

# URBANA ASSOCIATION OF APARTMENT OWNERS

Fourth Meeting of Board of Managers  
Date: 23rd June, 2024

Venue: B1 Auditorium  
Time: 10.30 AM to 12. 00 Noon

## Minutes of Meeting:

1. At 10.30 AM, less than 16 members were present, hence after waiting for 10 minutes, President commenced the meeting upon completion of the quorum.
2. All members stood for recitation of the National Anthem.
3. President Shri Sanjeev Nandwani thanked all members present for attending the meeting and informed that 'Leave of Absence' has been granted to: Syed Imam, Rajiv Ganeriwala, Sanjay Doogar, Surajit Maity, Kalpajit Basu, Aninda Palit, Vikram Saha, Shukla Das, Shyam Sonika, Ritu Agarwal, Surajit Maity, Nidhi Goenka, Harish Sekhsaria.
4. The minutes of the previous meeting held on 19<sup>th</sup> May, 2024 were confirmed and approved by the Managers present.

## President's Address:

5. President Shri Sanjeev Nandwani addressed the Board of Members:
  - a. He requested and urged members to attend on time.
  - b. He congratulated two Urbana residents who have been elected as Hon'ble Members of Parliament (MP)
  - c. The house thanked Mr. Sutirtha Bhattacharyya and Mr. Uday S Mukhopadhyay for the good work carried out of dressing up wiring in the meter rooms neatly.
  - d. The point was raised by the house member that approx. Rs. 20 Lakh is being budgeted for the said work by UWA and sought the explanation from UWA that how this amount was approved and whether it was approved by UWA committee upon following set protocol. The said point raised in the meeting of UAAO as because lot of members of UWA are also members of UAAO. Though the President of UWA confirmed that this has been appropriately discussed with suitable committees but has not been recorded in any MOM. Mr. Mukhopadhyay informed the house that he is taking necessary steps to reduce the cost and as of date the expected cost stands reduced at Rs 16 Lakhs. President thanked Mr. Mukhopadhyay for his confirmation and informed the house that said subject can be discussed by the members in UWA meeting
  - e. He explained that though it was decided to hold Board of Managers meeting on every 3<sup>rd</sup> Sunday, in partial departure from the norm/convention meeting on 4th Sunday to coincide with AGM. Henceforth, Board of Managers meeting will be held on 3<sup>rd</sup> Sunday of every month.
6. He further updated members as follows:
  - a. The Owner's data as provided by BNRI is inaccurate and incomplete. There are many discrepancies in the data Shr. Tarun Kumar Basu and he himself along with few other residents are working on it and so far could shape up Owners data of four Towers. He expressed confidence that in about a week's time all Owners' data will be sanitised and confirmed that UAAO can rely upon and consider as official data.
  - b. He appreciated that good suggestions received from Smt. Nidhi Goenka and Shri. Kalpajeet Basu Mallick. KBM provided a 40 page Booklet to the office-bearers sharing his findings & thoughts on Security matters at Urbana, which is quite informative and will become handy in coming days.
  - c. He informed that he is forming KMC Committee of which Shri Susanta Mallick will be a member and he himself will lead the committee. He invited other members to join and intend hold first meeting in next week

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- d. He updated that work on website is at planning stage, Shri Kisor Kr Nadhani and Shri Tarun Basu are working, they had a meeting with a website designing agency which he also attended and was impressed with the grand plan.
- e. He informed the house that henceforth Shri Tarun Kumar Basu, Asst Secretary will be the official Spokesperson on behalf of UAAO.
- f. He updated that Smt Debjani Mukherjee is working diligently on the Logo design and made couple of designs that were presented at the Office Bearers meeting for shortlisting. He requested Smt. Mukherjee to share the designs and share the narrative behind the designs with the Board of Managers for deliberations. After deliberations the house approved one of the suggested logos.
- g. He informed the house in detail about the meeting held on 3<sup>rd</sup> June, 2024 with the BNRI Directors a gist of the outcome was placed on the Board group on 4<sup>th</sup> June. He also informed the house that the Minutes of the said meeting are still awaited from BNRI
- h. He further informed the Board that the UFM had issued the WO to JLL as advised and requested by us. Further UFM has also informed that the advance payment of Rs. 2.66 lakhs could not be made as there are no funds available with UFM.
- i. He also requested the members to provide important suggestions for the overall improvement in the maintenance and management of the complex in a structured manner and preferably over the e-mail.

### Secretary's Report

Secretary Shri Kisor Kumar Nadhani thanked President Shri Sanjeev Nandwani for covering all aspects so extensively that there is nothing much left for Secretary to add.

- He updated the House that meeting took place with web designing agency. While the overall structure of the website is almost finalised, progress in this direction can be made only upon (a) finalisation of Logo (b) correct Owner's and Members data. While Logo is being finalised today, correct Owners and Members data is still awaited. Once these are available, work on the website will be initiated and Shri Tarun Kumar Basu will thereafter be maintaining it, once the website is made. He further elaborated that since Owners and Members data are quite sensitive in nature, there should be an exclusive 'Owner' and proposed the following resolution which was approved by the house unanimously:  
**RESOLVED THAT** the Board of Managers hereby authorises Assistant Secretary Shri Tarun Kumar Basu, to maintain/update UAAO Member's and Owners' data till end of this tenure 2024-26, once President Shri Sanjeev Nandwani hands over confirmed UAAO Members and Owners data to him.
- He briefed that in order to acquire in-depth knowledge about smooth functioning of Urbana Association of Apartment Owners and also to learn all the nitty-gritties associated with taking over including preventive steps like pre-health check-up and all other associated matters, President Shri Sanjeev Nandwani during last couple of months met large number of people including UWA Past Presidents, Subject Matter Experts on Civil, Technical, Legal, Financial and those who have similar experience of running and of taking over in other association, He also met officials from BNRI, UFM, Facility Management agencies, e.g, JLL, CBRE, Vestian, officials of other complexes to get deep insight of the functions of Owners Association and more specifically about the process of Taking Over. Upon such meticulous & onerous exercise, he has become the 'Storehouse of Knowledge' and most competent to lead UAAO from the front to ensure proper Health Assessment by Agencies right at this moment and thereafter proper management of running & maintenance of a dream complex like Urbana. Secretary

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assured the house that once the Health Assessment process starts, President himself will be leading & interacting with all stakeholders and will involve the 'Task Sharing groups already formed and fully ensure that each of them assume their role and contribute meaningfully. Shri Nadhani quoted from the President's Post dated 4<sup>th</sup> June'24 "Clearly, and without a doubt, in continuation of the existing practice, we would reach out to the Board Managers and also residents outside the Board for any assistance that would be required during interactions with BNRI, UFM, JLL, etc. in respect of technical, managerial, legal and financial issues". President thanked Secretary and appreciated the mutual admiration and gracefully confirmed to lead the entire Taking over process including the Health Check up. Secretary thereafter proposed the following resolution which was approved by the house unanimously:

**RESOLVED THAT** in furtherance to the General Resolution dated 21 April'24 authorising President for Taking Over Process, the Board of Managers hereby ratify the resolution dated 21 April'24 and further entrust/authorises President Shri Sanjeev Nandwani, to ensure:

- proper co-ordination between BNRI/UFM, JLL and Urbanites team and all stake holders.
- timely completion of Health Assessment
- Preparation of Snag Report and remedial measures

### UAAO Logo

Vice President Smt. Debjani Mukherjee shared multiple Logo designs and the narrative therefor. Upon deliberation, following Logo was unanimously approved for it's simplicity and effective message:



**UAAO Logo** - it stands for:

*The UAAO logo features a stylized 'U' created by two hands shaking, symbolizing unity, partnership and mutual support that reflects the Association's commitment to fostering trust, cooperation, and solidarity among its members; the 'U' also represents Urbana.*

Members sincerely thanked Smt. Debjani for taking the lead and making such a beautiful Logo that reflects ethos of Urbana.

### Treasurer's Report

In Treasurer's Report, Shri Harish Kabra explained that since UAAO has not yet taken over the maintenance nor billing towards contribution from Members for Maintenance is being currently done by UAAO, hence effectively there is no financial operation. Therefore, in the present situation, UAAO is not in a position to submit a Budget with estimated expenses or revenue for FY 24-25 for approval.

### Other Matters:

- One of the member drew attention on the subject matter of defacing of the interior of the lift it was noticed that in one particular lift a delivery boy had done so accordingly the entry of the particular delivery boy has

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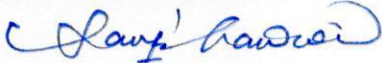
been blocked but requested the house for appropriate protocols and SOPs has to be framed for delivery boys, vendors and such group of people.

- Further a member in the house advised that UAAO should come out with the policy and SOP wherein nominal charges are being imposed in case of:
  - (a) Change of hand of flat
  - (b) Flats being given on rent.

President informed the House that the next Board of Managers meeting will be held on Sunday, 21st July'24 at 10.30 AM at B1 Auditorium.

The meeting concluded with a Vote of Thanks.

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President

President

URBANA ASSOCIATION OF APARTMENT OWNERS



Secretary

Secretary

A meeting of the 'Board of Managers' will be held on Sunday, 21st July, 2024 at 10.00 am in the B1 Hall of Urbana Club.

Please note that this meeting is being held at short notice primarily to complete the process on formation of Committees, as per Bye-Law 16, where the approval of the Board of Managers is required. Based upon the suggestions received from the Managers, a revised and final combined proposal for formation of Committees (in the form of an organisation chart) and nomination of 'Tower Captains' has been placed on this group for kind perusal.

All are requested to kindly attend.