

**Minutes of the Annual General Meeting of
Great Cliff (Dawlish) Ltd on 27th November 2025
Held in Langstone Cliff Hotel, Dawlish at 10:30am**

Present

Mr & Mrs Adkins		Apartment 1
Mr Davis		Apartment 2
Mr Guest	Director	Apartment 3
Mr Fox		Apartment 7
Mr Smith	Director	Apartment 9
Miss Lewis		Apartment 10
Mr Brant	Director	Apartment 11
Mr & Mrs Lambert		Apartment 12
Mr Chapman		Apartment 14
Mrs Wills		Apartment 15
Mr & Mrs Pitt		Apartment 16
Mr Sparks	Director	Apartment 18
Mr & Mrs Megilley		Apartment 20 & 21
Mrs Kidger		Apartment 22

Also Present

Mrs Samantha Secker	Crown Property Management
Mrs Alexandra McCarthy	Crown Property Management

<p>Welcome & Introduction</p> <p>Sam (Crown) welcomed all attendees and introduced herself and Alex (Crown) her new assistant.</p> <p>The meeting considered the appointment of directors. Roger, Paul, Ian and Barry offered themselves for reappointment. Jane Pitt was proposed as a new director.</p> <p>Following a show of hands, all existing directors and Jane Pitt were unanimously approved, with no votes against and no abstentions. The Chair welcomed Jane Pitt to the Board.</p>	
<p>1. Apologies & Proxies:</p> <p>Apologies were received from: Mr Bruin - Apartment 8 Ms Swift – Apartment 23</p> <p>Proxies were received from: Dame Bowe - Apartment 19, and their nomination was Philip Bowe - Apartment 19 Great Cliff</p>	

<p>2. To Approve the minutes of the last AGM and matters arising:</p> <p>The minutes of the previous Annual General Meeting held on 30th October 2024 had previously been distributed were presented to the members. It was proposed and agreed that the minutes represented a true and accurate record of the meeting. There were no matters arising from those minutes that were not otherwise covered by the agenda for the current meeting.</p>	
<p>3. To Approve the Company Accounts for the financial year ended 31.03.25:</p> <p>The Company accounts for the financial year ended 31 March 2025 had previously been presented to the were presented and discussed.</p> <p>During discussion, members raised queries regarding the asset valuation shown in the accounts, specifically in relation to the value attributed to the freehold following its purchase by the residents. It was explained that the fixed asset recorded in the accounts represents the freehold interest in the property held by the Company.</p> <p>However, it was acknowledged that a definitive explanation of how the asset value had been calculated was required from the Company’s accountant in order to provide a more detailed explanation to members.</p> <p>The meeting agreed to adopt the accounts for the year ended 31 March 2025.</p>	Crown
<p>4. Service Charge for 2026:</p> <p>The proposed service charge for the year 2026 was considered by the meeting. Following discussion, it was agreed that the service charge would remain at its current level. Members noted that previous changes to service charge arrangements had caused financial difficulty for some leaseholders and that maintaining the existing level provided stability while longer-term planning for major works continued.</p> <p>The meeting unanimously approved the service charge for 2026 at the existing rate.</p>	
<p>5. Cliff and Car Park update:</p> <p>An update was awaited from Teignbridge District Council regarding the proposed works to clear the vegetation and to net the cliff face, which was now expected to take place in 2026.</p>	
<p>6. Building Works update:</p> <p>The meeting reviewed building works undertaken during the year. It was noted that a number of significant items had been completed, including dry riser repairs, balcony repainting works for Floors 1 & 2, the replacement-of cavity trays beneath</p>	

Flats 11 and 12 to address water ingress, and various lift maintenance works. The gullies and gutters had also been cleared during the year.

Whilst routine maintenance continues across the building, it was noted that some areas, including the top balcony and sections of the rear elevation, will require further attention in the coming year. The importance of maintaining clear and transparent records of expenditure and continuing forward planning for maintenance was emphasised.

Sinking Fund

The status of the sinking fund was reviewed. Members were informed that the fund, which stood at £10,000 in the previous year, has now been increased to £30,000.

It was explained that the Board's long-term objective is to build the sinking fund to a level of approximately £80,000–£90,000, in order to place the Company in a stronger position to meet the cost of future major works without placing undue financial pressure on leaseholders.

Roof Condition, Replacement Options and Financing

The meeting discussed the condition of the roof in detail. Members were reminded of the roof survey carried out in April 2023 by Langley Waterproofing, which concluded that the roof is in poor condition and approaching the end of its expected service life. The roof was installed around 2006 and is therefore nearly twenty years old.

The survey identified a number of defects, including blistering, the presence of organic material, minor physical damage, missing vent clips, and defects to roof lights. In the short, the EPDM membrane was reported to be at the end of its useful life.

Two replacement options were outlined to members. The first, using a local company (TJ Smith), was estimated at approximately £170,000 which included a 20-year guarantee. The second, proposed by Langley, was estimated at approximately £230,000 and included a 25-year insurance-backed guarantee. Both options would include additional insulation works to bring the roof up to current building regulations.

It was noted that with the sinking fund currently standing at £30,000, significant additional funding would be required to undertake a full roof replacement. Various financing options were discussed, including the potential need to obtain a loan, which may require security over the property. Members acknowledged that flat roofs typically require replacement every 20 to 25 years and that full replacement is likely to be required in the near future.

Action: Roger to liaise with TJ Smith to investigate options and costs for improving access to the roof from the communal hallway to allow for intermediate repairs.

Roger

7. To consider any other business of which prior notice has been given:

No items of other business had been notified in advance of the meeting.

During general discussion, members expressed appreciation for the effective management of the Company. Thanks, were also recorded to Samantha Secker and Alex for their ongoing support and assistance.

There being no further business, the Chair thanked all those present for their attendance and participation and declared the meeting closed.

Meeting Closed at 11.20am

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 evidence to Crown. Non-compliance could jeopardise the validity of the building Insurance.