

GREAT CLIFF (DAWLISH) LTD

Minutes of a Board Meeting held at 9 Great Cliff on
Thursday, 4th September 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 26th May 2025 were approved.

3. Finance Report & Budget

The financial figures to 31st July 2025 were reviewed which showed a positive cash balance (excluding the Sinking Fund) of £21,397 plus service charge arrears of £14,000, making a total of £35,397. The remaining budget for the year was £30,254, leaving a surplus of £5,143. 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

Work was proceeding well for the for the painting and decorating balcony areas for Floors 1 & 2, which was being undertaken by Steve Tony and due for completion mid-September. The total cost of the work, including one or two additional items was estimated to be £5.5k.

4.2 Flat 2 – Water Ingress

This issue had been reported to Crown and TJ Smith and although followed up, it was not known if the issue had been resolved and there had been no further correspondence from the Leaseholder.

4.3 Flat 3 – Water Ingress – Surveyors Report

Although 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, it was agreed that TJ Smith should help advise if any alternative works would be required as the issue remained unresolved.

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4.4 Flat 4 – Wooden Post

One of the wooden posts outside Flat 4 was in need of replacement, having rotted through, which would be replaced by Steve Toney in mid-September.

4.5 Flats 11 & 12 – Water Ingress

TJ Smith had completed the works where water ingress had been apparent to the front windows for Flats 11 & 12, thought to be caused by a longitudinal crack where the cavity trays are situated. The cost of the repair was £6.5k, including VAT.

4.6 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.

4.7 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 20th May. Although, it was not immediately apparent for the cause of the leak within the lounge area, which was relatively small, this had now been patched with sealant paint. The area within the dining room was also difficult to pinpoint the exact cause but a visible gap in the lead lining adjacent to the dormer window, had now been filled with mastic.

4.8 Flat 23 Condensation – Surveyors Visit

The report of damp within Flat 23, was thought to be related to condensation and resolved with no further correspondence received.

4.9 Gullies and Gutters

It was agreed to check the gutters and gullies to see if these needed cleaning out before the end of the year. The leak from the downpipe on the third balcony had now been repaired but still required a small amount of filler on the pillar to make good.

4.10 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. At present, there had been no further work required.

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5. Cliff Face & Car Park

With work on filling in the main tunnel with concrete completed, the focus was turning to the main phase of the cliff works with the netting of the cliff face. Unfortunately, there had been a delay with the planning application as further ecological surveys had to be carried out together with a Biodiversity Net Gain (BNG) report. A survey had subsequently been completed by Orbis Ecologists based in Dawlish including the BNG assessment which was now awaiting approval. The tender for the works was being progressed by Teignbridge District Council with prices already received from three contractors. However, an uplift in costs has meant that these require approval with an additional budget to be agreed. We have been advised that Planning will be proposing timescales whilst trying to avoid the key times for our residents and trying to make sure that they can accommodate any parking issues. This will be a different scale of works and the noise associated with the drilling, compared to the works before. We currently await the proposed revised timescales.

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 9th 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, 22nd May to conduct their own aerial survey in order to provide costings to replace the flat roof areas. In addition, TJ Smith have put forward an alternative product (ICOPAL) but with a 20 year guarantee, which are as follows:

- a) Langley Specification with 25 year guarantee: £189k plus VAT
- b) ICOPAL Specification with 20 year guarantee: £140k plus VAT

It should be noted that TJ Smith have advised that as the roof is not currently leaking, we should defer the works, whilst the Sinking Fund is built up.

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Currently, investigations were underway with a Finance Broker – Theodore Management Ltd who have indicated that we might be able to secure a long-term loan to finance the project. In addition, it might be worthwhile considering VAT registration for such an undertaking. In the meantime, the project would be discussed at the next AGM to see if the Leaseholders had any views or preferences.

7. Appointment General Meeting

During September 2023, the Leaseholders of Great Cliff (Dawlish) Ltd passed a Special Resolution to amend the Articles of Association by deleting and replacing Article 19. The main points concerning the election of Directors are as follows:

- Nomination Forms will be sent out by post by the Company Secretary at least 49 days before the Appointment General Meeting or at least 47 days by email.
- Any Leaseholder may complete a Nomination Form signed by two other Members which will include a statement summary of skills and suitability for the role of Director. This must be submitted to the Company Secretary no more than 32 days before the Appointment General Meeting.
- The completed Nomination Forms will be sent out to the Leaseholders at least 9 days before the Appointment General Meeting.
- A separate vote will take place at the Appointment General Meeting for each Director being nominated, who must achieve 50% of the votes cast plus 1 to be nominated.
- The maximum number of Directors that can be appointed is five. Priority will be given to those with the least prior service and secondly, to those with the longest tenure of the Company.
- Each Director holds office until the next Appointment General Meeting, which will be held at least once every 2 years.

The next Appointment General Meeting is now due to be held in 2025 and will be held at the Langstone Cliff Hotel, Mount Pleasant Road, Dawlish Warren, Dawlish, Devon, EX7 0NA, where a meeting room has been reserved for Thursday, 27th November 2025 from 10.30am. In the meantime, the nomination forms will be sent out to the Leaseholders followed by the Notice of the Meeting, Minutes of Previous Meeting, Accounts for the year end etc, as soon as everything is available.

8. Any other business

A quotation had been received from Briggs to carry out repairs to the Dry Riser at a cost of £1.9k, including VAT. Crown have since been advised that the costs have been approved by the Directors and had requested for the works to be carried out asap.

9. Date of next meeting

To be confirmed.