

Minutes of the weekly meeting held on Saturday 7th May 2016

Location: RWA Office, 11th floor, Prakashdeep Building

Date: 07th May 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.

1. Discussion on Structural consultant Profile.
Kept on hold for one week due to rate comparison and more consultants to be invited
2. Billing software.
Members asked to find vendor who can provide billing software according to our requirement.
3. M/s Essar common area agreement to be signed.
Members signed the documents and forwarded to Essar for their signature.
4. Profac & other contractual Staff Salary for the month of March & April.
All members discussed this issue and kept hold till they discussed with Profac Management
5. NDMC LT panel switch's contact replacement.
Approved by all the members to replace the faulty spare parts in NDMC panel, total cost approved is Rs. 19,500/-
6. Extra Housekeeping material for building on RWA account.
It has jointly decided by the members and approved extra cost of Rs. 2000/- apart from Profac budgeted cost for housekeeping material to improve the housekeeping services in the building. Mr. Lokesh and Estate Manager jointly keep a track on the material purchase.
7. Improvements on Gardening and Plant arrangement's area.
Earlier it was discussed and suggested one of the members that we can call the existing vendor to give us the justification for poor maintenance of plant and if cost is the issue then RWA members will think on it.

8. Air-conditioning of Lift Machine Room
Costing needs to be presented in front of RWA members to take decision.
9. Discussion on Power/Energy Audit for 2014 & 2015.
Members will discuss this matter again with Profac Management to expedite.
10. Discussion on Circular for opening of plumbing shaft window from each and every floor.
It will be discussed in next meeting
11. Material required for RWA office:
 - a) Hot Case, Fridge & water dispenser. (Hot case & water dispenser is approved, RWA asked to submit the two/three quotation to evaluate the cost.
 - b) New Laser Jet Printer required for RWA office. (It will be purchased after taking decision on billing software part)
12. Wall Fan (small) for security cabin (3 nos.)
Approved by all the members.
13. M/s Victorinox (Flat 401, 402) requested for permanent car parking in the basement for their office car.
It was suggested by all the members that first we should ask Occupants to take permission from Delhi Police then members will decide for any approvals.
14. Lift Modernization proposal from KONE
Kept on hold.

15. Updates on CA work performance has been presented by the Estate Manager to all members

C.A. WORK STATUS

- a) April TDS of Rs. 27,044/- has been deposited.
- b) letter of appointment to CA for year 2016-2017
- c) Up to 31st March provision balance sheet will be submitted by 15th May, 2016.
- d) Service Tax return is pending will be done by Monday.
- e) Bank FD details required.
- f) RWA (5062) account needs net banking FACILITY for depositing taxes.