

# 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:	April 11, 2009	Venue:	Child Care Centre
Start Time:	11:00 A M	End Time:	13:00 P M
Date of Issue:	April 22, 2009	Meeting No:	9 of 2008-09
Members Present:	Mr S Krishnan, Treasurer Mr Karthik Kumar, Secretary Ms Vidya Ramesh, Committee Member Mr Madhavan Guruswamy, Committee Member Ms Uma Kiran, Committee Member		
Leave of Absence:	Mr K V Menon – President, Ms Lalitha Sankaran, Committee Member Ms Beena Manivannan, Committee Member		
Absent:	Ms Pooja Jain, Vice President, Ms Srividhya Sudhakar, Committee Member		

- 1) In the absence of the The President, who is travelling, Mr S Krishnan, Treasurer, chaired the meeting and called the meeting to order.
- 2) The Minutes of Meeting # 7 of 2008-09 held on March 14, 2009 were adopted.
- 3) Mr Krishnan had decided to continue in the position of The Treasurer.
- 4) Actions taken on matters discussed in previous meeting

- a) CBRE agreement: The Secretary briefed the MC about the Daily Report being submitted by CBRE and its consolidation. The committee was of the view that the consolidated summary should be communicated to members via the web site, together with an explanation of the process.

CBRE had, as of the meeting date, not requested the renewal in writing. They had, however, requested a rate increase verbally via the Secretary. In view of the prevailing economic situation the MC felt it would not be appropriate to allow a rate increase. The Secretary was asked to communicate this to CBRE.

- b) Security Process: The new security process has now settled and stabilised.
- c) Replacement of furniture in the pavilion: No action reported.
- d) Fixing the Jacuzzi: Ms Ramesh reported that the due to paucity of labour the repair works could not be completed. She assured the committee that the work would be completed by April 15.
- e) Fiscal Policy and Road Map: The committee discussed whether or not specific actions proposed by it were to be discussed at the proposed SGM. The following issues arose during the discussion:

### Action by

Secretary

Secretary

Ms B Manivannan

Ms V Ramesh

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	<u>Action by</u>
<ul style="list-style-type: none"><li>i) Capex plans, irrespective of the difference between the committee proposing it and the committee executing it, were approved by the General Body. Thus, there should be no differences in priorities between successive committees.</li><li>ii) There is ambiguity in the process of approval of a capital expenditure, collection of funds for it and actual expenditure. Under the circumstances MC members were themselves unclear of what expenditure the current committee could incur and what it could not. This, in turn, raised questions of the validity of actions taken by the MC based on the last AGM and the prioritisation of expenditure therefore.</li><li>iii) Would the tabling of expenditure plans derail discussions on the amendments to the constitution?</li></ul> <p>In view of these it was decided that the final agenda for the meeting would be decided following a circulation of the draft of the byelaws proposed to be changed.</p>	Secretary
<ul style="list-style-type: none"><li>f) <u>Monsoon proofing the Atrium</u>: Mr Madhavan said that he had itemised the activities to be undertaken and requested that Association's staff obtain the costs for these.</li></ul>	Secretary
5) <u>Treasurer's Report</u> :	
<ul style="list-style-type: none"><li>a) Mr Krishnan reported that the Association's accountant was proceeding on leave for a month. During this period the routine activities would be handled by a 'locum' arranged by the accountant. The committee discussed the resulting compensation issues and decided that the accountant's leave would be treated as paid vacation and the locum would be paid remuneration not exceeding Rs 4,000/- in consultation with the accountant.</li><li>b) Mr Krishnan reported that the audit would be taken up in June.</li><li>c) The Secretary reported that the V3F's provided by Alfa have not yet been returned. The MC urged the Secretary to complete this transaction speedily.</li><li>d) Mr Sambrani's (F 301) letter was discussed. Principally, Mr Sambrani had raised issues concerning the methodology proposed for the collection of members' share of expenditure to maintain the building. Mr Krishnan said that he would discuss with the lawyer and get an explicit opinion on the validity of the process.</li><li>e) It was also decided that, as a matter of good form, CBRE be asked to provide a bill which clearly identified the amount to be collected from each member.</li></ul>	Secretary    Treasurer
6) <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.	Secretary  All members

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Action by

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.

## 7) Significant Issues

a) Proposal received from Unison: The Secretary briefed the MC about Unison's proposal to provide a comprehensive Annual Maintenance Contract for the water infrastructure in the building. Under this plan it was expected that Unison would take responsibility for all the hardware too. The Secretary said a comprehensive cost-benefit analysis would be done and presented to the committee to enable the MC take a decision. The MC also asked the Secretary to consider the billing issues and the potential issues with CBRE on this count.

Secretary

b) Capex approval for fixing roof covers in E, G, K and L blocks: The Secretary informed the MC that proposals had been received for fixing the FRP covers in these blocks. For each block the cost worked out to around Rs 50,000/- per block for this activity. The committee approved this expenditure.

Secretary

c) Using lawns for playing: Residents living in ground floors had expressed unhappiness that children were using the lawns to play games like cricket and football which damages window panes often and causes other discomforts. After discussing the various issues, the MC decided that games such as cricket and football should be avoided in the lawns and they should be played in the OSR.

It was also decided to spruce up the playing area behind N block and create a new playing area behind the temple to create more playing space for children.

Ms V Ramesh

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



Karthik Kumar  
Hon Secretary