MINUTES

**Present**

Mr Adkins Flat 1

Mr Davies Flat 2

Mr Guest (Director) Flat 3

Mr Collins Flat 5

Mrs Brazell Flat 6

Mr Fox Flat 7

Mr Smith (Director) Flat 9

Ms Lewis Flat 10

Mr Brant (Director) Flat 11

Mrs Wills Flat 15

Mr & Mrs Pitt Flat 16

Mr & Mrs Ferris Flat 17

Mr Sparks (Director) Flat 18

Mrs Kidger Flat 22

Ms Swift Flat 23

**In Attendance**

Mrs Secker Crown Property Management

Miss Littlewood Assistant Property Manager

**The meeting was opened at 10:30hrs**

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

1. **Apologies & 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.

Dame Bowe, Flat 19, nominated Phillip Bowe.

Mr & Mrs Megilley, Flat 20 & 21, nominated Mr Smith, Flat 9, to vote on their behalf.

Mr & Mrs Ackroyd, Flat 13, no proxy nomination made.

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| 1. **To Approve the Minutes from the 2023 AGM and Matters Arising**   All approved the Minutes as a fair record of the meeting.   1. **To Adopt the Company Accounts for the Financial Year ending 31st March 2024**   All Approved – Proposed by Mr Sparks & Seconded by Mr Guest.  **4. Service Charge Discussion 2025**  4.1 Mr Smith presented some proposed budget options in a document for discussion, explaining the breakdown of costs for 2024. It was noted that the previous and current year’s budgets were inadequate for the works required to maintain and repair issues at Great Cliff, especially in relation to waterproofing. It was also noted that the current Service Charge is substantially less than the market average in the area. There were 3 options proposed but it was agreed that an additional option of increasing the Service Charge to £3,000 was best suited and this was the preferred choice of all attending, bar one owner.  4.2 It was noted that many of the current works required would have to be financed from the following year’s Service Charge, as the current Budget did not cover all the works that the building requires.  **5. Cliff and Car Park Update**  5.1 Teignmouth Council had not provided any further updates to the cliff repairs, despite numerous chases. It was suggested that a local Councillor could be invited help move things along but it was left to Mr Guest and the other Directors to consider and keep chasing the Council for updates.  **6. Building Works Update**  Leak in Flat 3 – Surveyor to attend and report.  Lift maintenance to be addressed as the lift is very noisy.  It was queried as to whether the auto dialler in the lift been upgraded to digital as it was thought that some of the lines had been updated locally. This would be cross-checked with Ideal Lifts who maintain the lift.  **7. Any Other Business**  7.1 Items raised by Roy Megilley  7.1.1 *What is happening with the redecoration to the external east elevation?*  The works to the exterior of the east elevation will be included in the budget to be completed next year.  7.1.2 *Will there also be improved lighting to the main entrance?*  As there is currently no external lighting to the front entrance, Crown will instruct electricians to provide quotes to install. Once we have these quotes, we will assess the costings.  7.2 Items raised by Caroline Wills  7.2.1.*Has the problem with the leaks in the Top Flats been resolved?*  We believe this issue has been resolved. It will be monitored this winter to ensure that is the case.  7.2.2*Are there any future plans to redecorate my kitchen ceiling?*  Yes – we will contact Emin Coban to arrange coming out to carry out those works and those required at Flat 15.  7.3 It was noted that BT had recently undertaken a survey at Great Cliff with a view to providing fibre Broadband direct to the building and individual apartments, if required.    **Meeting Closed at 11.10hrs** | Crown  Directors  Crown  Directors  Crown  Crown |