GREAT CLIFF (DAWLISH) LTD

Minutes of a Board Meeting held at
The Marine, 2 Marine Parade, Dawlish, Devon, EX7 9DJ on
Monday, 16th November 2026 at 11.00am

Present:	Paul Guest	(Flat 3)	
	Jane Pitt	(Flat 16)	
	Roger Smith	(Flat 9)	In attendance

1. Apologies for absence

There were no apologies for absence.

2. Appointment of Board Advisor

The Directors agreed to appoint Roger Smith (Flat 9) as a Board Advisor who would attend Board meetings, help with any action required and produce the Minutes.

3. Minutes of Previous Meeting

The Minutes of the Board Meeting held on 4th September 26th May 2025 were approved.

4. Finance Report & Budget

Unfortunately, the last set of financial figures were only available up unto June 2026, apparently due to Crown upgrading their accounting system. It was understood that the information should have been provided in September 2026 but had still not been provided. A request would be made to see the current bank statements straight away.

5. Building Maintenance & Repairs for 2026

A review of the outstanding Building Maintenance & Repairs for the current year was made, all of which had been identified from the Croft Surveyors Report, produced on the 2nd March 2026. All of the works were still outstanding, which related to Flat 3 and Flats 11/12/16/17 and Flat 20. Initially, the total works were estimated by TJ Smith at £9,216 inc. VAT and, following approval by the Directors, a works order number 25172 was issued by Crown on the 6th March 2026 for TJ Smith to carry out the complete works. Unfortunately, TJ Smith put back the works on at least two occasions, before admitting that they were not in a position to carry out the works.

In an effort to resolve the issue, Crown arranged for Ringmore Construction & Developments Ltd to quote for the works, which were outlined as follows:

Flat 3 leaking windows
Windows to be removed and replaced with new double glazed uPVC sliding sash windows to match existing style, units and spandrel panels to be replaced as a whole unit, extending up to the flat above. Anti damp treatment and redecoration.

Estimate: £12,480 inc. VAT

It was agreed that the above quote would be subject to a Section 20 Notice, subject to a further quote due in November 2026.

Flat 11/12 & 16/17 Leaking balcony
Scaffolding required at the front of the building to balcony level, remove existing balustrade, remove existing waterproofing membrane, slabs & patio doors, install new timber/plywood deck, install new lead flashings, install waterproofing membrane, install new patio doors, replace new coping slabs, reinstate balustrade, redecorate internal walls & ceilings.

Estimate: £24,564 inc. VAT

It was agreed that the above quote would be divided up against each property and not subject to a Section 20 Notice due to the urgency of the works, but subject to a further quote due in November 2026. It was anticipated that the individual works could be managed with the Section 20 threshold.

Flat 20 Residual damp
Reshape and redress some of the lead flashings adjacent to the Velux windows (all accessed from inside) , using leadmate, silicone and Code 4 lead, internal decoration to affected areas.

Estimate: £1,200 inc. VAT

It was agreed that this works could be carried out by Ringmore Construction without delay and Crown would be requested to send a Works Order.

In addition to the above works, a quotation had been received as follows:

Flat 4 – Window replacement
A quotation had been received from Windows of Distinction to resolve a faulty lounge window which had jammed open in the Summer but had since been closed but inoperable.

Estimate: £209 inc. VAT to be locked shut (preferred option, approved)
Estimate: £3,238 inc. VAT for replacement of double window

6. Cliff Face & Car Park

An email had been sent to Teignbridge District Council on the 14th October 2026 to request an update to the small amount of works outstanding, where the pigeons were nesting, and where a mound of earth that was due to be removed above car park space No. 9. Unfortunately, no reply had been received but a further email would be sent, outlining the intention to reinstate the car park space.

7. Annual General Meeting for 2026

Crown had been made aware that an Annual General Meeting was due to be held in 2026 but unfortunately, no arrangements had been made to date. To help progress matters, The Marine had kindly offered the use of their room upstairs, which would be provided free of charge. Teas and coffees could be provided, as required. A date for the AGM and Agenda should now be agreed with Crown asap. Items to be included should be as follows:

(i) VAT registration
(ii) Appointment or reappointment of Property Management Agents.

The Directors agreed that the Service Charge should remain unchanged, whether including or excluding VAT (ie capped at £3k maximum).

8. Any other business

There were no other items of business discussed.

9. Date of next meeting

To be confirmed, although it was agreed that the Board meetings need to be reinstated and held every three months, if possible.

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