff had come down into the parking bay of Flat 19. The cliff face appears to be "unadopted land". If Great Cliff carried out any works on the cliff, then it could be assumed that the company would take responsibility -Crown to look into this issue as legal work maybe required. Crown 7.6 Articles of Association - it was acknowledged that these were not up to date and that they should be adjusted to ensure that the Leaseholders could re-elect the Directors each year, as part of a democratic process at each AGM. This was unanimously approved by those present at the meeting, including taking any legal advice, as required. Crown 7.7 Car Park Speed Restriction – The members agreed that some residents and visitors need to be more aware of the need to slow down when driving into and around the rear car park area. Rather than a 5mph speed restriction sign, it was agreed that a more visual Crown sign was required.

Thanks were given to the Directors for all their hard work and effort.

Meeting Closed at 11.40hrs.

General Notice: May we remind those owners (where applicable) who have failed to upgrade their front door to a fire door to complete this work and to provide the fire safety certificate to Crown. Non-compliance could jeopardise the validity of the Building Insurance.