

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:	March 14, 2009	Venue:	Child Care Centre
Start Time:	10:30 A M	End Time:	13:00 P M
Date of Issue:	March 14, 2009	Meeting No:	7 of 2008-09
Members Present:	Mr K V Menon – President Ms Pooja Jain, Vice President (Part Time) Mr Karthik Kumar, Secretary Ms Vidya Ramesh, Committee Member Mr Madhavan Guruswamy, Committee Member Ms Shobha Krishnan, Committee Member Ms Lalitha Sankaran, Committee Member Ms Beena Manivannan, Committee Member Ms Srividhya Sudhakar, Committee Member Ms Uma Kiran, Committee Member		
Leave of Absence:	Mr S Krishnan, Treasurer		

Action by

- 1) The President called the meeting to order.
- 2) The Minutes of Meeting # 6 of 2008-09 held on February 14, 2009 were adopted.
- 3) The Secretary informed the Committee members that Mr Krishnan, Treasurer had resigned due to his personal commitments. None of the other committee members present believed that they had the necessary technical skills to perform this role. Consequently the following were decided:
 - a) The President would talk to Mr Krishnan and request him to continue
 - b) If Mr Krishnan felt unable to continue, it was decided to issue a circular to the General Body seeking volunteers for the position
 - c) In the interim necessary financial decisions would be taken by the other office bearers of the Association

It was agreed that this matter should be resolved speedily and no later than the week ending March 21, 2009.

- 4) Ms Shobha Krishnan tendered her resignation from the Committee since both her parents were invalid which required her full time presence to attend to their needs. The Committee placed on record her contribution and accepted her resignation.
- 5) The member resident in D 403 met the committee to express the following:
 - a) she had made arrangement to park her cars in the basement and hence forth she would park her cars only in the basement
 - b) she was hurt by the letter sent by the committee on March 1, 2009 to other residents singling her out
 - c) statements made in the letter about the events on February 22, 2009 were malicious allegations since attempts

President

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- d) she could vouch for (c) above, since she herself had gone to the Secretary's apartment
- e) as a result of the letter having been sent to other residents she had lost face in the community and felt humiliated

She then wanted to know if committee members were aware of the contents of the letter of March 1, 2009 or if it was an independent action of the Secretary.

The President informed the resident that the letter of March 1, 2009 to the residents of the building:

- a) was a part of the duty of the MC to inform residents of the status of the implementation of the security procedures
- b) was an action resorted to only after there was no co-operation from the resident from previous requests to follow the rules of the Association
- c) the contents had been duly deliberated before issuance
- d) the signatory of the letter was The Secretary since he is the office bearer charged with issuing official communication
- e) the actions taken by the Managing Committee were well within the mandate given to it by the General Body

Responding to the charge that the events of February 22nd that had been reported were malicious, the Secretary informed her that she was in no position to make the statement since she wasn't present at the Secretary's apartment. The resident then admitted that she did not physically enter the Secretary's apartment, but was concealed behind a door.

Other committee members then told the member that the grounds for her not parking the car in the first instance were incorrect and that all residents of the complex had undergone similar experiences as she had.

The meeting with the member ended with the member promising to co-operate with the MC and the rules of the building. The MC thanked her and encouraged her to participate in the building's activities.

6) Actions taken on matters discussed in previous meeting

- a) CBRE agreement: Members agreed that the management of the facility had improved after the change of personnel. More improvements were needed, and it was expected that these could be achieved. Therefore, in principle it was agreed that the Facility Management Contract would be renewed for the ensuing year.
- b) Security Process: The new security process had been implemented and it seemed to be working well, barring a few teething troubles. However, it was observed that visitors who walked in through the wicket gate between the driveway and the Pavilion could not be monitored, since the security desk had been moved closer to the basement ramp. This had led to residents complaining that the security does not always check visitors before sending them to the apartments.

Secretary

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Accordingly, it was decided that administrative assistants in two shifts would be posted between 9:00 am and 9:00 pm at that entry point to monitor visitors and announce them to respective apartments.

The committee then considered how visitor's entry from the main gate or the exit gate could be monitored. Since such entries were few currently, the consensus was that no action need be taken.

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| c) <u>Smoke Detector</u> : The smoke detector has been installed. The Secretary informed the Committee that the vendor had misquoted the price as being inclusive of VAT, while in actual fact was exclusive. In addition some additional parts had to be procured to install the detector. These additional costs were approved. | |
| d) <u>Replacement of furniture in the pavilion</u> : No action reported. Some members felt that status quo could be maintained since it was not an important item of expenditure. Others felt that important expenditures would always be there, and that, this could not be a reason for not replacing the pavilion furniture. Be that as it may, since no expenditure proposal was as yet ready, it was agreed that it was premature to discuss the necessity of spending the money or not. | Ms B Manivannan |
| e) <u>Fixing the Jacuzzi</u> : Ms Ramesh reported that the AMC contractor was to inspect the work that required to be done, before beginning the installation process. The committee requested Ms Ramesh to have the work completed no later than March 31, 2009 as the issue had dragged on long enough. | Ms Vidya Ramesh |
| f) <u>Fiscal Policy and Road Map</u> : The principal issues were discussed and the following were agreed:
i) Obtain opinions from a tax lawyer and the Association's accountant and then implement the new billing procedure. The President and Ms Sudhakar agreed to obtain the necessary opinions before March 21, 2009.
ii) Based on the opinion, seek General Body approval for the Clauses 8 and 13 of the Bye Laws through a Special General Body Meeting.
iii) The SGM be considered for a date in the second week of June to allow for members to settle down after the cycle of school examinations and vacations. | President + Ms S Sudhakar

Secretary |
| g) <u>Monsoon proofing the Atrium</u> : Mr Madhavan had provided information regarding the activities and costs. He was requested to make a concrete plan for the necessary activities. | Mr Madhavan |
| 7) <u>Treasurer's Report</u> :
a) Preparations for auditing the accounts for the financial year 2008-09 require to be made. Actions on this would be taken after The President's discussions with Mr Krishnan.
b) The Secretary reported that the V3F's provided by Alfa had been replaced by Kone and they could be handed over to Alfa. The committee authorised the Secretary to conclude this issue. | President

Secretary |
| 8) <u>Annual Budget</u> : Mr Madhavan has put together a template for developing a budget for 2009 – 10. Committee members were requested to use the template to develop a budget plan for their portfolios for the ensuing financial year. | All members |

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With such an approach it was felt that it would be possible to monitor expenses against budgets to ensure that no untoward expenses were being incurred and at the same time evaluate the needs of the apartment complex.

Action by

9) Significant Issues

- a) Usage of bio-pesticide: Ms Lalitha Sankaran outline the mechanics of using bio-pesticides in the building. This would involve an expenditure of approximately Rs 2,00,000/- per month for six months. However, after this initial expenditure, pest control would required to be carried out far less frequently. Since the expenditure involved was very large it was decided that the appropriate forum to discuss this would be a General Body Meeting.
- b) Road Sweeper: The Committee was informed that CBRE had placed a floor polisher and a lawn mower in the building for which the building was being charged Rs 5,000/- per month. However, the floor polisher had been used only once since its installation. In view of this infrequent usage, it had been decided to replace the floor polisher with a road sweeper, to clean outer surfaces more effectively.
- c) Disposal of old and condemned material: The Secretary requested permission to dispose metal components and old pieces of equipment that were gathering dust in the building. The committee agreed and asked that due accounting processes be followed in the disposal of material.

Ms L Sankaran

Secretary

- 10) Water leakage complaint – D 403: The resident of D 403 had complained that during monsoons water leaks from the joints of their window shades into their apartments and that the committee should take up the repairs for this. It was the view of the committee that water leakage from window shades were the responsibility of the apartment owner and that they should take steps to rectify the situation.

There being no other matter to discuss, The President declared the meeting closed.



Karthik Kumar
Hon Secretary