

# **GREAT CLIFF (DAWLISH) LTD**

Minutes of a Board Meeting held at 9 Great Cliff on  
Monday, 26<sup>th</sup> May 2025 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 24<sup>th</sup> July 2024 were approved.

## **3. Finance Report & Budget**

The financial figures to 31<sup>st</sup> March 2025 were reviewed which showed a positive cash balance (excluding the Sinking Fund) of £20,896 plus service charge arrears of £21,680, making a total of £42,546. The remaining budget for the year was £41,000, leaving a small surplus of £1,546. The Sinking Fund was recorded at £30,009.

## **4. Building Maintenance & Repairs for 2025**

A review of the current Building Maintenance & Repairs for the year ahead, included the following items:

### **4.1 Balconies 1 & 2 – Repainting**

Quotations for painting and decorating balcony areas for Floors 1 & 2 were currently awaited from Steve Tony & Emin Coban. The quotations would include painting all external front doors, although the work could only be undertaken if access was possible from the Leaseholders. Bearing in mind the huge amount of work required for each balcony, it was likely that only one balcony for the current year could be considered as being practical.

### **4.2 Flat 3 – Water Ingress – Surveyors Report**

Consideration needed to be given replacing some of the complete windows for Flat 3, which had been responsible for some severe water ingress during certain weather conditions. However, a copy of the Surveyor's Report was still awaited and needed to be chased up.

### **4.3 Flat 4 – Wooden Post**

It was noted that one of the wooden posts outside Flat 4 was in need of replacement, having rotted through. Paul Sparks agreed to make contact with Andy & Steve to see if they could do the work, as before.

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#### 4.4 Flats 11 & 12 – Water Ingress

Water ingress had been reported to the front windows for Flats 11 & 12, thought to be caused by a longitudinal crack where the cavity trays are situated. Similar work to rectify had been carried out by TJ Smith in the past and they had quoted £5,840 plus VAT to rectify the problem, although no guarantee could be provided. The Surveyor suggested that in addition, the coping stones should be looked at, above the front windows to see if any waterproofing was necessary.



Following discussion, it was agreed that instructions should be given to TJ Smith to investigate and undertake remedial action.

#### 4.5 Flat 16 Water Ingress – Surveyors Report

A Surveyor's Report had been provided for Flat 16 regarding occasional water ingress. Whilst there were no current readings for damp, it was thought that the problem might be related to a box gutter lined with an EPDM membrane adjacent to the parapet wall but with several possibilities for the leak, scaffolding would need to be put in place to investigate further. A copy of the report had been made available to the owners, who confirmed that as the problem was intermittent, they would be prepared to wait to allow other works to proceed with greater priority.

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#### **4.6 Flat 20 Water Ingress – Surveyors Visit**

Following a report of two separate areas of damp affecting the internal paintwork to the lounge and dining room areas, the Surveyor made a visit to Flat 20 on 20<sup>th</sup> May. Although details of the report were awaited, it was not immediately apparent for the cause of the leak within the lounge area, which was relatively small and could be patched with sealant paint. The area within the dining room was also difficult to pinpoint the exact cause but it was noted that there was a visible gap in the lead lining adjacent to the dormer window, which could be easily reached to fill with mastic. It was agreed to issue instructions to TJ Smith asap.

#### **4.7 Flat 23 Condensation – Surveyors Visit**

A Surveyor's report is awaited, following a report of damp within Flat 23, which is understood to be related to condensation.

#### **4.8 Gullies and Gutters**

With access regained to the rear car park following the tunnel infill works, the gutters, gullies and drain had been cleared out by TJ Smith Contracting Ltd. This work included removal of a small amount of foliage from the dormer roof areas. The contractor reported that whilst many of gutters were clean, a few of the gutters and gullies needed cleaning out. Overall, everything seemed to be in good order with the exception of a downpipe on the third balcony, which had been leaking onto the balcony floor. Further investigation and remedial action will take place asap.

#### **4.9 Lift Maintenance**

It was noted that the Budget of £5k for the Lift had almost been spent to date, with essential maintenance work, amounting to £4,254. Recent works included supplying and fitting an auto-dialler, the fitting of a new car door drive belt plus aircord and investigating car and ground floor level indicators.

### **5. Cliff Face & Car Park**

Work on filling in the main tunnel with concrete has now been completed, the contractor having first removed the best part of 20 tonnes of rocks and soil which had fallen from the tunnel roof, having been loosened up by tree roots. The final concrete pour took place on Thursday, 17 April 2025. The scaffolding has since been removed followed by repair of the fencing and further clearing up of the site. The condition report for this phase of the works was signed off by the Directors with Teignbridge District Council on Friday, 9 April 2025.

The main phase of the cliff works is expected to start in September 2025, when work will start on netting the cliff face, once the holiday season is over. In the meantime, some temporary safety fencing remains to stop cars being parked too close to the cliff face, as a precaution against any further rock falls.

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## **6. Roof Survey Report**

To help understand the condition of the flat roof on top of the Great Cliff building, a roof survey was conducted on 9<sup>th</sup> April by Langley Waterproofing Systems Ltd, assisted by TJ Smith, who provided a cherry-picker. During the survey, it was evident that the rubber-based roofing membrane (EPDM Ethylene Propylene Diene Monomer) whilst fixed well, is at the end of its life expectancy, having been fixed almost 20 years ago. It was also evident that there is no insulation boarding and therefore, to comply with current building regulations, this would need to be installed, once the old materials are stripped off.

The main proposal is to strip the decks and replace with a two-layer high performance SBS-modified bitumen system over insulation, vapour barrier and primer, whilst providing a 25-year insurance backed guarantee.

The Full Roofing Condition Report can be seen at:

<https://greatcliff.co.uk/full-roof-condition-report-great-cliff-april-2025/>

The proposed Specification can be seen at:

<https://greatcliff.co.uk/proposed-roofing-specification-for-great-cliff-april-2025/>

Following the above, an approved contractor (Stormforce Roofing & Maintenance Ltd from Plymouth) visited the site on Thursday, 22<sup>nd</sup> May to conduct their own aerial survey with a view to providing costings to replace the flat roof areas, which are now awaited.

## **7. Any other business**

It was noted that During March 2025, Openreach installed full fibre to the property (FTTP) at Great Cliff, which is now up and running for all Leaseholders, should they wish to sign up for the faster broadband service.

It has been agreed that the current cleaning company would be extending their services to clean all the balcony areas (one at a time) during their visits.

The Fire Officer had made a request that balconies be kept clear of obstructions and that Crown had taken specific action on this point.

## **8. Date of next meeting**

To be confirmed.