

Minutes of MC meeting on 12th April, 2008

Committee members present: President TAOA, M.Srivas, S.Ramachandra, Vijay Sambrani, Sabari Jayanthan, Pooja Jain, Divya Gopi, Shobha Krishnan.

CBRE representative: Mr.Sudarman.

Proceedings:

DG Set:

- AMC: Since the contract with Madhu Engineering was coming to an end it was necessary to decide whether to renew the AMC contract with them or look for alternatives.
- President had asked for some amendments to their contract which Vijayan was to follow up on.
- President TAOA would also check out other parties for AMCs.

Security:

- Mr.Sudarman indicated that the supervisor and the two security guards (identified earlier) would be replaced by the 15th April.
- Regarding call taxis, visitor's tokens were to be issued to them to enable monitoring. Call taxis were not to be allowed to be parked in the basement. The residents were required to call the taxis in only when they were ready to depart.
- Regarding photo ID cards it was decided to go ahead with CBRE's vendor and fix a deadline for taking photographs, etc.

Emergency contact numbers:

Mr.Sudarman would post the list inside each lift and on each floor by the side of the lift.

Swimming pool:

Relievers for the pool guard were required to be given proper training for the job before being posted on duty.

Lifts:

- Even though Alfa had a policy of a minimum 1 year contract it was decided to go ahead with the AMC and pay the required 6 months upfront since there was always the option of backing out after that period.
- Before signing the contract Alfa was to be given feedback on the performance of the lift doors recently replaced.

Plumber:

- CBRE was to ensure that the regular plumber was also on duty during the time required for trainee staff to be fully inducted.
- Trainees were also required to wear the uniform so as to be able to identify them.

RO Plant:

- The pending bills due to Living Water were to be cleared.
- A Block RO Plant membrane needed to be changed, Ram would examine whether it was within the capex already approved.(Ram has since got back to us.)

CBRE contract:

- Even though CBRE were not likely to agree to a penalty clause it was decided to go ahead with the contract in principle.
- TAOA would provide a draft of the contract if CBRE were not able to.
- CBRE could not be held responsible for those failures in performance which occur due to cascading effect of problems.
- Penalty was to be deducted for those failures that CBRE were responsible for and which could be objectively measured.
- Since CBRE penalized the outsourced agencies for lapses in performance the benefit should be passed on to Atrium.
- The tone to set for Tuesday's meeting was that CBRE had to deliver. The supervisor could not get upset and take criticism personally

Airtel directory:

- Since Airtel had earlier promised to print them but were now refusing to it was decided that TAOA would go ahead and print them.
- Residents would be given one copy each.

Activity report:

- This quarter's activity report was to be prepared and sent.
- It was to include major and out of the ordinary expenditure.

AGM:

Sunday, July 13th was set as the tentative date for the SGM.

Plumbing problems inside apartments:

- These were the responsibility of the resident.
- If repairs involved common area pipes they were to be conducted only under the supervision of CBRE.