

The Atrium Owners Association

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

Minutes of the meeting of the Managing Committee

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| Date of Meeting: | November 9, 2009 | Venue: | Basement Gym |
| Start Time: | 11:00 A M | End Time: | 1:00 P M |
| Date of Issue: | November 15, 2009 | Meeting No: | 3 of 2009 - 10 |
| Members Present: | Mr K V Menon, President Mr Karthik Kumar, Secretary Mr S Krishnan, Treasurer Ms Beena Manivannan, Committee Member Ms Srilatha Menon, Committee Member Ms Vidya Ramesh, Committee Member Ms Reena Venakatesh, Committee Member Ms Vinitha Sivadas, Committee Member | | |
| Leave of Absence: | Mr H A Sayeed, Vice President, Mr Madhu Mathan, Committee Member Ms Radhika Srinivasan, Committee Member, Ms Uma Kiran - Committee Member | | |
| Absent: | None | | |

Action by

- 1) The President called the meeting to order.
- 2) The minutes of Meeting # 2 the were adopted after amending the bonus amount payable to the trainer.
- 3) Action Taken Reports

a) Staffing requirements

A meeting was held with the CBRE supervisory staff and the importance of following process as per the audit report of their own company as well as addressing staffing issues were discussed. CBRE has assured the committee that it will ensure that due process will be followed and manpower shortages would be limited to exigencies.

b) Electrical Maintenance

The scheduled meeting with the Electrical Contractor couldn't he held since the Secretary was not available for most of the month. It was decided that this meeting will be held on Tuesday, November 10, 2009.

c) Housekeeping

The issue regarding CBRE providing manpower for pest control was discussed with CBRE and has since been resolved after discussion with CBRE.

d) Sports Complex

Ms Ramesh reported that the trainer was given a bonus of Rs 4,000 against the approved Rs 2,500 on compassionate grounds. Nonetheless, as per the Committee decision the trainer's services had been dispensed with and a new trainer had been identified. It was decided to hire the new trainer after his being interviewed by a few other interested committee members.

Ms R Venkatesh +
Secretary

Ms Ramesh +
Other committee
members

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| | <u>Action by</u> |
|---|----------------------------|
| <p>Ms Ramesh also suggested that the ventilation louvers in the EB room of the sports complex be replaced with a proper window to prevent water from splashing in. The committee approved this proposal.</p> | Ms Ramesh + Ms Menon |
| <p>e) <u>AGM Minutes</u> Ms Uma Kiran had completed the transcription of the AGM tapes. The Secretary promised to compile the minutes and ready it for</p> | Secretary |
| <p>4) <u>Treasurer's Report</u> The treasurer reported that the outstanding dues had come down sharply since one of the members who had a large outstanding had settled the dues. Capex collections were also proceeding apace.</p> | |
| <p>5) <u>Facility Management</u></p> | |
| <p>a) The audit report of processes and procedures done by CBRE had been circulated to members.</p> | |
| <p>b) No major service failures were observed or reported.</p> | |
| <p>c) The planned follow-up activity with CMWSSB could not be done due to, both, the Vice President and the Secretary being pre-occupied with other engagements. It was decided that it will be taken up with earnestness in November.</p> | Vice President + Secretary |
| <p>d) Elevator licences had been obtained and it has been decided that the licences would be displayed in each elevator.</p> | Secretary |
| <p>e) The terms of reference for the task force appointed at the AGM was discussed in the committee meeting and it was decided to refer it to the task force.</p> | Secretary |
| <p>6) <u>Upcoming Events</u></p> | |
| <p>a) Ms Shivdas reported that 12 residents had volunteered to assist with setting up the library in the room which used to house the ladies gym a few years ago. Ms Shivdas is to prepare a plan for implementation of this initiative.</p> | Ms Shivdas |
| <p>7) <u>Any Other Matter</u></p> | |
| <p>a) An action had been taken up by the committee against drivers of residents who were not adhering to the rules of the Association. Following this action, one of the residents, had written to the committee with the following observations:</p> | |
| <p>i) The principal violators of the rules were not drivers of residents, but their friends.</p> | |
| <p>ii) That the drivers be provided with other indoor games and volunteering to assist the committee in any manner to do so.</p> | |

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Action by

With respect to item (i), it was decided to identify these outsiders and prevent them from entering the building. On the second item the committee was unanimously of the view that the upkeep and maintenance of such equipment would then become an added chore for the committee and therefore avoidable. However, the committee was quite open to residents pooling together to provide such diversions to their employees.

- b) Mr A Chandramouliswaran had informed the committee that several drivers were observed to keep the engines of cars running with the A/Cs switched on in the basement. Also some drivers were in the habit of parking the cars at the doors of the elevators awaiting their employers' descent to the basement.

Secretary + Mr
Mathen

Since both these practices were in general affecting other residents it was decided to incorporate these as a part of the 'do's and don'ts' and also explicitly inform the residents concerned about the undesirability of this practice.

Secretary

- c) Ms Srilatha Menon brought up the topic of moving charges and the non-collection of the refundable deposit. Members discussed this subject in great detail and the following plan of action was decided.

Secretary + Ms
Menon

- i) A detailed process note would be prepared for this activity and circulated to all residents. Such a process would ensure that residents could not move without paying the prescribed charges
- ii) The Moving Form designed by a previous committee will be reviewed and modified to fit in the process.
- iii) In an important departure from the current practice, moving charges would be collected for both, moving in and moving out, since common facilities were being used extensively for both activities.
- iv) It was also decided to increase the moving charges from the current Rs 1,000/- to Rs 3,000/-.
- v) Necessary equipment such as tackle, trolleys., would be refurbished to make sure the moving process was done smoothly for residents.

- d) As a matter of process, it was also decided that a welcome committee of the MC would meet new residents and hand them a welcome pack comprising the directory and rules of the Association.

Ms Shivdas

- e) Since there were a number of lumber rooms in the basement as well as in other parts of the complex, it was decided that periodic safety inspection of these rooms would be carried out.

Ms Uma Kiran

- 8) There being no other matter to be discussed, the President declared the meeting closed.



Karthik Kumar
Hon Secretary