

Minutes of the weekly meeting held on Saturday 16th March 2016

Location: RWA Office, 11th floor, Prakashdeep Building

Date: 16th March 2016

Time: 5:00pm to 6:00pm

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

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

Mr. Tarun Vohra- Jt. Secretary (Flat No. 105)

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

Mr. Lokesh Kumar - Member (LB-11)

Mr. Kailash- Member (UB-05)

Mr. Arun Jain- Member (Flat No. 507)

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

Agenda of meeting and further Discussion & Decisions accordingly.

Lift lobby designing.

Ref. to meeting minutes of 27th Feb, All members kept this task on hold till up-coming AGM (Annual General Meeting).

Strengthening of building project.

Ref. to meeting minutes of 27th Feb, All members kept this task on hold till up-coming AGM (Annual General Meeting).

Replacement of DG Set radiator (125 kva).

Task completed successfully on 08 March 2016.

Replacement of Drinking & Raw water pipelines.

Decisions have been taken by the respected members and work on labour basis being awarded to M/s Ikramuddin with the commitment of completion period of 45 days from the date of P.O or date of material delivery provided by RWA.

Supplementary agreement to be signed with Indus Tower Ltd.

Matter discussed with Indus Rep. Mr. Kuldeep Jain, draft of agreement discussed and approved by all the members. RWA will sign the agreement within a week's time and expecting same from Indus to reply by one week time. All members agreed on commencement date of agreement would be 1st April 2016.

Outstanding payment recovery from M/s Essar

Matter discussed with Essar Rep. Mr. Amit Nayal, he came personally to RWA office and committed to clear the maintenance dues till 31st March 2016 by 30th of March through postdated cheque of 8th April 2016.

Computer up gradation (RWA OFFICE- Accounts section)

New Computer approved by all the members for accounts section and same will be purchased within a week's time i.e. 25th March 2016. All members has decided that old computers will not be scrapped and will utilized its spare parts like hard disk, key board, mouse, RAM etc. for future requirement.

Power/Energy Audit

Issue not discussed in this meeting.

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

Matter has been discussed and as per verbal communication from rep. of M/s Anil D. P. Arora & Co. (CA) that same will be taken care by them.

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

Matter discussed with Essar Rep. Mr. Amit Nayal, he came personally to join RWA members meeting and requested all the members to sign the agreement for said area. Members agreed to sign the agreement with some minor changes and not to mention the common area.

Billing software to generate maintenance billing for building services

Awaiting quotations from relevant vendors. Members will take decision after evaluating cost comparison.

Finalizing CA PROFILE to maintain the RWA accounting i.e. DATA ENTRY, SUPERVISION, COMPLIANCES, AUDIT & ASSURANCE and TIMLY FILLING OF TDS & SERVICE TAX RETURNS.

CA professional shortlisted by the members, he has already been deputed on the job on trial basis. He will make some kind of short gap arrangement to bring the record on track and analyze the short falls of RWA accounts.

Next meeting to be held on 2nd April 2016