

**SANDEEP VIHAR (AWHO) WELFARE & MAINT SOCIETY, GHS-79, SEC- 20, PKL**

**MINUTES OF MEETING OF THE MANAGING COMMITTEE HELD ON 1 OCT 2017**

**Attendance**

1. The meeting of Managing Committee was held on 1 Oct 2017 and was attended by nine out of eleven members to deliberate on the following agenda.

**Agenda**

2. (a) Finalise date for holding of Annual General Meeting (AGM).
- (b) Review progress of ongoing projects.
- (c) Discuss future projects.

**Discussions**

**Amendment of Bye Laws**

3. Col R S Rathee, President reminded the members that Haryana government had issued orders in Jan 2016, making it obligatory to upload all minutes, resolutions and reports/returns on their website for approval. Email/Hard copy of these were not acceptable communications. However, the system had not been activated, so far. After extensive personal liaison by President and General Secretary, the necessary user id and password had been obtained. Previous minutes of meetings, details of new management and amended Bye Laws have been uploaded for approval. Approval of the amended bye-laws is awaited.

**Progress on Organising Payment of 3<sup>rd</sup> Land Enhancement**

4. The President informed that AWHO had unofficially conveyed that they would not like to get involved in collecting payment of dues of 3<sup>rd</sup> Land Enhancement and further payment to HUDA, due to problems faced in the 2<sup>nd</sup> Land Enhancement. Our request to GOC-in-C Western Command, for his intervention, is still under consideration. It was decided to convene a Board of Officers conversant with the issues to offer recommendations on the way ahead and for the same to be approved in the forthcoming AGM.

**Holding of AGM**

5. The President intimated that the AGM was required to be held at the earliest possible. Col Surinder Singh observed that the AGM was already delayed. General Secretary clarified that approval of society bye-laws by the Registrar was a prerequisite to holding the AGM and that last year, the AGM had been held on 23 Oct 2016. Thereafter, it was decided to hold the AGM on 29 Oct 2017. In case of incomplete quorum, the adjourned meeting would be held on 05 Nov 2017 and if required, the re-adjourned meeting would be held on 12 Nov 2017.

6. Capt G C Bhatt, Treasurer intimated that the audit by CA for FY 2016-17 has been completed. However, the Internal Audit, which was to be presented before the AGM, had not been completed. It was decided to request the Presiding Officer to complete the audit at the earliest, failing which fresh audit board be ordered.

7. Maj H S Luddu informed that he had tried to locate the movable assets of the Society, but had found that the Property Registers were not updated, no stock verification has ever been carried and no store was found, except the massive dump on the first floor of the office block. After discussion, it was decided that a Stock Taking Board be ordered comprising members from the previous and current management to update the Property Ledger, locate property and assess it for serviceability.

### **Compilation of Owners Details**

8. The President informed that the Haryana Government, through the new procedure introduced, required complete details of all owners to be uploaded on their website. Without these the membership of the owners would not be recorded in their records. These included details like Aadhaar card, religion etc. A format for obtaining the information was approved and it was decided to disseminate the same for compilation at the earliest. All details obtained would be uploaded along with the minutes of AGM.

### **Procedure for New Tenants**

9. The President observed that the procedure for admission of new tenants into the society was in complete disorder. New tenants were being brought into the society without prior concurrence of the Management, which was against the norms. Mr Ashok Bali reminded that in the past, the details of the prospective tenants were filed in the prescribed form, along with photos of the entire family and approval was accorded only after police verification. This procedure had fallen into disarray, primarily because of the property Agents, who did not inform prospective tenants of these requirements and created crisis situations when the luggage arrived at the gate. It was decided to promulgate the procedure and to follow it strictly from 01 Nov 2017.

### **Renovation of Flats**

10. The President apprised that as per the Society Bye Laws, no member could undertake additions or alterations of his flat without written permission of the management. This provision had not been implemented in the past, as a result of which, some undesirable modifications had been carried out. It was decided that in future, no modification work will be allowed without written permission. In the event of any such work being started, permission to enter would be denied to the contractor /workers.

### **Review of progress**

11. Cleanliness. It was observed that there had been considerable improvement in cleanliness. However, the following areas required special attention at the earliest:-

- (a) Internal cleaning of blocks.
- (b) Cleaning of undergrowth around blocks.
- (c) Removal of plants and other growth in the sewage vents.
- (d) Painting of fire hose points and electric junction boxes.
- (e) Repair of the damaged islands around some of the blocks.

12. Arboriculture. Col Arvind Bali presented his plans for the winter flowering of the gardens. He pointed out the constraint that at some places existing plants of miscellaneous varieties were causing

obstruction. He was advised to take action as deemed necessary. He also informed that, herbal plants would be planted in the newly cleared area around the roof of the underground water tank. This would enable them to grow without being plucked in the nascent stages.

13. Lifts. Col Balbir Singh informed that the free survey of Lifts by OEM, (Johnson Lifts), which had been arranged by Col Rathee had been temporarily stopped due to maintenance of the Lifts. The same would be completed at the earliest.

14. Electric Supply. Capt G C Bhatt informed that a Vacuum Circuit Breaker (VCB) which had been out of order for many months required immediate repairs because in its absence, the entire load was being borne by the other VCB. Quotations for the same had been called for and vetted. Expenditure of Rs 62,300 was approved, in view of the urgent nature of the repair work.

15. Fire Fighting System.

(a) Maj H S Luddu informed that he, along with Mr Jayanto Basu of the firm which had handed over the fire fighting system on behalf of AWHO, had carried out a complete check of the fire fighting system. The following major issues had been identified.

(i) Fire Extinguishers. There was deficiency of fire extinguishers, based on handing/taking over by AWHO. Additionally, some fire extinguishers were due for refilling.

(ii) Changes in Pipe System. The layout of pipes had been checked with the blue prints received from AWHO. It was observed that, the pipes layout on many roof tops had been changed in such a manner that, water was being supplied direct to flats water tanks, rather than, via the fire fighting water tank on the roof top, as designed and done by AWHO.

(iii) Structural Damage. Various pumps and valves had got damaged due to exposure to the elements and required to be repaired.

(b) It was decided to complete the assessment and then present it before the AGM for further discussion.

16. Swimming Pool. It was observed by the President that, tiles of the swimming pool, as well as the filtration plant were in need of repair. Col Arvind Bali opined that these repairs should only be undertaken if the swimming pool was to be run next year. The feasibility of operating the same under society arrangements was discussed and it was decided that the swimming pool could be run for owners and tenants at reasonable rates.

17. Gymnasium. It was decided to bring the operation of the gymnasium under society arrangements after conclusion of the present contract period on 30 Nov 17.

18. Cricket Practice Nets. In order to provide children a place to practice cricket, it was decided to set up two practice nets, one behind the Community Centre and the other in the extreme corner near thrifty block. This would be done through sponsors after carrying out a feasibility check.

19. Repair Procedure. SOP on Repairs has been disseminated through various media. Approved rates list has been provided to plumbers and electricians to be carried to the work site. Col Surinder Singh kindly accepted to monitor implementation of the SOP on daily basis and ensure timely rectification of complaints recorded in the complaints register.

20. Car Parking. Mr Ashok Bali pointed out the requirement to review the locations of paid car parkings and increase guest car parkings. It was decided to carry out a check of all the car parkings as per the AWHO plan and then carry out readjustments.

21. Contracts for Shops. The General Secretary intimated the status of some of the contracts are due/over due for renewal. It was opined that while renewing contracts, it must be ensured that, outsiders are not permitted and priority be given to own desirous members.

(a) Grocery. Due since 01 Sep 17.

(b) Beauty Parlour. The contract has expired on 31 May 17. A number of requests have been made to the contractor to discuss renewal, but without any response. It was decided to issue a final notice and in case of non response by 15 Oct 17, the shop be closed and fresh tendering be done.

(c) Physiotherapy Clinic. Due for renewal on 20 Oct 2017.

(d) Yoga/Zumba Classes. Contract has expired on 30 Sep 17. It was decided to renew the contract with the proviso that no outside participation would be permitted and the contract once signed would not be reduced, as had happened last year.

(e) Tuition. The vacant dining hall has been let out for tuition classes at a rental of Rs 8,000 per month.

22. Community Centre. The rates and terms for usage of Community Centre were reviewed. It was decided that while Remembrance Meet would be permitted, placing of bodies of the deceased at the Community Centre would not be permitted in future. It was also decided to move the stores from the existing Kitchen to the Community Centre Kitchen and charge rental for their usage. SOP on the same would be issued shortly.

23. Recreation Room. It was decided that, the erstwhile card room could be used for other functions also, as per stipulated conditions. SOP on the same would be issued shortly.

24. Duties of Blocks in Charge. The duties of blocks in charge were formulated and disseminated.

25. **Approval of Membership**

(a) The General Secretary informed that, following new owners had been granted provisional membership of the society, but, the same had not been approved by the managing committee as required vide HRRR Rules, 2012.

	<u>Name</u>	<u>Flat No</u>	<u>Date of Provisional Membership</u>
(i)	Mr Subhash Chander	304/D3	16 May 17
(ii)	Mrs Neeraja Mohan	502/U2	13 Jun 17
(iii)	Mr Manjit Singh	501/U2	26 Jun 17

(b) The memberships were found to be in order and approved. The General Secretary was requested to ensure uploading of the details on the Haryana Government website at the earliest, in order to avoid penalty for delay.

## **Miscellaneous Issues**

26. Sanitation. It was decided to dismantle the garbage shed behind the Community Centre in the interest of hygiene. The roof of the shed behind AWHO office be secured barbed/concertina wire so as to prevent anyone from crossing over. The CGI sheets thus made available, would be utilized for providing a cover for the generators.
27. Mats for Lifts. The mats of most lifts have been damaged and require replacement. OIC lifts was requested to identify the lifts requiring change of mats, after which, the worn out mats would be replaced.
28. Construction of Revolving Gate. It has been observed that, children climb over the tri point metal rods wall of the badminton courts. A need has thus been felt, to construct an entry to the badminton court by constructing a revolving gate at the corner of badminton courts wall towards electric equipment room.
29. Purchase of Chairs. A requirement was felt to purchase more chairs in order to avoid hiring from the market. Purchase of 50 chairs from CSD was approved.
30. Pay of Staff. The existing pay of all employees was reviewed. It was decided to increase the salary of gardeners to Rs 7,500/- and of one electrician to Rs 10,500/-. Remaining salaries would remain unchanged for the time being.
31. Rates for Dhobis and Car Cleaners. Rate Lists for Dhobis and Car Cleaners were approved.
32. Charges for Viewing CCTV Footage. It was decided that, henceforth, viewing of the footage from CCTV cameras will be free of cost.

## **Future Projects**

33. Opening of Another Entrance at Gate No 1.
- (a) Practically all vehicles entering the society do so through Gate No 1. This leads to heavy congestion at peak hours. It does not permit proper scrutiny of outside vehicles due to pressure from those in queue to enter. This problem can be resolved by opening another gate with electronic barrier and car tags for owners, and the existing gate be for visitors. This will permit free flow of traffic.
- (b) Col Arvind Bali highlighted that, based on estimates available in the office, the cost would be around Rs 2.00 lakhs which would be an useful expenditure. It was decided to seek detailed estimates and place a project report before the AGM for approval.
34. Solar Energy Project. The high cost of electricity and the remunerative return by buy back of electricity produced by a solar power project by the government, makes it a very useful project. However, the very high capital investment makes very deliberate expert analysis a prerequisite. It was decided seek professional advice from the concerned government departments and financial experts to work out the financial viability of the project, before proceeding further.

Sd/-

Sd/-

File No : RWS/GHS-79/MCM  
Dated : 5 Oct 2017

Lt Col Rohit Mittal  
General Secretary

Col R S Rathee  
President