

General body Meeting RWA Sanskriti Apartments

Minutes of General Body Meeting held on 23/11/2014 at 10 AM at connecting bridge First Floor of Sanskriti apartments, Sector 19B, Dwarka, and New Delhi 110075.

The General Body Meeting held on 23/11/2104 at 10 AM at the premises of Sanskriti Apartments, Dwarka - New Delhi (110075) to discuss the agenda items which were already been circulated to the members prior to the meeting. The meeting was chaired by Sh. Inderjeet Singh, President RWA. The meeting was attended by 52 members and the attendance list is available at page No 17-19 along with the signatures of respective members in the GBM attendance register.

As the quorum of the meeting was incomplete, the meeting was adjourned for half an hour from 10.15 am to 10.45 am with a direction that the adjourned meeting shall be convened at 10.45 am at the same place. The house re-assembled at 10.45 am and the members present were considered as the valid quorum and as per directions from Presidents the proceeding the house was started.

The Agenda of the GBM were as follows:

Agenda No. 1

Approval of the proceeding of last General body meeting held on 31/8/2014.

The Minutes of meeting of General body meeting was held on 31/8/2014 already circulated to members.

Mr. Prem Lal objected the approval of circulated MOM saying they were not signed by the President. Mr. President said that the MOM is valid only if signed by both the president and the General Secretary. He did not agree with this procedure. Mr. Balbir Tyagi explained the correct process of approval of MOM of GBM and said that approval of Minutes is done by GBM only. Once approval by the GBM, President signs the minutes on behalf of the members. He appreciated that the General Secretary follows the proper process as defined in the Memorandum of association. Mr. Hardya Narain also explains the same procedure by saying that the approval of the minutes of last GBM should be approved by the members in next GBM and President shall sign the minutes on behalf of the members. President and General Secretary confirmed that implementation/ processes of various approved items in previous GBM have already been started. House appreciated and instructed RWA to follow the same process in all forthcoming meetings.

Minutes of General Body Meeting held on 31/08/2014 are approved by the members in GBM held on 23/11/2104 by voice vote.

Agenda No. 2

To welcome the members by President

President welcomes the house and apprise to the house about the progress of RWA in his welcome speech. The main points are:

1. Inauguration of Amul booth.
2. Start of vegetable shop in the premises of Sanskriti Apartments.
3. He also said that the RWA is in process of setting up a general store in Premises of Sanskriti Apartments.
4. He informed the house that RWA is constructing Toilets for visitors, Maids and other workers at Gate number 1 & 2.
5. He requests the **House** for their cooperation and peace in Society.

Agenda No.3

The progress report of RWA has been submitted by General Secretary.

General Secretary presented a progress reports to the house:

1. With the sincere efforts of Shri S D Gupta(Flat 153), a high mask light has been installed in our apartments through MLA funds. The approximate cost of the high mast light is 2.5 lakhs. On behalf of RWA, I thank Sh. Rajesh Gahlot, MLA Matiala Constituency for his kind support.
2. As requested by fellow residents, AMUL Booth has been installed in Sanskriti apartment premises and is now operational. I request all residents to cooperate and help in its smooth operation.
3. 15 out of 16 CCTV cameras have been made operational without any expenses from RWA under guidance of Mr. Vinay Bansal and Mr. Hemant kumar through our RWA electrician Sh. Shiv Pujan.
4. Sales promotion canopy/activity charges have been increased from Rs.500/- to Rs.2000-5000/- per day. RWA has earned about Rs.30,000/- through this process till date.
5. RWA has got Service Tax Number. Now as we have the service tax number, RWA will deposit 75% of claimed service tax and rest of 25% will be deposited by the vendor/ service provider.
6. Electricity Connection in the name of RWA has been applied as electricity is being consumed in RWA office. This step has been taken because BSES have raided RWA office three times for electricity theft.
7. Work of renovation of toilets for visitors, maids and other workers of RWA at Gate 1 and Gate 2 has been started as demanded by most of the members in Last GBM. By doing this, RWA also follows the Prime Minister Mission of **SWACH BHARAT ABHIYAN.**

8. Order for RO for drinking water for visitors, maids and other RWA workers has been placed and same will be installed at Gate no 1 as demanded by most of the members in Last GBM.
9. Security and cleaning agency will be changed from 1/12/2014 as decided in the EC Meeting dated 7th September 2014 and concluded the process of selection in EC Meeting dated 9th November 2014. The decision was made as most of the residents were not happy with the old agencies. General Secretary informed the house that president have refused to sign the agreements with the security and cleaning agencies so executive members asked general secretary to take care of the signing formalities.
10. On request of most of the residents who are living near to the place where the garbage is being placed and segregated after collection from society. The garbage segregation point has been shifted to outside of the Gate No 2.
11. General Secretary appreciated the initiative taken by a few fellow residents for starting **Swachh Sanskriti Abhiyan** inspired by Prime Minister's **Swachh Bharat Abhiyan** every Sunday morning. We thank Sh. Raj kumar Pahuja (Flat No. 345), Sh. Pramod Budhwar (Flat No. 218), Dr. Subhash Chandar (Flat No. 566), Dr. Vimal Kaushal (Flat No. 2101), Sh. Hemant Kumar (Flat NO. 247), Sh Munish Garg (Flat NO.156), Sh. Nipun Arora (Flat No. 487) Sh. Vinay Bansal (Flat No. 481).
12. RWA website is very well maintained and being updated regularly by Mr. Vinay Bansal (Flat No. 481) free of cost. We thank him for saving good amount of RWA funds.
13. Accountant appointed by previous RWA officials was charging Rs.4000/- per month. We have convinced the same accountant to work for Rs.3000/- per month for the same work, thus we save Rs.12000/- of RWA per year.
14. As per resolution of last GBM and efforts of Cultural committee all festivals are being celebrated from contribution of residents and committee of members. Not a single rupee is being utilized from RWA Maintenance fund. This also saves a lot of RWA funds. Janamastmi was celebrated with the contribution of fellow residents and we are planning a New Year Celebration function the same way.
15. A notice board has been placed at Gate No 1 as requested by most of the residents in last GBM. The Purpose of this board is to publish social & religious information by the residents.
16. Speed breaker at Main gate are Repaired and rectified as requested/suggested by most of the residents in last GBM.

Dr Vimal Kaushal informed to house regarding dog protection. He advised a place to be made outside the society for feeding dogs and there should be no feeding inside the premise. He also advised for proper Sterilization of dogs and removal of stray dogs from society.

The General Secretary thanks to all honorable members for leasing peacefully.

Agenda No.4 & 5

How to encourage the non members to become members of RWA? How to streamline the process of maintenance collection from non-paying members?

Mr. Balbir Tyagi said that without disclosure of the names, we should try to bring the residents/owners in the main stream who have not paid the maintenance/ membership till date. We should try to first resolve their issues rather than going for a legal process. Mr. Parveen explained that EC had discussed on this matter and explained hurdles like litigation and withdrawal of services.

Mr. Pahuja opposed and said that maintenance should be charged from the date of the allotment of flat i.e. from December 2007. Mr. Hrdya Narain supported the proposal and said maintenance should be taken from date of ownership. He said DDA had taken an undertaking that all flat owners that they will take the membership of RWA from date of inception. Original allottees should not be spared as they are morally bound to pay from date of allotment or the date as mutually agreed in GBM. Dr. Vimal Kaushal supported the proposal and said maintenance should be taken from date of ownership or December 2007 for all owners no matter if it is repurchased or re allotted . President supported the proposal and said maintenance should be taken from date of ownership or December 2007. Mr. Neeraj Mathur suggested that we should collect address of all non-members (38 in Number) and they must be communicated time and time again. Collect the pending payments from December 2007. Mr. Ramesh Mittal questioned that what is being done to collect money from defaulters who are staying in the society and why maintenance is not being collected in time. Mr. H.S Mehra requested the house to settle the matter of pending issues of balance payments and collection should be made and recovery from defaulters may be taken up on later stage. Mr. L. N Gupta suggested that a procedure must be followed that if a new owner is coming or earlier owner is leaving the premises. He must be stopped and asked to pay the balance due to RWA before leaving or entering the Society. He further suggested that AMUL Kiosk must be promoted. Senior citizens and elders must be provided with proper space so that they can enjoy themselves. Public Notice and address system must be restored. Drain must be cleaned and Malba must be removed and open drains should be covered. Shafts should be cleaned. Mr. Parmod Singhal suggested that we should recover the amount from Current Owner and previous owner must be served a legal notice. Mr. Inderjeet Singh suggested that the issue should be discussed with the Flat Owners and a Provisional membership should be given. Mr. Pradeep Sehrawat suggested that a penalty action should be taken on the owners who are not paying the maintenance and he strongly opposed the suggestion that provisional membership should be given. He further retreated that the issue of maintenance must be taken up legally and with penalties. Mr. Deepak Sachdeva suggested that we must take legal action against the members who are not paying maintenance.

Matter pending till next GBM and all non- paying members are to be contacted and a suitable way must be found and approved in next GBM after discussing the issue .

Agenda No. 6

Appointment of internal auditor for the period from Dec. 2007 – till date

Mr. Parveen Kumar said that due to non receipt of Quotations the matter is still pending and the auditor name will be finalized soon in next EC meeting. President mentions that permission is required from previous auditors. He suggested that on RCS website a list of Auditors is available and we can refer it for further selection of auditor and go ahead with internal Auditor.

It was resolved that executive body shall select the name of internal auditor as soon as possible.

Agenda No. 7

Any other matters with the permission of the chair.

1. **General Secretary proposed approval of Rs 70000/- for Renovation/repair of existing toilets at gate no. 1 &2.**

General Secretary inform to house is that EC has approved initial amount of Rs 25000/- in EC meeting held on 9th November 2014 for the renovation/repair of both toilets. Mr. Santosh Gupta (Flat No.126) suggested that estimation should be taken first and then we should proceed further and construction should be done after approval of estimation. Mr. Rakesh Rawat objected that RWA has no funds for this work. Mr. Anand Jha (Flat 347) asked how the estimation can be questioned now if an initial amount is already approved. So the question of NO FUNDS FOR THIS WORK shall not be discussed here. He further mentioned that Sh. Rakesh Rawat (Treasurer) should have raised his concerns prior to start of work and not at this point. Looking at the urgency of the work, we should go ahead with the proposal. General Secretary informed the house that Treasure and President are not cooperating in the toilet renovation work and not releasing the funds for this work. He also explain the house that there are certain things we can do as RWA to raise required funds for this work.

Sh. Rakesh Rawat Treasurer informed the house that our GS Mr. Parveen Kumar has saved approx Rs 1,09,000/

House is convinced by the argument presented by the General Secretary and approved Rs. 70000/- for toilet renovation/repair work. House has also given approval for the toilet renovation work.

2. **General Secretary seeks the Approval for Purchase of new water cooler.**

A few members have objected that this work is not needed at this point in time General Secretary has explained the house that we need a store of RO purified drinking waters for visitors and workers and that is why we need a water cooler with storage capabilities. House agreed with the general secretary. Looking at the good cause, Mrs. Saroj Sharma (Flat No.484) came forward and offered to donate a new water cooler. She asked for a tentative cost of the new water cooler and general secretary informed that the cost would be approximate Rs. 25000/- plus tax for a 100 liters capacity water cooler. She agreed and offered her donation for this work. Mr. Balbir Tyagi has also proposed his name for a

donation for this cause and actually donated Rs. 5100/- on the spot. He requested RWA not to delay this work any further and complete as soon as be possible so that workers and visitors can use this facility.

The funds for water cooler are being collected through donation so there is no need for the approval of funds from RWA.

3. **General Secretary proposed an appointment of an office person who will collect maintenance fees from members and can be used for various outdoor jobs of RWA.**

Dr Vimal Kaushal suggested that RWA should hire a person who can look after security, sweeping, cleaning and maintenance collection.

4. **Sh. S.D.Gupta (Flat No. 153) suggested that RWA should fix the timing of functions/events in the premises.**

Mr. S.D Gupta appealed to the house that RWA should fix time schedule for the functions/ events in the premises and they should follow the most general guidelines like noise free generators. RWA should make sure that the timing of tent installation and removal are well managed to avoid distraction to fellow residents.

The house approved the same by one voice.

5. Mr. Yog Raj Sharma (Flat No. 198) said that even after having the original membership receipt of Rs.1000/-, he was not allowed to vote in the RWA elections. He asked RWA Executive Members to check their records carefully and should not make mistakes like previous RWAs.

President apologizes for this mistake and promise for correction in records immediately.

6. Mr. R.K Pahuja seeks an explanation on why some of the executive members have left the desk before the GBM was concluded. He mentioned that the members who left are:

Mrs. Mukhopadhyay, Dr. N.S Rawat, Mr. Rakesh Rawat, Dr. Vimal Kaushal, Dr. Parmod Kumar

The President apologized to the house for this and promised that this shall not be repeated in next meetings.

Mr. R K Pahuja also mentioned that there seems to be no coordination among RWA members and proceeding of RWA daily work is being hampered because of that. The observations are as follows.

- Locking of record room by the president and keeping the keys where as the record room should be managed by the office manager and general secretary.
- Lack in coordination of daily work.

- Lack in supervision of sweeping and cleaning work.
- Why Office Manager is always seen outside. Why is he not collecting maintenance during the time he is standing outside.

President strongly denied and informed the house that all executive members are working together in the spirit of resident's welfare. He mentioned that even if there are discrepancies, we will make sure it doesn't happen in future.

General Secretary, Mr. Parveen Kumar told the house that maintenance collection data (sheet) is password protected. Being a general secretary, he need to make some changes to the sheet which are mainly to update contact number etc but password has not been given to him yet even after continuous requests by the president and treasurer or the previous General Secretary.

President replied that he will provide the password to the excel sheet immediately.

7. Mr. Murari Lal ji informed the house that he deposited an amount of Rs. 1000/- as security deposit but was not get the refund. He was informed by the house that the same is non-refundable.
8. Mr. Pradeep Sehrawat raised his issue that Mr. Parveen Kumar (GS) and his friends filed a case against him for contempt of court. He asked the house that why he is not withdrawing the case. Mr. H. S. Mehra & most of the other members said that the matter is sub-judice and this is not the right platform to discuss this matter. Mr. Pradeep Sehrawat and Mr. H. S. Mehra and a few others members had blistering arguments on this topic.
9. Mrs. Saroj Sharma proposed that any kind of violence & non parliamentary behavior must be avoided in the General Body Meeting. The person who gets violent should be punished.

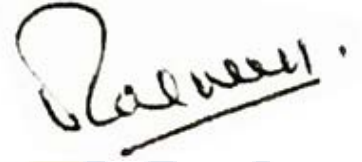
President concluded the meeting with vote of Thanks.

The minutes of meeting are written by General Secretary Sh. Parveen Kumar. If you notice anything missing or have an objection (if any) to any of the points mentioned in the minutes, please send your feedback to rwa@sanskritiapartments.com. In case of any questions, please contact **General Secretary RWA** at **9810329885**. We request you to send your feedback by 15th January 2015.

Please be informed the process on how the minutes of General Body Meetings are recorded and circulated among the members and how it gets approved by one voice.

NOTE:

1. General Secretary of RWA records and writes the minutes of the General Body Meeting.
2. Within a few days, General Secretary circulates the Minutes of General Body Meeting to the members via print, email, regular mail or any other convenient way.
3. From the date of circulation, within 15 days, residents can revert back to the General Secretary RWA with their objections or points if anything missing in the Minutes of General Body Meeting.
4. In the next General Body Meeting, the minutes are presented and not required to read out in front of the members if they were circulated already.
5. HOUSE gives its approval to the minutes of Meeting and President signature the minutes on behalf of the HOUSE.



Parveen Kumar (General Secretary)