

# The Atrium Owners Association

(Registered with the Registrar of Societies, Chennai, Registration # 144/1999)

## Minutes of the meeting of the XIIIth Managing Committee

Date of Meeting:	Nov 13th, 2011	Venue:	The Pavilion
Start Time:	11:00 A M	End Time:	01:00 P M
Date of Issue:	Dec 5 <sup>th</sup> , 2011	Meeting No:	2 of 2011 - 12
Members Present:	Mr. Jayraman Nair, Secretary Mr. T S Ramesh, Treasurer Mr. Kanakaraja Visweswaran , Committee Member, Mr. T.V. Sundaram, , Committee Member, Ms. Sangeetha Kumbala, Committee Member Ms. Ketaki Date, Committee Member, Mr Madhavan G, Committee Member		
Leave of Absence:	Mr. H A Sayeed, President, Mr. R Sivadas, Vice President, Ms. Renu Maheswari, Ms. Srividya Balaji, Mr. J R Subramanian		

- 1. Confirmation of Minutes of last MC meeting** – Confirmed by email on 18<sup>th</sup> Oct 2011.
- 2. Procurement process review -**
  - Where ever possible use option of material procurement initiated by MC members with multiple quotes circulated via e-mail to all MC members.
  - Check and utilise option of Mr Prabhakar (handling TAOA accounts) in the procurement process to option costs.
- 3. Audit/ review work processes & reporting of TAOA employees and CBRE manager vis-à-vis expected process as mandated in contract –**
  - Mr Kanakaraja Visweswaran to lead this effort and decide the optimal level for the audit and timeline.
- 4. Security**
  - Update to MC by T.S Ramesh on points highlighted from external review of Atrium security recently completed.
  - Prioritised action list to be decided based on email feedback from members. Action plan based on feedback to be put in place during security committee meeting.
  - One more attempt to be made to contact and persuade apartment owners/residents without extension facility to opt-in for extension facility. If no extension facility is available, security would not be able to get an approval from resident for such apartments. Visitors screening process may require residents of apartments without extension facility to come down and provide approval to main gate security for visitor to be allowed into Atrium premises.
- 5. Approvals provided by any TAOA member to be communicated to all MC members via MC group email.**

With no further issues on to be discussed meeting declared closed.

For TAOA MC

Jayaraman Nair  
Hon. Secretary TAOA MC