

# 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:	February 14, 2009	Venue:	Child Care Centre
Start Time:	11:00 A M	End Time:	13:00 P M
Date of Issue:	March 8, 2009	Meeting No:	6 of 2008-09
Members Present:	Mr K V Menon – President Ms Pooja Jain, Vice President (Part Time) Mr S Krishnan, Treasurer Ms Vidya Ramesh, Committee Member Mr Madhavan Guruswamy, Committee Member Ms Shobha Krishnan, Committee Member		
Leave of Absence:	Ms L Sankaran, Ms B Manivannan, Ms Srividhya Sudhakar, Ms Uma Kiran		

- 1) The President called the meeting to order.
- 2) Ms Ramesh pointed out that she was marked as being present and absent for meeting # 5 of 2008-09 held on January 10, 2009. The minutes were adopted, duly noting that she was present for meeting # 5 of 2008-09.
- 3) Actions taken on matters discussed in previous meeting
  - a) CBRE agreement: The property manager has been replaced by CBRE. Feedback about the new property manager has been encouraging.
  - b) Security Process: The Secretary explained to the Committee that there had been some delays in implementing the new security process owing to delays in creating the infrastructure. These had now been put in place and the new process will be implemented in full force from February 15, 2009.
  - c) Smoke Detector: The order for the smoke detector had been placed.
  - d) Replacement of furniture in the pavilion: No action reported.
  - e) Airtel agreement: No action reported.
  - f) Elevator Annual Maintenance Contract: The committee was briefed on the evolution of the elevator AMC. The key features of the new AMC were:
    - i) The AMC would be Rs 20,000 per annum per elevator
    - ii) The AMC would be comprehensive with the AMC contractor Kone, replacing defective parts as a part of their AMC
    - iii) The Association would only bear the cost of parts which broke down as a result of negligence or other causes, outside the purview of natural wear and tear
    - iv) To take up the AMC Kone had specified that the elevators had to brought up to certain specified service levels at the Associations cost. The total of these costs were approximately Rs 8.00 lakh.

### Action by

Secretary

Secretary

# The Atrium Owners Association

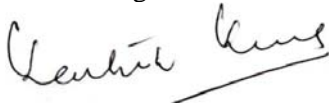
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<p>v) Kone had agreed to a staggered payment via post-dated cheques as follows:</p> <ul style="list-style-type: none"><li>(1) AMC payments to be made in quarterly instalments</li><li>(2) Renewal expenses to be paid in six equal monthly instalments</li></ul> <p>vi) Kone would complete the refurbishment of the elevators by end March and maintain the following service levels:</p> <ul style="list-style-type: none"><li>(1) A four hour response for service calls between 8:00 am and midnight on all seven days of the week</li><li>(2) Immediate response to service calls for medical or other emergencies on demand</li><li>(3) Down time in most cases not longer than 48 hours.</li></ul> <p>g) <u>Fiscal policy – next steps</u>: It was decided to evaluate what changes required to be made and based on that evaluate the process to implement the changes.</p> <p>h) <u>Monsoon proofing</u>: Mr Madhavan reported that the latest status reports on the actions needed to be taken were on the intranet. He was requested to put together a cost estimate and present it to the committee.</p>	<p>Sub-committee</p> <p>Mr Madhavan</p>
<p>4) <u>Treasurer’s Report</u>: The pace of collections of the capital expenditures had picked up with more than 75% of the members paying their dues.</p>	
<p>5) Significant Issues</p>	
<p>a) <u>Terrace damage in B block</u>: Owners of B 402 and B404 had represented that damage to the tiles in the terrace above their apartments was causing seepage into their apartments. The committee agreed that the damage to the tiles was a part of the common expenses of the Association and decided to include expenses towards refurbishment of these as a part of the Monsoon Proofing exercise to be carried out.</p>	<p>Secretary + Mr Madhavan</p>
<p>b) <u>Water related issues</u>: The Secretary informed the Committee about the following:</p> <ul style="list-style-type: none"><li>i) Owing to the complex arrangement of borewells, water tanks, pumps and sumps, the frequency of repairs and maintenance expenses were difficult to track. To mitigate this the Secretary has held discussions with Unison, the supplier of the Association’s RO plant to submit a proposal for a comprehensive Annual Maintenance Contract, modelled on the lines of the elevator AMC. This proposal is expected shortly.</li><li>ii) There have been questions concerning payment of dues to CMWSSB by members. The Secretary was in the process of ascertaining the facts and would communicate to members shortly.</li><li>iii) A snag list was under preparation for leakages, pipe repairs, etc., so that a complete refurbishment could be carried out in one sweep.</li></ul>	<p>Secretary</p> <p>Secretary</p> <p>Secretary</p>

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- c) Residents parking cars in visitor's parking: The committee unanimously decided that those residents who did not comply with parking regulations be dealt with strictly in accordance with the by-laws of the Association.
- d) Ms Vidya Ramesh requested that Rs 30,000/- to be incurred in replacing the motor for the Jacuzzi be approved. The President advised Ms Ramesh to consult Mr Thobias, the past President of the Association, who had expressed some views on the matter to him. The committee approved the expenditure subject to this caveat.
- 6) There being no other matter to be discussed, the President declared the meeting closed.



Karthik Kumar  
Hon Secretary

Action by

Ms Ramesh +  
Treasurer