

Minutes of Meeting held on 4th of May, 2008 at the Child Care Room.

Members Present:

President – Mr. Rangarajan
Secretary – Mr. M.K.Srivas
Treasurer – Mr. Vijay Sambrani
Vice –President – Ms. Divya Gopi
Mr. Ramachandra
Mr. Rakesh Malhotra
Ms. Sabari Jayanthan
Ms. Srividhya Sudhakaran

Points Discussed:

1. CBRE's contract agreement:-

The MC is ready to sign a contract with CBRE for 3 years taking into consideration the difficulties faced each year in finding a new facility management company. CBRE earlier was not willing for a 3 year contract. The MC decided that if they are willing to sign such a contract with allowed escalation in the contract. However the percentage of increase every year that is agreeable to be discussed and finalized.

It was found that one of the Electricians in the evening shift is not a certificate holder. This point is to be taken up with Sudharman and to ask for replacement.

2. SLA & Variable Matrix

CBRE's quality objectives paper submitted to the MC and the probable variable Matrix components table which we will be giving CBRE was circulated to the members and was taken for discussion. MC felt that it would be good to go with points system for every lapse and assess them monthly before payment being made.

New Agreement to incorporate the SLA and the variable matrix after discussions with CBRE.

3. Vijayan's role and increment request discussion

MC discussed Vijayan's role in the present setup. But the members felt that he has not been doing his work well lately and there is no continuation and often he forgets what work has been entrusted to him.

It was decided that his request of Rs.10,000/- P.M is on the higher side, he would be offered Rs.8,500/- and wait for his decision.

It was also decided that he should give the MC a weekly activity report to monitor his work.

4. Moving Balaji to CBRE payroll

MC discussed this and decided that Mr. Balaji will be taken into TAOA pay –roll for Rs.4500/- P.M from the month of May 08’

5. Security Status

CBRE had replaced 2 security guards and a Security officer last month. Though the number of complaints had come down, there are still some occurrences of security guard found sleeping at night and letting in cars and visitors without any questions. MC was also briefed that CBRE is looking for an alternate for SDB-CISCO.

Cars of residents with yellow stickers that are found parked in the visitor’s park area to be fined from the month of May 08’.

6. Water status

Mr. Ramachandra briefed about the bore wells situation. Out of the 8 wells 2 have been found not supplying adequate water. Repairing these 2 will be taken up with immediate effect. If not fruitful a new bore well to be dug.

The 'A' Block RO plant has been performing badly and needed repairs. A new vendor in place of M/s Living waterfine is identified and to be awarded the contract.

7. DG sets AMC

New vendor M/s_____ has been identified and to be awarded the contract.