

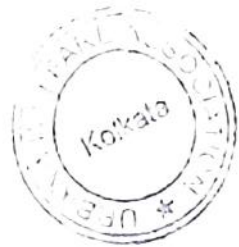
Urbana Welfare Association

MINUTES OF MEETING - MOM NO 01

DATE - 08th. July, 2020
at Club Urbana B1

| NO | | | ATTENDANCE | | CONTACT NUMBER | ANDEMAIL |
|----|-----------------------|-----|------------|------------------------------|----------------|-----------------------------------|
| 1 | Sujit Bhattacharya | SB | P | | 9830062917 | Sujit1449@gmail.com |
| 2 | Pradeep Bhatia | PB | P | | | |
| 3 | Avinash Malpani | AM | P | <i>Avinash Malpani</i> | 9331000141 | HMPPLAZA@GMAIL.COM |
| 4 | Tarun Kumar Basu | TKB | P | <i>Tarun Kumar Basu</i> | 9163689662 | tkbasu2000@yahoo.com |
| 5 | Swaminathan Ramani | SR | E | | | |
| 6 | Mamta Agarwal | MA | P | <i>Mamta Agarwal</i> | 9830087410 | mamta-agarwal64@gmail.com |
| 7 | Ashesh Paul | AP | P | <i>Ashesh Paul</i> | 9163975111 | ASHESHPAUL@YAHOO.COM |
| 8 | Ashis Dutta | AD | P | <i>Ashis Dutta</i> | 9433499934 | Ashis.dutta783@gmail.com |
| 9 | Archana Sinha | AS | P | <i>Archana Sinha</i> | 9163164510 | dr.archana.sinha-gynaec@gmail.com |
| 10 | Amitava Banerjee | AB | P | <i>Amitava Banerjee</i> | 9433212459 | amitava.banerjee.196@gmail.com |
| 11 | Anand Saraf | AS | P | <i>Anand Saraf</i> | 9830616949 | saraf.anand@gmail.com |
| 12 | Hemant Raj Lodha | HL | P | | | |
| 13 | Kalpajeet Basu Mallik | KBM | P | | 9051044344 | CEO@GENESISKOLKATA |
| 14 | Meelan Gupta | MG | E | | | |
| 15 | Neha Tbrewal | NT | P | <i>Neha Tbrewal</i> | 9830358660 | nehatibrewal78@gmail.com |
| 16 | Prasanta Kumar Sarkar | PS | P | <i>Prasanta Kumar Sarkar</i> | 9836013426 | Prasantpratim@gmail.com |
| 17 | Sanjay Doogar | SD | E | | 8910850998 | Sanjay Doogar@yahoo.com |
| 18 | Sushil Khaitan | SK | P | | 9830050116 | SKHAITAN@ASHOKAWORLD.COM |
| 19 | Suvashis Mukherjee | SM | E | | | |
| 20 | Vikram Saha | VS | P | <i>Vikram Saha</i> | 9920021016 | VIKRAMSAHA@GMAIL.COM |
| 21 | Ranjit Kumar Jena | RK | P | <i>Ranjit Kumar Jena</i> | 9830413914 | Ranjitkumar55@rediffmail.com |

PRESENT 17, A - ABSENT 0, E - EXCUSED 4



NEW COMMITTEE GATHERING

Venue: Club House – B 1 Conference Hall

- The Secretary informed all the Members that the erstwhile secretary had handed over charge though some documents were still pending.
- The Election Committee, represented by Mr Bharat Agarwal then proceeded to hand over the Individual Letters confirming the Election of the Committee Members and others who were elected to various Posts.
- Mr Sujit Bhattacharya proposed a Vote of Thanks, following which, Mr Bharat Agarwal congratulated the New Committee and requested it to start work for the benefit of the residents of Urbana.

The Committee Members felt that as there were several pressing issues and since all the resident Committee Members were present a meeting be held to set the ball in motion. Accordingly the New Committee decided to have it first meeting. It was recorded that two of the Committee Members were probably abroad and would not be part of the meeting.

MINUTES OF MEETING MC MEETING HELD ON 08.07 2020



| No | Details | Action by |
|----|--|-----------|
| 1 | <p><u>Opening of the meeting:</u></p> <p>SB opened the meeting by welcoming newly elected Members. After mutual thanks giving process SB elaborated about the way MC should function as a whole and the role of each MC member in order to achieve maximum contribution for the wellbeing of residents.</p> | |
| 2 | <p><u>Handover Process:</u></p> <p>TKB with his team has taken over the charge for Secretary UWA from the outgoing Secretary Mrs. Gopa Bhabani at UWA Office. TKB updated the members in details the documents received from Her. Necessary handover Notes were exchanged between outgoing and incoming Secretary in presence of other CMs.</p> <p>However, the following documents which had been requested (to both the President and the</p> | |

Secretary) were not provided:

- Contact List of All Vendors, Sponsors etc
- Members Register which we were told was not available
- Copies of receipts for Fees paid against Membership Application
- Any documents pertaining to meetings or MOU with Promoters, Vendors, Customers, etc
- Software Licenses
- Could not give any details about a co-ordination team for a smooth transition from the erstwhile committee to the present committee

Further, it was noted that neither the President, any VPs or the Treasurer were present.

It was noted that the Treasurer had messaged that he was trying to get all documents ready and would be handed over in a short time. SB said that it should be noted that originally the Election had been scheduled for the 1st week of June and for all documents not to be ready for hand over on the 8th of July, appeared strange.

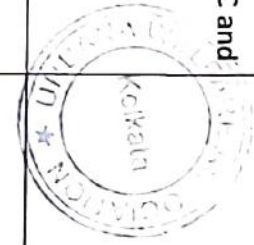
3

Proposal to introducing Committee meetings via video Conference App :

SB stated that due to current state of affairs and to avoid gathering it is advisable to avoid gatherings and therefore as far as possible the MC Meetings should be permitted, via video conferencing till the COVID situation shows a downward curve. Members agreed to this.

Since UWA Rules does not stipulate such mode of meeting as being acceptable, it was decided to pass a resolution under Rule 19 (xiii) making it permissible to hold virtual meetings of the MC and these would rank the same as physical meetings.

It was unanimously agreed upon by MC.



4

Proposal to include Mr. Sujit Bhattacharya's name in UWA Membership List:

AM proposed that as per UWA Rules clause 3.11 and letter and POA submitted by Mrs. Romola Bhattacharyya, requesting to incorporate the name of her husband Mr. Sujit Bhattacharya in the Members' List and requested the MC to approve the same.

This proposal was seconded by AS.

MC unanimously agreed and approved to include SB name in membership list.

The Secretary was requested to amend the Member's List accordingly.

5

Proposal to include Mr. Raj Kumar Jalan name in UWA Membership List

TKB placed before the MC a letter submitted by Mr. Abhishek Jalan Owner of the apartment T5/2704 requesting UWA management to replace his name by incorporating his father's name Mr. Raj Kumar Jalan in the UWA membership record.

The MC unanimously agreed that as per UWA rules clause 3.11 the request of Mr. Abhishek Jalan's request is approved.

The Secretary was requested to amend the Member's List accordingly.

Mr SK and Mr AM proposed that such transfers be limited to the Owners spouse/ parents / son / daughter / immediate siblings, subject to the person being a resident of Urbana. It was proposed that a Resolution based on this be listed at the next AGM

Proposal to fill Vacancy as only 20 applications for Nomination had been accepted by the

Election Committee

As there was a vacancy in the 21 Member Management Committee, the matter was discussed in details and SB proposed to invite Mr R K Jalan to join the Committee. This was approved unanimously.

6

Nomination of Raja Sarogi as Chairman of Audit and Compliance of UWA

SB explained to the members the importance and necessity of having a member who is a professional and not part of the MC. He recommended the name of Mr Raja Saroogi who was not only a Chartered Accountant but also a Chartered Secretary. He said that if the Committee approved then he had Mr Saroogi's consent.

Mr Sushil Khaitan suggested the inclusion of Mr S P Pachisiya and SB suggested requesting Mr Soumitra Biswas to join as well.

This was approved by the MC and whilst Mr Saroogi's consent was already there, Mr SPP and Soumitra Biswas be approached.

CAM Sub Committee:

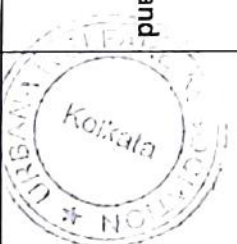
Resolved and unanimously agreed and approved that present CAM committee will continue it's responsibility under the chairmanship of Mr. Anand Sarof. AS is authorized to induct new members in his team as and when require.

8

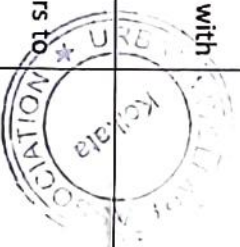
Authorised Signatories of UWA for 2020-21

It was resolved that President, Secretary and Treasurer will be the authorized signatories for the official documents of the UWA for the tenure of this committee.

Also decided that for financial transactions all documents have two signatures. The Treasurer will sign along with either the President or the Secretary.



| | | |
|----|--|--|
| 9 | <u>Covid and Health Sub Committee:</u> Resolved that Dr. Archana Sinha will lead the team. Other members are Sandeep Kumar, Sutirtha Bhattacharyya, Dr. Debkishore Gupta, S. Ramani, Anthony and along with members from UFM. | |
| 10 | <u>ESSENTIALS:</u> Resolved that Mr. Pradeep Bhatia will lead the team with Anand Saraf, Mamta Agarwal, R.K. Jalan and Nirral Sarawgi | |
| 11 | <u>Security and Maintenance:</u> Security team members are Kalpajeet Basu Mallik, R.K. Jalan, Mamta Agarwal, Tarun Basu. Repairs & Maintenance (including the grounds) team members are Ashis Dutta, Ashesh Paul, Amitava Banerjee, Rrasanta Sarkar. | |
| 12 | <u>Tower Captains:</u> SB informed that he will be holding a meeting on 10 th . July to take stock of the current situation and accordingly appropriate decision will be taken. It was agreed that TCs primary responsibility should be the maintenance of the Towers and simultaneously to try and alleviate the problems faced with by the Residents In connection with Tower operations. TCs should have uniform SOP and should not take any policy decisions without consultation with MC. | |
| 13 | <u>Membership Drive:</u> Members agreed that it is utmost important for us to increase the numbers of UWA members to reach the magic figure of 600. A team is formed to meet the target. Team members are Neha Tibrewal, Vikram Saha, Hemant Lodha, Tarun Basu. | |
| 14 | <u>Others</u> SK, AM has been given the task of reviewing the Memorandum and Rules and regulations along with SB. Next MC Meeting is fixed on Sunday 12 th . July, 2020 at 11 AM. | |





UWA URBAN WELFARE ASSOCIATION
President

Secretary

Treasurer

UWA URBAN WELFARE ASSOCIATION
President

Secretary

Treasurer