

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:	October 11, 2009	Venue:	The Pavilion
Start Time:	11:00 A M	End Time:	1:00 P M
Date of Issue:	November 7, 2009	Meeting No:	2 of 2009 - 10
Members Present:	Mr K V Menon, President Mr H A Sayeed, Vice President Mr Karthik Kumar, Secretary Mr S Krishnan, Treasurer Ms Srilatha Menon, Committee Member Ms Vidya Ramesh, Committee Member Mr Madhu Mathan, Committee Member Ms Radhika Srinivasan, Committee Member Ms Reena Venakatesh, Committee Member Ms Vinitha Sivadas, Committee Member Ms Uma Kiran - Committee Member		
Leave of Absence:	Ms Beena Manivannan, Committee Member		
Absent:	None		

Action by

- 1) The President called the meeting to order.
- 2) There being no amendments to the minutes of Meeting # 1 the minutes were adopted.
- 3) Action Taken Reports
 - a) Staffing requirements

Members had gone through the staffing provided for different functions and expressed the following concerns:

 - i) Allocated staff were not always present and did not follow established processes.
 - ii) Security guards, particularly those posted in the gym needed to have authority to stop ineligible users from using the facilities.

With respect to i above it was decided to have a meeting with CBRE and impress upon them the need to make available adequate staff and also follow process diligently.

With regard to item ii the desirability of vesting authority with the security personnel was discussed. Committee members were briefed on previous altercations between residents and watchmen as a result of they denying what was perceived as the 'right' enjoyed by the resident. Owing to this it had been decided in the previous committee that watchmen be not given any discretionary authority and only follow a process. Accordingly it was decided that a process be developed for the security staff at the Sports Complex to determine eligibility for entry and handle exceptions.

Secretary

Mr Mathen + Ms
Ramesh

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b) Electrical Maintenance

Ms Reen Venkatesh informed the committee that she had been in touch with an Electrical Contractor who had made a preliminary inspection and had a number of suggestions.

Parallely CBRE had also performed an audit and there were some findings from the audit.

Based on this it was decided that a joint meeting will be held with the contractor and all inputs would be consolidated for presentation to the committee.

Ms Venkatesh +
Secretary

c) Housekeeping

Ms Sreelatha Menon reported that using herbal pesticides seemed to be effective in the vector control of mosquitoes thus far. An unintended, but desirable consequence, seems to have been that bandicoots also seemed to have disappeared.

Ms Menon also briefed the committee on CBRE asking for additional payment for providing staff to assist with the pest control. Since this was contrary to a previous understanding it was decided to take up the matter with CBRE and resolve it.

Ms Menon +
Secretary

d) Sports Complex

Ms Ramesh reported that the trainer at the Sports Complex was being relieved of his responsibilities at the end of the month due to his poor performance. She also wanted to know if the Association should pay a bonus to the trainer since he had completed a year with the Association and the festive season. It was decided that a bonus of Rs 2,500 would be paid to the trainer. However, it was also decided to terminate his service since he was often absent and when present did not perform his functions effectively.

e) AGM Minutes

Ms Uma Kiran volunteered to get the recording of the AGM transcribed to facilitate writing the minutes of the AGM.

Ms Uma Kiran

4) Treasurer's Report

- a) The treasurer reported that E401, H101, E102, N101, N102, N103 had not paid their capex dues.
- b) Eleven members had paid their capex dues in full without waiting for further invoices.
- c) Mr Krishnan informed the committee that the Mr Sundaram (K 301) had identified that he was being charged maintenance fee for a larger area of apartment than the area indicated in his sale deed and therefore, he had started paying the maintenance and capex for the area as determined by his sale deed.

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The Secretary informed the committee that this would not be acceptable for the following reasons:

- i) the area for charging maintenance was based on the information provided by the developer to the Association.
- ii) the rate at which the maintenance cost should be charged for each apartment was derived by dividing the total maintenance cost by the total area of the complex to arrive at a per square foot rate.
- iii) consequently, were members to unilaterally determine a lower area for computing the maintenance charges, then there would be a shortfall in maintenance charges.

Ms Suresh also confirmed that the basis for charging maintenance cost was correct since the builder had made modifications in the K block that accounted for the discrepancy between the area mentioned in the sale deed and the area for which the maintenance fee was charged.

It was decided that this view will be communicated to Mr Sundaram and impress upon him that his action would not be in the best interests of the Association.

Secretary

5) Facility Management

- a) CBRE had performed an audit of their processes in the apartment complex and had identified a number of weaknesses. The identified weaknesses were being addressed by CBRE.
- b) Some committee members desired to see the report. The Secretary said he would circulate it to the committee.
- c) A number of service failures were reported during the month – water overflow, allowing backwash to circulate in the main lines and staff shortages. These were highlighted to CBRE staff and appropriate action was taken within prescribed boundaries of remediation.
- d) It was decided to pursue enhancement of the water connection to the building aggressively. The Secretary is to brief Mr Sayeed on the subject to enable him focus on this task.

Secretary

Vice President +
Secretary

6) Upcoming Events

- a) Ms Shivdas briefed the committee on the plans for the Diwali celebrations.
- b) The elevator maintenance certification was due during the month and Mr Prabhakaran was on the job.
- c) The terms-of-reference for the task force appointed during the AGM was under preparation and would be circulated.

President

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- d) It was decided to explore the possibility of creating a library within Atrium. Ms Shivdas was requested to draw up the process and examine the feasibility.

There being no other matter to discuss, The President declared the meeting closed.



Karthik Kumar
Hon Secretary

Action by

Ms Shivdas