

# **Minutes of the weekly meeting held on Saturday 3<sup>rd</sup> September 2016**

**Location:** RWA Office, 11<sup>th</sup> floor, Prakashdeep Building

**Date:** 3<sup>rd</sup> Sep 2016

**Time:** 3:30pm to 5:00pm

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.**

### **1. Discussion on General Body meeting to be organized.**

- Members discussed the Agenda of general body meeting which has planned for 24<sup>th</sup> September 2016, 11:30 am onwards. Accordingly the communication has been drafted and circulated within the members for their approval.

### **2. Building's Structural Audit and further action towards rehabilitation/ retrofitting work in the building.**

- BOQ has been circulated to more than 5/6 contractors to get the cost of reinforcement of column

### **3. Billing Software.**

- Work is under progress.

### **4. Cash Box for Estate Office.**

- Approved by the members with the cost limit of 3000/- max.

### **5. Heavy Duty Printer**

- Purchase of printer has been approved considering the requirement of in house billing process which will be start from 1<sup>st</sup> Oct onwards. Member asked to submit at least two/three quotation to compare the price.

### **6. C.A. WORK STATUS (Will be initiated by 6<sup>th</sup> Aug 2016)**

- i) Up to 31<sup>st</sup> March provision balance sheet. (Already mailed to RWA Members), it needs to discuss by members with CA.
  - Awaiting CA response after submission of Mr. Arora observations