

## **Minutes of MC Meeting on 10/02/08**

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

### **Proceedings:**

- The Secretary emphasized the need to circulate the minutes of the SGM and the activities report as soon as possible. Members were required to give their inputs/comments.
- The work undertaken by Jeeva Kumar needed to be reviewed and also the waste management/waste segregation program (resp Divya).
- It was decided that an activities report would be circulated regularly (quarterly).
- Minutes of MC meeting were to be sent to all committee members for their comments (resp Shobha).
- The Secretary gave the MC the following update on CBRE.
  1. The contract had been signed on Tuesday, 5<sup>th</sup> Feb, 2008.
  2. A security supervisor would begin to study security aspects of Atrium starting Monday, 1<sup>st</sup> Feb, 2008, and the full security force would be in place by 15<sup>th</sup> Feb, 2008 (Srividya to coordinate).
  3. As it would take time to hire a property manager for Atrium, a substitute, Mr.Saravanan, would be brought in on Monday, 11<sup>th</sup> Feb, 2008.
  4. A skeletal staff would be in by 20<sup>th</sup> Feb (including plumber, electrician and full security) and the full team would be operational from 1<sup>st</sup> March.
  5. CBRE would take the two existing sports facility staff (currently on TAOA's payroll) on their payroll.
  6. CBRE would not be able to bring down their quote as there was no markup on the salary figures quoted and it was not possible to reduce management fees any further.
- For efficient functioning the following measures were suggested:
  1. The President and Secretary TAOA would be the point of contact with CBRE for all contractual issues. For operational matters it would be Vijayan.
  2. Any discrepancies noticed by members of the MC were to be noted down and Vijayan notified. If the problem persisted beyond a reasonable period the property manager was to be contacted.

3. It was suggested that a sheet be posted by the lift in each block for day to day monitoring of housekeeping activities to be signed daily by a block volunteer (as was the practice some time in the past).
  4. Divya Gopi suggested that people from Living Waterefine Technologies be brought in to train the new staff on RO plant operations to prevent damage to equipment.
  5. Would it be better if CBRE managed all the AMCs, DG sets and water assets?
- Ram emphasized the need to have periodic maintenance of all water assets other than RO plant (which had an AMC). For this the following were necessary:
    1. A study of Atrium's water management procedures.
    2. Study of the working of all pumps, valves, etc.
    3. A step by step record of all operational procedures
 (It was suggested that since CBRE were going to conduct their own audit of all assets soon they would be doing such a study themselves).
  - Vijayan was to be retained for the present and his salary raised to Rs.8500/month (a raise of Rs.1000) and a bonus of one month's salary given.
  - There was some debate on the monthly amount to be collected from residents. It was decided that it would be fixed at Rs.1.80/sq.ft. The possibility of segregating the maintenance costs and other costs would be explored.
  - The service tax issue still needed to be clarified.
  - The capex amount approved at the SGM would be collected in two installments on March 1<sup>st</sup> and June 1<sup>st</sup>, 2008.
  - A reply on the following lines was to be sent in response to the petition by two members regarding late circulation of material to be discussed at the SGM, the validity of the SGM and need to hold a fresh SGM:
    1. The MC acknowledges and apologises for the delay in circulation of the said material.
    2. The SGM however was conducted with full quorum and there was no question of it's validity, and hence no need for a fresh SGM.
  - The dish antenna issue needed more thought as some residents felt they were being denied their right to chose (Suresh Srinivasan strongly voiced his displeasure at the committee's stand on this to Jayashree).
  - S.Rangarajan was voted as the President TAOA and Divya Gopi the Vice President.

