

# Urbana Facility Maintenance Private Limited

Minutes of the Meeting held on Wednesday, 4<sup>th</sup> August, 2021 at 4:30 PM between Resident's Group Representatives and BNRI, Urbana Facility Maintenance at the BNRI Conference Room.

## Present :

- Smt. Debjani Mukherjee – Director UFM
- Smt. Arpita Dasgupta - Sr. Manager. Customer Care & Handover
- Mr. Prasun Das - Facility Manager
- Mr. Sujoy Majumdar - Sr. Manager Operations
- Mr. Sujit Majumdar - Deputy GM Engineering (MEP)
- Mr. Pradeep Bhatia - RESIDENT'S GROUP (KNOWN AS UWA) President
- Mr. K.L. Lalani - Vice President 2
- Mr. Shyam Sundar Sonika - RESIDENT'S GROUP (KNOWN AS UWA) Secretary
- Mr. Anjan Bhabani - Jt. Secretary 1
- Mr. Deb Kishore Gupta - Jt. Convenor Medical Sub Committee

## (1) RESIDENT'S GROUP (KNOWN AS UWA) Membership drive during Flat Registration.

BNRI has started the Registration process already and the RESIDENT'S GROUP (KNOWN AS UWA) has been informed regarding the process.

## (2) Formation of RWA.

Formal request was made to please provide RESIDENT'S GROUP (KNOWN AS UWA) the complete List of all Apartment Owners in Tower 1-7 complete with their Names, Addresses, Contact and Mobile Nos. & Email IDs as also to provide all assistance for formation of RWA.

BNRI expressed their inability to provide any personal data related to the present owners of Flats at Urbana. However, they agreed to assist RESIDENT'S GROUP (KNOWN AS UWA) by forwarding Emails & Letters on behalf of RESIDENT'S GROUP (KNOWN AS UWA) to all the Urbana Apartment owners. RESIDENT'S GROUP (KNOWN AS UWA) will provide the matter to be communicated to all the URBANA Flat Owners and BNRI will send the same to all the Apartment owners on behalf of RESIDENT'S GROUP (KNOWN AS UWA).

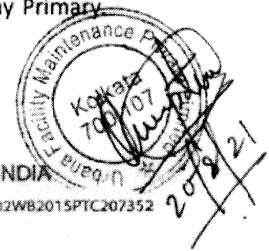
## (3) KMC water at URBANA.

Along with the efforts made by BNRI, RESIDENT'S GROUP (KNOWN AS UWA) too will follow up with KMC for which RESIDENT'S GROUP (KNOWN AS UWA) has requested for a copy of all the past correspondence BNRI has had with KMC.

## (4) Health & Medical issues.

Preparing for the 3<sup>rd</sup> wave & formation of :

- (a) A Covid Team
- (b) Aggressive Vaccination Drive in association with RESIDENT'S GROUP (KNOWN AS UWA)
- (c) Renovation and Re-commissioning of The Medical Room in T1 as a Full day Primary



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Health Centre with 1 nurse on duty.

It was decided that :

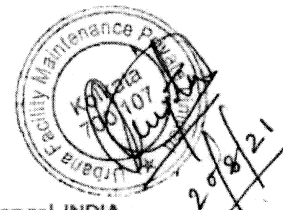
- ✓ UFM will appoint 1 full time nurse and the Salary will be paid by UFM
- ✓ As the arrangement with AMRI has not materialized our In house Doctors will provide the necessary Medical Consultancy to the Residents and the Nurses will give the necessary support and maintain the Doctors Roaster.
- ✓ UFM will provide the consumables (first aid boxes, 2 AEDs etc.). As per the discussion with RESIDENT'S GROUP (KNOWN AS UWA) and the Resident Doctors.
- ✓ Medical room will be renovated by UFM after discussion with the Resident Doctors.
- ✓ Vaccination Drive and Vaccination Camps in Urbana will continue as a joint effort of UFM & RESIDENT'S GROUP (KNOWN AS UWA). It was suggested that SPUTNIK vaccination be also introduced along with Covid Shield and Covaxin.
- ✓ A joint tour will be made with Ms. Arpita Dasgupta of UFM and the RESIDENT'S GROUP (KNOWN AS UWA) Subcommittee Medical Team of doctors to ascertain the final requirement.
- ✓ A Google form/ Register to be circulated to ascertain the Covid Vaccination Status in URBANA. Data will be collected from all residents and Domestic Staff including Fit out workers and ensure that all here in Urbana are vaccinated.

## **(5) UFM related –**

- i) UFM decisions to be taken but Resident's group (known as RESIDENT'S GROUP (KNOWN AS UWA)) shall be kept in loop.

### **ii) Repair & Maintenance Issues :**

- (a) WTP and improvement in water quality – RESIDENT'S GROUP (KNOWN AS UWA) suggested Installation of (1) Carbon Filter Unites 2 Nos (as suggested to them by ION Exchange).
- (b) UFM mentioned few work are under their schedule which is mentioned as below:
  - Procurement & installation of additional Flow meters
  - Procurement of an additional Standby Pump.
  - Additional 4 Nos. of Flow Meters will be procured and installed promptly.
  - Additional 1 No. Pump will be procured with a procurement target of 12 weeks i.e. by Mid November.
- (c) Gas Pipe line issues
- (d) Fire Safety Measures
- (e) Cleanliness & Overall Tower Maintenance Issues relating to Community Halls, Windows, Common Areas & AMC for ACs and equipment.
- (f) Insurance Cover etc.



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A separate meeting to be held with RESIDENT'S GROUP (KNOWN AS UWA) Technical Subcommittee on above issues.

It is noted Fresh Water consumption is excessively high. It is more than 1200 K liters. A flow meter has been installed at the common outlet. Additional flowmeters will be for the branches like Bungalows/ Club/ Water body/ Car washing. This will help to monitor the water consumption in respective areas.

6) **Security and safety Related issues – CCTV Cameras etc. Nonpayment of salary of NIS staffs in time.**

RESIDENT'S GROUP (KNOWN AS UWA) security Team will visit the CCTV control room and check the status / coverage of CCTV. Team will also ascertain the scope of coverage and quality of camera resolution. A report will be submitted by BNRI security team with all details of location of cameras/ Brand/ Status and scope of improvement.

BNRI has agreed to look into the issue NIS payment delay problem. It is assured that will be resolved soon.

7) **Revenue Generation by Digital Platform and method of sharing revenue.**

BNRI has agreed to provide DIGITAL Platform for three and half months, starting from Mid-September to end of December. Whatever earning during this period will go RESIDENT'S GROUP (KNOWN AS UWA) account. For rest of the period any earning from DIGITAL Platform will go to UFM account. Also RESIDENT'S GROUP (KNOWN AS UWA) representative will share the RESIDENT'S GROUP (KNOWN AS UWA) content with UFM for Digital TV Displays. The content should be verified by UFM.

8) **Improvement of Infrastructure in and around Urbana.**

Local councilor need to be contacted with mass petition for residents.

9) **Development of electric vehicle charging infrastructure.**

It is not possible to develop any infrastructure for charging facility of electric vehicles, at basement parking area.

However, BNRI is in the process of developing E-vehicles charging infrastructure at Tower 2 and Tower 3, visitors' parking area.

10) **Implementation/formation of rules related to pets or strays, as being prepared by RESIDENT'S GROUP (KNOWN AS UWA)**

RESIDENT'S GROUP (KNOWN AS UWA) has developed Pet Policy. This will be implemented by UFM with the help of RESIDENT'S GROUP (KNOWN AS UWA).

11) **CAM related issues – RESIDENT'S GROUP (KNOWN AS UWA) wants to meet with Mr. Anjan Bardhan from Accounts Department.**



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12) **Utsav Celebration - RESIDENT'S GROUP (KNOWN AS UWA) List of festivals to be celebrated in 2021-22 :**

It was informed to BNRI that following Utsavs will be celebrated in Urbana during the tenure of present RESIDENT'S GROUP (KNOWN AS UWA) committee. BNRI has agreed to provide assistance in this regard, as was being provided earlier. Discounted charges shall apply wherever required. However, electricity charges shall be applied on actuals.

01. DURGA PUJA (Includes Khuti Puja/Mahalya/Laxmi Puja)
02. GANESH PUJA
03. KALI PUJA & DIWALI
04. LOHRI
05. SARASWATI PUJA
06. POILA BOISAKH
07. HOLI
08. CHIRSTMAS
09. NEW YEAR
10. JANMASHTAMI
11. ID UL MILAN
12. RABINDRA JAYANTI
13. MAHA SIVRATRI
14. HANUMAN JAYANTI

13) **CHOUPAL Area beautification**

Ms. Debjani Mukherjee has agreed to visit Choupal area and to provide suitable proposal for beautification of the Area with proper sitting arrangements and Chaupal Look. In due course same will be implemented.

