

MINUTES OF MEETING – EC – WHCAOWA 13 MAY 2018

Minutes of Meeting	No: EC-MOM-2/2018
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Name	WHCAOA - EC Meeting
Date:	13/May/2018
Venue:	Association Room – A1
Minutes taken by:	Jijo T George, secretary, WHCAOA

#	Attendees/ Absentees	Remarks
1	Prabhakar P Suvarna	Meeting Chairperson
2	Dwairath Dhar	
3	Prasanna kumar	
4	Bobby Jolly	
5	Modin Bude Shaik (Mohi)	
6	Bharath M D	
7	Mogishuddin Raza	
8	Jijo T George	Recorded the MoM
9	Sonal Sharma	
10	Nitesh G Bhat	

Ser No.	Resolution Ser No.	Description	Type/Action
1		Passed Minutes of previous meeting held on 6-May-18	
2		2/2018 - Communication: Email ids Communicate to all the owners/residents about the association Email IDs and their usage. secretary.whcaowa@gmail.com (will be operated by the secretary) helpdesk.whcaowa@gmail.com (will be operated by JLL) billing.whcaowa@gmail.com (will be operated by WHCAOWA accountant, Treasurer will have admin access) Two more Email IDs to be created as under:	Action completed

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		<p>President.whcaowa@gmail.com Treasurer.whcaowa@gmail.com</p> <p>13-May Update : This action is closed</p>	
3		<p>3/2018 - Communication: Phone For the purpose of official contact and society related communications, decided to procure a new SIM card and a mobile handset. This will be the official contact of the WHCAOWA secretary. Same to be taken on charge and to be paid from society funds.</p> <p>13-May Update: Entrusted secretary to buy the phone and get the amount reimbursed</p>	Work in Progress
4		<p>4/2018 - Bank Accounts Take action to get the signatories changed from existing EC to the new EC office bearers</p> <p>Resolved that all bank accounts and deposits in the name of the Association shall hereafter be operated jointly by any two of the following three office-bearers:</p> <ol style="list-style-type: none"> 1. President – Presently Mr Prabhakar P Suvarna. 2. Treasurer – Presently Mr Mogishuddin Raza. 3. Secretary – Presently Mr Jijo T George. <p>Resolution to this effect will be issued to the bank. WHCAOWA accountant to prepare this resolution and related documents for submission to the bank.</p> <p>13-May Update: All signatures are done, document handed over to JLL for submission</p>	<p>Work in Progress</p> <p>Reconciliation of Ledger balances with Bank deposits and operative accounts in in progress and likely to be completed within this week.</p>
5		<p>5/2018 - Amendment of Society Byelaws under KSRA 1960</p> <p>Resolved that a five-member sub-committee headed by the President be constituted to look into the amendments to bye-laws to include all FDN paid owners as members of the association, and also any other amendments required to remove ambiguities and improve the functioning. President in consultation with EC shall co-opt 4 members of which 1 shall be from the EC and 3 co-opted members.</p> <p>Further resolved that the sub-committee to be fully constituted by 14th May and the Final draft be placed before the EC within 45 days thereafter. Timelines will be as follows:</p>	<p>Work in Progress</p> <p>Action by the Sub-Committee under progress</p>

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		<p>--Form committee within a week – by 13th May 2018 : Completed</p> <p>-- Amended draft byelaws will be published for Public Feedback by 29th May 2018</p> <p>-- Timeline for Public Feedback – till 5th June 2018</p> <p>-- Final Draft byelaws will be submitted for EC Review – by 17th June 2018</p> <p>13-May Update: Sub committee constituted comprising Mr Prabhakar Suvarna, Mr Mohi, Mr Kartikeya Khanna, Cdr Shyam Sundar, Mr Kaushik Patel. Terms of reference were read out by sub committee chair, Mr Prabhakar Suvarna. Same would be communicated to all members of the sub-committee.</p>	
6		<p>Instruct JLL to take immediate action to protect WH campus from entry of stray dogs.</p> <p>13-May Update: Entry points are covered with mesh to prevent new stray dogs from coming in. Some stray dogs have left the campus.</p>	Work in Progress by JLL
7		<p>6/2018 - Internal Audit of accounts</p> <p>Resolved that a five-member Sub-committee headed by the Treasurer be constituted to do internal audit of past financial statements and supporting documents. Four members shall be co-opted from others (preferably from amongst the owners who are CAs or having experience in managing other associations). Report of the Sub-committee shall be submitted to the EC within two months.</p> <p>13-May Update: Mr Raza is in touch with some Cas, who are owners in Westend Heights. Committee to be formed by next week and to be headed by Mr Raza</p>	Work in Progress by Sub-Committee
8		<p>7/2018 - Apartment management software:</p> <p>Resolved that technical bids and financial bids be invited from leading apartment management software vendors after listing out the requirements. Col Prasanna is hereby authorised to lead this initiative, assisted by other members in evaluation of bids, and place the report before the EC by 31st May 2018.</p> <p>13-May Update: Assessment started on Wednesday. Common floor, ApartmentAdda and ApnaComplex presented their demos. Another Demo is scheduled on 14 May. Thereafter, EC will take decision on finalising one SW for implementation.</p>	Work in Progress by EC

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9		<p>BESCOM common area meter name change: Take action to complete this task through BESCOM as the arrears on this account may lead to disconnection. Mr. Bharath will lead this initiative along with Mr Prabhakar.</p> <p>13-May Update: Application submitted. AEE is not agreeing to change till all the individual meter names changed. Keep working on this</p>	Work in Progress by EC and volunteers
10		<p>B & C park area lighting, A block staircase lighting issues and other such issues of immediate concern need to be taken up with JLL and viable solutions to be worked out. Mr Mohi will lead this initiative.</p> <p>13-May Update: Mr Mohi is following up with JLL on this</p>	Work in Progress by JLL
11		<p>Meeting with JLL top management and EC. Col Prasanna to set this meeting up at the earliest, preferably within a week.</p> <p>13-May Update: The meeting will happen in coming week.</p>	Action by EC
12		<p>RoS investigation and Legal matters: Need to get information on these topics when new EC meets the President and Secretary of outgoing EC on 7th or 8th May 2018.</p> <p>13-May Update: Mr Prabhakar and Mr Bharath to speak to Srinivasan L (DLF Legal Team) and obtain relevant information and action points, if any.</p>	Work in Progress by EC
13		<p>B&C park: People playing football and cricket on the lawn, parking areas. Below actions are planned</p> <ol style="list-style-type: none"> 1. Send email educating all the owners/ residents 2. Security/ volunteers to ask people to stop playing in these areas 3. Signages in the park (procurement can be combined with other signages) 	Action Col Prasanna and security staff, with help from volunteers
14	8/2018	<p>WH Events & Festivals policy: A seven member subcommittee will be formed with Dr. Dwairath as chairperson, Mrs Bobby Jolly, Mrs Sonal Sharma as members from EC. Four more members to be co-opted from amongst interested Owners. Report to be submitted to EC by 15 Jun 18</p>	Resolution
15	9/2018	<p>BWSSB Water Tracking: Formed a subcommittee with Mr Mohi as chairperson, existing BWSSB activists like Mr Kartikey Khanna and Mrs Shilpa Bejoria. Expand the Sub-committee with volunteers from amongst other resident owners</p>	Resolution

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16	10/2018	WH Pet Policy: Resolved to form a five member Sub-committee with Mr Jijo T George as chairperson. Expand the committee with other residents. Submit report within 3 weeks.	Resolution
17	11/2018	WH Owners handbook: Decided to form a five-member Sub-committee with Mr Nitesh as Chairperson and Mr Raza as member from EC. Expand this Sub-Committee with other volunteer owners. First Draft of new Owners Handbook to be submitted to EC within one month, for review and passage.	Resolution
18		Maintenance: It's decided to create a google spread sheet to track tower-wise common area maintenance issues as a temporary measure. All residents can be given access to file their issues in the spreadsheet, which will be followed up with JLL and service providers for rectification. Mr Bharath and Mr Mohi to jointly lead this activity.	Action Bharath/Mohi
19		Lift AMC: Decided to call a meeting with JLL and Lift AMC owners (OTIS, Kone) as these are coming up for renewal. To raise issues/ incidents and find sustainable solutions	Action Col Prasanna and Dr Dwairath
20		AMC: Keep the AMC details in association office. Act on the ones expiring in June. This matter to be taken up in next meeting	
21		CCTV : Postponed for next meeting	
22		Regulatory/statutory compliances and Gov inspections: To obtain the current status, due ones from JLL and review/monitor	Action Col Prasanna and JLL
23		ABC main gate patchwork: Accorded approval to JLL to address the main gate patchwork. Levelling and relaying the interlock tiles.	Action Mr Mohi and JLL