

GREAT CLIFF (DAWLISH) LTD

Minutes of a Board Meeting held at 9 Great Cliff on
Wednesday, 24th July 2024 at 11.00am

Present: Barry Brant (Flat 11)
 Paul Guest (Flat 3)
 Roger Smith (Flat 9)
 Paul Sparks (Flat 18)

1. Apologies for absence

There were no apologies for absence.

2. Minutes of Previous Meetings

The Minutes of the Board Meeting held on 6th June 2024 were approved.

3. Finance Report & Budget

The financial figures to 30th June 2024 were reviewed which showed a positive cash balance (excluding the Sinking Fund) of £5,863 plus service charge arrears of £13,093, making a total of £18,956.

It was noted that the outstanding budget of £34,096, was in effect £19,096 following payments of £15k made to TJ Smith in respect of their invoice in the last financial year, leaving an outstanding balance of £4,308 to be paid. It had been agreed that this payment would be made to TJ Smith, once our current account had reached £10k. The remaining amount in the "External/Roof Works" budget would be £5k, which would allow for the £4.3k payment.

Currently, there was a small budget deficit forecast at just £140 (£18,956 less 19,096). This was assuming that there were no further unexpected emergency repairs during the year.

A discussion took place regarding the current Budget where it was now becoming obvious that the Budget was insufficient to cover the on-going maintenance of the building and that a sizable increase in Service Charge would need to be proposed at the next AGM. This was on the basis of the following points:

- Window Frames were generally life expired and would need replacing (say 10 at £3k = £30k)
- Inflation for building materials = higher than expected costs

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- The flat roofing membrane will need replacing (estimated at £15k plus)
- The building will inevitably require further waterproofing works
- External repaint (Rear & West Face) needs to be completed (estimated at £15k)
- Balconies and Front Doors to be repainted (estimated at £5k)
- The present Sinking Fund of £10k needs to be built up to at least £50k

In addition to the above, it was considered unreasonable to expect the Directors to pay their service charges in advance to cover a shortfall on finances towards the end of each financial year.

A more realistic level of Service Charge should be in the region of £2,900 which would increase the Budget from approx. £44.7k to £66.7k providing an extra £21k pa. It was thought that such a Service Charge would be more in line and more realistic with the type and age of property that we have to look after.

4. Maintenance & Repairs for 2024

It had been agreed that as the external balcony painting for the second floor was likely to cost £2.7k plus a further £420 for the ceilings, £3.1k in total, that these works would be placed on-hold for the time being.

Following the Surveyor's Report in April 2024 concerning water ingress to Flat 10, the necessary works for cutting out and replacement of the cavity trays on all faces of the bay window, had now been carried out at cost of £3k. The scaffolding could now be removed.

Ahead for Heights had now cleared out the gutters, gullies and drains.

The wooden posts with ropes had been treated and restored outside Flat 4 at the front.

It was agreed that we would seek advice from Crown as to whether a further Building Survey should be carried out in a effort to try and forecast further works in advance.

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5. Cliff Face and Rear Car Park

On Thursday, 11 July, 2024, the Directors of Great Cliff (Dawlish) Ltd held a site meeting with Richard Rainbow, Drainage & Coastal Manager from Teignbridge District Council. The purpose of the meeting was to clarify TDC's position and action plans, following the recent Cliff Inspection Report from FSL Ltd. Richard confirmed that Planning Permission would be sought to undertake the necessary works on the cliff face in two stages: (1) the filling in of the tunnel with block work at the tunnel face and concrete and (2) The netting of the complete cliff face from top to bottom from the far west side of our car park to the bin shed (the area of TDC's cliff face ownership). TDC will need to consult with Natural England before any of the works progresses.

Stage 1: Filling in of the Tunnel. It was envisaged that Stage 1 could be undertaken in August 2024 and was unlikely to disrupt our current car parking restrictions at the rear of our car park. However, a concrete mixer or similar may need to be parked at the front of our building or parked in the west side entrance where concrete approx., 30 to 60 tonnes of concrete would be pumped to the tunnel through pipes, once the entrance had been blocked up in stages. The tunnel stonework at the front would be left intact and the blocked tunnel entrance would either be stone effect or red to match the cliff face. A bat survey would need to be completed before the works commence. Discussions were in place with a suitable contractor to provide costings to TDC which would be financed by TDC's Insurance Company or by TDC themselves.

Stage 2: Netting the Cliff Face. Estimates for netting the cliff face had already been received and were likely to be in excess of £100k, involving galvanised netting and a three-week temporary road closure to Teignmouth Road necessitating traffic lights to reduce the main road to one lane only. A site compound would need to be provided and car parking at the rear would be severely restricted in two phases - car parking to the right of the bin shed and then car parking to the left of the bin shed. TDC are hoping to provide temporary parking to residents affected by the works which may be along Marine Parade (owned by Devon CC) or at Barton Terrace (owned by TDC). The works are likely to go ahead in October 2024 and residents should be aware that a considerable amount of noise will be made from drilling into the cliff face to pin the netting in place. Hours of work would be from 9am to 5 pm each day. As above, the cost of the works will be financed by TDC's Insurance Company or by TDC themselves. Our car park fencing will be removed during the works and replaced once complete, as this will continue to prevent public access to the cliff face.

We have been assured that further information will be made available to Crown Property Management Ltd and the Leaseholders & Residents by TDC as Planning Permission etc progresses.

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6. Fire Risk Assessment

A Fire Risk Assessment had been carried out on 9th July 2024 where it was good to note that all areas were compliant. At the time of the assessment, it could not be verified if the testing and maintenance of the emergency lights and smoke detectors were in order and recommended that the records were updated. Instructions had already been given to Crown to ensure that Alert were undertaking their monthly tests for emergency lights or at least to make sure that the inspections be brought up to date.

7. Any other business

There were no other items of business discussed.

8. Date of next meeting

To be confirmed.