

Minutes of Meeting of 'Board of Managers'

Held at B-1 Hall, Club Urbana

On 25th January, 2026

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: Smt. Mamta Agarwal, Smita Saraf, Tramila Dutta, Shukla Das, Ritu Agarwal, S/Shri Harish Sekhsaria, Kisor Nadhani, Nikhil Kothari, Rajiv Ganeriwala, Ashish Tekriwal, Surajit Maity, Susanta Mallick, Sanjay Doogar, Manoj Bajaj
4. The minutes of the previous BoM meeting held on 21st December, 2025 were confirmed and approved by the members present.
5. **President in his initial remarks** to the House stated as follows:
 - a. He thanked the team taking pro-active steps for facilitation in respect of the 'Verification Process' for "**Enumeration Forms of SIR, 2026**", particularly the active facilitation by Shri RS Bansal
 - b. He circulated the **Water Consumption Report**, as received from UFM
 - c. He circulated the **pending CAM report**, as received from UFM
 - d. He requested the Welfare Committee Convenor to take up with BNRI for early discussions on the recommendations forwarded by UAAO on the **Upgradation Proposal of the Club**
 - e. He advised the Convenor of the Security Committee to share the recommendation **Upgradation Proposal of the of the Main Gate/Rotary** at the earliest and also to include the suggestion of Secretary, UAAO in the matter
 - f. He thanked the Tower Captains, the Security Committee and the UFM Security for taking **steps to ensure that the 'Tower-Staircases' and 'Fire-Exits'** are clean and vacant as this is not only mandated but also a fire safety requirement. He requested for regular vigil on the same and that every Monday the respective 'Tower Security-Supervisor' should submit a report in the matter to them
 - g. He requested the Convenors of the Committees, especially the Pet, Medical, Fire and Gas pipeline Committees to post their **Meeting Minutes on the website** along with details of their members
 - h. He **updated on the take-over process** and informed the House about the steps being taken to finalise the 'Draft-Agreement' received from BNRI and that the same will be placed before the 'Board' for consent before calling for an SGM in the matter

- i. He informed that for the take-over and for **executing the 'Infrastructure Projects'** recommended earlier we need to initiate the preparatory tasks and invited suggestions on the same as also volunteers for execution of the these 'Projects', both as members and in leadership roles as 'Project In-charges'. It was advised by the Board that this may also be **placed before the SGM** for further suggestions on the subject and for approval.
- j. It was also advised by the Board that the proposal for **creation of a 'PMC-Team'** for overseeing all Infrastructure Projects for Phase-I be placed before the SGM
- k. He placed the request from 'Rotary Club-Urbana' for permission for their '**Annual kids Cyclothon, 2026'on 8th February**', which was duly approved
- l. The **Plumbing and Sanitary Services Job Rate** circulated earlier was discussed and it was felt that the same needs to be re-visited and re-examined. In this connection, valid suggestions were received from Secretary, UAAO and which need to be factored

6. **Welfare Committee Convenor, Shri Rajesh Singhal**, presented before the Board the following proposals:

- a. **Proposal received from "House of Iyers" (HOI) for managing 'Breakfast-services'** at the Club. During the presentation, it was highlighted that the average monthly turnover of the erstwhile banana leaf agency was only around ₹ 1.00 lakh per month. The Convener further explained that under the earlier arrangement, the earlier operator was required to pay a 20% surcharge to UFM, along with an additional 7% service fee to the restaurant operator towards service and operational support. Owing to this financial structure, the previous agency was unable to sustain its operations.

It was also informed that, prior to finalising HOI, the matter was discussed with various other service providers. However, due to the limited sales volume and low revenue potential, none of the other service providers expressed interest in undertaking the operations. HOI, in its proposal, has offered a 15% surcharge. After detailed deliberations with HOI and the Welfare Committee, it is proposed to induct House of Iyers (HOI) for managing breakfast services at the Club, with the following revised financial framework:

- 10% revenue share to UFM
- 7% service fee to the agency providing operational services

With this detailed explanation, he proposed the induction of 'House of Iyers' (HOI) for 'Breakfast-Services', which was duly approved by the Board. The Board advised

the 'Welfare Committee' to forward its recommendations to UFM to obtain consented from other UVAAO and Phase-II and quick implementation thereafter.

b. Strengthening of Club-Coordination Mechanism:

The Convener further apprised the Board that, at present, the Welfare Committee representative of UAAO, who have been entrusted with the responsibility of day-to-day coordination of Club operations with UFM, is finding it increasingly difficult to ensure effective coordination and monitoring. This difficulty has arisen due to the presence of additional and multiple-stakeholders involved in Club-related matters, namely the Welfare Committee on behalf of UAAO, the Coordination Committee, the Bungalow Welfare Association, and BNRI.

It was highlighted that previously, the Welfare Committee of UAAO was effectively coordinating with UFM on day-to-day operations, residents' grievances, and overall operational effectiveness of the Club. However, subsequent to the formation of additional bodies, namely the Bungalow Welfare Association, BNRI representing Phase-II of Urbana, and the UCSF Coordination Committee—the multiplicity of stakeholders has resulted in overlapping roles, communication gaps, and challenges in effective monitoring and decision-making.

In view of the above, and with the objective of ensuring effective control, coordination, and monitoring of the Club and the maintenance agency, the Welfare Committee is of the opinion that a dedicated committee be constituted, comprising representatives of all relevant stakeholders for common areas such as the Club. Such a structure would help in streamlining communication, avoiding misunderstandings, and ensuring delivery of efficient and consistent services to residents. Hence request President to take-up the matter with other stake-holders.

The Board after detailed deliberations that any activity in the Club or Common-areas, other than the designated Cultural and Sports events announced annually (which are being managed by UCSF), all other matters would require the consent of UAAO and the Welfare-Committee alone has been authorized to act on behalf of the UAAO Board, in addition to UFM seeking approval from UVAAO and Phase-II

7. Pet Committee Updates by Shri Vikram Saha, Convenor:

- a. The Pets Committee scheduled an Open House meeting on 19th January 2026 to get suggestions from residents who were interested in resolving Stray Dog related issues in Urbana. 19 residents attended the same

- b. The discussion points focused around finalising feeding zones, controlling intrusion of strays, completing the vaccination exercise and most importantly, creating a dedicated shelter space to confine the stray dogs
- c. Further, organizing sensitization programs for residents and updating the vaccination details on all Pet owners was also discussed.
- d. All of these are detailed in the Committee minutes which have been placed before the Board

After detailed discussions on the subject, the Board approved the same. The 'Minutes' will be circulated soon on the Notice-Board and the UAAO website for early implementation

8. **Convenor-Technical Committee, Shri Uday Mukhopadhyay,** presented the updates as follows:

- a. Gas Pipeline work is in progress; fabrication of spools is in progress
- b. Erection will start from next week starting from Tower-4, Riser-4
- c. A new Engineer-Supervisor will be recruited by early February for Gas-Pipeline supervision
- d. Replacement of defective valves on plumbing lines starts
- e. It will progressively be completed in all Towers
- f. Three high capacity (350 m³/hr) drain pumps have been installed
- g. Enhancement of WTP and STP is in progress
- h. 10 KWp solar system across all seven Towers has been successfully installed under the BNRI project, as follows:
 - i. Upgradation of 30 KWp solar systems in place of 20 KWp at Towers-3/4/5/6/7
 - ii. New installation of 30 KWp solar systems at Towers 1 and 2
 - iii. The work has been executed by Sun Green Power and Renewable Energy Pvt. Ltd. with final testing completed

9. **Finance Committee Convenor, Shri Harish Kabra updated as follows:**

- a. Preparedness for take-over from the Finance and Accounts angle is in progress
 - b. After verification of the MIS reports of UFM Cam for the towers for 2025-26, it is observed that there is an excess/surplus to the tune of approximately Rs. 50.00 lakhs, which is proposed to be used for the existing 'Plumbing repairs' as also for the 'New-Gas Pipeline project'
- To that extent the 'Purchase-Order' issued by UAAO to the vendor would have to be suitably amended and an 'MoU' may have to be signed to include UFM. The Board, after careful consideration, approved this proposal

- c. The Finance Committee recommended that no bill be raised for Gas Pipe Line work. The funds for the same be managed from CAMsurplus as referred above and from the one-time support fund being received from BNRI.

The Finance Committee also suggested that Funds be raised to build a 'Sinking-Fund' of the Association, if members approve the same in ensuing SGM. It was suggested that the amount already received from residents for Gas pipe line work be adjusted from the said fund.

10. **Miscellaneous agenda:**

- a. It has been observed that there have been violations on a few occasions in the last couple of weeks on the **existing instructions of not playing loud music and speakers in the 'Lawn-area' outside the Tower-Community Halls**. The same was condemned by the Board and advised UFM and Tower-Security once again to strictly follow these norms

It was further decided in the matter as follows:

- i. Increase of Security amount for booking to a higher level of Rs. 50,000/-, which would be forfeited in the event of reported violation of these norms
 - ii. Tower-Security would be advised and empowered to remove the 'Electricity/Power-connection', if required and to lock the 'Power-Junction boxes
- b. It has been observed that there have been reported instances of **rash-driving within the Complex** and a Circular may be issued by UFM in this regard
 - c. A recent case of **construction of Cabinets in the 'Common-Area Lobby'** by a resident of Tower-3 was reported and which was placed before the Board. The correspondence made by the resident with UFM, conversations with the Tower-Captains and President was also placed before the Board

After detailed deliberation, the Board condemned the same in view of the clear provisions on the subject in the West Bengal Apartment Ownership Act, Rules and Bye-Laws. Furthermore, the Board observed that no permission was granted by UAAO in its tenure. The Board decided to advise the UFM and BNRI to strictly follow the existing provisions and not grant permission to any resident

In the instant case UFM may be informed that the resident may be advised to remove the said construction forthwith and no further request in the matter would be entertained

The meeting ended with a 'Vote of Thanks'