

JAL VAYU VIHAR
Apartment Owner's Association
Kukatpally, Hyderabad-500 072. Tel:23058018
Regd No.4167 of 1992

NOTICE

Notice is hereby given that the Annual General Body Meeting of the members of Jal Vayu Vihar Apartment Owners' Association (JVVAOA) will be held at 1030 hrs on Sunday 15 May 2005 in the Community Health Centre "AKASH GANGA" near JVVAOA Office, Kukatpally, Hyderabad-72 to transact the following business.

1. Ratification of the Minutes of the previous AGM and the Special Meeting.
2. Report of the Board of Managers.
3. Presentation of Accounts; Details of proposed capital expenditure; Appointment of Auditor for the Year 2005-2006.
4. Maintenance /Destruction of old records.
5. Continuation of Development activities of past BOM.
6. Employees of JVVAOA.
7. Monitoring of water usage.
8. Security.
9. Collective maintenance of Buildings.
10. Common area lighting.
11. Film shooting.
12. Administration CHIC.
13. Enhancement of Akash Ganga.
14. Monitoring and assistance in financial activities of social groups.
15. ISO 9001/9002 accreditation.
16. Closing of North Gate.
17. Illegal construction/activities.
18. Extra Room Maintenance Charges.
19. Any other points, with the permission of the Chairman of the Meeting.
20. Election of Board of Managers.

Station: Hyderabad
Date: 29 Apr 2005



- Encls:**
1. Report of the Board of Managers.
 2. Balance Sheet.
 3. Sub committee reports on Shopping complex & Registration
 4. Proxy form.

(Jaganmohan Manthena)
Wing Commander
Secretary

Note:-

1. A member entitled to attend and vote at the meeting, is entitled to appoint a proxy to attend and vote instead of himself/herself. The enclosed proxy form duly completed must reach the Association Office 48 hours before the scheduled time of the meeting.
2. Members Proxies are requested to be present at the scheduled time.
3. Procedure adopted for election of Board of Executive Managers.
 - a) The proposer and seconder of a nominee must be from the same type of DUs.
 - b) A Member can propose only one nominee and second only one nominee.
 - c) A nominee must be a resident of JVV.
 - d) A nominee must announce acceptance of his/her nomination.
 - e) Election by Ballot will be held, if necessary.

**REPORT OF THE BOARD OF MANAGERS FOR AGM
SCHEDULED ON 15 MAY 2005.**

1. **Introduction:** - The period Jul 2004-Jun 2005 has been a fairly satisfying one. The assets that have been added to the JVVAOA have been put to good use and their maintenance has been at par with the standards laid by all the residents. A conscious effort has been made to carry all residents together for a comfortable stay at Jal Vayu Vihar.

2. **Water Supply:-** The Manjira Water is supplied to the colony twice a day. However occasionally due to insufficient receipt of Manjira water supply, the bore-well water is mixed and the water is supplied to the colony especially so during the afternoon release of the day. It is suggested to take up the case for digging two more bore wells in the colony for the future water requirement. Residents are requested not to waste the water due to overflowing of individual storage tanks or other acts of negligence.

3. **Electricity Supply:-** A system has been arrived at and sustained to ensure all common areas are adequately lit through the resources of APSEB. There have been no major problems on the power supply front to the colony.

4. **Security:-** Security of the colony is satisfactory. There have been a few incidents, mainly due to the complacency/negligence of the residents, in securing the items of their personal property. However there is a need to strength the overall security system in view of the four gate system and the colony roads having become thoroughfares of all neighbouring colonies. The same will be streamlined when the manpower aspects are finalized by a specific sub-committee.

5. **Accounts:-** Tally Software which was purchased by the previous committee was put in use from Nov 2004 by keying the total data from 01 Apr 2004 (i.e. from the beginning of the financial year). Though we are using the Soft Ware of Tally we have been maintaining the important books like Maintenance Ledger, Shops Rent Ledger, Day Book and Cash Book as per the decision by the board and as per the suggestion made by the Auditor. The Auditor has also suggested to print Day Book, Monthly Trial Balance, Income and Expenditure Statement, Balance statement and Bank reconciliation statement after due reconciliation of bank account. The Tally is excellent Software as far as concerned accounts preferably for the smaller companies. At the same time it is not exactly suitable for our association because of the following reasons.

(a) Tally Software does not have provision to get the dues automatically, it is mandatory to pass the journal entry for all 357 houses, Extra Rooms and Shops Rents every month first with out fail. If there is any clerical mistake will lead wrong message to the residents though they have paid in advance or not at all paid the dues.

(b) There is no provision of automatically getting the penalty for the dues paid after the due date. Clerical errors may lead to loss of revenue to the Association.

(c) This Software does not have a provision of taking print outs of OWNERS/TENANT lists with their address as and when we need for various requirements.

6. Hence we suggest the house to go for better Software on any language which should be user friendly and should have all the controls of safety and security of the data. No corrections should be allowed by the users. How ever the user's mistakes can be corrected only by the two persons together i.e. Treasurer and President/Secretary.

Advantages in using software:

- (a) Transparency and accuracy in maintaining of accounts can be maintained.
- (b) Clerical mistakes can be minimized and with a less work load maximum out put can be obtained faster.
- (c) At any point of time one can know the position of accounts.
- (d) Auditing can be faster, this has been proven, as we have received an audited balance sheet by 20 Apr 2005.
- (e) We can verify at any point of time any individual ledger for its expenditure or income under the head.

NOTE: When we go for any other Software we should ensure to have contract for at least one year. The contract should be in such a way that if we come across any practical problems in usage of Software which should be corrected by the Software Suppliers.

7. **Shopping Complex:** The committee has streamlined the Shopping Complex rules by giving the following guide lines.

- (a) The Security deposit of a shop should be equal to three months rent of a shop.
- (b) The renewal of agreements of all shops must be only for a year and that should be from 1st of Dec to 30th of Nov every year.
- (c) If there is any hike of rent, the difference of deposit also must be collected before signing the agreement.

8. **Conservancy:** Garbage clearance and road cleaning is being undertaken by the conservancy staff of both JVV and Kukatpally Municipality is satisfactory. Arrangements have been made with the Municipality of Kukatpally for lifting the garbage. Open drains are regularly cleaned and bleaching powder is sprayed. Various residents have raised the genuine issue of smoke and other associated pollutants due to occasional burning of leaves. Vigorous efforts are on to get the municipality to regularly clear the complete waste produced in the colony. Waste management is a serious issue and in course of time will assume great significance. Major issues such as incinerators and use of bio-degradable techniques will have to be taken up with the municipality.
9. **Sports:** This colony can certainly claim to be one of the forerunners in creating and maintaining good sports facilities for its residents. There has been a steady decline in utilization of the existing infrastructure by the residents. The BOM made all efforts to make the facilities available to the children at only a nominal fee of Rs 25/ per month. The response was not too encouraging and it was very difficult to monitor this monthly structure, therefore now it has been decided to start the per annum contribution by all residents desirous of using the facilities.
10. **JVV sports meet:** The meet was conducted in the month of February 2005. Tournaments were held in chess, Table Tennis and Badminton. Participation was enthusiastic especially by the senior citizens. This gave the organizers tremendous encouragement. Summer Tennis coaching camp was conducted during Summer of 2004 and the same is being planned for this year.
11. **Horticulture:** A conscious decision was taken not to increase any new parks/ gardens. The thrust was on maintenance of existing parks and gardens and reasonable success has been achieved in this area. Regular pruning has been undertaken to ensure non interference with other assets. Pruning of some good trees had to be done to avoid the dreaded white moth infestation.
12. **Office Establishment:-** During this period there have been a few changes within the office structure in a bid to streamline the JVVAOA employed employees either directly or indirectly (through contractors). Extensive efforts have gone in to automate most functions thereby managing the affairs of the office with minimum staff with some success. We still have a long way to go specially so in the handling of mail. This aspect has been addressed already and the BOM is certain it will show results in the future.
13. **Entertainment:-** Independence Day & Republic Day Celebrations were conducted. Children's cultural festival named - JVV Jammers was conducted on 15 Aug 04 evening by the children of JVV. We thank all the children of JVV. Residents Club Day is being conducted every month on the 1st Saturday. Programmed events have included Tambola, Magic Show, Movies (courtesy Wg Cdr P Mohan Rao Retd), Song and Dance sequence by JVV children as also sponsored performances by reputed parties. JVV thanks the sponsors Way to Wealth, KARVY, ICICI Bank, LIC for sponsoring various Club Days.
14. **Community Health Centre (CHC):-** The CHC/ Akash Ganga has become the focal point of all activity in the short period of its existence. The CHC has become the venue of Activity from 0530hrs with the dhavni of OMKARAM by the Yoga sadhakas and ends once again with the same at 1830 hrs. The hall is also the venue of regular classical music and dance classes for the residents and soon they may also take on non-classical/ movie based dance classes. It also houses the regular Ladies club activities as also the K- Club etc. The CHC has been hired out to colony residents as well as other parties on twelve different occasions. A decision had been taken to restrict the booking up to 2200hrs in keeping with the need to minimise disturbance to residents. It has been noticed that most parties are requesting up to 2200hrs as most programmes start at 1900hrs and they require at least 2-3 hours. This may be taken up during the meeting along with the modalities. The revenue from this head has been reflected separately. The balance payment of Rs 9,00,000 from the Janmabhoomi funds has been received. The extension activities of the Kitchen and additional toilets are still pending as the balance funds came in late. They need to be taken up in the coming time. The JVVAOA has been made the third respondent in a letter from High Court of Judicature, Andhra Pradesh at Hyderabad following objections from some of the residents of the colony with respect to the illegal construction and dimensional deviations of structures made in areas i.e. open sites earmarked for park in the approved lay out of JVV Colony. The BOM is of the view that what ever has happened, there is a need to move ahead from the present status and the AGM view/sanction needs to be taken on the issue so that the subsequent BOM can implement the AGM decision in keeping with the spirit of the colony.
15. **Acknowledgements:-** The Committee gratefully acknowledges the advice/help/services rendered by the following to our society.
- (a) Our Patron AVM P Prakash Rao (Retd)
 - (b) Wg Cdr P Mohan Rao (Retd), Shri KS Reddy for their contribution to overall activities in the colony.
 - (c) Wg Cdr PM.Rao(Rctd), Sri. Raghavan, Sri GV.Subbaiah, Sri.Raju, Sri I.Sudershan and others who worked hard to make Ganesh Pooja celebrations very successful.

(d) Mr & Mrs Nayanar who organised and conducted the K-club meetings, and children's cultural programmes and took active part in society functions.

(e) Smt Ram Sita, Smt Raghavan, Smt Lakshmi, Smt Meera Krishnan Smt Vani Rajashekhar, Smt Sushma Prasad, Smt Satyavathy & Smt Meera Rao and many others who took part/helped in social/cultural activities of our Society.

16. Festivals/Functions/Social Activities etc.:- The following festivals/functions/activities were held as per our traditions with devotion and enthusiasm.

- Independence Day. - Shri Hanumantha Rao Ex Municipal Chairman hoisted the National tricolour with much fan fare.
- Ganesh chaturthi - Pooja, Cultural events etc were held with active participation of one and all.
- Gandhi Jayanthi - Planting of saplings by children in Gandhivanam. Programme was conducted and sweets (Courtesy Sri KS Reddy) were distributed to all.
- New year - All celebrations were cancelled as austerity measures in solidarity with Tsunami victims..
- Sankranthi - Rangoli competition was conducted with an active participation of one and all.
- Republic Day - Flag hoisting was done by Shri PT Srinivasan (Freedom Fighter) along with prize distribution for Rangoli competition.
- Ugadi - Panchanga Sravanam by Sri.S.N.Sastry, followed by partaking of Ugadi pachhadi (courtesy Smt M Kalyani) and traditional snacks.

Points for action from the Previous AGM

1. **Raising of compound wall :-** Completed the work in the month of Sep 04.
2. **Purchase of PVC Chairs (200nos) & Tables (5nos):-** The same were purchased after an elaborate survey and a balanced view on quality and price. Total purchase was within the Rs.55,000/- allocated.
3. **Kitchen shed, Additional toilets & bath rooms (ladies & gents):-** Pending.
4. **Laying of rough cuddapha stones with grass pointing:-** Done without grass pointing with a view on maintenance issues. Total cost was Rs.20,600/-
5. **Parking of Vehicles:-** Extensive survey done. The participation of the Members / Tenants is Luke-warm. Survey response has been received from 142 members. The proposal has not yet been implemented will be taken up again during this AGM.
6. **Non residential / commercial activities:** The decision of the AGM has not been implemented due to the delicacy of the situation. The same shall be taken up again during this AGM.
7. **Construction of permanent Shopping Complex:-** Sub-Committee has completed its assessment and the report is attached along with this report.
8. **Registration of DUs:** Sub- committee report is awaited. The same shall be tabled during the AGM for a final decision on the subject.
9. **Location of Reading Room:** The same has been finalized and the structure has been completed and inaugurated on the 30 Mar 2005. The municipality is yet to hand over the same.
10. **Fountains at Akash Ganga, Tank No I and Tank No II :** The same has been installed and commissioned.

New points that emerged during the tenure of present BOM

1. **Maintenance / destruction of old records:-** Auditor has informed there is a need to maintain 8 years of continuous records as per the existing rule position. The AGM could decide on destruction of all other the irrelevant records beyond that period. All policy files and files of lasting requirement should be maintained irrespective of the timeframe mentioned above.

2. **Continuation of development activities of past BOM:-** The AGM needs to adopt a resolution to sustain and maintain all development activities of erstwhile BOM rather than keep trying to create new assets. While growth is a must and new ideas and concepts should be implemented it should not be at the cost of maintenance of existing assets.

3. **Employees of JVVAOA:-** Relates to all employees who have worked at JVVAOA either directly or indirectly (through various contractors). The rules in vogue by Govt. and various agencies on the subject are fairly elaborate and it is incumbent on us to adopt the same in maintaining the services of these employees. There is a need to streamline this by taking on the services of a qualified consultant on the subject. We need to streamline this once and for all with the decision of the AGM.

The BOM had to make two major changes during this period and finally is of the view that major areas such as the civic amenities have to be maintained by the municipality. We should lay our emphasis on the same and concentrate our efforts in getting adequate support from that quarter and thrust on need to get the major part of the responsibility taken over by the Kukatpally Municipality. It is proposed to restrict our manpower to the following services only:

- (a) **Security:** Employ the number in keeping with the security environment (through a security contractor).
- (b) **Office Staff:-** Restrict to three by direct employment (Office accountant cum manager, Estate Manager and Office boy)
- (c) **Services:-** Restrict to three (through a services contractor), Electrician, Plumber and Pump operator. This would automatically help us maintain all rules and norms of employment.

4. **Monitoring of Water usage:-** With the importance of this crucial natural resource increasing day by day, it has become very essential to maintain proper accountability of this limited resource. By the grace of good planning and fore thought and not to mention then sustained efforts of consequent BOM's the JVV colony can boast of having maintained a good water supply especially giving it twice a day. Now is the time to decide on the ways means to monitor consumption.

Proposal by BOM.

- (a) Water meters for all DUs.
- (b) Quantity unauthorized as per tank capacity x 1.5 x 30. No extra charge.
- (c) Quantity over and above that used to be charged @ Rs.50/- per 1000ltrs.
- (d) Meters reading at the end of each month become the benchmark for each subsequent month.
- (e) It is proposed to take AGM sanction for two more bore wells to sustain water supply.

Note: Water meters to be centrally put for all the DUs at the cost of the JVVAOA. In case of all independent DUs at the pipe entrance to the DU and for all flats at the point before the pipe enters the tank. All other finer aspects could be taken by a sub-committee.

5. **Security:** There is need to move with time especially so with the changing security scenario. A few cases within the colony relating to teasing and harassment by absolute strangers and the ease with which they are getting away and the cases of chain snatching in the neighbouring colony and the actual theft in one of the Type VI DU bears adequate testimony to this aspect. In effect the need of the hour is to increase the security environment. Our colony with all four gates open has become too porous during the daytime. There has been an explosive growth of pedestrian and vehicular traffic transiting through the colony. A Sub-Committee should be authorised to take on the aspect of increase in number of security personnel after due consideration of all manpower issues are settled.

6. **Collective Maintenance of Buildings:** There are numerous representations on collective maintenance of all structures. One of the unique attribute of our colony is the uniform look of the entire colony. This left to individuals cannot be maintained as we all have individual tastes. This notwithstanding we can come to a consensus if we all agree to come back to the original state in which the house was completed and handed over to us. The erstwhile BOM s' had also done limited study on maintenance expenditure towards this. Sub- committee may be authorized by the AGM to work out the modalities of maintenance of common areas/surfaces and contribution by the JVVAOA and the owners of the independent DUs. This expenditure could be from the long term maintenance fund.

7. **Common areas lighting:** As brought out by some of the senior residents of the colony there is a need to ensure the common areas are lit and ensure safety of all residents. The practice has been for all residents of a particular building to equally contribute towards the settling of common meter of the building. This practice stopped about five years ago and could not be revived in spite of efforts by various BOM. The lack of understanding in such small groups cannot be resolved by a larger body dealing with collective resources including those of the concerned members. The average outstanding of these flats for each meter has become an accumulated total of Rs 12000 to 15000/-. The members need to resolve these amounts within themselves. The BOM proposes to maintain the areas afresh once all dues are met by centrally paying the meter charges and recovering the same from the residents during collection of maintenance charges.

8. **Film Shooting:-** There has been a lot of correspondence on the subject. The AGM needs to discuss the matter afresh and decide whether the same needs to be permitted within the colony premises or not. If yes what should be the guidelines.
9. **Administration of CHC:-** During the period the hall has been booked/ utilized on 12 occasions. The general complaint has been of high charges from the users and low utilization by the sub-contractors. In effect initial deposits of upto Rs 40,000/ by the sub- contractors had to be revised to Rs 5,000/- and Rs 2000/-. The BOM proposes to review these figures by a sub-committee under authorization of an AGM. Also there is no mention of cancellation charges. In one such case a cancellation amount of Rs 2000/ was charged. This aspect needs to be fixed in the AGM.
10. **Enhancement of Akash Ganga Acoustics and other interiors:-** This needs to be done at the earliest to ensure effective utilization of most important common asset of the colony. The approximate expenditure is about rupees 50,000/- the same put up for approval by AGM.
11. **Monitoring and assistance in financial activity of social groups within JVV:-** The JVV is also the venue of various social groups. There is a need to co-ordinate and extend help in maintaining financial activity of these groups. This is put up for approval of AGM. Complete administrative freedom is to be accorded to the organizers of all such activities.
12. **ISO 9001/9002 accreditation:-** Wg Cdr SK Jain and Cdr PS Nath have offered their services in acquiring this prestigious accreditation.
13. **Closing of North Gate:-** Representation has been received from residents of type III H. Some of the represented facts are factually incorrect. The gate at the north is as per the approved plan. However the in-convenience to the residents is a fact and there is a need to take up the case with the relevant authorities. The BOM proposes to set up a sub-committee for the same.
14. **Parking of Vehicles:-** The growing affluence of the society at large and easy access to firms has created a scenario in which the number and class of vehicles owned by individuals has risen sharply. But the colony in its inception has catered for only for limited vehicles. In case of apartment blocks etc in other colonies this aspect is automatically controlled because it is a closed structure. In our case it is leading to mass violation of the rules. The residents need to co-operate on this issue whole heartedly. The cases of car/ vehicle theft have been on the rise in the neighbouring colonies that should be adequate reason for us to address the issue urgently. Further to the last AGM the present BOM has the following proposal:
All houses with garages should park vehicles inside the designated parking. (Any vehicle parked outside regularly (more than 3 consecutive days as verified by the security personnel) will be deemed as second vehicle. Only vehicles with colony stickers will be permitted to be parked inside the colony. No vehicles should be parked on the common roads. The proposed charges per month are as follows.
- (a) **Parking: Type VI:** 1st vehicle: Inside the garage. (No Charge)
2nd Vehicle: In front of the Garage/ area in front without infringing onto the road.(Rs 100)
3rd Vehicle: In an area designated for that row of houses. (Rs 150)
 - (b) **Parking: Type V/ VH:** 1st vehicle: Inside the garage/ Portico(No Charge)
2nd Vehicle: In front of the Garage/ area in front without infringing onto the road.(Rs 100)
3rd Vehicle: In an area designated for that set of flats. (Rs 150)
 - (c) **Parking: Type IIIH:** 1st vehicle: Inside the garage (Two wheeler). (No Charge)
2nd Vehicle: In front of the Garage/ area in front without infringing onto the road. (Rs 100)
2/3rd Vehicle: In an area designated for that row of houses. (Four wheeler/ two wheeler).(150/100)
 - (d) **Parking: Type III/ II:** 1st vehicle: Inside the garage (Two wheeler only) (No Charge)
2nd Vehicle: In front of the Garage / area in front without infringing onto the road (Two wheeler only) (Rs 100).
2/3rd Vehicle: In an area designated for that row of houses (Four wheeler/ two wheeler).(Rs 150/100).
- Any guest vehicle that is registered with the security gate to be charged Rs 25/- per night. All other vehicles found without colony stickers will be deemed to be violators and the security will inform the local police to tow away.
15. **Illegal construction / Activities in the DUs:** The BOM has received letter from Shri U Ramana Babu Owner of DU 307, having complied with the removal of extra construction. We whole heartedly thank him for having done the same. The BOM this tenure has sent notices to four DU s'. Replies have been received from three of the owners. This is indeed a festering problem and in-spite of various norms/ rules we have various violations. The members have to exercise restraint and support the BOM in arresting this trend. The BOM proposes to appoint a sub committee in arriving at a consensus on what constitutes violation/ illegal construction/ activities in DUs' and also lay down the modalities of ensuring the restoration of the original structure/ stop the illegal activity.

16. **Extra Room Maintenance Charges:-** The charges towards maintenance of Extra Room have evolved over period of time. Only nine of sixteen owners are paying the charges in spite of the last AGM decision. One of the owner has indicated that the charges being levied are not fair in his case as his ER is firstly connected and is part of his residence and secondly does not have a separate overhead tank. The BOM proposes the deletion of his ER from the list of Payees. Any other Owner of ER with out overhead water tanks may also apply for waiver of charges.

17. **Island at four road junction (near bus stop):-** One of the senior residents of the colony has brought to the notice of the BOM that the junction was authorized and sanctioned an amount of Rs 40,000/- by AFNHE. It is also a fact that the traffic situation desperately requires some form of control by means of an island. How ever care needs to be taken to ensure large bodied busses can continue to manoeuvre and if necessary space should be carved out of the adjacent vacant areas. Presently the roads are directly under the control of the municipality, therefore the matter would be taken up during road repair. It would not be out of place to mention the effort that has gone in to convince the municipality to take on the resurfacing work of our roads. They have promised the same would be done on completion of the central drainage system. This coordination with the municipality needs to be sustained.

18. **Construction of room with toilet on type iii-II:-** The matter has been under consideration and review for a very long time. At present the following aspects have emerged during discussions by the BOM.

- (a) The proposed design by M/S Chawala Associates is neither approved by an AGM nor the thirty concerned owners.
 - (b) The proposed design also gives an impression of a separate independent unit rather than be a contiguous single duplex unit with the original structure.
 - (c) So far no municipal clearance has been obtained for such an extension activity.
 - (d) What would be the restraining factor to ensure these extensions are not individually let out.
 - (e) There is a need to emphasise on the uniformity of the structure, irrespective of individual tastes and other considerations.
- The BOM proposes the formation of a sub committee to resolve these anomalies and only then take further necessary action.

(GEORGE B)
President, JVVAOA

29 Apr 2005