

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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Sujit Kumar Dutta

President

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Shantanu Choudhury

Secretary

Mob: 94350-00731

Pranab Kumar Keshori

Treasurer

Mob:94357-22217

No: PHAOA/Minutes/EC/2026-26701

Date: 14-04-2026

Minutes of the Executive Committee Meeting

Date of Meeting: 29th March 2026

Time: 7:00 PM

Venue: Office Room, PHAOA

Chair: Sri Sujit Kumar Dutta, President

Members Present

1. Sri Sujit Kumar Dutta (President)
2. Smt. Reena Das
3. Sri Shantanu Choudhury (Secretary)
4. Sri Pranab Kumar Keshori
5. Sri Debashish Das
6. Sri Bhupati Adhikary
7. Sri Ranabir Bhattacharjee
8. Sri Somnath Das
9. Sri Netra Kamal Borah

Proceedings

At the outset, the President welcomed all Executive Committee members and requested their continued cooperation in ensuring smooth and effective implementation of decisions. He then invited the Secretary to initiate the agenda-wise discussion.

Agenda-wise Deliberations

1. Review of Ongoing Infrastructure Development Works

The Secretary presented a detailed overview of the infrastructure development works, including funds collected, expenditure incurred, and outstanding contributions.

- Drainage work alongside the LB Apartment has been completed.
- Roof painting work will be undertaken only after full collection of pending contributions.

Resolution:

It was unanimously decided to launch a **special drive** to collect pending amounts from remaining flat owners at the earliest.

2. Review of Outstanding Monthly Maintenance Subscriptions

The Secretary presented the list of members with long-pending maintenance dues.

- Notable defaulters:
 - Sri Abhilash Borah
 - Smt. Pinky Borah Gupta
 - Sri Tarun Tapan Chakraborty (no longer residing in the complex)

Resolution:

The Secretary was authorized to continue correspondence and take necessary follow-up actions to recover outstanding dues.

3. Review of Annual Membership Subscriptions

A list of members with pending annual membership fees (up to March 2025) was presented.

Resolution:

- Annual Membership Fee of ₹500 for 2026–27 will be **included in the monthly maintenance bills** starting April 2026.
- The Secretary and Treasurer will continue regular follow-ups to recover outstanding dues.

4. Collection of 1% Sale Value of Flats

The Secretary presented details of two recent flat transactions.

- Sellers have already paid their 1% share.
- Buyers are yet to make their payments.

Resolution:

Both buyers, present in the meeting, assured that they would remit their respective shares at the earliest.

5. Renewal of Society Registration

The Society's registration under the Societies Registration Act, 1860 is due to expire in April 2026.

Resolution:

- Renewal must be completed on or before **11th October 2026**.
- A formal resolution will be placed in the upcoming AGM for approval and necessary action.

6. Fixation of Date for AGM (2025–26)

Resolution:

- The Annual General Meeting will be held on:
Date: 26th April 2026 (Sunday)
Time: 11:00 AM
- A detailed AGM notice with agenda will be issued by the Secretary in consultation with the President.

7. Miscellaneous

a) Replacement of Transformer MCB

- The existing MCB lacks adequate safety features for emergency situations.

Resolution:

- Immediate replacement of the MCB in coordination with APDCL.

- Secretary authorized to take necessary action.

b) Cleaning of Soak Pits

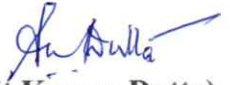
- Complaint of foul smell from soak pits behind Kaushik Apartment.

Resolution:

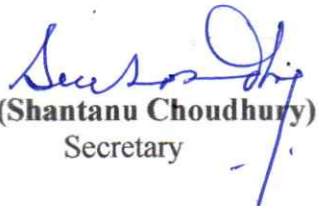
- Immediate cleaning of both soak pits.
- Work to be carried out by the regular sweeper, Sri Dipak Balmiki.

Conclusion

There being no further items for discussion, the meeting concluded with a vote of thanks to the Chair, proposed by the Secretary.


(Sujit Kumar Dutta)
President

Copy to:
All Flat Owners & Tenants Purbanchal Housing Complex


(Shantanu Choudhury)
Secretary