

Minutes of the weekly meeting held on Friday 27th May 2016

Location: RWA Office, 11th floor, Prakashdeep Building

Date: 27th May 2016

Time: 4:30pm to 6:00pm

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

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

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.

1. Common area agreement to be signed with M/s Essar.

Common area agreement has been discussed both the parties and agreed jointly to change some clauses now it is under signature of both the parties.

2. Discussion on Power/Energy Audit for 2014 & 2015.

Matter discussed and jointly agreed that cost of power audit has to be borne by M/s Profac. Members will discuss finally with Profac Management and take final call on this issue.

3. Discussion on Circular for opening of plumbing shaft window from each and every floor.

All the members has agreed and approved to circulate this circular ASAP. As per members feedback this may create some problem during building free-hold process, so he advice we should not do any delay on this part and circulate it ASAP.

4. Discussion on Building's Structural Audit work.

RWA members agreed and approved M/s P. Arora & Associates Pvt. Ltd. for building structural audit. It is decided that first week of June LOI/P.O. will be given to M/s P. Arora & Associates along with advance payment as per his proposal and payment terms.

5. C.A. WORK STATUS DISCUSSED

- i) letter of appointment to CA for year 2016-2017 and appointment as a Auditor for FY 2015-16
 - (1) Letter drafted and same is under signature of RWA- President
- ii) Up to 31st March provision balance sheet.
 - (1) 31st of May first cut would be tentatively will be submitted to the members.

6. RWA (5062) account needs net banking FACILITY for depositing taxes.

(1) Net banking facility will help us to deposit RWA tax liabilities in house.
Kept on hold as RWA president and Vice President will meet Bank Manager to discuss the security issues on this matter.

7. Main Bank Account no (5034) view rights are needed through net banking.

(1) Dependency will be Zero to the Bank for getting Statement of Bank account.

(2) Expedite entry in to tally and immediate verification of online payment through NEFT/RTGS

Kept on hold as RWA president and Vice President will meet Bank Manager to discuss the security issues on this matter.

8. Cheque to be made:

- i) M/s Kone payment of Rs. 108908/- (Old outstanding)
- ii) Twenty Four Secure Services payment Rs. 184470/- (Salary of Security staff for m/o March 2016
- iii) Electricity bill payment of Rs. 148311/- (Last date of payment is 31st May 2016)
- iv) Housekeeping vendor payment of Rs. 51463/- (Salary of HK staff for m/o April 2016.

Outstanding payment matter has been discussed and all members decided that above mentioned outstanding payment will be cleared on behalf of Profac and total amount will be deducted from Profac bill.

9. Profac & Security Staff Salary for the month of April-2016.

Under discussion and will take decision in the next meeting.

Next meeting will be held on 28th June 2016