

## **Minutes of the weekly meeting held on Tuesday 28<sup>th</sup> June 2016**

**Location:** RWA Office, 11<sup>th</sup> floor, Prakashdeep Building

**Date:** 28th June 2016

**Time:** 5:00pm to 6:00pm

Mr. Ashok Kumar Jain- President (Flat No.-302)

Mr. Ravi Sharma- Vice President (Flat No. -1007)

Mr. Balbir Mehta- Member (Flat No. 710-11)

Mr. Lokesh Kumar - Member (LB-11)

Mr. Kailash- Member (UB-05)

Mr. Anil Arora- Member (Flat No. 1109)

### **Agenda of meeting and further Discussion & Decisions accordingly.**

**1. Discussion on Power/Energy Audit for 2014 & 2015.**

- Discussion is going on with Profac Management to understand the cost implication.

**2. C.A. WORK STATUS**

- i) Up to 31<sup>st</sup> March provision balance sheet. (Already mailed to RWA Members), it needs to discuss by members with CA.
- Provisioning balance sheet for 2015-2016 has been forwarded to by Mr. Arora (Former CA) for his comments.

**3. A main Bank Account no (5034) viewing right is needed through net banking. (Pending).**

- (1) Dependency will be Zero to the Bank for getting Statement of Bank account.
- (2) Expedite entry in to tally and immediate verification of online payment through NEFT/RTGS.
- Under discussion, decision is kept on hold by the president.

**4. Building's Structural Audit work.**

- a) First phase of work has been completed; structural audit team has done the testing work.
- Structural consultant Mr. P. Arora has already been submitted the test reports of building audit and tests, same is laying with RWA members for their review.

**5. CCTV system has to be re-structured and installation of new cameras in side of all 4 lifts and entry & exit gate.**

- Kept on hold till the time we do major renovation work in and outside of building and same will be possible after structural consultants reports.

6. **All five DG set B-Check (Servicing) is due.**
  - a) **Quotation has been taken from few vendors.**
    - Members has approved the work and suggested for final negotiation with reputed vendor i.e. M/s OVN Trading and also instructed by President that we should also negotiate the AMC charges for throughout year hassle free services.
7. **Housekeeping Material on RWA account.**
  - Material approved by members on monthly basis and same has already been delivered to the Estate Office for the Month of June 2016.
8. **File cabinet (Fire Proof) required for Estate Office.**
  - Kept on hold till we decide to go for major renovation work in the building.
9. **Security Staff Salary for the month of April & May -2016 (Some of the security staff received their salary for the m/o April.**
  - Discussed with Profac Management for timely salary.
10. **Profac staff salary for the month of May 2016.**
  - Discussed with Profac Management for timely salary.
11. **Billing Software.**
  - Discussion is going on with M/S ASG Software Pvt. Ltd. who has design billing software for Profac also.
12. **Advance/smart Fire Control System for building.**
  - Kept on hold till the time we take decision on Building major renovation work.
13. **Facility Management Agencies called to take over the building Facility and maintenance.**
  - a) **Many service providers have visited the building, their proposal awaited.**
    - Discussion is going on, Members is talking to Profac Sr. Management towards improvement of services.
14. **Ground rent for the period of Jan 2014 to Sep 2014 is pending. Reminder has been given to the Profac through P.O.**
  - RWA members has decided that if Profac will not deposit the due amount by 15<sup>th</sup> July 2016 then RWA will pay the charges directly and same will be deducted from Profac bill.