

# 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 - 13th Oct 2013	Meeting Number : - 2 of 2013 - 2014
<b>Members Present</b>	<b>Leave of Absence</b>
Vijay - President	Ramkumar Nithyanandan- Elevator
Venkat - Secretary	Amit Kishore - Garden & Housekeeping
Rangarajan - Vice president/Security	RR Bala -Electrical
Jagdish - Treasurer	Ramachandran - Electrical
K Bala - Water	
BG Menon - Events	
Jayalakshmi - Garden & Housekeeping	
B.Jayakumar - Sport	

Recognition and celebrations					
1.0	The MC would like to put on record their appreciation for the effort put in by Jagdish to get more clarity on the Service Tax issue and bring it to a closure				
2.0	The MC would also like to recognise BG Menon for his efforts towards the successful conduct of the Dandiya evening. We had overwhelming participation (approximately 160). It was indeed heartening to watch parents and children dancing to the sprit of oneness. This year we also conducted the Golu competetion to encourage members to particpate in the activities of TAOA. We hope more families will come forward and participate next year.				
3.0	MC considered planning celebrations for Diwali. However, in view of very short gap between Dandiya evening and Diwali it has been decided to skip the same.				

	Topics discussed	Agreed Action	Type of work	Target Dates	Action by	Status
<b>Action Items closed this period</b>						
1.0	<b>Review of support pillars in basement</b>	There is no damage to the columns. Only the plastering has come off. This can be set right while paiting.	Maintain	Oct	Jagdish/Vijay	<b>closed</b>
2.0	<b>Access Control at Main gate</b>	Note sent to members to avoid tail gating. Security also instructed not to allow tail gating.	Improve	Sep	Venkat	<b>Closed</b>
3.0	<b>Implement Apartmentsoftware</b>	Contract finalized. Initial implementation to start by end mid October. Members informed.	Improve	End Oct	Jagdish/Ram	<b>Implmentation to be started</b>
<b>Approved this period</b>						
1.0	<b>AMC for DG sets</b>	It was agreed to go with the standard AMC which covers labour charges but not material in view of the high cost of comprehensive AMC and also the fact that the DGs are fairly new. We received two quotes one for INR 10,674 per DG and the other for 8K + Tax. The scope of work has been reviewed and is the same in both. It has been agreed to go with the lesser quote.	Maintain	End Sep, Revised to Mid October	Venkat	<b>PO to be released</b>
2.0	<b>Tank Cleaning</b>	Vendor identified at INR 0.08 per liter. Schedule and scope of cleaning to be confirmed with the vendor and order to be placed . Approximate cost of cleaning all tanks will be RS 30K.	Maintain	October	K. Bala	<b>Approved (WIP)</b>

3.0	<b>Service Tax Management</b>	It has been confirmed by the Cashier that the ST limit has been raised from 3K to 5K. Also the ST will be chargeable only on the excess above 5000 and not the full amount. The treasurer will come with a statement on the above and the revised plan to be adopted	Accounting	End Oct	Jagdish	Note to be issued to members
<b>Pending</b>						
1.0	<b>RO Plant Repair</b>	J-Block RO plant has not been functioning for some time and needs immediate repair. We have received quote for the above. There is a marginal escalation in cost but the MC has decided to go ahead in view of the criticality. The MC will also look at the feasibility of mounting the same on an elevated platform if it would not impact cost and time in a major way	Problem fix	End Oct	K.Bala	Awaiting study on raising the installation
2.0	<b>Procurement of Ladder</b>	We need to procure tall ladders to reach the Acs. Vendor identified but awaiting quote		Oct	K Bala	Awaiting Quote
3.0	<b>Spare Pump purchase</b>	We are required to purchase one spare pump for the sewerage pumping	Service continuity	Oct	K Bala	<Please update status>
4.0	<b>CBRE Support</b>	The existing support provided by CBRE was reviewed. It is felt that an alternate model of contracting Housekeeping, Electricals, Plumbing with direct hired staff will be more efficient and Cost effective. Ranga to come up with specific vendors for the above with costs, supervisors of the above etc.	Service Improvement	Oct-Nov	Ranga	
<b>New items discussed</b>						
1.0	<b>Audio warning for lifts</b>	It is understood that in two lifts the audio warning is not on. Need to fix	Fix	Oct	N.Ram	Finalize requirement

2.0	LED Lights	There is suggestion to replace existing Tube lights with LED lights. Concern was raised by MC members regarding theft of these expensive devices. Need to review further			Not Assigned	Review
Items from earlier meeting - Not discussed						
1.0	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
2.0	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
3.0	Elavator improvement	Stabilizers 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

4.0	<b>Door Change for Elavators</b>	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		Ramkumar	Study
5.0	<b>Cut off device to avoid use of heavy elec equipment under DG</b>	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
6.0	<b>DG optimization (Refer to AGM report)</b>	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
7.0	<b>Monitoring of CCTV</b>	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
8.0	<b>Management of sewerage</b>	Need more study on the issue and improvement requirement	Improve	Oct	K Bala	Study
9.0	<b>Leakage in the complex</b>	Need study. Venkat will check with x-Sec to understand more on this before next meeting	Improve	Oct	Venkat	Study

10.0	<b>OSR Land lighting</b>	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
11.0	<b>Address AC water piping, damage to walls from plants</b>	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. Once the new application is made available communication will be sent to members on this.	Improve	Next SGM	Venkat	Pending
12.0	<b>Review Fire Safety</b>	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	Pending
13.0	<b>Termite Treatment</b>	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	Amit	Pending

14.0	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	Pending
15.0	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	Pending
<b>Incidents during the period</b>		<b>Action</b>				
1.0	Deisel Spill from drum on 8th October	Approximately 2liters diesel leaked from drums. The drums were old and damaged. Action taken to replace old drums. An end to end review of handling of diesel to be performed to ensure safety				
2.0	Transformer burst	The transformer in the OSR area burst. Temporary provision was made by EB from the nearby tranformed. Damaged transfromed replaced				
<b>Issues Resolved</b>		<b>Status</b>	<b>Expected date of</b>			
1.0	J101 - Sun Shade broken	Fixed. Final paiting pending	16th Oct			
2.0	Exhaust pipe of one DG Rusted and damaged	Order issued for replacement for 6m pipe with padding	18th Oct			