

# Purbanchal Housing Apartment Owners' Association

House No:91, Barthakur Mill Road, Ulubari, Guwahati-781007

Regd. No: RS/KAM(M)-03/263/14 of 2023-2024 under Societies Registration Act XXI of 1860

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President

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Secretary

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No: PHAOA/Minutes/AGM/2026-27

Date:13-05-2026

## **Minutes of the Annual General Meeting (AGM) 2025–26**

The Annual General Meeting (AGM) for the year 2025–26 of the Association was held on **10-05-2026** under the presidentship of **Sri Sujit Kr. Dutta**, President of the Association.

### **Agenda Point No. 1: Welcome Address**

As the quorum of the meeting was fulfilled, the President welcomed all the members present and apologised for postponing the AGM, which was earlier scheduled on **26-04-2026**, due to illness.

He briefly highlighted the financial condition of the Society, stating that it is currently at a break-even point. He attributed this situation to the increasing maintenance expenditure arising from the ageing of the buildings and peripheral fittings, along with the periodic enhancement of salaries of the security guards and sweeper during every AGM. He requested the august house to deliberate on the matter and take an appropriate decision.

Thereafter, as per the agenda, the President requested the Secretary to place his report before the House.

### **Agenda Point No. 2: Secretary's Report for the Year 2025–26**

The Secretary presented his report before the august house through a PowerPoint presentation.

The report emphasised the following key issues:

#### **1. Infrastructure Development Works**

Based on the decision of the Executive Committee meeting held on **11-05-2025**, it was unanimously resolved to undertake the following major development works:

a) Drainage work alongside LB Apartment for draining out stagnant water outside the campus by installing an 8-inch diameter UPVC pipe across the PWD road to connect with the municipal drain.

b) Painting of the roofs of both the apartment buildings.

To meet the above expenditures, it was unanimously decided to collect an amount of **Rs. 9,000/-** from each flat owner.

As on date, out of 39 flat owners, 23 flat owners have paid the amount, while 16 flat owners are yet to pay their contributions.

The drainage work has already been completed at an expenditure of **Rs. 1,80,000/-**.

The House unanimously decided that the pending amount from the defaulting flat owners must be collected latest by **31-05-2026** so that the remaining work may be completed before the onset of the monsoon.

## **2. Outstanding Monthly Subscriptions**

The Secretary shared the status of unpaid monthly subscriptions of the following defaulting members:

- Sri Abhilash Borah
- Smt. Pinky Borah Gupta
- Smt. Chandana Barman
- Sri Tarun Tapan Chakraborty (already left the complex)

## **3. Property Transactions During FY 2025–26**

The Secretary informed the House regarding the following property transactions within the complex during the last financial year:

- Sri Subimal Das – LB Apartment (Buyer: Smt. Prateeksha Barman)
- Smt. Chandrima Kar – Kaushik Apartment (Buyer: Smt. Aparna Dutta)
- Sri Abhilash Borah – Kaushik Apartment (Registration yet to be completed)  
Buyer: Smt. Baby Choudhury

As per Clause 27(viii) of the Constitution of the Association, 0.5% of the sale value has been received from the sellers in two completed transactions. However, the corresponding contribution from the buyers is still pending.

## **4. Celebration of Festivals**

The Secretary informed the House with immense pleasure that during the year under review, the Association successfully organised and celebrated the following traditional festivals with great enthusiasm and collective spirit:

- i. Biswakarma Puja
- ii. Durga Puja
- iii. Lakshmi Puja
- iv. Kali Puja
- v. Saraswati Puja

These occasions witnessed active participation from residents across all age groups, reflecting the inclusive and harmonious environment of the residential complex.

## **5. Celebration of New Year 2026**

The Secretary also informed the House that the Association celebrated the New Year 2026 with customary warmth, enthusiasm, and festive spirit.

As a gesture of goodwill, table calendars and small diaries were distributed to all residents of the complex. Small mementos were also presented to all children of the Society.

## **6. Achievements and Challenges**

The Secretary categorically stated that the year had been a balanced mix of achievements and challenges.

### **Achievements:**

- Successful execution of the critical drainage infrastructure work.

### **Challenges:**

- Delay in implementation of planned works due to limited member participation and pending financial contributions.

## **7. Acknowledgement and Appreciation**

The Secretary expressed sincere appreciation and gratitude to:

### **President – Sri Sujit Kr. Dutta**

For his constant guidance, valuable advice, and unwavering support in carrying out the responsibilities of the Association effectively.

### **Treasurer – Sri Pranab Kumar Keshori**

For maintaining the accounts of the Association in a transparent, systematic, and professional manner, and for extending prompt assistance whenever required.

### **Executive Committee Members**

For their collective wisdom, cooperation, and constructive support in addressing various issues and ensuring smooth functioning of the Association.

## **8. Future Focus Areas**

The Secretary enumerated the following key focus areas for the coming year:

- i. Completion of pending infrastructure works
- ii. Strengthening financial discipline and compliance
- iii. Enhancing member participation in decision-making and execution
- iv. Sustaining and enriching community engagement activities

### **Agenda Point No. 3: Discussion on Secretary's Report and Its Acceptance**

After deliberation on the Secretary's Report, members raised certain queries regarding outstanding monthly subscriptions, which were replied to by the Secretary to the satisfaction of all members present.

Thereafter, the House unanimously accepted the Secretary's Report.

### **Agenda Point No. 4: Submission of Treasurer's Report for the Year 2025-26**

The Treasurer, **Sri P.K. Keshori**, submitted the financial statement for the year 2025-26 along with the audited report of the Chartered Accountant firm.

Hard copies of the financial statement were distributed among the members present, and the same was also displayed through a PowerPoint presentation.

The Treasurer informed the House that the financial condition of the Association is currently at a break-even stage, as expenditure is gradually overtaking receipts due to increasing day-to-day maintenance costs.

He categorically stated that unless the monthly subscription is enhanced, it would not be possible to manage routine activities and mandatory expenditures in the future. He urged the august House to take a pragmatic and just decision in the overall interest of the Society.

### **Agenda Point No. 5: Discussion on Treasurer's Report and Its Acceptance**

The House held a threadbare discussion on the financial health of the Society and expressed displeasure over the accumulation of outstanding monthly subscriptions by defaulting members.

The House unanimously resolved that the water supply of defaulting members shall be disconnected on the day following the last specified date of payment of the outstanding dues, and requested the Secretary to take necessary action without further communication.

Some members also raised queries regarding expenditure under certain heads, which were clarified satisfactorily by the Treasurer.

Thereafter, the Treasurer's Report for the year 2025-26 was unanimously accepted by the House.

### **Agenda Point No. 6: Ratification of Decisions Taken During Executive Committee Meeting Held on 29-03-2026**

The following resolutions adopted during the Executive Committee meeting held on **29-03-2026** were placed before the House for ratification:

- i. Renewal of registration of the Society
- ii. Replacement of Transformer MCB

The existing registration of the Society expired on **13-04-2026**, and renewal is required to be completed before **12-10-2026**.

The existing MCB attached to the transformer lacks adequate safety features and requires immediate replacement.

The House ratified the above resolutions and authorised the Secretary to take necessary action for early completion of both matters.

#### **Agenda Point No. 7: Amendment of Rule 26(ii) of the Constitution**

The Secretary placed before the House the proposal for amendment of Rule 26(ii) of the Constitution for adoption with immediate effect.

##### **Existing Rule 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 6 (six) consecutive months, the Society shall have the right to disconnect water supply and other services to the defaulting member, which shall be restored only upon payment of all arrears along with a fine of Rs.100/- for each month of default.

##### **Amended Rule 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 3 (three) consecutive months, the Society shall have the right to disconnect water supply and other services to the defaulting member, which shall be restored only upon payment of all arrears along with a fine of Rs.100/- for each month of default.

The above amendment was unanimously adopted by the House for immediate implementation.

#### **Agenda Point No. 8: Enhancement of Monthly Salary of Security Guards and Sweeper w.e.f. 01-06-2026**

The Secretary informed the House that a joint request had been received from the security guards and sweeper for enhancement of their monthly salaries from **Rs. 9,200/- to Rs.10,000/-** and **Rs.5500/ to Rs.6000/** respectively.

After brief discussion, the House unanimously resolved to enhance the monthly salaries as follows with effect from **01-06-2026**, payable from **01-07-2026**:

- Sri Dil Kumar Biswas (Security Guard): **Rs. 9,700/- per month**
- Sri Rajkumar Bezbaruah (Security Guard): **Rs. 9,700/- per month**
- Sri Dipak Balmiki (Sweeper): **Rs. 6,000/- per month**

**Agenda Point No. 9: Enhancement of Monthly Maintenance Subscription w.e.f. 01-06-2026**

The House deliberated in detail on the issue based on the financial report submitted by the Treasurer and the remarks made by the President during his welcome address.


After threadbare discussion, the House unanimously resolved to enhance the monthly maintenance subscription from **Rs. 1,700/- to Rs. 2,000/- per month** with effect from **01-06-2026** in order to meet increased maintenance and mandatory expenses.

This amount is exclusive of the Lift Maintenance Charge of **Rs. 200/- per month** applicable to LB Apartment.

**Agenda Point No. 10: Renewal of Registration of the Society**

The matter had already been ratified by the House under Agenda Point No. 6 based on the resolutions adopted during the Executive Committee meeting held on **29-03-2026**.

As there were no other items for discussion, the meeting ended with a vote of thanks proposed by the Secretary.

  
(Sujit Kr. Dutta)  
President

**Copy to:**

All Flat Owners and Tenants of Purbanchal Housing Complex

  
(Shantanu Choudhury)  
Secretary