Minutes of Meeting of 'Board of Managers'
Held at B-1 Hall, Club Urbana
on 21st December, 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

   Leave of Absence was granted to: Smt. Debjani Mukherjee, Mamta Agarwal, Nidhi Goenka, Ritu Agarwal, Tramila Bhattacharya S/Shri Kisor Nadhani, RS Bansal, Tarun Basu, Shyam Sonika,Manoj Bajaj

3. The minutes of the previous BoM meeting held on 16th November, 2025 were confirmedand approved by the members present.

4. **President in his initial remarks** to the House stated as follows:

   a. He updated the House on the pro-active steps being taken for facilitation in respect of **"Enumeration Forms of SIR, 2026"**. He thanked the Committee formed for this purpose.
      He informed the House that a camp would be held in early 2026for facilitating and assisting the residents with their requirements in respect of Aadhar Cards, PAN Cards, Voter id. Etc
   b. He informed the House about the steps being taken to strengthen the Library Committee and to popularise the Library amongst the residents. The Library has been renamed as the 'Urbana Library and Literary Society' by the Library Committee.It was informed that Smt. Sujata Todi would be the SPOC for this subject on behalf of the Welfare Committee and the UAAO. He also informed that a proposal to hold an annual 'Urbana Debate' is under consideration.
   c. He circulated the **Water Consumption Report**, as received from UFM
   d. He circulated the **pending CAM report**, as received from UFM
   e. He requested the Sports Committee Convenor of UCSF to take steps to ensure that the room storing the lost and found items is cleared, as convenient.
   f. He advised the members to peruse the recommendations shared by the Welfare Committee on the **Upgradation Proposal of the Club.** He advised the Convenor of the Security Committee to share the recommendation of the Main Gate/Rotary.
   g. He thanked the Tower Captains, the Security Committee and the UFM Security for taking steps to ensure that the Staircases are clean as this is not only mandated but also a fire safety requirement.

5. **Convenor-Technical Committee, Shri Uday Mukhopadhyay,**presented the updates as circulated by him on the Board Group as follows:

Gas-Pipeline project:

a. Work Schedule: approximately 24 to 28 weeks
b. Initially there would be two risers, which will be erected under close supervision. All the problems faced during erection will be taken care in the rest of the risers so that installation will be faster and would save time
c. Thereafter the residents who have not contributed for the Gas Pipeline will be notified and to be paid within a stipulated time after the erection starts
d. Any payments made after this last deadline would be at the rate of Rs. 10,000/- plus GST
e. From the Gas Pipeline collections, Rs. 25.00 lakhs have been placed in a Fixed Deposit

MEP proposals:

a. Present Status: Foundation for Tanks completed. Progress is very slow due to space constraints. However targeted date of completion is end-April, 2026.
b. Capacity Enhancement of WTP - 60 M3 /hr Softening Plant Comprising an Oxidation Chamber, DUF, Softener, Brine Tank and Chlorine Dosing system with RW Feed Pump
c. Underground Retention Tank of approximately 280 M3 holding capacity with Sewage treatment using SBR technology. Sludge generated in the system shall be pumped out and disposed of as being done for the present STP
d. Retention pit complete. Oxidation blower foundation will be start from next week.
e. Additional Tertiary Treatment of the Retention Tank treated water at existing Sewage Treatment Plant using one Multigrade Filter, One Activated Carbon filter and two Filter Feed Pumps
f. BNRI is also replacing the existing Panel with a new one since it is not in good shape.
g. Electrical panel replaced. Upgradation will complete by mid-February 2026.
h. Replacing of the old three Storm Water Pumps which are not giving even 50% of its designed output. The new pumps will be giving an output of 280 to 300 M3 /Hr. The Panel is also replaced by a new one with Level control system. This new panel will also accommodate the balance two old pumps which were replaced by BNRI last year.

   Status: Completed and under operation.
i. BNRI proposed to install a Cooling Tower for Club AC in between STP and DS Building.

   Status: Based on the Club modification and new location, cooling tower to be redesigned. No progress yet.

6. **Convenor Security Committee, Shri Prabir Paul,** presented the following points which were noted by the Board:
   a. Digital work permits are being introduced from January, 2026 and will be made mandatory from 1 Feb 2026
   b. Fresh Tender for Tower Securities will be floated
   c. Strict action like withdrawal of facilities may be taken for staircase-jamming and also any threat on Fire-Safety
   d. Vigil and action will be initiated on prolonged parking in the Guest-Parking slots
   e. Illegitimate parking in basement will be viewed seriously (Boom Barriers in Parking only is under consideration)

7. **Procurement Committee Convenor, Shri Kalpajeet Basu Mallick**, presented the following points which were noted by the Board:
   a. Invoices without full credentials vendors and indemnity of UFM would not be accepted
   b. Vendors must sign and undertaking that they have no direct/indirect relation with any staff of UFM
   c. Commitment Clause for timely completion andpenalty clause has been introduced in all PO's
   d. Non-Tower related staff of UFM will not be allowed entry into the towers

8. **Welfare Committee Convenor, Shri Rajesh Singhal,** mentioned about the recommendations discussed and shared by the Welfare Committee on the Board Group wrt the Upgradation Proposal of the Club. He advised the members to peruse them.

   It was also informed that there would be a presentation by the BNRI appointed architect on the upgradation proposal

9. **Shri Vikram Saha, Convenor-Pets Committee, presented his updates to the Board as follows:**
   a. Vaccination drive initiated with roughly half of the 'Stray-dogs' vaccinated
   b. Four female dogs neutered at Ashari and brought back to Urbana
   c. Intrusion of dogs in Urbana under control
   d. Special thanks given to Security Committee Convenor for his support

10. **Take-over Updates on the discussions with BNRI**

The draft 'agreed minutes' between the BNRI Directors and the UAAO representatives held on 25th September, 2025 (copy attached), which were finally received on 20thDecember, 2025 were placed before the UAAO Board on 20thDecember evening.

President explained in detail about the process involved over the last 20 months in reaching to this stage. He then read out each paragraph of the said document and explained the background of each of them. Queries and clarifications that were raised by the members were responded to by the Office-Bearers present.

The Board appreciated the efforts involved and thanked their representatives for reaching this agreement. The draft 'agreed-minutes' were approvedby the Board.

The suggestion and proposal to place the same before the SGMalong with the draft resolutions on the take-over process (under preparation by BNRI) was approved. It was decided to issue the notice for an SGM along with the draft resolutions, once received.

The meeting ended with a 'Vote of Thanks' and good wishes for the festive season!