

**Minutes of Meeting of 'Board of Managers'**  
**Held at B-1 Hall, Club Urbanaon 20<sup>th</sup> July, 2025**

1. The meeting started at 10:45 against the schedule time of 10:30 due to lack of quorum initially
2. The meeting was called to order and President thanked the Board members present for attending the meeting and requested them to join for the National Anthem
3. **Leave of Absence** was granted to: Debjani Mukherjee, Surajit Maity, Sujata Todi, Tarun Basu, Rajesh Singhal, Susanta Mallick, Nikhil Kothari, Shyam Sonika, Pradeep Bhatia, Ashesh Paul, Mamta Agarwal, Manish Hirawat, Nidhi Goenka, Sauvik Chakraborty
4. The **minutes of the previous BoM meeting held on 15<sup>th</sup> June, 2025 were confirmed** and approved by the members present
5. The **minutes of the AGM meeting held on 1<sup>st</sup> June, 2025 were confirmed and approved** by the members present with the addition in the last para of point no 5 *"The Convenor mentioned that UAAO is going to take over only the Assets and not any Liabilities from BNRI. Hence a Balance Sheet needs to be drawn up the same-way on the date the UAAO is taking over from BNRI."*
6. **President in his initial remarks** to the House stated as follows:
  - a. **He congratulated the members elected unopposed for the UCSF** for the period 2025-26 and wished them the very best on behalf of the Board and the Urbana residents. He also hoped that Urbana would see new faces and events will take place with new ideas and new initiatives
  - b. He informed the House about the formation of a **three-member Amphan Insurance Committee** with the following members: S/Shri Sujit Bhattacharya, Shyam Sonika and Abhishek Jalanon the Amphan Insurance Claim received. The scope of the 'Committee' includes, *inter alia*, "Utilisation of Insurance Compensation received". They have been advised to submit their report to the UAAO Board within four weeks.
  - c. He informed the House about the **display of CAM defaulters** on the display Board
  - d. He circulated the **Water Consumption Report**, as received from UFM. He also informed the House that on the basis of a request from Smt. Sujata Todi, Board Manager, the consumption details of 'Part-time domestic help' and 'Pets' has been factored in the report and which was a good suggestion

- e. Board Members were informed that regular **updates were being posted on the 'UAAO Notice-Board'**
- f. It was felt that an **additional 'Spokesperson'** be nominated and Shri Aninda Palit opted for the same which was appreciated and approved by the Board
- g. He updated the Board on the **three issues relating to take-over** as follows and the poor progress at the meetings with the finance team of BNRI due to their rigid approach:
  - I. Freezing of Tower CAM account up to 31<sup>st</sup> March 2025
  - II. Transfer of Deposits of Apartment Owners (Towers 1-7) to UAAO
  - III. Fixation of Allocation Ratio in respect of Common Maintenance expenses post 1st April 2025
- h. He stated that this year it was observed by all that **water-logging** was far more severe than previous years, as we all experienced. Further, even with short bouts of rain, there was water-logging. To address this water logging issue on internal roads the matter was taken up with Mr. D Nandi of BNRI and the updates are as follows:
  - I. Augmentation of storm-water discharge rate by installing higher capacity pumps (in place of the old pumps), has been in consideration and new pumps (three nos.) of higher capacities are being ordered soon. By virtue of the same, storm water will get discharged into the TP canal (outside Urbana) at a faster rate.
  - II. Further, a scheme on providing an additional storm water discharge route to TP Canal (besides the existing discharge route leading to outfall structure) is under consideration, which is a long-term proposal for a proper resolution of this problem.
  - III. Engineering/drawing preparation work on the same is going on. Thereafter, the proposal will be submitted for obtaining clearance from Irrigation authorities. We, from UAAO, shall assist them in the process.

7. **Secretary's Report and Observations:**

Secretary informed the house about the **Landscape related issues**, as follows:

All the 'Hower-Mowers' and 'Lawn-Mowers' (Heavy Duty TORO) are non-operational, also one Hedge trimmer and one Brush Cutter not functional. As a consequence, neither

mounds could be mowed nor lawns. We need Hower Mover, HD Lawn Mower, Hedge Trimmer and Brush Cutter immediately for proper maintenance.

The requirement is as follows which was approved by the Board:



**8. Technical Committee:**

Shri Uday Mukhopadhyay, Convenor, Technical Committee updated the Board on the pending issues as follows:

- a. Update on Gas pipelines replacement project and the payments being collected from the Apartment Owners
- b. He further informed that the Consultant was appointed; Invoice issued; Tender Notice under issue for the Contractor
- c. Update on the repairing of the Roads

## 9. Medical Committee:

Shri Pradeep Bhatia, Convenor, was absent (LoA) and in his absence President placed before the House the “recommendations received from the Convenor, as follows:

*a. Clinic Establishment License be taken in the name of the service provider (HP Ghosh Hospital). All the license related fees (one time and recurring) will be borne by the hospital.*

*Following will also be required - Fire Safety Clearance, Pollution Control Certification, Biomedical Waste Management Authorization. A Consultant (to be engaged by service provider) who will handle everything till CE license is obtained. It was also discussed that should the agreement with the service provider get terminated, a new license will be required*

*b. It was suggested not to put the name of the service provider very prominently outside the Medical Room. Mr Pradeep Bhatia has proposed to talk to the HP Ghosh Hospital representative and will try to convince them with a placement of a standee that can be positioned inside the Medical Room.*

*c. It was proposed to go for stationing of MARS Ambulance on a permanent basis in Urbana as proposed by Manipal Hospital and earlier cleared by the UAAO Board. The ambulance will also serve the outside community*

*d. Members were undecided if the registration card provided by the service provider should be offered complimentary to the resident although the majority were inclined towards making it chargeable. HP Ghosh Hospital had proposed a charge of Rs. 300/- for each smart card valid for a period of 3 years. It is an optional and not mandatory for any service at medical room.*

*e. Night shifts may better be started once the license process is complete. Further communication needs to be made with the service provider.”*

Before these suggestions could be taken up for consideration, members of the Board and especially some of the members of the Medical Committee themselves intervened and vehemently apprised the Board about the poor quality of services being provided by the new ‘Service-Provider’, which includes non-availability of the Doctors, Doctor visiting and sitting for only 10 minutes, Doctors charging Rs. 1500/-

from residents; the person who is sitting there not know anything and a few more complaints by the members on behalf of the residents.

The Board deliberated over these issues and advised the Medical Committee to assess and monitor the situation in the medical room to ascertain the facts and address the complaints and concerns raised by residents and 'Medical-Committee' members themselves. The present proposals and recommendations would be taken up in the next Board meeting accordingly

#### 10. Pet Committee

Shri Vikram Saha, Convenor-Pet Committee updated the Board on the issues under consideration as follows:

- a. **Stray Dogs:** We have started putting Collars on all Stray dogs in Urbana along with numbering and photos in order to get a census and make them identifiable. This will ensure that there are no further additions from the existing population of 27-28 Strays.
- b. Once this exercise is complete, any Strays without collars will be removed from the Complex. The cost for each collar for Rs 120 and the same was briefed and approved in the meeting.
- c. **Sterilization program** has been initiated with two female dogs taken to Ashari Shelter for neutering. Estimated costs are around Rs 2500 per dog and 4-5 female dogs are yet to be sterilised. The Board was divided on whether UAAO should bear the cost. The Pets Committee will meet and deliberate on this matter.
- d. **Vaccination of the Stray dogs** is much needed and has to be carried out in an organised manner, the costs for which are around 300 for Rabies and 650 for Parvo distemper. Again, the Pets Committee will meet on how to take this forward.
- e. **Pet Dogs:** We have collated the data of all Pets in Urbana flat wise across the 7 towers. We have a total of 160+ pets of which around 50% of Pet owners have filled up the Google form with details on their pets including vaccination, handlers, photos, etc. We are following up periodically and taking help of Tower-Captains in getting residents to fill up the Google form

- f. **An official Pets group** has been formed for all Pet owners residing in Urbana. While over 100 having joined, we are still in the process of getting the rest to join as well. This way all Urbana related communication can be centered in this group
- g. The Bungalow matter was discussed wherein Pets were being forbidden to enter the Bungalow area. It was briefed that UFM / Security have no authority to decide on these matters. Meanwhile, Pets Committee will need to identify Pet play and relief areas in Urbana.
- h. **Pet cleanliness** is a major issue as the poop is not being picked up by handlers. It was agreed that poop bags and scoopers would be made mandatory for all. There was also a discussion on imposition of fines and Rs 1000 would be charged. However, the Pets Committee will need to meet and formalise the same
- i. A big round of thanks was given to the Tower Captains for their help in compiling the Pets data and to Mr. Sujoy Chatteraj and Dr. Moon Chatteraj for involving Ashari to facilitate the Stray dog issue

The House noted and approved the same and appreciated the efforts of the 'Pet-Committee'

#### 11. **Security Committee:**

- a. Security Committee Convenors can air their voice as 'Spokesperson' (first they have to float in Security Committee, for perusal for 24 Hours, or valued inputs, and then can float only to Residents Forum). Silence by any member will be treated as acknowledgment
- b. Only three-member presence will form the quorum for Security Committee Meeting and taking decisions forward
- c. Security is the sensitive most chapter, thus any decision by the Committee will be floated in Board Group for information, knowledge and suggestions (within 48-72 hours) and if any confrontation or suggestion not received by majority then will be implemented

12. The **next meeting** of the Board will be held on **Sunday, 17<sup>th</sup> August at 10.30 am.**

13. The meeting ended with a 'Vote of Thanks'