

The Atrium Owners Association

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

Minutes of the meeting of the XVth Managing Committee

Date of Meeting - 8th Sep 2013	Meeting Number : - 1 of 2013 - 2014
Members Present	Leave of Absence
Vijay - President	Rangarajan - Security
Venkat - Secretary	BG Menon - Events
Jagdish - Treasurer	
RR Bala -Electrical	
K Bala - Water	
Ramachandran - Electrical	
Jayalakshmi - Garden & Housekeeping	
B.Jayakumar - Sport	
Ramkumar Nithyanandan- Elevator	
Amit Kishore - Garden & Housekeeping	

	Topics discussed	Agreed Action	Type of work	Target Dates	Action by	Status
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1.0	The new DG sets will be completing one year service by end September. The DGs need to be brought under AMC. Approximate Cost of AMC from the vendor is Rs 10K per DG set.	Review and ascertain scope of AMC. The suggested 'Standard plan' costs approx INR 10,674 per DG. The scope of work does not clearly state if material is covered under the plan. Check provisioning in budget for the above. There must be funds allocated for R&M of DGs. We need to know if there is additional requirement for funds and if so how much. We might need to approach SGM for special funding for if required. However, MC will go ahead with the renewal in view of the criticality of the DGs	Maintain	End Sep (Hard Date)	RR Bala & Ram	WIP
2.0	RO Plant Tank Cleaning	It is felt that two RO tanks need immediate cleaning. Plants have grown in the tank and delaying the cleaning will result in sub standard quality of water and also damage to the tanks. Expected cost of cleaning of two tanks INR 12K. K. Bala has kindly agreed to facilitate this activity.	Maintain	End Sep	K. Bala	Approved (WIP)
3.0	Cleaning of other Overhead Tanks	The Water tanks are not regularly cleaned for want of appropriate and adequate labour force. The tanks where output of RO Plant is fed need more frequent cleaning since these are considered drinkable quality. In the past this was carried out by CBRE staff at an additional charge. However, they are not willing to do this anymore. We need to set up a standard process for cleaning the tanks at an agreed interval. Expected cost of cleaning a tank Rs 500/clean. K. Bala to identify suitable vendor and also suggest frequency of cleaning thru e-mail to MC and then we can go ahead	Maintain	End Sept	K. Bala	Awaiting study by K Bala

4.0	RO Plant Repair	J-Block RO plant has not been functioning for some time and needs immediate repair. Cost of repair estimated at 7L and the same has been approved. It has been agreed that this work should commence immediately. MC will take steps to collect the required money from members	Problem fix	End Oct	Jagdish	Approved (WIP)
5.0	Flooding near main gate	It has been noted that the area outside main gate gets flooded when it rains. One option suggested was to implement rain water harvesting and the other was to drain it with a pump and direct the water to the garden. Rain water harvesting will cost around 20K and will also require further study in terms of approval etc. Pumping out the water with a pump could be easier solution. Bala to further study and advice the MC	Problem fix	End Oct	K. Bala	Awaiting study by K Bala
6.0	Increase of EverGreen charges	It has been agreed by the previous MC to increase the EG charges by 10% to accommodate the increase in DA. This will be effective from May 2013. On expiry of the current term of the contract we will review the terms again.	Maintain		Ranga	Approved
7.0	Service Tax Management	Concern was raised by some members regarding our understanding of the ST rules and the implications of non payment. With the recent increase of 75p, some members will also be exceeding Rs 5,000 on the maintenance charges requiring them to pay additional ST. These need to be reviewed.	Accounting	End Oct	Vijay / Jagdish	Study

8.0	Elavator improvement	Stabilzers have been installed in A, E, K , N blocks and found to have improved performance substantially. It is recommended that we proceed with installation for other Lifts also. Budget is already available for this.	Maintain	End Oct	RR Bala & Ram	Approved
9.0	Door Change for Elavators	Amit mentioned that the doors for some of the Lifts need to be changed. The requirement and reasons for this is not clear at this stage. Further understanding of the problem required before we can progress.	N/A		Amit	Study
10.0	Cut off device to avoid use of heavy elec equipment under DG	Can result in excessive use of DG power impacting service failure. However, MC felt further study is required on the need and mode of Implementation	Improve	Oct- Dec	RR Bala & Ram	Need Study
11.0	DG optimization (Refer to AGM report)	Though this can benefit in reduced use DG. Bala mentioned we may have to check with EB before we implement. Also we need to keep all stakeholders including support staff well informed	Improve	Dec	RR Bala & Ram	Need Study
12.0	Monitoring of CCTV	We need to ensure that there are adequate procedures in place to ensure that the CCTV are used properly. These include periodical physical inspection of the CCTV, ensuring that the recordings take place, agreeing on the retention period. We also need to ensure that the images recorded by the CCTV are of sufficient quality and to this extend we need to check on the adequacy of the lighting. We also need to check if any additional CCTV can be added within the existing system.	Improve	Dec	Ranga	Need Study

13.0	Review of support pillars in basement	Some of the pillars in P, Q, R have cracks and need to be checked by some structural expert. This could also be happening in other blocks. Jagdish will check with Lancor. Simultaneously Vijay has agreed to see if he can have look by an external engineer.	Maintain	Oct	Jagdish/ Vijay	Need Study
14.0	Implement Apartmentsoftware	We have 3 vendor software under study. There is considerable value addition expected thru the implementation of these in terms of communication, problem resolution, Asset Management, Billing and member information. The MC is of the strong view that this needs to be implemented at the earliest. We expect to start with base solution and then extend to accounting at a later date. Jagdish and Ram have kindly agreed to study this and comeup with a suggestion to implement one of the above by the next meeting. They will also try to compile the required data on all members. The initial modules do not cost anything but will require some funding for the installation effort.	Improve	Oct 10th	Jagdish/ Ram	Need Study
15.0	Management of sewerage	Need more study on the issue and improvement requirement	Improve	Oct	K Bala	Study
16.0	Leakage in the complex	Need study. Venkat will check with x-Sec to understand more on this before next meeting	Improve	Oct	Venkat	Study

17.0	OSR Land lighting	It was pointed out that the farther end of the OSR area (away from the gate) is dark most times. We can look at the possibility of adding another light there. However, we need ensure the addition of these do not encourage increased use by non-atrium users. We need to agree on the timing of these lights	Improve	Oct	RR Bala & Ram	Study
18.0	Address AC water piping, damage to walls from plants	The external walls are found to be damaged , colored thru the rusted water from the AC, Iron grills installed to hold pots and from pots themselves. We need to take it up with the members in the next SGM. One solution is to agree with members that these will be fixed by society and charged back to members whose external walls were found damaged. It was recognised that all members have a responsibility to keep their external walls clean	Improve	Next SGM		
19.0	Review Fire Safety	RR Bala suggested that we need to look at the possibility of installing a dummy piping round the complex for pumping water when required. Feasibility and cost to be studied	Improve		RR Bala	
20.0	Termite Treatment	It seems Termite treatment has not been done for the last two years. We also seem to have budget for the above. Need to be addressed in the next SGM	Improve	Next SGM		

21.0	Solar Power	It is suggested that we make a study on the feasibility of installing Solar power to power some of the general utilities. If we can generate power and feed to EB then the timing of generation would not matter and we can avail of the credit. One of the areas where we could test this is the Sports complex for which we incur commercial charges. The issue is that the pay back period is around 10 years and the cash benefits would not be seen by members in the short term. However, this will be a good asset for Atrium as such.	Cost Management, ECO friendliness and long term value addition	Dec	RR Bala and Ram	
22.0	Access Control at Main gate	The MC have agreed to instruct security at the main gate not to allow tail gating of cars at the main gate. This defeats the purpose of the Boom barrier. The secretary will shortly send a circular to this effect to all members of TAOA	Improve	Sep	Venkat	Approved
23.0	Improper cabling by Tatasky, Dish TV and others	It has been observed that when connections are provided for members adequate care is not taken in laying the signal cables properly. Steps to taken to avoid the above in future thru notification to service providers and communication to members for their support	Improve	Oct	Venkat	