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:	December 13, 2009	Venue:	The Pavilion
Start Time:	11:00 A M	End Time:	12:00 Noon
Date of Issue:	December 21, 2009	Meeting No:	4 of 2009 - 10
Members Present:	Mr Venu Menon, President Mr Gopal Wadhwani, Vice President Mr H A Sayeed, Secretary Mr S Krishnan - Treasurer Ms Srilatha Menon, Committee Member Ms Vidya Ramesh, Committee Member Mr Madhu Mathan, Committee Member		
Leave of Absence:	Ms Reena Venakatesh, Committee Member Mr V Narayanan, Ms Radhika Srinivasan, Ms Vinitha Sivdas, Ms Uma Kiran		

- 1) The President called the meeting to order.
- 2) The minutes of the previous meeting(# 3) were adopted .

Action taken report	Action By
The secretary has met with CBRE supervisory staff as well as their VP who have assured us on addressing staffing issues and overcome manpower shortages.	
Electrical maintenance Meeting with the contractor will be held only in early Jan. 2010 .It was agreed that Mr. V.Narayanan will come out with a plan and if necessary form a group for the purpose.	Narayanan/Sayeed
Sports complex:- the committee noted with satisfaction the installation of the new machines in the gym, and other improvements. The work on the Tennis court has commenced and Ms Vidya requested the release of advance to the contractor.	
Treasurers report :-Treasurer reported that collection position of both maintenance dues as well as Capex is excellent.	
Facility Management:- a) No major service failures reported. b)Discussions with CMWSSB are at an advanced stage and we hope to resolve the issues by end Jan. 2010. c) Plumbing maintenance:- present contractors are quoting Very high rates as per analysis done by Mr.Narayanan. It was decided to get an additional plumbing contractor on board and Mr. Gopal has promised to refer a known contractor for undertaking specific repair/maintenance projects.	Secy/president Narayanan/secy
	The secretary has met with CBRE supervisory staff as well as their VP who have assured us on addressing staffing issues and overcome manpower shortages. Electrical maintenance Meeting with the contractor_will be held only in early Jan. 2010. It was agreed that Mr. V.Narayanan will come out with a plan and if necessary form a group for the purpose. Sports complex:- the committee noted with satisfaction the installation of the new machines in the gym, and other improvements. The work on the Tennis court has commenced and Ms Vidya requested the release of advance to the contractor. Treasurers report:-Treasurer reported that collection position of both maintenance dues as well as Capex is excellent. Facility Management:- a) No major service failures reported. b) Discussions with CMWSSB are at an advanced stage and we hope to resolve the issues by end Jan. 2010. c) Plumbing maintenance:- present contractors are quoting Very high rates as per analysis done by Mr.Narayanan. It was decided to get an additional plumbing

	d) G block sewerage line replacement:- it was decided to check with Lancor if	
	they have any drawings to show the location of this line. To also check in TAOA	
	office if same is available. Otherwise we will decide in the next meeting to go	
	ahead with a replacement line.	
6)	Housekeeping issues	
	a) It was decided to go ahead with the name board polishing and name	
	painting @ Rs. 70/ board.	
	b) Mosquito repellant spraying to be done on alternate days only.	
	c) Rodent control :- CBRE has agreed to do the needful at no extra cost.	
	d) Termite/cockroach treatment. So far Godrej is the only reputed firm who	
	has quoted. It was decided to get another quote and then decide the matter	
	e) It was decided that pest control will henceforth be handled by Reena and	
	Radhika leaving Shri to concentrate on housekeeping matters.	
7)	Task force :- The same was constituted in the last AGM. It was decided to	Ms shreelatha
	Convene the first meeting of the members to get the process moving as	
	per the terms of reference	
8)	Capex pending:- Treasurer pointed out that three projects for which funds	Secy/treasurer
	are already collected are yet to be started. These are 1) electrical rewiring	, , , , , , , , ,
	of generator room of P& R blocks.2) C block staircase relaying.3) canopy	
	replacement. We need to execute these projects expeditiously.	
	Other matters.	
	a) The committee members inspected the proposed are for providing	Ms Vidya
	Swings and some other games for the tiny tots. It was decided that the area	ivis viaya
	around M&N blocks will be reserved for the older children for playing cricket	
	football etc. For the very small kids just a swing a slide could be erected	
	on the lawn in front of E block. However nothing will be done to spoil the	
	beauty of the entire lawn and swimming pool stretch. It would be better to	
	elicit the views of all residents before taking a final decision.	
	b) It is observed that a no. of coaches are being hired by the residents for	
	exercise gym etc. While the complex's facilities are being used by the coaches	
	the TAOA must also get some benefit. Hence it is decided to implement the	
	following fee structure for the coaches Where the resident employs an	Ms Vidya
	individual coach a sum of Rs. 300/ per month Per coach to be paid by the	ivis viuya
	resident or by the coach to TAOA. Where group coaching is involved the coach	
	will pay a fees equal to 10% of the Fee collected from the group.	
	c) The committee approved the sale of the old swings for a sum of Rs 3500/	

The Chairman then concluded the meeting.

Prepared by H.A.Sayeed

Hony. Secretary