

The Atrium Owners Association

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

Minutes of the meeting of the Managing Committee

Date of Meeting:	September 13, 2009	Venue:	The Pavilion
Start Time:	11:00 A M	End Time:	12:00 Noon
Date of Issue:	September 13, 2009	Meeting No:	1 of 2009 - 10
Members Present:	Mr H A Sayeed, Vice President Mr Karthik Kumar, Secretary Mr Beena Manivannan, Committee Member Ms Srilatha Menon, Committee Member Ms Vidya Ramesh, Committee Member Mr Madhu Mathan, Committee Member Ms Radhika Srinivasan, Committee Member Ms Reena Venkatesh, Committee Member Ms Vinitha Sivadas, Committee Member		
Leave of Absence:	Mr K V Menon - President, Mr S Krishnan - Treasurer,		
Absent:	Ms Uma Kiran - Committee Member		


Action by

- 1) The Vice President chaired the meeting in the President's absence and called the meeting to order.
- 2) The Secretary briefed the new members of the role of Committee Members and the various portfolios. This was principally to ensure that the Facility Manager's staff performed their tasks as per the agreement and expectations of the members.
- 3) Portfolios
 - a) Members were then requested to take up portfolios and the following were the allocations:
 - i) Security and use of common spaces – Mr Madhu Mathan
 - ii) Housekeeping, Pest Control - Ms S Menon and Ms R Srinivasan
 - iii) Landscaping and external playgrounds – Ms B Manivannan
 - iv) Social - Ms Vinitha Sivadas
 - v) Sports Complex and Swimming Pool – Ms Vidya Ramesh
 - vi) Water infrastructure – Mr H A Sayeed
 - vii) Electricity – Ms R Venkatesh
 - viii) Elevators and Safety practices – Ms Uma Kiran
 - b) Members were keen to know the staffing levels provided for different portfolios in the agreement with CBRE. The Secretary promised to circulate the information.
- 4) Staffing and administrative issues
 - a) Committee members expressed that different functions were short-staffed many a time.

Secretary

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	<u>Action by</u>
b) The Secretary reported that he received a daily report from CBRE in which the staffing levels were also reported. He would forward the report to all members and requested them to provide precise data of the number of occasions when a function was short-staffed to be able to take up the issue with CBRE management.	Secretary + Committee Members
c) The Committee also discussed the need to train staff members to perform their tasks. It was decided to raise this issue with CBRE also.	
5) <u>Action plan for the year</u>	
a) Given that the day-to-day chores of administering the building had fallen into a pattern, Committee Members were requested to develop plans that would have a long term impact on the welfare of the Association.	Committee Members
b) To this end a number of suggestions were circulated and members were requested to pick from the suggestions or initiated activities which they thought were important and present it at the next meeting.	
6) <u>Regular meeting date and schedule</u>	
Members collectively decided that the Monthly Committee Meeting could be held on the second Sundays at 10:30 am.	
There being no other matter to discuss, The President declared the meeting closed.	
 Karthik Kumar Hon Secretary	