

Minutes of Meeting of Board of Members
held on 20th October, 2024
At BI Auditorium, Club Urbana

1. Meeting called to Order
2. All members stood for National Anthem
3. Leave of Absence granted to: Suchismita Mukherjee, Mamta Agarwal, Shukla Das, Syed Akbar Imam, RS Bansal, Aninda Palit, Sanjay Doogar, Uday Mukhopadhyay, Ajay Chaudhury, Manish Hirawat, Manoj Bajaj, Surajit Maity, Ritu Agarwal, N Krishnan, Nidhi Goenka, Harish Kabra, Prabir Paul and Ashesh Paul.
Present: 23; Absent: 6; LoA:18
4. President Sanjeev Nandwani wished Shubho Bijoya and a Happy Deepawali and Kali Puja in advance to all members.
5. Minutes of the previous meeting held on 15 Sept'24 was confirmed unanimously by all members present.
6. President, Sanjeev Nandwani, updated members that he would be busy till 5th Dec'24 on personal grounds and as such he would not be able devote too much time and requested VP Debjani Mukherjee to step into and look after day to affairs. He, however assured that he will be attending all important meetings with BNRI, JLL, etc. He sought leave till 5th Dec'24.
7. **Other issues:**
 - a. **Filling up Vacancy Bye-Law 10 (b)**
Due to unfortunate and untimely demise of Late Pradip Sinha, currently there is one vacancy in the Board of Managers. Though the act mandates that such vacancy should be filled within a stipulated time frame. The proposal was put forward to the house that it is difficult to conduct election to fill one vacancy due to the enormous tasks associated with the same. Option was proposed by one of the board members that we can nominate 49th committee member from the election result but it was not accepted as it is not provided for in the Bye-Laws and therefore the House agreed that we keep that position vacant as of now and may take necessary steps at an appropriate time.
 - b. He updated that a meeting with BNRI officials was held in the matter of Federation and that we have

also sent a letter to which a response is awaited.

- c. **Clearing the staircase:** It has been brought to the notice of office bearers that in few towers the residents are keeping dry waste and other material in the staircase. It is mandatory that staircase is kept clean of all foreign items all the time as it is a mandatory requirement under the fire clearance. Tower Captains are requested to ensure with the help of UFM that the staircase is always cleared of all such items.
- d. **Fire Drill-Evacuation:** President informed the house that very recently a fire drill was conducted and whereby it was noticed that the participation was miniscule. With such a low participation it indicates that the awareness for Fire Drill is missing and hence fire committee to take necessary action to send out communication and awareness among the residents and to see how to increase the participation in such drills.
- e. **Communication Document: The Committee was requested to finalise their report asap**
- f. **Stray dogs:** It has been noticed that the approach road from Urbana-2 is not properly guarded and/or the security is not taking initiative in wooing away dogs entering from that side. This has resulted in an increase in the number of stray dogs. Further it is also noticed that a few stray dogs have not yet been neutered, as per the prevailing laws, thereby leading to increase in number. Following action plan has been proposed:
- Restrict entry from Urbana – 2 side. CSO – Rahul to be asked to take corrective action and project team to be asked to install necessary drainage grill / cattle trap.
 - All necessary actions need to be taken to prevent addition of numbers including neutralization.
 - Collar to be put in
- g. **CAM:** He expressed satisfaction over the manner in which the Finance Committee handled the CAM matter after numerous rounds of deliberation. He mentioned that the Finance Committee has an important role to play wrt CAM finalisation at the end of the fiscal, preparation of Budget and preparation for collection of CAM upon take-over of maintenance and management.
- h. **GRC:** Grievance Redressal Committee has been formed with 5 Owners who are not Board Members.

Capt. Atanu Ghosh is the convener. A dedicated e-mail grievance@urbanaaaao.in has been made so that Owners can reach to the GRC directly with their grievances.

i. **KMC Committee**

i. KMC Water

ii. Water Consumption/Water Meter/Penal Action

It has been noticed that water consumption in few towers is comparatively on the higher side and key reason for the same is that residents are using water softening plants in their respective flats probably due to communication gap from UFM side that water being supplied to the flats is already treated and are being tested on regular basis. In view of the above following action plan is being proposed:

- Respective tower captains to approach residents using softening plants and try to convince them to stop using the same.
- Periodic water testing report to be shared with the residents thereby building confidence that the water being supplied is properly treated.
- Installation of water meter in individual flats and the cost of the same to be collected from residents. This initiative to be taken in all Towers and to commence from Towers 2 & 3 to start with.

iii. Awareness-Posters/Banners/Skits/Short Visuals/Quiz etc. was held during the Puja celebration and the efforts by the KMC Sub-Committee led by Shri Susanta Mallik was highly appreciated. Iv. The Medical Issue and KMC Tax issues are under deliberation

8. VP, Mrs Debjani Mukherjee, who is also Co-Convener of Technical Committee updated that Mr Uday S Mukhopadhyay is not present in this meeting, and that there is no further update on technical matters since the last update.

9. **Secretary:** Secretary Kisor Kumar Nadhani presented his Report

He extended Shubha Bijaya to all.

Then added that few days back, he had shared a copy of a WB Apartment Owners Bye law with a note on the Responsibilities & Powers of Board of Managers as well PST. This Board has huge responsibilities and we all must sincerely work as a team towards fulfilling the dream of Urbanites. He confirmed that copy of t Bye law uploaded at UAAO website.

He stressed that the effective tenure of the current UAAO team is of 24 months, of which 7 months have already passed. As JLL's assessment is nearing end, it's time to look back, compile a list of open issues and plan for solution while assuming responsibilities in coming days:

A. Besides resolving the snags as assessed by JLL, in his opinion, following are equally important issues that must be addressed on priority:

i. **Water leakage through Façade and Windows issues.**

In first week of May'24 during storm, water seeped through Façade/windows in around 300 apartments. In last week of May'24, Rumel struck when around 300 more apartments had water seepage issue. This was repeatedly brought to attention of UFM who engaged a vendor and applied silicon sealing in just 50 apartments and thereafter suspended silicon sealing work. As this was serious issue, it was also discussed with BNRI Directors during meeting on 3rd June'24 who had assured to look intoon priority and also decided to engage Consultant for expert opinion. Since then, couple of months have elapsed but no progress even after receipt of expert's report. In next monsoon, again the issue will crop up and unless this is addressed right now, residents will be facing similar issue and UAAO might have to incur cost in millions of rupees once taking over is complete. It's a serious issue which needs to be addressed on priority.

ii. **Replacement of LPG Gas Pipe line at all Towers:**

The current LPG gas riser pipe line is in precarious state and everyday UFM carries out patch work at one apartment or the other. In such serious matter like Gas, Safety is of paramount importance and no band-aid is acceptable. All the LPG risers need to be replaced without delay to avoid possibility of any accident. Though discussions are ongoing for quite some time but unfortunately no concrete steps have been taken up

yet.

- iii. **Resolution of Plumbing Lines and PRVs:** Everyday some apartment or the other complaints of stench and UFM somehow does temporary patch work but still it continues/recurs. Most of the PRVs are defective and quite often UFM shuts supply line at one Tower or the other Tower to repair PRV causing enormous difficulty to residents. Thorough inspection and replacement of defective plumbing line and PRV is quite essential and must be looked into on priority.
- iv. **Resolution of Leakage at Basement Parking:** There are leakage from ceiling and walls in both Basements. Even with a minor drizzle, the basement becomes messy and slippery. Thorough inspection of all leakage source and rectification is need of the hour.
- v. **Tower Canopy:** There is water leakage in most of the Tower Canopy, from top as there is no slope to drain out accumulated water, As a consequence, the ceiling gets damaged and quite often collapses. The canopy design deserves to be re-visited and ensure proper water proofing for longevity.

B. High Consumption of Water is a big concern that has shot up CAM and also the depleting ground water level. Hence, installation of Water meter is a priority to make the residents aware and then counsel to curb wastage, primarily by removing unwarranted gadgets installed at the apartments, e.g., Water Softener, RO in main inlet line, filtration units at Bathrooms.

C. Owners of Apartment in Tower 1/2/6/7 are paying appx. 30% excess Property tax to KMC due to arbitrary cap placed on lower side, for which proper representation to KMC need to be made without delay, every year we are paying appx. 45 lacs extra tax which we'll continue to pay year after year until the anomaly is removed. Strong representation to KMC should be made asap.

D. As the process of taking over likely to commence soon, it's extremely important that all the stakeholders of the Federation now sit together and plan the next course of action how maintenance of common facilities would be done, and property would be administered. Since there are many overlaps, obviously at least in initial period there will be one single (common) maintenance agency who will take care of Tower Area, Bungalow Area as well common areas under Federation, it's modus operandi has to be decided jointly, and detailed SOP needs to be prepared. The earlier Federation is formally formed, better for proper monitoring as well cost control & allocation. Till such time, discussions with all stake holders is a must.

PoC for Automation at Main Gate with Face Recognition Device (FRD) and ANPR camera is ongoing, and the result is encouraging, barring some teething trouble. As there are cross-function of multiple committees/teams, UAAO leadership need to decide for bracing such technology and allocate capex budget without delay to enable to take forward.

UFM used to accept CAM payment in advance for a year and granted 6% interest which recently they withdrew because of ensuing change of guards. To avoid hassle of monthly payment, many Urbanites have expressed willingness to pay one year's CAM in advance, hence I propose the following Resolution:

RESOLVED THAT *post taking over, when UAAO starts raising CAM Invoice on its members, UAAO will encourage members to pay full year's CAM in advance and shall offer Interest @6% p.a. on the receding balance, if paid 12 months CAM in advance.*

Members at large agreed to the above resolution; however Finance Committee members including Mr Jayanta Guha and Abhishek Jalan wanted to be referred to the Finance Committee for in-depth study of the proposal and assess the repercussions. President suggested that the proposal be discussed at Finance Committee meeting within next 7-10 days and thereafter they will propose in the Board group for approval over WhatsApp.

10. **Asst Secretary 1**

- a. **Whatsapp Groups:** TKB stated that as of date 573 members names are added to this group. It is fact that the process is taking longer time than our initial estimated timeframe. This is due to the fact that the restriction of adding more numbers in a single go could suspend the admin's whatsapp number by the authority. The team led by Ankit Choudhury is trying their best to complete the task.
- b. **Tower Official Groups-** The necessity of creating an exclusive tower group for UAAO members was discussed at length. Diverse opinions were immerged. As per majority opinions it was resolved that a separate Whatsapp group shall be formed as soon as possible for UAAO members only.
- c. **Tenancy SOP** – TKB stated that UFM is constantly requesting for having a proper Tenant's Profile Form which is very much needed in the current situation.

The existing Form which UFM is using not having adequate information/documents for new Tenants. The draft Tenant's Profile already circulated for the review of the members.

Members discussed and agreed the necessarily of having proper information of a Tenant. It was decided that members will review the proposed Form and revert with their observations. It was also decided that the new Tenant's Profile Form will be in effect from 1st of December, 2024.

- d. **Usage of Lifts during late night hours** – TKB proposed to keep one lift nonoperational from night 11 pm to morning 5 am of each tower for the effective overall performance of the lifts. Members agreed to this proposal.

11. **Secretary 2**

i. **Bengal Gas**

RS reiterated the issues associated with Bengal Gas and informed the house that during the last meeting he has presented a complete note-sheet on the same. Further he informed that a trial has been carried out by UFM in association with Bengal Gas by putting in one PNG stove, as per the findings the consumption of gas per day has reduced from 1.45 units to 1.38 units corresponding to almost 5% of the saving which corresponds to Rs. 150 – 200 saving per month. This is very minimal saving and hence cannot motivate residents to go for PNG and also replace their burners. The key aspects are that:

- The safety aspect of the complex will increase with usage of PNG but the whole complex needs to be converted to PNG, without this it has no meaning.
- The LPG network condition in the complex is in a depleting condition and hence needs immediate attention. The house was informed by few members that to relay complete LPG network the estimate cost could be between Rs. 35 – 40 Lakh.
- In view of the issues associated with Bengal Gas the house was of the opinion that UAAO should take immediate action to relay new LPG network and residents should be asked not to go for PNG

ii. **Composter:**

The matter has been discussed in last few meetings also and it has been very clearly stated by the Committee as well as by Mr. Shankar, GM – UFM

that till date there is not such proposal put forward by UFM to UAAO about the construction of cooling tower at the waste handling area and hence any assumption of any resident that the Cooling tower is being built at the composter section is uncalled for. Whenever BNRI/UFM proposes something on cooling tower to UAAO, UAAO will take appropriate action in the said matter.

iii. **Club Issues**

Matters were discussed, and welfare committee shall take it up for optimum resolutions.

iv. **Pet SOP**

Shri Vikram Saha informed the house that draft SOP has been shared and welcomed comments from Board Managers.

12. **Security:** It was decided to finalise and confirm the Security SOP quickly as it has been badly delayed

The meeting ended with a 'Vote of Thanks'

URBANA ASSOCIATION OF APARTMENT OWNERS

Sayabonwe
President