

MINUTES OF MEETING

MEETING DATE & TIME: 11th October 2025 (03:30 PM - 05:00 PM)

VENUE: PDFOWS Office, 11th Floor, Prakash Deep Building, New Delhi

MEMBERS PRESENT :

1. Mr. Ashok Kr. Jain – President
2. Mr. Lokesh Kumar – Secretary
3. Mr. Kailash Chandra Sharma- Treasurer
4. Mr. Sunil Ambardar – Joint Secretary
5. Mr. D.K. Devesh – Executive Member
6. Mrs. Ekta Choudhary – Executive Member
7. Mrs. Neelam Sharma – Executive Member

AGENDA, DISCUSSION POINTS & ACTIONS

1. **Finalization & Signing of the draft of AGM minutes held on 20th September 2025.**
 - MOM draft of AGM discussed amongst the members and some corrections therein have been suggested and would be discussed in next committee meeting.
2. **Renewal of Aastha Facilities Contract with revise rate to consider salary revision of their staff to meet the market labor rate with minimum wages.**
 - Deferred for new managing committee which would take over after scheduled managing committee election.
3. **Launching of “Know your member” process and designate one member if required to supervise the process along with Account Officer, who hold all the personal data of Flat/Store Owner.**

Know Your Member (KYM) Process

The “Know Your Member (KYM)” process had already been implemented earlier through a KYM Form, which was circulated via society website and also shared with Owners/Occupants during quarterly bill distributions from time to time.

The Committee further discussed the matter and instructed the Facility Manager to collect the pending/fresh KYM forms by conducting close follow-ups with the Flat Owners through one-to-one phone calls and to update the KYM data sheet for subsequent verification by the Committee members.

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The Facility Manager shall create a fresh **WhatsApp group** for Flat Owners/Members using the **society-owned mobile number (+91 9211728450) as admin**, after carrying out due diligence and verification of members.

4. Discussion on creation of separate WhatsApp group for election committee under the supervision & guidance of Executive Committee for the better coordination with each other for making election process smooth and healthy.

- The Committee discussed and approved the creation of a separate WhatsApp group for the Returning Officers to facilitate better coordination among them. In case any support is required from the Committee members, the same shall be duly extended. The administrative staff are requested/ directed to extend all their cooperation to election committee.

5. Discussion on opening a new bank account with UPI-enabled transactions

- Committee has already decided to open new bank account with UPI enabled transactions; Committee members have been requested to explore the opening of bank account with any bank after discussion with the bank.

6. Discussion on sharing of staff attendance sheet (soft copy) with committee members along with daily reports through mail.

- Committee discussed and instructed FM to share soft copy of daily attendance sheet of building staff with Committee member through mail daily/ once in a week.

7. Discussion on purchasing of material on bulk basis (at least 6-month minimum stock to be kept) which require on routine basis like Office Stationery & printing material, Electrical consumables, housekeeping material, Plumbing and other material require to maintain building on daily basis.

- The material which are available in the building itself, can be purchased from the building itself, rest items can be purchased from outside at better price.

8. Updates on placement of society owned Plants & Pots which was approved by the committee.

- The Facility Manager informed that out of the **120 plants and pots** ordered, the nursery vendor has so far delivered **100**. However, upon inspection, it was found that only **30 plants** meet the desired quality standards, while **70 plants** were below expectations. The vendor has been **instructed to replace the**

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substandard plants and to deliver the remaining 20 plants and pots, along with the replacement of 70 plants, on a priority basis.

In the meantime, one of the horticulture experts guidance the nursery selection and landscape design were undertaken, has **arranged and planted 100 plants** on their own as a **mid-term solution** to fill the vacant areas until the nursery vendor supplies and replaces the plants as per the **Society's desired quality standards.**

It was further **discussed and decided** that the **gardener Mr. Dhani Ram (Referred by one of the Flat Owner)** will maintain the Society-owned plants on an **ad-hoc basis** and will be paid a **labour cost of Rs. 10,000 per month.** He will take full responsibility for the **upkeep and health of all plants,** and in case any plant dies for any reason, he shall **replace it at his own cost.** All **tools and equipment required for maintenance** shall be **arranged by him.**

The Facility Manager also informed that this **monthly labour cost covers only the outside plants and the ground floor lift lobby.** In case maintenance is required for areas **beyond this scope,** the gardener may request **additional payment.**

9. Decision and fund allocation on Diwali Decoration, which society doing every year at the main lift lobby and open area of the building by putting real flowers and lights.

- The Committee decided that this year's Diwali decoration will be done using the decoration materials (lighting only) already available with the Society.

10. Decision of fund allocation for Diwali Gift to be distributed to Aastha staff and other Govt official.

- Approved as per the last year distribution.

11. Fixing of new SS railing both side of main stairs located at the front portion of the building, it is necessary for the senior citizens and physically challenged person.

- The Committee members **agreed and acknowledged** the need for a **stainless steel (SS) railing** at the front portion of the building staircase. This installation is considered **essential for the safety of senior citizens and physically challenged residents.**

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It was **decided** that a message will be posted in the **Flat Owners' WhatsApp group** to seek support of Flat Owners in providing **references for fabricators** to help obtain the work at a **better price**

12. Approval of committee for purchasing of new inverter-cum-UPS (2.4 KVA) for CCTV control system power back-up, as discussed and accord approval of committee to collect the quotation in the previous monthly meeting held on 26th July 2025: (Cost as per Amazon online portal: ₹58,299/- (inclusive of all taxes) plus online banking facilitation charges of Rs. 5828/-.

- **Mr. D. K. Devesh** will provide references of individuals who can assist in **purchasing the above-mentioned UPS through Amazon without taking any facilitation charges**, as the Society is unable to do so directly due to **non-availability of online banking facilities**

13. Finalization of new elevator to replace Hyundai make elevator.

- The matter was Deferred to the next monthly meeting and Facility Manager was instructed to call M/s Kone Elevator in next monthly meeting for rate negotiation.




 





