

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:	Mar 08th, 2012	Venue:	Sports Complex Basement
Start Time:	11:00 A M	End Time:	01:00 P M
Date of Issue:	April , 2012	Meeting No:	5 of 2011 - 12
Members Present:	Mr. H A Sayeed, President Mr. R Sivadas, Vice President, Mr. Jayraman Nair, Secretary Mr. T S Ramesh, Treasurer Committee Members Mr. T.V. Sundaram , Ms. Srividya Balaji, Ms. Ketaki Date Mr Madhavan G, Ms. Sangeetha Kumbala, Jaya Unnikrishnan		
Leave of Absence:	Mr. Kanakaraja Visweswaran, Mr. J R Subramanian, Ms. Renu Maheswari		

Special Invitee: None

- 1. Confirmation of Minutes of last MC meeting** – Confirmed by email on 1st Feb 2012.
- 2. Co-opting Jaya Unnikrishnan into the MC.**
 - President formally introduced Jaya Unnikrishnan to the MC and welcomed her into the MC.
 - Decision taken** – Gardens/Landscaping Portfolio assigned to Jaya Unnikrishnan
- 3. New Vendor selected for providing Security Services –**
 - Vice President informed the MC about the completion of security vendor selection by security sub-committee and detailed the process, cost implications and reasons for selection of vendor.
 - Decision taken** – MC approved for going ahead with issuing of letter to the selected vendor for signing of contract and starting transition from current vendor. It was also decided to go ahead with the same number of guards as exists currently however a budgetary provision will be made for 2 more guards (to be added in a phased manner at an appropriate time) when raising the maintenance fees. Should there be a requirement for 2 more guards to patrol M block gate and the basements this will be discussed at the MC meeting and an appropriate decision taken
- 4. DG Procurement –**
 - Madhavan informed the MC about the process being followed for short listing vendor & make for DG.
- 5. Contract with CBRE –**
 - Secretary informed the MC
 - about the discussion on contract terms & conditions, price negotiations.
 - about inclusion of all scheduled activities like overhead tanks, sumps and borewell cleaning to listed with expected dates for the year ahead as a separate list in the contract.
 - acknowledged the contribution from Shri Karthik Kumar (Q201) in volunteering to contribute to the contract discussion with CBRE, reviewing the contract document and providing inputs to changes that could be incorporated.

6. Capex collection per approval from SGM

- a. Treasurer informed the MC about need for capex collection to start in May and collected over three monthly instalments (May/June/July). Notice to be issued by treasure informing TAOA members about capex details and due dates.
- b. Decision Taken – MC approved the proposal.

7. Budgets for next financial year

- a. Treasurer informed the MC that in view of the cost inflation due to Power Tariff revision, Diesel price hike and increased consumption, CBRE contract & Security services cost increase being major items, amounts collected monthly will need to be hiked based on initial estimates. MC to review based on details worked out the presented to MC.

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

For TAOA MC

Jayaraman Nair
Hon. Secretary TAOA MC