

# 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:	Aug 11th, 2012	Venue:	Pavillion
Start Time:	11:00 A M	End Time:	01:00 P M
Date of Issue:	Aug 2012	Meeting No:	8 of 2011 - 12
Members Present:	Mr. R Sivadas, Vice President, Mr. Jayraman Nair, Secretary Mr. T S Ramesh, Treasurer <b>Committee Members</b> ,Ms. Srividya Balaji, Ms. Jaya Unnikrishnan, Mr. J R Subramanian, Mr. Kanakaraja Visweswaran, Ms. Sangeetha Kumbhala		
Leave of Absence:	Mr. H A Sayeed, President, Mr. Madhavan G, Ms. Ketaki Date, Mr. T.V. Sundaram,		

**Special Invitee:** None

1. **Confirmation of Minutes of last MC meeting** – Confirmed by email on 16 Jul 2012.
2. **Lifts** – Lift in C block malfunction was highlighted to the MC. Multiple complaints received from residents of C block about door of the lift not closing properly.
  - a. **Decision taken** – To review release of N block work order after vendor fixes C block issues.
3. **Capex Projects for 2012-13** - Following list of potential capex projects (includes suggestions from members) were discussed
  - a. Basement - Painting and Repairs
  - b. Wiring and Plumbing - prepare drawings (1 Lakh + 1 Lakh)
  - c. Plumbing – Repairs for arresting leaks and replacement of corroded sections as many as possible (5 Lakhs)
  - d. Shut off valves for water lines into individual apartments
  - e. Sewage System – Repairs and changes (5 Lakhs)
  - f. Landscaping – lawn between C & J block
  - g. Exterior cleaning / washing with water but NOT Painting (5 Lakhs)
  - h. Air conditioning the pavilion
  - i. Terrace farming
  - j. Take up two more lifts for repair
  - k. Electrical Safety Repairs e.g. many places junction boxes are open and wires exposed ( 2 Lakhs)
  - l. **Decision taken** - Prioritised list to items **b, c, e, g & k** for presenting it to general body during the AGM planned for Sept 2012 for approval. Other items can be considered in future. Repair works in basement need not be a capex item and can be taken up from opex.
4. **Security** – Vice President informed the MC about
  - a. Clause regarding payment for a day off (with reliever) has been renegotiated with Evergreen.
  - b. Receipt of request for additional access cards from 11 residents.
  - c. Idea of using the remaining funds from security procurement to add few more points under CCTV.

- d. **Decision taken** – To sign the agreement with the renegotiated clause with Evergreen
  - e. **Decision taken** – To approve genuine requests for additional cards to a max of one additional for an apartment on resident filling out a form with details of the additional vehicle and an undertaking that any violation of TAOA parking rules will authorise TAOA MC to automatically disable the access card and withdraw the extra card facility. Additional card to be charged at prevailing rates.
  - f. **Decision taken** – Ok to procure more CCTV equipment per available amount in capex budget
5. **Contract with CBRE** – Shri Visweswaran reviewed the contract signed with CBRE for facilities management and highlighted various points which could have been worded better to safeguard TAOA's interests.
- a. **Decision taken** – TAOA to appoint a lawyer and use the lawyer's service to review all contracts in future.
  - b. **Decision taken** – To ensure we collect with every months invoice from CBRE a proof of ESI, PF and any other statutory payments that CBRE and/or its vendors and subcontractor make for all personnel deputed at Atrium.
  - c. **Decision taken** – During this discussion it was highlighted we should take all measure to safeguard TAOA against any liabilities in case of accidents, deaths or bodily injury to any employee or subcontracted personnel deputed by TAOA or CBRE.
6. **Insurance** – During the discussion on potential liabilities from CBRE and vendor staff deployed at Atrium a point was raised about coverage of liabilities for employees of TAOA. Also to explore need for and availability of insurance coverage for damages arising from new assets like boom barriers.
- a. Treasurer authorised to buy appropriate insurance to cover TAOA employees for compensation in case of any accidents and for loss during cash handling.
  - b. To explore availability of appropriate value insurance coverage for damages from assets owned by TAOA.

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

For TAOA MC

Jayaraman Nair  
Hon. Secretary TAOA MC