

Purbanchal Housing Apartment Owners' Association

Barthakur Mill Road, Ulubari, Guwahati-781007

Regd. No: RS/KAM-03/263/14 of 2023-24

Bhupati Adhikary

President

Mob:94351-06158

Shantanu Choudhury

Secretary

Mob: 94350-00731

Pranab Kumar Keshori

Treasurer

Mob:94357-22217

Ref No: PHC/MEETING/2025-26/03

Date: 01-05-2025

Minutes of the Biennial General Meeting

Date: 1st May 2025

Time: 11:30 AM

Venue: Car Parking Area

Members Present:

1. Shri Shantanu Choudhury
2. Shri Bhupati Adhikary
3. Smt. Reena Das
4. Shri Ranabir Bhattacharjee
5. Smt. Aparna Chatterjee
6. Mrs. R.S. Saikia
7. Smt. Supriti Deb Purkayastha
8. Shri Debasish Das
9. Shri P.K. Keshori
10. Shri Sujit Kr. Dutta
11. Mrs. Prateeksha Barman
12. Shri Biman Roy
13. Shri Soumen Das
14. Mrs. Jayashree Bhattacharjee
15. Shri Subhendu Kumar Dey
16. Shri Sudhamay Chakraborty
17. Shri Somnath Das

Agenda:

1. Welcome Address by the President
2. Submission of Secretary's Report for 2023–2025
3. Discussion and Acceptance of Secretary's Report
4. Submission of Treasurer's Report for 2024–2025
5. Discussion and Acceptance of Treasurer's Report
6. Ratification of Resolutions Adopted in the Executive Committee Meeting held on 16.03.2025
7. Discussion on External Painting and Repairs
8. Mobilization of Funds for Painting and Repairs
9. Deployment of Third Security Guard
10. Amendments to Clauses 26(ii) and 26(iii) of the Constitution
11. Miscellaneous
12. Dissolution of Existing Executive Committee
13. Election of New Executive Committee (2025–2027)
14. Vote of Thanks by the Newly Elected Secretary

Proceedings of the Meeting:**1. Opening and Welcome Address by the President**

The President, Shri Bhupati Adhikary, commenced the meeting by requesting all members to observe one minute of silence in memory of the 26 innocent Indian tourists who tragically lost their lives in a terrorist attack at Pahalgam, Jammu & Kashmir.

He then extended a warm welcome to all members and expressed deep gratitude for their continued support and cooperation in the successful functioning of the Association, including active participation in organizing various community festivals and welfare initiatives.

The President then apprised the house of the day's agenda and invited the Secretary to present the Biennial Report.

2. Submission of Secretary's Report for 2023–2025

Shri Shantanu Choudhury, Secretary, presented the report digitally through a PowerPoint presentation, highlighting key achievements and initiatives undertaken by the Association during the reporting period:

Decision:

After thorough deliberation, the house unanimously resolved to enhance:

- Security Guards' salary to Rs. 9,200/month
- Sweeper's salary to Rs. 5,500/month

Effective from 1st June 2025, payable in July 2025.

B. Membership Fee Dues:

A list of defaulters was shared, and all flat owners were requested to clear outstanding Membership Fees along with arrears by 31st May 2025. An updated list will be circulated thereafter.

C. Ratification of EC Resolutions (Meeting held on 16.03.2025):

The House ratified the following key resolutions:

1. Drainage Work Completion:

Authorized under EC Resolution dated 16.03.2025, completed on 09.04.2025 at an expenditure of Rs. 36,000.

2. Scrap Material Clearance Policy:

Residents were notified (via letters dated 18.04.2025) to remove scrap. Society to conduct one-time clearance thereafter; future violations to incur recovery charges via monthly maintenance bills.

3. Amendment to Constitution – Clause 26(ii) and Clause 26(iii): under head “UNPAID LIABILITY”

The General Body unanimously ratified and adopted the amendments with exact wordings as follows:

Amended Clause 26(ii):

“If any flat owner/tenant fails to pay the maintenance charges, water bill or any other dues of the Society for more than two months, a fine of Rs.100/ per month will be levied and for more than 2 (two) consecutive months [Instead of 6(six) months], the Society shall have the right to discontinue water supply and other services to the defaulting member which will be restored on payment of all arrears with a fine of Rs.100/ for each month of defaults.”

Amended Clause 26(iii):

“If any tenant fails to pay the maintenance charges or any other dues of the Society for more than two consecutive months, (instead of Six months) the concerned flat owner shall be liable to clear the dues with late fine as laid down in the clause 26(ii) above” which is also proposed to be amended as mentioned above.”

The house approved these amendments for immediate inclusion in the Association's Constitution.

3. Submission of Treasurer's Report for 2024–2025

Shri P.K. Keshori, Treasurer, presented a detailed overview of the Society's finances, including:

- Income & Expenditure Statement
- CA-audited Financial Report
- Internal Audit Summary

Printed copies of the Treasurer's Report and CA Report were circulated among attendees. The report was unanimously accepted by the house.

4. Discussion on External Painting and Repair Works

The Secretary outlined the need for comprehensive repair and painting works, including:

- Repair of external walls and plumbing pipelines.
- Waterproofing treatment for exterior walls of Kaushik and LB Apartments.
- Waterproofing painting of rooftops.
- Drainage repair alongside LB Apartment.

Decision:

The House prioritized:

- Waterproofing painting of both rooftops.
- Repair of drainage adjacent to LB Apartment.

The Executive Committee was authorized to:

- Invite quotations from at least three vendors.
- Finalize the scope and cost.
- Determine per-flat owner contribution based on the best proposal.

5. Deployment of Third Security Guard

After evaluating campus security requirements, the House unanimously approved the deployment of a third security guard, with a monthly remuneration of Rs. 7,500, with immediate effect.

6. Amendments to Constitution (Clause 26(ii) & 26(iii))

As previously detailed in the Secretary's Report, the proposed amendments were:

- Clause 26(ii): Penalty imposition and service discontinuation after two months of non-payment.
- Clause 26(iii): Accountability of flat owner for dues of defaulting tenants.

These amendments were accepted unanimously and adopted accordingly.

7. Miscellaneous Matters

Proposal: Increase in monthly maintenance subscription from Rs. 1,700 to Rs. 1,900.

Decision: Matter referred to the Executive Committee for detailed financial analysis and final decision, based on income-expenditure dynamics.

8. Dissolution of Existing Executive Committee

With the conclusion of its term, the existing Executive Committee was formally dissolved by the President.

Shri Ranabir Bhattacharjee was appointed as Election Officer to oversee the formation of the new committee.

9. Election of New Executive Committee (2025–2027)

Election Officer Shri Ranabir Bhattacharjee outlined the structure and constitutional guidelines for committee election. The following members were elected unopposed:

President: Shri Sujit Kr. Dutta

Vice President: Smt. Reena Das

Secretary: Shri Shantanu Choudhury

Joint Secretary: Shri Debasish Das

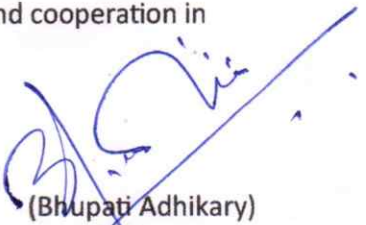
Treasurer: Shri Pranab Kumar Keshori

Executive Members

- **Shri Bhupati Adhikary**
- **Shri Ranabir Bhattacharjee**
- **Shri Somnath Das**
- **Shri Soumen Das**
- **Smt. Jayashree Bhattacharjee**
- **Shri Netra Kamal Borah**

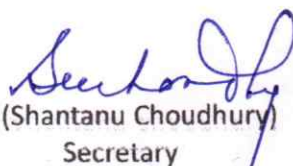
10. Vote of Thanks

Newly elected Secretary Shri Shantanu Choudhury concluded the meeting by expressing heartfelt thanks to all members for their active engagement, support, and cooperation in strengthening the collective vision and welfare of the Society.


(Bhupati Adhikary)
President

Copy for information to:

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


(Shantanu Choudhury)
Secretary