

# MINUTES OF MEETING

MEETING DATE & TIME : 25th October 2025 (03:30 PM - 05:30 PM)

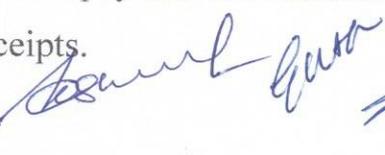
VENUE : PDFOWS Office, 11th Floor, Prakash Deep Building, New Delhi

MEMBERS PRESENT :

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

## AGENDA, DISCUSSION POINTS & ACTIONS

1. Finalization & Signing of the draft of AGM minutes held on 20<sup>th</sup> September 2025.
  - The **draft Minutes of Meeting (MOM)** for the meeting held on 20.09.2025 were placed before the Members for review once again. However, few Members observed that certain points discussed during the **AGM** were still not accurately or fully recorded in the draft MOM. Accordingly, the Members requested some additional time to review and suggest corrections. It was advised that Members may submit their suggestions for **corrections, inclusions, or deletions** in the draft MOM. The same will be taken up for discussion in the **next Committee Meeting**, and necessary steps will be taken thereafter
2. Finalization & Signing of the draft of MOM held on 11<sup>th</sup> October 2025.
  - This MOM has been again deferred to discuss in next Committee Meeting.
3. Selection of new FM company in place of M/s Aastha Facilities.
  - A representative from **M/s Factotum** visited the society office for a discussion. Detailed discussions were held with him regarding the proposed scope of work. He has been advised to submit a **revised quotation** in line with the points discussed during the meeting.
4. **Mail Received from Flat Owners**
  - Flat 408 Owner's concern to pay half the maintenance charges and two separate bills & two sperate payment receipts.



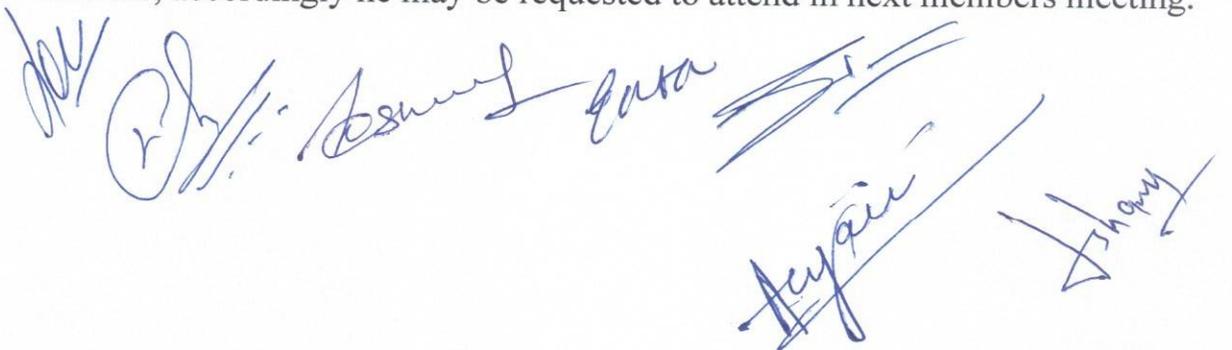
- It has been decided that there can be no two separate bills for one unit. However, if any Flat Owner is defaulter, Estate Manager can follow up for realisation of maintenance charges from the defaulter.
- Mr. Sunil Ambardar took the responsibility to speak with both the co-owners of Flat No. 408 so that long pending outstanding dues can be realised.
- Flat 105-109 Owner's concern (Mr. Tarun Vohra- Flat Owner of 105) regarding seepage issue in their washroom area.
  - It was discussed and decided that the Estate Manager will inform him that the Members have reviewed the matter, and instruct the Facility Manager to send a reply to the concerned flat owner explaining the issue that occurred and the corrective action taken by the maintenance team.

One of the Member advised that any communication received through society' mail should be placed in the Committee Meeting for Member's discussion and information before replying to the concerned Flat/Store Owners and reply should be under the signature of President/ Secretary/ Treasurer only.

5. Finalization of new elevator company to replace old Hyundai make elevator (lift no-2).
  - Members discussed and instructed FM to present entire comparison sheet of all the Elevator's companies rate for Members' review in next Committee Meeting and once discussed and reviewed by the Members, then M/s Kone Elevators or Hyundai Elevators may call for further discussion and negotiation.

6. Meeting with Structural Consultant.

- Members would like to meet Structural consultant in next committee meeting to discuss, accordingly he may be requested to attend in next members meeting.

Handwritten signatures in blue ink, including a circled 'R' and the name 'Sunil Ambardar'.