

# **Purbanchal Housing (Kaushik & L.B) Apartment Owners' Association**

Barthakur Mill Road, Ulubari, Guwahati-781007

Regd. No: RS/KAM/240/D/691 of 1996-97

Ref No: PHC/Meeting/2022/01

Date: 19-05-2022

## **Minutes of Annual General Meeting**

Annual General Meeting (AGM) for the year 2021-22 of Purbanchal Housing (Kaushik & L.B) Apartment Owners' Association was held on 15-05-2022 at 11-30AM to discuss the following agenda points.

1. Welcome Speech by President.
2. Submission of Secretary's Report.
3. Discussion on Secretary's Report.
4. Submission of Treasurer's Report.
5. Discussion on Treasurer's Report & its acceptance.
6. Ratification of decisions taken during Executive Committee meeting held on 08-05-2022.
7. Selection / Election of New President as Incumbent president is incapacitated to perform his duties as President due to his ill health.
8. Vote of Thanks.

List of participants is attached in Annexure -I

At the very outset, Shri Shantanu Choudhury, Secretary requested immediate past President Sri Sujit Kumar Dutta to preside over the meeting as incumbent President namely Shri Sunil Kumar Roy Choudhury is unwell & physically unfit to preside over the meeting.

Then President welcomes all the members present in the meeting & took over the proceedings of the meeting & apprised the members regarding agenda points & requested Secretary to submit the Report for the year 2021-22.

### **1. Submission of Secretary's Report.**

Secretary, Sri Shantanu Choudhury then submitted the report for the year 2021-22. Although the copy of Secretary's Report was circulated in the form of hard copy to all the members present in the meeting and also uploaded in the official WhatsApp groups but for ready reference the gist of the report is reproduced below.

1. Circumstances under which the individual water meters were installed w.e.f 02-11-2021.
2. Overhauling of 25 years old Transformer.
3. Construction of Store Room with bamboo wall on the terrace of L.B. Apartment.
4. Re-modelling of existing Office Room to convert it as regular office room.
5. To increase the salary of security guards from Rs.7000/ PM to Rs.7500/ PM & that of sweeper from Rs.3700/ PM to Rs.4000/ PM w.e.f.01-06-2022 as per the decision taken during last EC meeting held on 08-05-22.
6. To increase the monthly maintenance subscription from Rs.1300/ to Rs.1500/ w.e.f 01-06-2022 to cope up with the increased day to day expenditure as decided in the last EC meeting held on 08-05-22.
7. To have a corpus fund at our disposal to meet any exigency which our campus may require at any point of time due its age factor. We all need to think on this issue & find some ways to improve our fund position. With the meagre increase in monthly maintenance charge is not going to increase our corpus unless & until we find some alternate ways. We will meet very shortly preferably within this month to discuss this issue to arrive at a consensus.

Secretary expressed heartfelt thanks & gratitude to all the members for their whole hearted support & cooperation during the conduct of various festivals in our campus.

President then requested the house to accept the Secretary's report if there are no other suggestions for modification/incorporation from the members.

The Secretary's Report was then accepted unanimously by the house.

President then requested Treasurer to submit the financial report for the year 2021-22.

### **2. Submission of Treasurer's Report.**

Shri P.K. Keshori, Treasurer presented a detailed snapshot of financial health of the Society vis-a-vis Income vs Expenditure along with the Auditor's Report. A hard copy of the Treasurer's Report was circulated to all members present in the meeting. There is a meagre saving of



Rs.2571/ out of the cash transactions during the year 2021-22. Thereafter the Audit Report was discussed in detail in the house & it was resolved to meet the queries raised by the Auditor before the next AGM. During the discussion a suggestion was put forward by the President that in the Financial Statement a column should be introduced specifically for expenditures incurred towards purchasing water & is subsequent collection based on the water meter reading. The house unanimously accepted proposal.

President then requested the house to accept the Treasurer's Report if there are no other suggestions/incorporation from the members.

The Treasurer's Report was then accepted unanimously by the house.

**3. Ratification of decisions taken during Executive Committee meeting held on 08-05-2022.**

Secretary then placed the resolutions adopted during the last EC meeting held on 08-05-2022 for ratification. Secretary informed the August House that the minutes of the EC meeting was circulated to all the members of Association in the form of hard copy as well as through our official WhatsApp groups.

Moreover, the resolutions which were adopted in the EC meeting held on 08-05-22 were the part of Secretary's Report for the year 2021-22 which was accepted by the house unanimously hence the house ratified all the resolutions adopted during the EC meeting held on 08-05-2022.

**4. Selection / Election of New President as Incumbent president is incapacitated to perform his duties as President due to his ill health**

President then requested the house to select/elect a President for the remaining period of the existing body of the Association as the incumbent president is incapacitated to perform his duties as President due to his ill health.

The house then unanimously selected Sri Bhupati Adhikari as President for the remaining term of existing body of the Association which will expire on 31-03-2023.

The following resolutions have been adopted by the House unanimously.

1. An amount of Rs.1,00,000/ (Rupees One lakh) is to be kept in the Bank as Fixed Deposit for a fixed tenure.
2. A fine of Rs.100/ (Rupees One hundred) per month will be imposed if any member fails to pay the monthly maintenance for two consecutive months w.e.f 01-06-2022.
3. A letter is to be written to Dr.R. Zilli regarding payment of monthly maintenance subscription as the tenant is not paying the monthly maintenance subscription for last five years w.e.f 01-06-2022 including arrear amount.
4. Now onwards the list of defaulter members will be displayed in the Notice board.
5. A letter will be addressed to all Flat owners to ensure payment of monthly maintenance if the tenant fails to make the payments within due time.
6. A check list of 4 Wheelers & 2 Wheelers will be prepared for collection of Car parking fees. All flat owners are entitled to park 1 four-wheeler & 1 two-wheeler free of cost & all tenants are to pay for parking of 4-wheeler & 2-wheeler. A list will be prepared accordingly & will be circulated to all owners of the vehicles within 31-05-2022.

The meeting then ended with vote of thanks extended by the Secretary.

-Sd-

(Sujit Kumar Dutta)  
President

Copy for information to:

1. All Flat owners & Tenants of Purbanchal housing Complex.

  
(Shantanu Choudhury)  
Secretary