

**URBANA ASSOCIATION OF APARTMENT OWNERS**  
783, Anandapur, Chowbhaga Road, P.S.: Anandapur,  
P.O.- East Kolkata Township Project, Ward No. 108, Kolkata – 700107.  
Registered under West Bengal Apartment Ownership Act, 1972.  
Registration No. 005002023 of 2023.

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**Minutes of Meeting of Board of Members held on 17<sup>th</sup> November, 2024**  
At Poolside restaurant, Club Urbana

1. Meeting called to Order
2. President thanked all BOM for attending the meeting and requested to join for National Anthem
3. Before start of the proceedings President requested the members to observe one minute silence mourning in the honor of Late Smt Chandra devi Jalan, mother of Abhishek Jalan.
4. Leave of Absence was granted to: Kisor Nadhani, Harish Kabra, Abhishek Jalan, Dr. Alokesh Ganguly, Amit Takriwal, Ashesh Paul, Harish Sekhsari, Mamta Agarwal, Manoj Kumar Bajaj, Nikhil Kothari, Shyam Sonika, Smita Saraff, Sujata Todi, Surajit Maity, Susanta Mullick, Syed Imam,  
Present: 23; Absent:7; LoA:17  
President requested and urged members to attend meeting on time.  
President also stated that there have been observations from several Board Managers not attending the "Committee meetings". This is not acceptable and he requested all members to ensure their attendance in their respective 'Committee' meetings.
5. Minutes of the previous meeting held on 20<sup>th</sup> October'24 was confirmed unanimously by all members present.

6. **Attendance**

President mentioned that Board should come up with the suggestion on how to improve the attendance of the members as it has been noticed that few of the members have not yet attended a single meeting and few have very low attendance.

President asked Secretariat to present attendance summary for each Board member in the next meeting and also the recommendation for proposed action to be taken against the absentee Managers.

**Other issues:**

**Federation Formation Status**

BNRI has taken a very tough stand on Federation issue in respect of two issues. One is roads and other one is sharing the costs of various common areas amongst Phase I, Bungalows and Phase II. The roads, BNRI is not ready to include in the common areas but they have assured that there will be complete access to everybody living in Urbana. There is no dispute about the ownership which will be enjoyed by all Owners i.e. Phase I, Phase II and Bungalow area. However, it is the maintenance that they will do. Lot of arguments on both sides but they were stick to their stand.

About the percentage sharing issue for the common areas, BNRI proposed to appoint a Legal firm as well as Chartered Accountant consultant house to review the common areas issues and suggest their best possible proposal for further discussion.

**Fire Department Show Cause Notice:**

The house was informed about the Show-Cause Notice received from the Fire Department. It

also allowed us to know the safety violations areas that need to be addressed asap. An urgent meeting was held on 6<sup>th</sup> November with UFM Officials wherein all the points raised by the Fire Department were discussed. The large number of the material and stuff placed on the stair cases as well as lobbies were the materials which residents had placed and needed to be removed forthwith. For the show cause notice, the reply to the SCN would be sent to the Fire Department. Most of the observations are related to building design and hence to be taken up with BNRI. President advised the House to endeavour to make the stair cases and lobby clear from any material. Tower Captains were requested to support the efforts in this regard.

On the Fire Drill issue, a good suggestion was received that we should have a fire drill of ensuring 100% evacuation. According to our experience during fire Drill exercise hardly residents are coming down. It was suggested that we should plan one Fire Drill for a single tower as a model tower and try to ensure 100% evacuation.

President emphasized the importance of having a separate "Fire sub-committee". The house agreed on that. As a convener of this Committee the name of Manish Hirawat was proposed. It was also decided that representation from Technical and Security Committees should be there. Members may be co-opted to this Committee from outside the Board to assist in the matter with their expertise. Shri Brahmamoy Bose had expressed his eagerness to contribute to this Committee and he may be co-opted for the purpose.

**KMC Committee Report:**

President informed the house that in December another formal meeting will be held with the authorities.

**Medical :**

The committee will meet with Apollo, Medica & other hospitals after 15<sup>th</sup> December'24 and appropriate roadmap will be prepared. Dr. Alokesh Ganguli will assist this group and also coopt other Medical practioners as and where required..

**Tax Issues:**

Discussion on the different tax slabs amongst towers is on. It has been noticed that 4 towers are paying higher KMC Tax then the balance 3 towers and this is due to the different completion certificate dates. This anomaly needs to be corrected and represented properly and appropriately, KMC Committee will take up this issue.

**Convenor – Technical Committee Report:**

UM presented the following report which was posted in Board Group in advance:

**JLL HEALTH CHECK REPORT**

JLL health check completed. Summary report (250 pages) and Snag report (150 pages) is ready. As soft file is very heavy, JLL will submit in pen drive on Monday. A suggestion was received that the file to be shared with all committees and each committee will see their respective issues. With regular interaction with JLL during health checking, it was noticed that almost all snags what we are facing day to day, are all reported and if we close all these issues it will cover most of the concerns of the residents.

**FACADE CLEANING AND LEAKAGE**

This issue needs to be followed up strongly with UFM.

**LIFT**

Report attached

**GAS LINE REPLACEMENT**

Total gas (LPG) line will be replaced in phases with new routing and piping. Routing of old

line is unsafe and inaccessible in many places. Replacement will start from T6 riser 1/2 and gradually it will be completed for all towers. SOW is under preparation. After that Vendors will be invited for quotation. A Quick approval is required from UAAO.

#### **BASEMENT CEILING LEAKAGE.**

Few major leakages have been stopped and work is under progress. Minor and few major leakages have been stopped but these are temporary. These required permanent stoppage, e.g. though beam joints, wall cracks etc. which required help of project vendor. Three vendors contacted for the same quotation. Two received and awaiting for the third.

#### **RECTIFICATION OF PLUMBING LINE.**

The design plumbing system is faulty, for example, plumbing shafts are very narrow and the corresponding support system is not enough and hence total rectification is not possible but some improvements can be done and in progress. Major issue now is the replacement of majority of valves which have a major financial impact.

#### **DEFECTIVE PRV REPLACEMENT**

A meeting was held and detailed scope discussed by last committee, but no action has been taken by UFM on the pretext of financial crunch as areason.

#### **TOWER CANOPY REPAIR.**

Work will commence soon as informed by UFM.

#### **SETTLING-TANK CONSTRUCTION**

To handle waste water more efficiently and to prevent over flow at couple of Towers one additional settling tank is required and the proposed location is the present garbage handling area. A detailed drawing will be provided by BNRI.

#### **ADDITIONAL POINT**

1. Road repair, will be start from December onwards for the complete peripheral.
2. LPG Gas bank for T7 upgrade with concrete floor, presently steel floor is completely damaged.
3. Ramp for all Cabana to ease wheel chair access, completed except T7.
4. Water consumption reduction.

Discussion took place at length on the above points. UM stated that JLL will soon have presentation session of their final report. UM requested all members to attend the meeting.

Regarding existing Gas pipelines, Shri UM stated that considering the poor condition of the Gas pipelines, it is imperative that all pipelines to be replaced asap. Initially it is decided to change one riser in T5 which will cost approx. 1 lakh. It was also stated that to change complete gas lines will cost approx. 60 lakhs. TKB proposed that instead of going for tower wise replacement it would be ideal to go for complete changeover the pipelines. Proper Tender to be floated. The cost should be recovered from the owners separately in CAM bill at one go. Members accepted the idea. UD will act accordingly.

President stated that after getting the report from JLL, we have to approach BNRI to discuss/ascertain the areas that could be taken care of by BNRI and what all will be on account of UAAO. But considering the current attitude of BNRI it seems to be a tuff call.

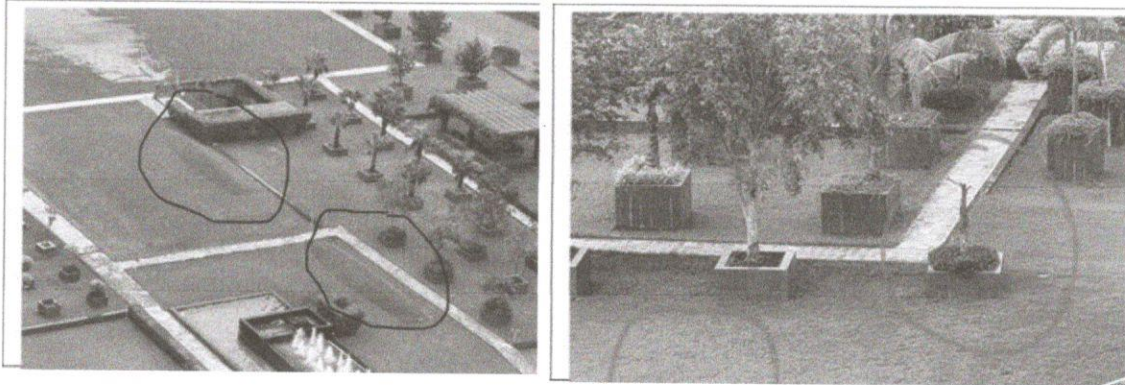
#### **Report - Secretary 2**

##### **Central Lawn**

President informed the house that the Central Lawn Committee headed by Mr. Syed Imam has proposed rectification few anomalies in central lawn which were essential to be removed to improve the usability of the lawn.

The said matter was approved and was presented to the Board by the Welfare committee Convenor in the September Board meeting. The board had agreed to the proposal but due to oversight the said proposal was not mentioned in the MoM.

RS mentioned the rectification of anomalies in the central lawn has been taken up.



He further added that central lawn needs rehabilitation and it is an annual affair, and every year in the month of Nov, lawn is closed for 3-4 weeks for rectification and is opened up before UPL, which again is an annual affair. Cost towards the rehabilitation is taken care of by UPL committee. The work will start from 18<sup>th</sup> Nov and thus the Central lawn is being proposed to be closed for one month for rectification and rehabilitation. Targeted opening date is 14<sup>th</sup> Dec 2024.

### **Bengal Gas / PNG**

RS appraised the house that PNG does not seem to be workable solution for Urbana due to the following reasons:

- In the recent meeting held on 12 November, first time Bengal Gas team agreed that replacement of nozzle is not a solution instead complete burner with PNG compatibility will have to be replaced. This will not be acceptable to the residents, as their existing burner will become redundant.
- As regards to supply chain network of Bengal Gas with PNG gas through pipeline might reach outskirts of Kolkata in 2026, till date they are running beyond schedule by 2 years and further delay is not ruled out. This is again concerning.

In view of the above it is hereby proposed that it is not the right time to get into PNG and we should revert back to LPG.

The condition of LPG risers is in a pathetic condition therefore it is essential that UAAO takes immediate action for the replacement of LPG risers of all the towers. It is estimated that cost towards the replacement of riser could be in the range of 50-60 Lakhs (excluding the recovery from sale of scrap pipeline)

Mr. Anindya Palit suggested that presently we are getting LPG through domestic cylinders (14 kg cylinders) and as all the cylinders are connected through common gas bank hence there is a high chance of cylinder being replaced with the gas still in it. It is estimated that untimely replacement, leakages and inefficiencies might account for 15% of losses.

Therefore, technical committee should explore option of how to have either:

- Larger capacity cylinders or capsules
- Dedicated gas station in line with the concept that Bengal Gas is intending to bring in Urbana.

TB informed that current Puja Mandap area was supposed to be developed as a gas station, subsequently way back in 2017-18 the developer agreed to leave that area as Puja Mandap area and developed gas banks in front of each tower.

Therefore, if we have to increase the capacity of cylinders or opt for any capsule bank system, we should come up with a holistic solution. Technical committee is requested to look into this.

President informed the house that based on the discussion of 12<sup>th</sup> November with Bengal Gas, few responses are awaited from their end which is expected to come in a week or two and accordingly a final call in the subject matter will be taken in next board meeting.

#### **Composter Unit**

RS informed the house that after meeting with BNRI on 16<sup>th</sup> Nov, UAAO has been received written confirmation from BNRI that they will not be putting up Cooling Tower for the club at the composter station. BNRI will re-evaluate a suitable location and will make proposal to UAAO for approval but composter unit location is not in their consideration at all.

He further stated that, In the month of August, UAAO had given approval for construction of Composter unit 2 & 3 keeping in view the guidelines of KMC but BNRI altered the drawing with the intent of including Cooling Tower and started the construction with the revised drawing. This is a major flaw by BNRI and this has resulted into trust deficit. He further stated that same was raised by them during meeting with BNRI represented by Mr. Nandi – Sr Vice President, and he expressed regret for the same.

RS stated that the revised drawing is much better than the previous drawing and as cooling tower has been removed, thus we should allow them to go ahead with the construction and same was acknowledged by the Board.

Further he stated that BNRI and UFM has treated the consent of technical committee convenor as approval of UAAO and tried to use that as a plea to initiate construction and do other things.

Hence it has been decided that UAAO to send an email to UFM and BNRI that all matters Which has impact on the community at large will have to be approved through the office of President. Hence, they will have to follow the process that was duly discussed and agreed during the Board meeting of September in the presence of the GM of UFM. Thus, BNRI & UFM on each and every communication on such matters will have to be addressed to the office of the President and any consent or approval by anyone without the consent of President office will be treated as Null and Void.

Letters received from BNRI on 13<sup>th</sup> November along-with drawing for composter station, and letter dated 16<sup>th</sup> November is attached for reference as Annex-1/RS and Annex-2/RS.

Further, RS was authorized to communicate development with regards to removal of AC unit from composter station with Tower 1 residents and other interested residents.

### **Enhancement of Equity Tank**

The subject matter was discussed in the board meeting and the technical committee convenor recommended that enhancement of equity tank is very much essential and this should be taken up on immediate basis. The key question is that why enhancement is required and if the enhancement will meet current and future requirement or there would be need to create further more such tanks going forward.

During the deliberation with the technical committee following points emerged:

- STP tanks are mandated to handle only black water whereas in Urbana the STP tank is handling all i.e black, grey and raw water
- In his opinion looking at the current design and the system of drainage network it is not possible to segregate process for these 3 waters therefore the whole water is going into STP tank.
- Further he said that he needs to check with BNRI that the currently planned expansion will meet only current capacity or will also meet the future capacity.

RS informed the house that he has got certain observation and questions with regard to the equity tank and therefore he requested the board to allow him to send those points via mail to the technical committee with copy to PST tomorrow so that technical committee can evaluate the proposal accordingly.

### **Convenor - Security Committee:**

Prabir Paul stated that any proposal initiated by any sub-committee should follow the SoP which is

- (a) Initial proposal should be forwarded to the Office-bearers through respective Convenor of a particular Committee.
- (b) The proposal/suggestions will be discussed and will be approved by PST.
- (c) Once it is approved it will be placed in the Board meeting for approval.
- (d) After final approval the notification if require will be done by the nominated office-bearer.

BNRI/UFM should not act on any instruction/s unless it is routed through PST or authorized member nominated by the President.

The house agreed to the above procedure and appropriate advisory will be going to UFM to adhere with the above procedure.

PP also stated that without a proper SoP it became very difficult to work especially for the security personals. There are instances wherein an incident happened and when the security staff wanted to take a strong stand then the residents are demanding the SoP. Hence it is imperative that SoP should be circulated immediately. The draft SoP already circulated and changes are made as per the observations of our members. PP proposed that the modified

draft SoP will be posted now with a request to all to review it. After 7 days it will be circulated.

This proposal was approved by the house.

#### **Finance Committee:**

In absence of Treasurer HK, Co-Convenor AJ informed the house that considering the volume of work involved, it has been decided that there will be three groups under Finance Committee and their area of responsibilities will be as under:

- a) CAPEX and Repair & Maintenance
- b) Closely working with Technical Committee
- c) Housekeeping, HRD, Security

Capital expenditures will be routed through the Board.

All routine expenses will be segregated to Tower 1 to 7 (phase I), Bungalows and Phase II and reallocation will be done as per agreed percentage of share.

The above process will be followed by the Finance Team. By three months' time Finance team will take over the control of total expenses. This will start from 1<sup>st</sup> January, 2025. Also Finance will start to raise invoices in the name of UAAO from 1<sup>st</sup> January, 2025.

AP raised a point that it has been shown only Rs.3 lacks for the M&R of 7 towers for the period October'24 to March'25. How such a negligible amount can cover M&R cost for 6 months! AJ stated that for the time being we have accepted the figures with an understanding that an independent auditor will be appointed at the end of March'25 and extra cost above Rs.3.05 if arise, necessary debit note or credit note will be issued accordingly to tally the final figures at the end of March'25. No amount will be adjusted against the deposited amounts. This has been preciously communicated to BNRI.

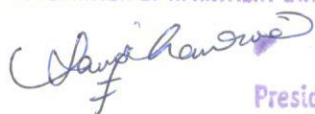
During this discussion TKB proposed that the names of the Owners appearing in the CAM defaulters 3 months and above has to be taken out from all Whatsaap groups, in addition, action may be taken as per the bye-law of West Bengal Apartment Owners Act. This proposal was approved by the house.

#### **Any Other Issues:**

VP Debjani Mukherjee stated that before Durga Puja, we got the opportunity to meet with BNRI Directors in several occasions to discuss various issues. We requested for Sponsorship for our Utsav. This is the first time BNRI refused to give sponsorship. We are proud that this time without taking a single rupee we have managed our events with the same standard. BNRI was continuously insisting that a separate fund should be created out of the total revenue earned through various events and BNRI will contribute equal amount in the same fund. The total amount will be kept to contribute in maintaining the venues wherein our various events are taking place. Accordingly, UCSF have agreed to contribute Rs.5 Lacks. BNRI will also pay Rs.5 Lacks and a fund of Rs.10 Lacks will be kept for the improvement of our venues.

The meeting ended with a 'Vote of Thanks'

URBANA ASSOCIATION OF APARTMENT OWNERS



President

URBANA ASSOCIATION OF APARTMENT OWNERS

President

Secretary

Treasurer