

1<sup>ST</sup> ANNUAL GENERAL MEETING OF THE APARTMENT OWNERS' ASSOCIATION, HELD ON 13<sup>TH</sup> FEBRUARY 2011, FOR THE FINANCIAL YEAR 2010-2011

**SECRETARY'S REPORT**

Dear Association Members, ladies and gentlemen,

It gives me great pleasure to welcome you all to the 1<sup>st</sup> AGM of the Association. My heartfelt greetings & good wishes to you all!

At the very beginning let me heartily congratulate our fellow apartment owner Shri Pracheta Gupta for winning the prize of the Best Emerging Author, as declared by the Publishers & Booksellers' Guild, organizing the Kolkata Book Fair. This is a matter of great pride for us.

Please allow me to present the Secretary's report for the period of 1<sup>st</sup> August 2010 to 31<sup>st</sup> March 2011.

The audit will commence from 1<sup>st</sup> April 2011. The audit should be completed by July 2011 and shall be available for scrutiny by any member after that. As per the stipulation, the audited report will be presented to The Competent Authority for scrutiny, by mid August 2011. It will be published in the report of the 2<sup>nd</sup> AGM of the Association.

At the very outset I would like to thank all the members including the BOM for their co-operation and valuable suggestions for running the affairs of the association. Without their guidance our work would have been very difficult. I would like to mention specially the super-human effort of our President in running the Association. His professional knowledge and experience has been extremely beneficial. Also, a special mention is required regarding the members of the board who are associated with the management of other housing complexes. Their contacts and suggestions have been indeed invaluable.

As you all know, the first General body meeting was held on 03.10.2010. Following the said meeting the By-laws of the Association as proposed/ratified in the said meeting was sent to the Competent Authority on 02/11/2010 for approval. But since then the Competent Authority has not informed us about any development in this matter. We had visited the Law Section of the Competent Authority at New Secretariat Building in the 12th of January 2011. Till then our file had not been taken up for consideration.

Activities of the Association:

1. Setting up the basic structure of The Office of the Association. The Board of Managers have been meeting once a month to discuss the various issues. I am happy to say that no Board of Managers (B.O.M.) meeting had to be postponed due to the want of quorum. All the minute/ resolutions of these meetings have been duly entered in the Meeting Register.
2. Many representations have been sent in person and letters to Bengal Peerless HDCL, New Town Development Authority, HIDCO, PHE, New Town Police

- Station and New Town Electricity Supply Co. Ltd. through out these past months regarding various issues.
3. We have been able to stream-line the security issue related to the tenants residing within the complex. Now, monthly reports are sent to the New Town Police Station updating the information regarding the tenants residing within our housing complex.
  4. Setting up of the line of communication with the Residents & Members – by maintaining a website and installing notice boards at all the towers.
  5. Replacement of all filament lamps with power-saving & eco-friendly CFLs. All the 125 W street lights have been replaced with 27 W CFLs. In the process the lamp holders had to be replaced also. The filament lamps inside buildings/garage spaces are being replaced with 8 W and 5 W CFLs. We have not replaced the 15 W and 25 W filament lamps that are still working as it will be difficult to store them. As these filament lamps have a very short life, the lamps will be replaced with CFLs, as soon they get fused.
  6. Construction of canopy over the two LIG & HIG generators – to protect them from the elements of nature.
  7. Cleaning of underground water reservoirs and overhead tanks. The underground reservoirs had never been cleaned before.
  8. The submersible pump supplying water to the LIG & MIG buildings had broken down, and was beyond repair. It was replaced by a submersible pump of KSB make, of proper horse power, from the corpus fund. The depth of the pump was extended by 10 feet (previously it was 60 feet). The bore-well was treated with caustic to get a better quality of water. Once water supply starts from the PHE/HIDCO source regularly, the HIG water source can be treated in the same way to get a better quality of water.
  9. The installation of stand-by pumps have been initiated for the HIG and MIG Complexes. The order for these pumps have been placed with M/s Allied Pumps through M/s KSB Pumps. The funding of this work will be done from the corpus fund, so collected. The same work will be done for LIG, provided contribution to Corpus Fund will be received from the concerned flat owners. There has been a delay in the initiation of this matter as the collection of corpus fund was very sluggish and a sizeable corpus was only achieved in the last week of January 2011. We expect the standby pumps, as mentioned before, to be installed by March 2011. The current position of corpus fund is enumerated in a separate sheet.
  10. AMCs with original equipment manufacturers (OEM) were concluded with KONE (lift). The contract with KONE is valid up till September 2011 and after that a new AMC will have to be done.
  11. The AMC of the diesel generators have been done with ‘Garuda’ (authorised servicing company of Jackson, diesel generators). The filters and lubricants of the generator engines have been replaced. The fuel tanks of the generators have also been cleaned. The AMC with ‘Garuda’ is also valid up to October 2011.
  12. The processes of renewal of lift licence have been initiated. The renewal will have to be done between March 2011 and May 2011.
  13. Contract with ‘M/s AVS Securitas’ has been done for facility management by open tender process through competitive bidding. This was done at a very competitive rate and will entail a monthly savings of around Rs.50,000/- per month. Facility Management was decided to be done through a single agency

- to get a better accountability and service. This agency had worked in this complex previously and is well versed in our requirements.
14. The fire fighting system maintenance contract has been awarded to M/s R.L. Hi-Tech. Industries, who have a very impressive list of clients. They have been instructed to keep the total fire fighting system at the optimum. There was no fire-fighting system in A Type towers. We have taken the initiative of installing fire extinguishers in these buildings and have already placed orders for installation of fire extinguishers in these buildings, for the safety of the residents in these buildings.
  15. Painting of community halls and installation of fans and lights in these halls have been fully completed.
  16. Re-orientation of the gardens and planting of seasonal flowering plants have been done so that more colours are added to Alaktika. Fertilizers, manure and insecticide have been used as per the requirement of the gardeners. The central park is expected to be restored to its original state by the summer. The total garden space cannot be maintained by two gardeners at the optimum level. So, provision has been made in the new facility management contract to increase this number. Co-operation is sought from all the residents of this complex to keep the garden area beautiful and clean.
  17. Cleaning of recesses in Type B and Type D towers: (– this work had never done before) a lot of rubbish and construction materials have been disposed off, from these spaces. The electrical panels in these recesses are now freely accessible.
  18. We have appointed M/s Ghosh & Mallick to audit the accounts of the association for the financial year 2010-2011. They have already started their preliminary work in this matter. The whole system is being computerised so that up to date information is available at any time.
  19. The work on the Apartment Owners' Passbook is mid way through. Distribution of the Passbooks will start from next week and will be completed by next month. In this context, I would like to request all the flat owners who have not collected their money receipts may kindly do so.

We expect to complete the painting & repair of the gates by end March 2011. Simultaneously painting of the external fire hose boxes and metal doors of the street lights will be done. Painting of the HIG and LIG generators covers & base will be done after this work is over.

Regarding the water treatment plant, I am sorry to inform you that sufficient corpus fund has not been received. So installation was not possible. We hope to install it in the next financial year.

I urge the members to take note of certain points:

1. It is seen that A.C. machines are being installed rather randomly, without paying any heed to aesthetics of the basic design of the buildings. The cracks in the walls are not being mended after installation. Even the rubbish that is accumulating on the cornices and sunshades are not cleaned after the installation is complete.
2. The colours of the balconies are being changed. This is spoiling the décor of the total housing complex.

3. People are carrying construction materials and other heavy household items in the lifts. This is adversely affecting the functioning of the lifts. The sensors inside the lifts are not functioning frequently and have to be serviced repeatedly.
4. Sales of flats are taking place without obtaining the No Dues Certificate. If these procedures are not followed legal issues may crop up and mutation can get held up. Henceforth, possession of flats by new owners will not be permitted if the proper procedures are not followed and the dues of the association are not cleared. The provisions of the W.B. Apartment Ownership Act 1972, will be enforced.
5. A lot of apartment owners are calling us up to register their protest regarding clearing up of the dues of the association saying that they are not residing in India. This is totally uncalled for and has no legal basis.
6. In view of the recent tragedy, it is again requested that proper precautions be followed whenever any addition/alteration is done during civil/electrical work. Please contact the facility manager before commencing to do any such work. He has been instructed to help you out in these matters.

Proposals:

1. This board of managers propose that the annual common area maintenance charges be collected annually in a single instalment. Corpus fund may be collected in two instalments. Without this modus operandi, it will be very difficult to honour the various contracts, maintain accounts and keep trace of the defaulters.  
The current situation with respect to defaulters is as follows:  
A type: 13 (Rs.2436 X 13 = Rs.31668)  
B type: 15 (Rs. 8772 X 15 = Rs.131580)  
C Type: 7 (Rs.12840 X 7 = Rs. 89880)  
D Type: 5 (Rs.16800 X 5 = Rs. 84000)  
E & F Types: 5 (Rs.25296 X 5 = Rs.126480)  
Total due from defaulters = Rs.463608/-  
This list is excluding the flats which are yet to be registered.
2. The Association will organise the Independence Day and the Republic Day Celebrations with the Annual Sports. Budgetary allocation on these heads should be made.
3. Modalities of allowing new D.G. back-up connections, who had not applied for this previously, and up-gradation of D.G. Back-up connection.
4. Employment of a permanent office staff for accounts, record keeping, drafting, liaison with flat owners, bank work, etc.
5. Decision on raising extra maintenance charges form flat owners who are renting out their premises.
6. The association is repairing the circuit changeovers for the D.G. Connection whenever there is a fault in the said apparatus. But this is a personal property. The issue of funding this repair should be sorted out.

In the matter of generator connections and individual meter readings, I would like to mention, that we have noted the individual meter readings on the 1<sup>st</sup> of October 2010 and subsequently on the 31<sup>st</sup> December 2010. Initially we had intended to issue quarterly bills for the individual consumptions, hence the reading after 3 months. The cost per unit was calculated from the units produced against the cost of diesel. But fortunately there were very few power cuts during this period, and the units consumed

by each flat were usually less than 2-3 units. The whole exercise of collecting money against this negligible consumption would be more cumbersome. So, we decided that the billing would be done at the end of March 2011, taking into account the consumption of the period 1<sup>st</sup> October 2010 to 31<sup>st</sup> March 2011.

Immediately after formation of the Association letters were sent to 51 flat owners, who were yet to obtain their Form C, to register the said document. In the mean time some flats have been sold. So, this number has increased. But it was disappointing to note that most flat owner had shown no interest in this matter in these past six months. Only a handful of apartment owners have made applications regarding this matter. These are under process.

I seek your co-operation in all these matters.

Thanking you, and regards,

Sujit Goho  
Secretary