

(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 Ms Reena Venakatesh, Committee Member		
Leave of Absence:	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 .

3)	<u>Action taken report</u>	Action By
a)	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 .	
b)	<u>Electrical maintenance</u> 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
c)	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.	
4)	Treasurers report:- Treasurer reported that collection position of both maintenance dues as well as Capex is excellent.	
5)	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

