

# 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:	January 10, 2009	Venue:	Pavilion, The Atrium
Start Time:	11:00 A M	End Time:	12:45 P M
Date of Issue:	February 11, 2009	Meeting No:	5 of 2008-09
Members Present:	Mr K V Menon – President Mr S Krishnan, Treasurer Ms Lalitha Sankaran, Committee Member Ms Vidya Ramesh, Committee Member Mr Madhavan Guruswamy, Committee Member Ms Beena Manivannan, Committee Member Ms Shobha Krishnan, Committee Member Ms Srividya Sudhakar, Committee Member		
Leave of Absence:	Ms Pooja Jain, Mr Karthik Kumar, Ms Vidya Ramesh, Ms Uma Kiran		

- 1) The President called the meeting to order.
- 2) The minutes of meeting # 4 of 2008-09 held on December 13, 2008 were adopted.
- 3) Actions taken on matters discussed in previous meeting
  - a) CBRE agreement: Based on feedback provided to CBRE, the facility manager placed in the complex is being replaced effective January 15, 2009.
  - b) Security Process: One meeting to explain the process to the FMs had been completed. The barricade and the shifting of the guard's position closer to the entrance is being set up and will be completed by January 15th after which the process will be put in place.
  - c) Smoke Detector: The committee was informed that the order for the alarm detectors had been deferred because of cash flow issues.
  - d) Replacement of furniture in the pavilion: The scope of activity was expanded to include sealing the gap in the roof of the Pavilion and also painting the wooden structure already in place. Ms Manivannan was requested to co-ordinate obtaining the quotations for these.
  - e) Airtel agreement: The agreement proposed by AirTel was discussed and the following were agreed upon as items to be discussed with Airtel:
    - i) shifting the box to a more accessible location
    - ii) ensuring that most of the lines are dedicated to Atrium and not used to service subscribers of AirTel from the neighbourhood
    - iii) Due process to be followed by technical personnel of AirTel to service complaints

### Action by

Ms B Manivannan

Ms L Sankaran

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4) Treasurer's Report: Capex collections have just trickled in and hardly 25% has been received. Members informed that there have been a lot of reservations from residents about the usage of money and hence many have not paid. The need for calling a meeting to discuss the usage of the funds was discussed. It has been agreed that a circular reminding earlier payment and seeking the next dues will be sent out for the present pending decision on calling a meeting.

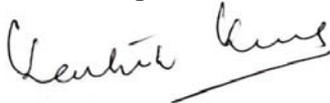
5) Significant Issues

a) Elevator AMC: Following the unilateral withdrawal of services by the elevator AMC provider, Mr Krishnan briefed members on the status of the AMC for elevators. Kone had quoted that sum of Rs 7.50 lakh to refurbish the elevators to bring the elevators to adequate service standards their comprehensive maintenance agreement to be effective. It was also mentioned that there was a contingency of Rs 2.50 lakh attached since Kone has deleted these items from the original list but has indicated that should these items fail, the cost of replacement will have to be borne by the Association. The matter was still under discussion in terms of reducing the burden of these expenses to the Association.

b) Monsoon related issues: Mr Madhavan felt that with the monsoon behind us and considering the impending major expenses on lifts we should put the monsoon proofing be taken up in April/May. The other members agreed. However, it was felt that certain civil works essential to protect lift wells, electrical rooms etc which were hazardous would be taken up. Vidya mentioned that some of the residents complained about the white patches in the basement where water had stagnated and it was decided to get a clean up done.

c) Cash flow management: Mr Madhavan suggested that it would be a good idea to come up with the receipts and payments on the Operational expenses to be circulated to members so that they are aware of what is coming in and being spent. This would to a large extent put to rest some of the reservations being expressed by residents who can be informed of the same.

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



Karthik Kumar  
Hon Secretary

Minutes recorded by Ms Lalitha Sankaran, due to the Secretary's absence.

Action by

Secretary +  
Treasurer

Mr M Guruswamy