

Minutes of MC Meeting on 9/03/08

Committee members present: President TAOA, M.Srivas, S.Ramachandra, Sabari Jayanthan, Pooja Jain, Beena Manivannan, Divya Gopi, Shrividya Sudhakaran, Jayashree Mahesh, Shobha Krishnan.

Proceedings:

Swimming pool:

- Many in the committee expressed concern that the swimming pool attendant was very often not found by the poolside. He was to be taken to task.
- Regarding changing of swimming pool water it was decided on the advice of Mr.Tobias that as long as the readings were OK the water would not be changed, and definitely not more than once in 2 yrs or so as it would amount to a tremendous waste of water.
- Regarding cleaning of the pool note was taken of Mr.Tobias's suggestion of splitting the pool into 4 or 5 sections (color each differently) and getting one part cleaned daily, so that in a week the entire pool would have been cleaned.
- Mr.Sounderajan with the help of Mr.Tobias was to instruct the staff on proper cleaning techniques.
- The tube attached to the suction pump currently used in cleaning needed to be changed.

Schedule of activities submitted by CBRE:

- Regarding water SOP tank cleaning schedule, TDS reading and pump pressure meter reading check were to be included.
- Gardening SOP was to be looked into (resp. Beena).

Gardening and Housekeeping:

- Concern was expressed that relievers were not being provided in times of weekly offs, but that extra staff were provided on weekends so that the overall numbers requirement was fulfilled. The shortage of staff during the week would be taken up with Mr.Alex. (Divya and Beena, am I correct? Pls. rectify if not.)
- Regarding gardening tools CBRE was expected to get whatever additional tools that were needed to render the agreed level of service. The matter would be taken up with Mr.Alex.

Performance monitoring:

- It was decided that the housekeeping supervisor would check performance against the check list daily.
- One person in each block (chosen in rotation) would also check and verify the performance slip each day.
- A line regarding water quality (whether poor or good) was to be included in the performance slip.

Emergencies:

- In case there was no response from the front desk to emergency calls residents were to be instructed to call either Mr.Sounderajan or Mr.Vijayan.
- Their numbers were to be posted for the residents' information.

Internet:

- There was some discussion on whether a separate internet connection was needed for the front desk. It was decided that the internet connection would be shifted from the Accounts office (where it was not being utilised fully) to the front desk.
- Mr.Prabhakaran (Accountant) could access the internet at the front desk whenever required.

Security:

- While the general feeling among the residents was that CBRE's performance was OK many were of the opinion that the night security could improve.
- The night security supervisor (Santanam?) was to be replaced.
- Some ideas like having a punch card system and rotation of security personnels' beats were discussed to prevent them sleeping at their posts.

Seepage into A 101:

- The source of the seepage had been located, one from a common area and one from the inside.
- Since Jeeva Kumar's quote (RS.20,000) to repair the common area leak was on the higher side quotes from a couple of other experts were to be obtained (resp. Ram and Sabari).
- Regarding whether TAOA should bear the cost of repairing the leak from the common area into A 101 further investigation was needed to determine whether the leak was a result of renovation work undertaken by the resident of A 101 or independent of it.
- A notice was to be sent to the resident regarding repairing the leak from his apartment into the basement near the exit ramp.

Driver menace:

- There was some discussion as to how TAOA should get involved in disciplining the drivers smoking, gambling and littering in the basement. It was suggested that TAOA call the drivers for a meeting and appeal to their good sense.
- Another suggestion was to identify and equip an area where they could relax
- It was decided that the drivers would be fined for misbehavior. The first offence would carry a penalty of Rs.100, subsequent 2 offences would carry higher penalties (amount to be decided.) A note was to be sent to the employer of the errant driver.
- After 3 violations the errant driver would be barred from entering the premises.
- A notice was to be sent to residents informing them of this decision of the MC.

Suggestion by Mr.Chandramouliswaran:

- The suggestion that the FM be entrusted fully with the day to day management, including sending circulars, etc, and the MC restrict itself to more important policy issues and not get bogged down by daily maintenance issues was taken note of. It was decided that the MC would seriously try to implement it.

Garbage segregation:

- This was going fairly well.
- Divya would issue one more notice to residents regarding this.
- Common area wall cleaning was being undertaken at a cost of Rs.3000 to Rs.4000 approx.

ID cards:

- A fresh circular was to be sent to residents regarding ID cards.
- CBRE was to go and collect filled forms from residents door to door.
- CBRE would arrange for photographing the household helpers/drivers and charge the residents for the same.

Playing on lawns:

- The committee reaffirmed its decision not to allow children to play games that caused destruction of lawns.
- A guard would be posted in the OSR land between 4 pm and 6 pm daily and children were to be encouraged to play there.

Cycles:

- Cycles were to be parked in residents' own car parking lots and not near the lifts or elsewhere.

Circulars:

- The MC circulars needed to be signed by the Secretary and the respective portfolio member.
- Regarding circulars prepared by the FM they would be distributed only after getting written approval from the Secretary.