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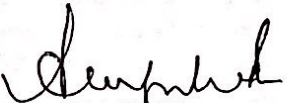
**JAL VAYU VIHAR APARTMENTS OWNERS' ASSOCIATION**  
**KUKATPALLY HYDERABAD 500072**

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 0930 Hrs on Sunday the 30<sup>th</sup> Apr 06 in the community health center Akash Ganga to transact the following business:

- i. Presentation of report of Board of Managers
- ii. Ratification of minutes of meeting of previous AGM held on 15 May 05
- iii. Presentation of audited balance sheets for year ending 31 Mar 06 & appointment of auditors for year 2006-07
- iv. Elections to Board of Managers for the year 2006-07
- v. Monitoring of water usage and rationalization of maintenance charges
- vi. Security and conservancy
- vii. State of roads in the colony
- viii. Rental/Resale values of houses
- ix. Parking slots
- x. Security passes for vehicles
- xi. Colony web site
- xii. Association records and property- Adoption of Handing over/Taking over procedures
- xiii. Events conducted in the colony
- xiv. Points forwarded by members
- xv. Any other points with the permission of the house.

Station: Hyderabad

Date: 11 Apr 06

  
(AVV Subbarao)  
Cdr(Retd)  
Secretary

(PTO)

Note:

- i. Proxy form duly authenticated by the board member/s is enclosed
- ii. Report of BOM is enclosed for perusal and audited balance sheets would be dispatched shortly.
- iii. Authenticated proxy forms, duly signed by the members, should reach the JVVAOA office by 0930 Hrs on 28 Apr 06.
- iv. Members and proxies are requested to be present 10 minutes prior to scheduled time
- v. Please note that AGM is of members and proxies only and spouses are welcome during lunch.
- vi. Points for inclusion in the agenda and resolutions proposed to be discussed/passed by the AGM are to be forwarded 48 hrs prior to the commencement of meeting
- vii. The nomination forms duly filled in and signed by the proposers and nominees should reach the office latest by 1700 hrs on 29<sup>th</sup> Apr 06. A member can propose one candidate and second one candidate only.
- viii. A nominee for the election to BOM should be a resident of the colony
- ix. The nominee must confirm his/her willingness for the nomination to be a member of BOM.
- x. Election by secret ballot will be held if necessary.
- xi. Meeting will be followed by lunch
- xii. Members are requested to send queries, if any, on the BOM report and balance sheet at an early date to prepare for satisfactory answers and enable better time management in the AGM.

## Report of Board of Managers for AGM Scheduled for 30<sup>th</sup> April 06

### 1. Introduction

The present board had taken over in the month of May 05 and started off with the following members:

- i. Wg Cdr PM Mohan Rao (Retd)
- ii. Cdr AVV SubbaRao (Retd)
- iii. Wg Cdr JM Manthena
- iv. Wg Cdr PM Rao (Retd)
- v. Wg Cdr SK Jain (Retd)
- vi. Lt. Cdr VVS Nayudu (Retd)
- vii. Sri GGK Chaitanya
- viii. P. Veerababu Ex PO
- ix. Sri N. Kalyana Raman Co-opted member

Out of six members from type VI only three members were nominated in the board. In the month of Sep 05 Wg Cdr PM Rao (Retd) was unable to discharge his duties due to indisposition and Sri GGK Chaitanya the then Vice President had taken over the duties of President as per bye laws. On resignation of Sri GGK Chaitanya, P Veerababu Ex PO has taken over the duties of Vice President. Subsequently Wg. Cdr PM Mohan Rao (Retd) has taken over as President. As he had to leave station the Vice President P. Veera Babu is looking after the duties of President.

### 2. Water meters

The metro water board has been complaining that the main water meter was faulty and need replacement. The meter is accordingly replaced. Another meter is also installed at the inlet to pump house number 1 to monitor and regulate intake to pump house number 1. The house should thank Wg Cdr SK Jain (Retd) for having taken on the responsibility of identifying the make, coordinating with the authorities for fitment and finally submitting the test/acceptance report from the board.

### 3. Water supply

Though the supply of water has been stable, there have been complaints from a number of houses regarding erratic/unstable supply of water. One of the residents complained that some neighbors have fitted water pumps at the incoming line in their respective houses and that they switch the pumps on as soon as water is released. To ascertain the veracity of this statement the power supply for the effected houses was switched off for a couple of days and as no pumps were run, there was definite improvement in receipt of water by the other houses also. The house may like to debate and decide upon the kind of methods to deal with such misdemeanor on part of some of the residents/members.

3.1 This takes us to another and equally important issue viz. payment for water not received by resident and non-payment for excessive water received by some enterprising residents! This issue has been discussed time and again in this forum and the last AGM has given a decision to install water meters in each dwelling unit. To this effect a quotation has been obtained from M/S Chandra Associates (Sole distributors of "Actaris" Water Meters) - and the cost works out to be approximately 1500-2000 per dwelling unit.

#### 3.2 Billing methodology:

The billing process should be worked out in a foolproof manner after we install meters in all the houses. The plumber will go to each house on the appointed day,

and note the meter readings and take the signature of the resident on the proposed meter-reading card. This data would be fed to the computer and the existing accounting software can be used to generate the bills for water consumed. The individual residents would pay for the water consumed and appropriate penal actions can be considered and evolved for defaulters.

3.3 After charging for water consumption separately, it would be right to re-look at our maintenance charges. The balance of the expenditure on maintenance like

- Electricity charges for water and sewage pumps
- Office and staff etc
- Street lighting
- Security etc can be divided on the following basis

3.3.1 Option 1: The whole amount to be distributed equally amongst the units including the ER s.

3.3.2 Option 2: Distribute in relation to the size of the house

3.3.3 Option 3: Equal distribution for all units except ERs.

Breakdown of expenditure related to administrative and maintenance activities of the colony for the last four months is given below.

S.No	Headings	31 Dec 05	31 Jan	28 Feb	31 Mar	Average
1	Salaries: Office staff	2,613.00	5,226.00	6,714.00	4,234.00	6500.00
2	Salaries: Maintenance staff	11,470.00	12,849.00	12,632.00	12,844.00	12,500.00
3	Office Misc.	10,668.00	12,652.00	14,038.00	9,302.00	10,000.00
4	Conservancy	7,846.00	2,310.00	10,706.00	1,500.00	6500.00
5	Electricity	20,838.00	14,703.00	11,486.00	15,490.00	15629.25
6	Security	17,961.00	17,401.00	21,390.00	21521.00	19568.00
Total		71,396.00	65,141.00	76,966.00	64,891.00	73447.00

Option 1 Equal distribution for all the DU s including ER s would be  $75000/(357+16)$  i.e. Rs 200.00 approximately per house

Option 2: Decide on differential payment depending on the type of the house

Option 3: A fixed amount of Rs 50/ per ER and distribute the total amount amongst the DU s: i.e.  $75000/357=210.00$

#### 4. Security

The security in the colony was proving to be very ineffective and the number of house-breakings had increased considerably in the beginning of the year, causing concern to all. Keeping in view the security requirements of colony and the concerns expressed by the members/residents, it was decided to outsource security services to a professional agency. Accordingly quotations were called for and the present agency has been selected and entrusted with the responsibility of providing security services to the colony. Sri GGK Chaitanya who handled Security has been instrumental in swift change over to the present System.

#### 5. Conservancy services

Like the security services we need to outsource the conservancy services also. This would reduce the time and effort of board members. Our neighboring colonies get the conservancy services from the Kukatpally municipality and we had discussions with the commissioner KPM on this issue. This needs to be followed up to its logical conclusion.

#### **6. State of roads in the colony**

Absolutely bad. The municipality is supposed to be relaying the roads after completion of the laying of drainage pipelines. We should talk to the authorities concerned to relay all the roads in the colony. This should be done after we complete the fitment of water meters in the colony.

#### **7. Rental and resale values of properties**

The rental and resale value of houses has gone up considerably in the recent past. The rental value is anywhere between 5-10 rupees per square foot of the plinth area, depending upon the amount of wood work etc within the house. The resale value is anywhere between Rs 3500-Rs 4000/- per sft as of now. The base line has been some of residential units in and around our colony. Members are requested to note this point and act accordingly.

#### **8. Parking slots**

The subject of unauthorized parking has been discussed in this forum and a good beginning has been made earmarking the parking slots and nominal payment too has been fixed. Unfortunately the system has not been put in place and next board can look into the methodology of allocating the parking slots to applicants.

#### **9. Security passes for the vehicles**

In order to stream-line the security in colony, it is decided to issue security passes to the vehicles owned by the residents. These passes are to be displayed on the vehicles and all vehicles with out this pass would be subjected to check when they enter the gate after 2300 hrs.

#### **10. Colony web site**

The need for the board to communicate with members and vice versa does not need any emphasis. With the rapid explosion of communication facilities, it is possible that most members have access to internet and are computer literate if not computer savvy. It is proposed that our colony should develop its own website to enable inter communication between residents/members and board of managers to facilitate quicker response to issues. The total cost of the site development may be about Rs 5000/- and the maintenance cost in dynamic mode may work out to be about Rs 1000/-. Part of this money we would be able to recover through advertisements on the website and thus reduce the burden on expenditure. The utility of website would be felt in saving the cost of postal or courier when sending mandatory communication to the members. We can continue using the old mode for those who do not have access to internet or are not used to computers.

#### **11. Accounts**

Thanks to the accounting software Tally, the accounts are maintained up-to-date and monthly expenditure statements have been displayed at the end of every month. Though the software has its share of problems and is not entirely suited to our needs,

the problems are being overcome as they crop up and it is being adapted to our requirements progressively.

### **12. Association records and property-Adoption of handing / taking over procedures:**

Efforts were made to take stock of association records and properties. It was observed that there are no records held in our office regarding handing / taking over between AFNHB and JVVAOA on completion of first and second phases of the project. This is true regarding the board proceedings of the costing of DUs also. A list of all the available office records, files, drawings and property has been prepared. It is felt that association must hold the drawings and documents prepared after completion of all the systems and DUs for e.g. water, electricity, drainage/sewage, structural details of the houses. It is also proposed that formal handing/taking over procedure should be adopted between the outgoing/incoming management committees.

Lt.Cdr. VVS Nayudu has put in lot of efforts to bring the records/documents on record for better control and manage the JVVAOA.

### **13. Events conducted in the colony**

As usual, festivals like Ganesh Chaturthi, Ugadi and Rama Navami were celebrated in the colony. Apart from this we celebrated Independence Day and Republic Day by hoisting the national flag and residents/members participated enthusiastically.

### **14. Rain Water Harvesting**

A lecture on "Rain Water Harvesting", was delivered by Dr Sharma of ICRISAT and it makes lot of sense for us in the colony to initiate a project for utilizing the rain water which is literally going down the drain.

Station: Hyderabad

Date: 11-04-06

  
(P Veerababu)

(Ex PO)

President

**JAL VAYU VIHAR APARTMENT OWNERS' ASSOCIATION**

(Regd. No. 4167 of 1992)

Katlapally, Hyderabad-500 172. Phone No. 23158188

**PROXY FORM**

**GENERAL BODY MEETING (30 Apr 16)**

240

I/We (Name) \_\_\_\_\_ of D/U No. \_\_\_\_\_  
a Member of Jal Vayu Vihar Apartments Owners' Association hereby appoint (Name) \_\_\_\_\_  
of (address) \_\_\_\_\_  
or failing him (Name) \_\_\_\_\_ of  
(address) \_\_\_\_\_

as my/our proxy to attend and vote for me/us and on my/our behalf at the General Body Meeting of the Association to be held on  
(date) 30 Apr 2016 and adjournments thereof.

Relationship (First proxy) \_\_\_\_\_  
(Second proxy) \_\_\_\_\_

Dated this \_\_\_\_\_ day of (Month) \_\_\_\_\_ 2016 (year)  
Pa. 1/-  
Revenue  
Stamp

Signed by the said \_\_\_\_\_

- NOTE:**
1. The proxy form must reach the Office of the Association not less than 48 hours before the scheduled time of the meeting.
  2. A member may appoint any one of the following as his/her proxy:  
a) Mother      b) Father      c) Son, if a major      d) Daughter, if a major  
e) Spouse      f) A member of the Association      g) CMA holder on his/her behalf
- A person cannot hold more than one proxy. A proxy can take part in discussions at a meeting and can vote on the Relationship of a proxy to the concerned member shall be indicated in the proxy form and the proxy may be required to prove his/her identity.

*Signed*