

Minutes of the weekly meeting held on Saturday 23rd February 2016

Location: RWA Office, 11th floor, Prakashdeep Building

Date: 23rd Feb 2016

Time: 4:00pm to 6:30pm

Mr. Ashok Kumar Jain- President (Flat No.-302)

Mr. Ravi Sharma- Vice President (Flat No. -1007)

Mr. Tarun Vohra- Jt. Secretary

Mr. Balbir Mehta- Member (Flat No. 710-11)

Mr. Lokesh Kumar - Member (LB-11)

Mr. Anil Arora- Member (Flat No. 1109)

Agenda of meeting and further Decisions.

Lift lobby designing.

M/s Attari Build design has submitted detailed proposal/scope of work to RWA office.

- Action is pending and will be discussed on Friday i.e. 26th Feb 2016.

Strengthening of building project.

As per last meeting all members jointly suggested that we should call M/s P. Arora & Associates Pvt. Ltd. (Mr. Piyush Arora) on 23rd Feb to discuss and understand the difference on scope of work with other competitor M/s Team Professional (Mr. Srivastava).

- Today's meeting it was clearly understood by all the members that M/s Team Professional has not mentioned the **Ferro Scanning test** process in his proposal. Therefore it was decided that we will understand from him that why he has not mentioned or do we really not require this test for our building. In this condition Mr. Ravi Sharma has suggested that we should forward this comparison along with both the consultant proposal, especially scope of work to one of Member Mr. Mehta who is by profession is an Architect to understand technicality of the case.

Replacement of DG Set radiator (125 kva).

There is an emergency replacement work of DG radiator encountered, it was discussed and there was some cost difference raised by Mr. Lokesh as the similar work is going on in Tolstoy House and they are also hiring same vendor who has given the rates for Prakashdeep building. Therefore Mr. Lokesh has taken the responsibility to negotiate the rates with vendor and give final go ahead to Estate office for completion of work.

- Decision is still pending as Mr. Lokesh is not convinced with the costing part and he wants to make sure of justified costing as well as genuine material. He requested Estate Manager to provide M/s Cumins India direct contact nos. to enquire about genuine price and material. Contact details have been provided by the Estate Manager through mail on same day. (Responsibility- Mr. Lokesh Kumar)

- **Note: there is strict guidelines from RWA-President that we should close this issue by Friday itself.**

Replacement of Drinking & Raw water pipelines.

There is serious problem noticed as most of the main pipelines coming from basement to up till rooftop lived their life and rusted very badly, resulting of this, there are many places whereas seepage issues encountered and it is also very unpredictable as we don't know where may be a next pipe bursting will take place. Therefore all the members have taken this issue very seriously and decide to go for an immediate replacement but before that and there was jointly decision has been made that we should have at least three/four quotation from the market. Initiative taken by Mr. Tarun Vohra that he will arrange two more vendors for best comparison and best lowest rate to implement this job.

- Vendor detail has not been provided by Mr Tarun Vohra due to some busy schedule but he has committed to arrange it to Mr. Lokesh by 24th Feb 2016.
- There was suggestion came from Mr. Ravi Sharma that till the time we get more quotations at least we should start working with in hand quotes to save time and speedup the work.

Supplementary agreement to be signed with Indus Tower Ltd.

There was an approach from M/s Indus Tower Ltd. (Mr. Kuldeep Jain), regarding up gradation of their GSM/IBS system installed in roof top area at Prakashdeep building. As per RWA members decision permission will be granted against increase of annual charges which both the party agreed and finalized the cost of Rs. 5 Lac + service tax (existing and new charges). In this continuation of discussion, M/s Indus rep Mr. Kuldeep Jain has requested that RWA should permit them to start the work with the verbal commitment which all members has denied and As per instruction of RWA-President Mr. Ashok Jain, M/s Indus will give us a request letter come undertaking towards an understanding of draft for supplementary agreement before allowing them to start work. But this arrangement is a temporary arrangement and to cooperate Indus Tower to save their time and if Indus will not signed the supplementary agreement within the agreed date RWA has a full right to stop their work till the time they fulfill the documentation part along with balance payment as agreed.

Draft agreement has been provided by M/s Indus Tower Ltd. to approve; same has been kept on hold by respected President-RWA due to changes in many clauses.

New Issues discussed on 23rd February

Outstanding payment recovery from M/s Essar

There is long pending outstanding payment of M/s Essar brought in to members knowledge by the Estate Manager during the meeting. It is related to common area maintenance, car & scooter parking, power back-up, common area license annual fee and cooling tower annual fee for the period of 01-07-2015 to 31st March 2016.

- All members has taken it very seriously and agreed jointly that we should raise our concern to M/s Essar very strongly through demand letter/ Notice. (Responsibility-Estate Manager)

Computer up gradation (RWA OFFICE- Accounts section)

Three quotations handed over to Mr. Lokesh to finalize the job. There are clear instructions from respected President- RWA that it should be finished or should take positive decision by Saturday i.e. 27th Feb 2016. (Responsibility- Mr. Lokesh Kumar)

Power/Energy Audit

Members will discuss the workability with Rep. of NDMC and Profac at GM office Ambadeep on 24th Feb 2016 by 4PM. (Responsibility- Mr. Ravi Sharma, Mr. Tarun Vohra & Mr. Lokesh Kumar)

Notice towards short payment of TDS amount after filing the TDS return

We have received notice from Income tax department against filing the quarterly returns of TDS for Q3, as per IT department notice, we have not submitted the amount of Rs. 19,796/- during 3rd qtr, hence they have charge the interest of Rs. 1477.50 on this amount.

- It was bring it to respected President Knowledge as same was informed earlier to Mr. Anil Arora- Treasurer also and according to him it will be corrected soon. (Respected president has handed over to Mr. Lokesh Kumar to look in to this matter and revert him for any action require by RWA)

New Internet/ Broadband connection require for RWA office

Request raised by Estate Manager for new connection due to non-functioning or frequent breakdown of existing MTNL connection.

- Respected president advice to discuss and finalize this issue by coming Saturday i.e. 27th Feb 2016.

Common area (Lift lobby & Driver room) agreement to be signed with M/s Essar.

It was decided by all the members that RWA will not sign any agreement related to common area charges as same will be processed through letter only but M/s Essar is insisting that without an agreement they have legal issues as earlier it was paid against agreement only. (Responsibility- Mr. Ravi Sharma will discuss this issue with M/s Essar and convey them RWA decision.)

Billing software to generate maintenance billing for building services

As of now maintenance billing generation has been taken care by the M/s Pro Facilities Services Pvt. Ltd., according to all members, it is time have independent software of RWA whereas bill generation should be done in house and there may be lots of other deficiency towards accountancy or smart record maintenance should address timely. Respected president-RWA would like to have few proposals on board by or before Friday i.e. 26th February 2016, so that it should be discussed in the forum by Saturday 27th Feb. (Responsibility- Mr. Lokesh Kumar)

Next meeting scheduled on 27th February 2016, 5:30pm at RWA office, 11th floor, Prakashdeep Building.