

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:	December 13, 2008	Venue:	Pavilion, The Atrium
Start Time:	11:00 A M	End Time:	12:45 P M
Date of Issue:	November 27, 2008	Meeting No:	3 of 2008-09
Members Present:	Mr K V Menon – President Ms Pooja Jain – Vice President Mr S Krishnan, Treasurer Ms Lalitha Sankaran, Committee Member Ms Uma Kiran, Committee Member Ms Vidya Ramesh, Committee Member Mr Madhavan Guruswamy, Committee Member Ms Beena Manivannan, Committee Member Ms Shobha Krishnan, Committee Member		
Leave of Absence:	Mr Karthik Kumar, Ms Vidya Ramesh		

Action by

- 1) The President called the meeting to order.
- 2) The minutes of meeting # 3 of 2008-09 held on November 8, 2008 were adopted.
- 3) Actions taken on matters discussed in previous meeting
 - a) CBRE agreement: The sub-committee reported on its recommendations.
 - i) The agreement with CBRE be signed to be in effect for the next 6 months with the current penalty matrix.
 - ii) Information to implement the penalty matrix would be collected by Mr Vijayan and reported to the secretary for implementation.
 - iii) Appropriate actions need to be taken to ensure that CBRE responded to the requirements of the Association with greater alacrity than hitherto.The committee endorsed these recommendations and urged early implementation of these.
 - b) Security Process: The committee was informed that Mr Vijayan and Mr Prabhakaran have been briefed and are in the process of getting the stickers and registers organized in the next fortnight. In addition to the process already firmed up it was decided to station a security guard at the entrance of the basement to prevent unauthorized vehicles from entering basement.
 - c) Smoke Detector: The committee was informed that the order for the detectors would be placed by Mr Prabhakaran in the week of December 15.
 - d) Replacement of furniture in the pavilion: It was agreed that since everyone is busy this month, the same will be addressed in Jan 2009.

Secretary

President +
Secretary

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Ms Manivannan and Ms Ramesh will get the quotes for the new furniture. Mr Menon suggested that we give the existing furniture to Murray's for auction.	As named
e) <u>Airtel agreement</u> : Ms Sankaran mentioned that she is still not in receipt of the agreement and promised to get the same and come up with the update before next meeting	Ms Lalitha Sankaran
4) Treasurer's Report: Mr Krishnan informed the committee that Rs 1.26 per sq foot will be collected for Capex in the months of December, January and February.	
5) Significant Issues	
a) <u>Monsoon related issues</u> : Mr Madhavan briefed the committee on the issues faced. There was discussion about calling an external vendor as recommended by Mr Menon to do an assessment. There was general agreement in getting an external opinion but then the vendor suggested by Mr Menon being Bangalore based, it was felt that it would make sense to get an agency familiar with Chennai. In the meantime it was decided that Mr Madhavan would itemise the rectifications required, consult with SR on the items proposed already during the last committee's tenure for which there is a budget allocation and then come up with a comprehensive list of expenditure needed.	Mr Madhavan Guruswamy
The secretary's note on appreciating the efforts of Mr Vijayan and the house keeping personnel during the monsoons was approved. A budget of Rs 10,000/- was approved to be paid as ex gratia to the list of persons indicated by Mr Madhavan and the Secretary.	
b) <u>Bio-pesticide</u> : Ms Sankaran briefed the committee on the pilot effort. The initial effort appears to be promising. Further spraying would be when the weather clears and after seeking feedback from residents.	Ms Lalitha Sankaran
c) <u>Elevators</u> : Renewal of elevator licenses by Mr Prabhakaran was noted. Alfa's indifference to the elevator maintenance was also discussed. Alfa's unwillingness was apparently due to the non-payment of their bill for replacing a V3F, which was supposed to be provided by Alfa free of cost in the first place. Mr Menon briefed the committee about the meetings held with Alfa and it was agreed that we should get the Alfa management involved and get the lifts working	
d) <u>New year party</u> : Ms Ramesh could not attend the meeting and so it was decided that she circulate a note on the proposed party.	Ms Vidya Ramesh
e) <u>Request by Goonj</u> : The members approved the proposal to allow Goonj to collect old clothes from residents. They could station themselves at the Pavillion and the residents could handover old clothes by taking them there.	

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6) Any other business

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- a) Ms Manivannan described her proposal to collect money from willing residents to pay a solatium for a gardener's family who passed away after a brief illness. The members felt that the association should not be involved but she could do it in her personal capacity.
- b) It was agreed that the proposal relating to the changes for Maintenance charges circulated as part of the fiscal policy should be circulated to the members since the association could not take a decision on this issue.
- c) Air well covers in K and L blocks have loosened up and consequently tend to flap and create a racket in the wind besides of course some places where the rain water flows in. It was agreed that CBRE should be asked to assess the expenses in getting the repairs / replacements done.
- d) Cleanliness in the basement area was found wanting. Since the housekeeping staff have been busy pumping water out, some of the areas have been found unattended. The same was brought to the notice of Ms Jain who has promised to follow up.

Secretary + CBRE

Ms Pooja Jain

- 7) 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.