

**SANDEEP VIHAR (AWHO) WELFARE & MAINTENANCE SOCIETY, GHS-79 SECTOR-20, PANCHKULA**

**MINUTES OF THE MANAGEMENT COMMITTEE MEETING : 11 OCT 2020**

1. A meeting of the Management Committee was held on 11 Oct 2020. Nine members were present.

**Update on Ongoing Issues**

**Repair of Lift**

2. OiC Lifts informed that overhauling of Lift No. 27 had been completed and it would be under testing for the next one week.

**My Gate App.**

3. The General Secretary informed that the All is Well App has been discontinued. My Gate has committed to providing life time free Society Management System Platform and the Security System Platform. The Society would have to pay only for the hand-held devices used at the gates at Rs 999/- per year. Even this has been renegotiated and will be free for one year till Jul 2021.

**Solar System.**

4. The General Secretary informed that System has stabilized and is functioning optimally. Monthly production in rupee terms is in excess of Rs 50,000/- per month. Equipment for cleaning of panels has been acquired. Metal ladders are being constructed for easy access to rooftops.

**Proceedings**

**Renewal of FDs.**

5. The options to reinvest the maturity proceeds of two FDs amounting to Rs 1.75 crores were discussed. The rates of interest offered by various banks along with the reliability of the banks were considered. After discussion, it was decided to reinvest the available funds as under: -

- (a) Rs 1,00,00,000/- for three years with HDFC Bank.
- (b) Rs 75,00,00,000/- for two years with Kotak Mahindra Bank.

**Policy of Entry into Campus for Shops and Western Command URC.**

6. From the onset of Covid epidemic, entry of outside visitors to shops and URC was discontinued. The policy was reviewed and it was decided to continue the existing procedure, due to continuing Covid threat.

**Rental from Shops for the Period of Lockdown.**

7. A request by the shop contractors (less Grocery Shop) to waive off the rentals for a three month period during the lockdown was considered. A 50% waiver of the rental for three months was approved.

**Buying of Hand Sanitizer in Bulk.**

8. The very high rate of consumption of hand sanitizers continues and is likely to continue for the foreseeable future. The retail purchase of the item in 5 ltrs packing works out to be very expensive. Purchase in bulk 100 ltrs packing at the rate of Rs 112/-per ltr was approved.

**Imminent Financial Constraints.**

9. The budget state of the Society at the half year point was reviewed. It was observed that due to falling revenues from miscellaneous income like setting of Booths, hiring of Community Centre as well as falling interest rates, the revenue was likely to be around Rs 1.42 crores against the earlier projection of Rs 1.68 crores. With standing expenditures of Rs 1.10 crores on staff salaries, AMCs of security agency, sanitation, lifts, generators, CCTV cameras, electronic boom barriers and water supply and sewage, as well as electricity, water and diesel bills, only Rs 32.00 lakhs was available for all other functioning.

10. The financial situation was being further stressed by unexpected expenditures arising on repair of ageing infrastructure like electric substations and bursting water pipes which were not catered for while planning. It was agreed that that it would not be possible to execute all the pending proposals and hence these should be prioritized.

**Repair of Grit Wash and Cement Grills of Water Shafts.**

11. Repair of Grit Wash and Cement Grills Water/Sewerage Shafts was planned for execution during the current year. If unattended, the quantum of falling grit wash will increase. Further, the loose grit wash and loose Cement Grills of Water Shafts, constitute a hazard, as happened recently in E13 Block. It was decided to combine both the works and adopt an integrated approach whereby all the blocks in a cluster, sharing the same roof would be repaired simultaneously.

12. A Board of Members will be detailed to finalise the rates, after which the work will commence from the E13/E14 cluster where maximum Grit Wash has fallen.

**Electricity Breakdowns.**

13. Review of the major breakdowns in the electrical system, on 21 Aug 2020 and 25 Sep 2020 and the repairs consequently undertaken was carried out. A presentation by OiC Electricity, highlighted that these had occurred due to vintage of our equipment and lack of regular maintenance.

Our staff is incapable of handling electrical equipment of 11KVA. Regular periodic maintenance will reduce the breakdowns and be cost effective in the long run. AMC will cost Rs 3.25 lacs per year plus GST.

14. It was also observed that the VCB at number 2 Gate has been disconnected for long since it required change of CT & Relay and insulation of Bus Bar at a cost of Rs 85,000/-. Once this was done, the load now being taken by one VCB would be shared and would reduce the likelihood of breakdowns.

15. The proposals for repair of the VCB at Gate No.2 and entering into AMC were approved with the proviso that the AMC could be entered into after 01 Jan 2021, since the systems had been recently maintained.

#### **Postponement of AGM.**

16. It was decided that a case be taken up with the Registrar for extension of the period to hold the AGM and submission of Annual Return in view of the prevailing limitations imposed on gatherings due to Covid.

#### **Formulation of Policies**

#### **Action on Long Pending Society Charges.**

17. It was observed that 10 Flats had still not cleared dues for the period till 31 Mar 2020, in spite of repeated reminders issued through various media.

18. In view of the provisions of Para 42 (f) of Society Bye Laws, authorising the management to discontinue various services to defaulting flats, it was decided to start with the following measures.

- (a) Disconnection of backup electricity from generator.
- (b) Disconnection of roof top water supply. Fresh water to continue.

#### **Action of Water Tanks and Flower Pots Kept on Parapets of Balconies.**

19. The issue of placing of flowerpots on parapets of balconies without any securing railing was discussed. It was recalled that there had been instances in the past where falling flowerpots had caused damage to parked vehicles and in one case even caused injuries.

20. The placing of water tanks on parapets was observed to be even more dangerous, since the balconies and in particular the parapet walls were not structurally designed to take a heavy load on permanent basis.

21. It was decided to request all residents to remove any unsecured flowerpots and water tanks from the parapet walls of the balconies immediately.

**SOP on Tenancy.**

22. The recent trend of outstation owners being misguided by property agents to circumvent the laid down procedures for tenancy was discussed and it was decided to issue an SOP including the following:-

- (a) Prospective tenants to be interviewed by the management, before occupancy, as laid down in Para 44 (ii) of Society Bye Laws, except serving armed forces officers, in whose case this may be dispensed with.
- (b) Tenant Record Form and Undertaking must be submitted in advance in all cases. Where personal interview is dispensed with, these to be submitted by email for prior approval.
- (c) Building Development Charges to be deposited in advance.
- (d) Property Dealers functioning within the society to be registered under the Haryana Regulation of Property Dealers and Consultants Act, 2008 to safeguard the interests of owners and tenants, after giving adequate warning period.

**SOP on Paid Parking.**

23. It was observed that the pressures on parking space have increased due to increasing numbers of vehicles per flat. The distribution of parking spaces was required to be made more equitable within the existing availability of additional slots. The following policy was approved:-

- (a) Hereafter, Paid Parking to be allotted only to members.
- (b) Prospective tenants to be made aware of this provision at the time of seeking to move into the society.
- (c) Second Paid Parking not be allotted on a permanent basis on any account.
- (d) Second paid parking, if any, held by a resident to be surrendered immediately.
- (e) In case a paid parking slot is vacant, it may be temporarily allotted on monthly basis till such time as permanently allotted to an eligible member.
- (f) The rental for the second temporary paid parking to be Rs 500/- per month which with GST gets rounded to Rs 600/- per month.
- (g) Additional vehicles to be parked in the space created outside Gate No. 2.

24. Letters received from Mr Vikas Mittal (D5/204), Lt Col Surinder Singh (D5/101 ) and Col SS Pathania (D5/104 ) seeking Paid Parking slots were considered and rejected in light of the above policy.

**SOP on Renovation of Flats.**

25. It was observed that extensive renovation of Flats is undertaken which, in some cases has profound implications for the structure of the building. Further, the indiscriminate carriage and storage of rubble and stores causes damage to the society assets. It was decided to issue an SOP for Renovation of Flats, under provisions of Society Bye Laws, to include the following salient aspects.

- (a) All renovations/work, other than routine painting to require prior approval in writing.
- (b) Payment of Rs 3,000/- to be made towards the Building Development Fund for all renovations.
- (c) Pass to be made for the labour for a duration of 30 days at a time by the contractor.
- (d) Building material/rubble to be stored in own car parking space only.
- (e) Use sledge hammers to break existing structure not to be permitted to avoid collateral damage and discomfort to other flats. Only mechanical cutters to be used.
- (f) Work hours to be from 9.00 AM to 5.30 PM. In no case will work at night take place.
- (g) No labour to stay in the premises at night.
- (h) In case of commencement of work without prior approval, the management is authorised to stop entry of workers.

**Duties of Block IC and Responsibilities.**

26. It was decided to allocate responsibilities of Block in Charge based on the principle that, where a member of the managing committee is resident in a block, he will perform the duties and volunteers will be asked in other blocks.

**SOP on Repairs in the Society.**

27. SOP on Repairs was issued in Sep 2017. It will be reissued after incorporating the procedure for raising complaints on My Gate App.

**Security.**

28. While most visitors appreciate the security arrangements of the society, the day to day functioning leaves much to be desired.

29. A notice has been posted seeking expression of interest from any suitable agency desirous of providing its services. The decision to change or otherwise will be taken when the present contract comes up for renewal.

### **Car Parking**

20. Over a period of time the good car parking practices have deteriorated. Some of the problems are:-

- (a) Residents parking in guest parking slots or temporarily vacant paid parking slots.
- (b) Guests parking randomly outside the allocated guest parkings/behind residents car parking.

31. In accordance with the long-standing practice, guests may use guest parking for up to three days. After that, the host resident has to seek a specific parking slot for them on payment.

32. It was decided to implement the parking protocols of the society, in the following manner:-

- (a) One of the Security Guards to be detailed as a traffic marshal to identify the delinquent vehicles on a daily basis.
- (b) Warning notices are being pasted in all such vehicles.
- (c) Awareness regarding the same to be created through notices and boards placed around the society, as well as public announcements.
- (d) Clamping of vehicles will start thereafter.

### **Encroachment of Common Areas.**

33. It was observed that, dumping stores in Common Areas, contrary to provisions of Society Bye Laws, had increased. Further, allocated parking spaces were being used to store fire prone materials like card board boxes, gunny bags etc. and dangerous materials in allocated parking spaces, which apart from being a fire hazard also spoiled the ambience of the society. The following measures were decided upon to address the issue-

- (a) Residents having dumped stores in Common Areas to be required to remove them. In case of non-compliance, the penalty as approved by GBM of 08 Sep 2019 to be applied. All such dues to be added to the account sheet of the flat.
- (b) Residents be requested to remove all inflammable materials like carton, wooden items etc and to cover the dumped stores with non-inflammable sheeting.
- (c) Members be requested to examine their old boxes etc and dispose off the things not likely to be required in future.

(d) Abandoned luggage, scooters/motorcycles and cycles to be identified and after due notice in the blocks, to be removed.

34. The principle role in this exercise would have to be undertaken by Block ICs with support from the management.

**Emergent Points.**

35. **Collection of "Raddi" from Flats to Augment Society Fund.** Col Sudershan Bhardwaj observed that, there was a large amount of newspaper and other waste generated within the society, which was thrown away for want of any other option. He reiterated his earlier offer to organise the collection of this "Raddi" and its disposal on a monthly basis, with proceeds being deposited into the Society Fund. The proposal was agreed to and it was decided to work out the detailed modalities for the same.

Date : ~~11~~ Oct 2020 (Col R S Rathee) (Retd) (Brig D K Mohan (Retd))  
President Gen Secy