

**CHINAR CO-OPERATIVE GROUP HOUSING SOCIETY LTD.  
(MAJESTIC APARTMENTS)**

Date: May 16,2019

Dear Members,

Please find attached the minutes of the AGM held on May 5,2019, for your kind intimation.

Regards

Suresh Kalra  
President

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May 16,2019

**Minutes of Annual General Body Meeting held on 05.05.2019**

The Annual General Meeting (AGM) under new Managing Committee duly elected on 17<sup>th</sup> February, 2019 was convened on Sunday, the 5<sup>th</sup> May, 2019. The proceedings of AGM were supposed to be commenced at 10 AM but due to lack of quorum it was reconvened at 10:30 AM wherein only 10 members were present. Since there was no quorum at that particular time, the meeting was adjourned for further 15 Minutes from 10:30 AM to 10:45 AM. Subsequently the proceedings were commenced after the period of adjournment whereby some more members joined the meeting at the same place and date with the settled schedule.

**Agenda No. 1 - Opening Address by the President**

The President welcomed the members present in the meeting specially ladies members and also explained about the society. A detailed report was circulated beforehand to all the members present in the meeting. The President also informed the house that the Agenda was sent to all the members of the society and a copy of the Audit Report for the year 2016-17 was also sent to the members.

The President informed that this unscheduled AGM had to be convened since the previous MC did not get the audits done since 2016 and thus it was necessary to take financial approvals from the GB for carrying forward the affairs of the Society.

The President also informed the House that since the new MC is elected about two and a half months ago, the office bearers of the outgoing MC have yet not handed over the records of the society in the prescribed manner as a result of which the present MC was facing severe hardships in managing the affairs of the Society as till date many important documents like cash books and personal ledgers of the members could not be traced. The President further informed that a reminder too was issued to the Office bearers of the outgoing MC but there was no response.

After discussions on the issue, it was decided in the House to again write to the office bearers of the outgoing MC in this regard and if no response is received

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the MC was authorized to proceed further in the matter in terms of the laid down provisions under DCS Act & Rules.

The Agenda item was adopted accordingly.

**Agenda No. 2 & 3 - Adoption of Audit Report FY 2015-16 (not approved & adopted in the last AGM held on 26.03.2017) & FY 2016-17**

The President informed the House that the Audit Report of FY 2015-16 was earlier placed for the approval the House at the last AGM held on 26.03.2017 but the same was not approved and adopted by the House due to lack of time left for discussions and was kept pending for adoption by the House at the next AGM.

It was also placed before the House that after inception of the new MC the main focus was to get the audit done for FY 2016-17 which was completed on the basis of available records in the Office and the Auditor submitted his Audit Report.

Hence, the same agenda item of Audit Report of FY 2015-16 is put up again, along with the Audit Report of FY 2016-17 for consideration and adoption after approval by the House.

The President informed the House that an entry amounting Rs.59,54,064/- was shown as General Reserve Fund in the Balance Sheet (Liability side) in FY 2015-16 and the same entry continued to be reflected in FY 2016-17 and the Auditor has also adversely commented on the same. Further, he informed that there are many other entries in the Audit Report for FY 2015-16 to which observations were raised by some members at that particular time but no satisfactory reply was submitted by the MC acting during that period. Further, since the Audit Report for FY 2016-17 is submitted but the same could also not be analysed pending the uncleared entries in FY 2015-16, hence the House was requested to take the decision on the captioned two Audit Reports ie. FY 2015-16 & 2016-17.

During discussions on the Agenda Item it emerged that all the observations and entries made in the Balance Sheet along with other financial statements for FY 2015-16 as well as FY 2016-17 have to be checked thoroughly and, if needed, the help of any Chartered Accountant or any professional may also be sought. In continuation, Shri Parveen Wadhwa who was member in the previous MC informed the House that the previous entire MC was disqualified solely for the reason that audit for the FY 2016-17 was not got completed despite it was undertaken in August 2017 since some irregularities were pointed out. Further

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the consideration & adoption of the Audit Reports under reference will not serve any purpose as the same entries will carry forward to the next FYs 2017-18 & 2018-19 which also pertain to the tenure of the previous MC as new MC was elected only on 17.02.2019. Accordingly, he proposed to first get the audit done for the FYs 2017-18 & 2018-19 so that all the Audit Reports upto the FY 2018-19 can be put up for consideration & adoption before the House in the next AGM which also enable the present MC to follow the timeline for the Audit & convening AGM under the provisions of DCS Act & Rules.

To sum up the Agenda for discussions, Shri G.K.Kansal agreeing to the proposal called for the voluntary participation of the members to look into the Audit Reports for FY 2015-16 & 2016-17 so that the irregularities may be rectified and subsequently audit for FY 2017-18 & 2018-19 be got done.

Accordingly, it was resolved by the House that a working committee of the following members who voluntarily extended their support to Shri G.K.Kansal, Vice-President, in carrying out the captioned exercise is formed:-

1. Mr. Sandeep Mehta (A-203)
2. Mr. D.K.Sachdeva (A-303)
3. Mr. Ashok Pant (A-801) and
4. Mr. Sateeya father of Shri Manish Sateeya (A-501)

**Hence, it was unanimously adopted accordingly.**

### **Agenda No. 4 - Approval of items of work and budget estimate FY 2019-20**

The President informed the house that the following budget FY 2019-20 was circulated to all the members for approval:-

Expenses Incurred during 2018-2019	Heads	Contingency @	Amount	Total Expenses to be Incurred during 2019-2020
15,000.00	Audit Fee	10%	1,500.00	16,500.00
721.50	Bank Charges			
88,000.00	Consumable Stores	10%	8,800.00	96,800.00
26,000.00	Election Expenses			
445.00	Entertainment Expenses		-	
54,487.00	Festival Celebration Expenses	10%	5,448.70	59,935.70
2,200.00	Horticulture Expenses	10%	220.00	2,420.00

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32,382.00	Housekeeping Expenses	10%	3,238.20	35,620.20
140,700.00	Legal & Professional Charges		-	
1,000.00	Misc. Expenses			
138.70	Postage Expenses		-	
3,185.00	Printing & Stationary Expenses		-	15,000.00
6,000.00	Professional Charges		-	
200,401.00	Repair & Maintenance (Building)	10%	20,040.10	220,441.10
76,700.00	Repair & Maintenance (CCTV)	10%	7,670.00	84,370.00
1,100.00	Repair & Maintenance (Computer)	10%	110.00	1,210.00
445,733.00	Repair & Maintenance (Lift)		-	445,733.00
46,328.00	Repair & Maintenance (Mach.)	10%	4,632.80	50,960.80
23,010.00	Repair & Maintenance (RO)	10%	2,301.00	25,311.00
1,068,258.00	Salary Expenses	10%	106,825.80	1,175,083.80
15,799.00	Telephone Expenses		-	15,799.00
548,888.00	Watch & Ward Expenses	10%	54,888.80	603,776.80
1,470,300.00	Water & Electricity Expenses	10%	147,030.00	1,617,330.00
	Lift Censor			550,000.00
4,266,776.20	Total			5,048,569.20

After discussion the above budget was unanimously accepted and approved by the House. Further, the President and the Secretary were authorized to do the needful in this regard.

**Agenda No. 5 - Discussion on Maintenance Charges for FY 2019-20**

With regard to above, the President proposed as under:-

- i) No change in the maintenance charges for FY 2019-20 in case of members. DG charges of Rs.150/- per month will continue to be same.
- ii) Small increase of Rs.500/- per month in case of the flats which are under tenancy and for those owners of the flats who have yet not become members of the Society.

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- iii) To pay the maintenance charges on quarterly/half yearly/yearly basis and no payment will be accepted on monthly basis and the last date for payment will be 15<sup>th</sup> May 2019. Further, the last date will be 15<sup>th</sup> July 2019, 15<sup>th</sup> October 2019 & 15<sup>th</sup> January 2019 for quarterly payment & 15<sup>th</sup> October 2019 for half-yearly payment.
- iv) One month concession towards maintenance charges will be extended to only those who make their lumpsum yearly payment by 15<sup>th</sup> May, 2019. No one month concession will be given in respect of DG charges.

Discussions took place particularly for enhancement of Rs.500/- per month towards maintenance charges for the flats under tenancy and those occupied by owners but not members of the society. Though there was some resistance amongst members on this issue particularly from those whose flats are under tenancy but finally the issue came to the conclusion with enhancement of maintenance charges by Rs.500/- per month in the captioned category and as proposed by the Management Committee.

However, the agenda was unanimously adopted by the House.

In addition, the House was informed that some of the members are not paying their maintenance charges since long and a hefty amount is outstanding. After discussions it was decided by the House that such members should be penalized and it was decided to levy penalty of Rs.100/- per month against monthly outstanding maintenance amount. It was also clarified that the penalty on the outstanding amount will be levied on month to month basis and will be enforced strictly.

After discussion, the House whole heartedly adopted the Agenda item. Further, the committee members were authorized to do the needful in this regard.

**Agenda No. 6 – Discussion on Car Parking Charges**

The President informed the House that with a view to efficiently managing the car parking space available in the Society, hence proposed as under:-

- (i) No charges for car parking to the residing members.
- (ii) Tenants / owners (non-members) be restricted to only one car parking. However, if any written request is received from them to allow 2<sup>nd</sup> car parking that will only be made available subject to availability of parking space but will be charged @ Rs.300/- per month instead of Rs.150/- per month being charged earlier.
- (iii) 3<sup>rd</sup> car parking strictly will not be allowed to the tenants and owners (non-members). However, only in exceptional cases, where the

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written request is made the MC will consider but again subject to availability of space and will charge to them @ Rs.700/- per month.

It was also proposed that under any circumstances no cars/vehicles be allowed to park in the Society premises not belonging to the residents of the Society. Further, it was informed that Car Parking Policy is being framed out and will be circulated shortly and the charges will be imposed by the MC to the residents, if any vehicle is found parked other than the residents.

During discussions, one member whose flat is under tenancy resisted for enhancement as suggested above and requested to treat all residents at par which however did not find favour amongst the participants in the meeting. Accordingly, the agenda was adopted in favour of the proposed enhancement charges for car parking.

Hence, it was unanimously resolved that Car Parking charges will be levied and collected from the tenants and owners (non-members) as per proposal as under:-

1. 2nd car park charges @ Rs. 300/ per month instead of Rs.150/- p.m.
2. Imposition of charges for the 3<sup>rd</sup> car park @ Rs. 700/- per month.

### **Agenda No 7 - Discussion on Water Bill Charges beyond permissible limits**

The President informed the House that the Water Deptt of DDA has since been transferred to Delhi Jal Board but the Society's connection continues with DDA and the previous MC did not take action for its transfer to Delhi Jal Board. The present Managing Committee is facing lot of inconvenience in getting the connection transferred to Delhi Jal Board.

President also informed that at the same the Society is facing acute shortage of water at present and in view of ensuing summer season the position may further worsen. Efforts are being put in by the Managing Committee alleviating resident's difficulties on this issue. However, the residents of the Society are being requested and sensitizing them against wastage of water and its conservation not only for the present but also for the future generation.

Coming to the agenda item, to avoid any misuse / wastage of water, it was proposed to levy charges on water consumption by the residents by allowing 20 units (20,000 kls) per month per flat under the norms laid down by Delhi Govt. Consumption of more than permissible limit, charges are to be levied on full consumption under different slabs.

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Discussions took place on the agenda item and after strong participation it was decided to permit 20 units (20,000 liters) free and any excess over this limit be charged at the lowest rate prescribed by Delhi Jal Board. This would be effective from the month of June 2019. Hence, it was resolved accordingly unanimously.

Further, the MC was authorized to do the needful in this regard.

### **Agenda No 8 - Discussion on Sensor for lifts**

The President informed the House that the lifts installed in the Society require upgradation since the same were installed long back in the year 2005 and were fully operational from the date of allotment/possession i.e. in the middle of June, 2011. The AMC towards lifts and the duplexing work have already been given to OTIS.

Further, it was strongly felt that Sensors be installed on urgent basis as some minor incidents are reported and to avoid any major mishap. OTIS, the service providers of lift have quoted approx. cost of Rs.6,00,000/-.

After discussion the agenda item was approved by the House and was resolved as under:-

“It was unanimously resolved that the Sensors will be installed in the lifts of the Society for which quotations will be called from different agencies. Thereafter the work will be awarded accordingly.”

Further, the MC was authorized to do the needful in this regard.

### **Agenda No 9 - Discussion on Repair and maintenance of Society Building Complex**

The President informed the House that there are many building repair works viz. plumbing, seepage, cleaning of sewer line, shaft repair, electrification and other related civil work including white-washing over the society complex are required to be undertaken means total face-lifting of the Society premises to avoid any heavy loss to the residents/members of the Society. He also explained the House that the estimated cost for the same will be Rs. 96,00,000/- and the Society has around Rs.45.00 lacs in Bank in the shape of FDR and still there is a gap of around Rs.51.00 lacs before undertaking any major repair job..



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In regard to meet the gap of approx. Rs.51.00 lacs, the House was requested to come forward with their views and suggestions and after exploring all possibilities with views and suggestions, it was decided to collect approx. Rs.50,000/- from each member/owner in the Society. The President also assured the House that whenever the contract for repair work will be signed first of all the funds from the Society will be used and the demand in two stages will only be raised first at the time of signing the Contract and the second after a gap of one month.

Before proceeding further in resolving the agenda item, Mr. Parveen Wadhwa suggested the Management Committee to make all out efforts to recover the pending dues of maintenance charges which will also help the society to meet the gap of funds to enable to carry out the repair & maintenance work.

Mr. Sapam Biswajeet Meiti also suggested that the members who are not paying their outstanding dues of the society action as per the DCS Act and Rules shall be taken against them and their light backup and other facilities provided by the society may be stopped.

The President made a request before the House for extending voluntary support from 2-3 members to help the committee members for recovery of the dues and the names of the following members were proposed:-

1. Mr. B.C.Bhatt (C-502)
2. Mr. D.K.Sachdeva (A-303)
3. Mr. Sapam Biswajeet Meiti (D-102)

Accordingly, it was decided by the House that the above proposed members will help the committee members for recovery of the outstanding dues.

After discussion the following resolution was passed:

“It was also unanimously resolved that the all the pending works will be undertaken in the Society for which the proper quotation will be called from the different contractors accordingly and the details of the works will be circulated to all the members time to time. It was further unanimously resolved that the Rs. 45,00,000/- lying in the Fixed Deposit will be spent for this work and the remaining balance will be demanded from the members in two installments. 1<sup>st</sup> Installment will be raised when the contract will be signed and the 2<sup>nd</sup> Installment will be raised after a gap of one month.”

### **Agenda No 10 - Discussion on Insurance of the Complex**

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The President proposed before the House that the society's complex should be insured in all respects and the quote from a policy agent has also been obtained for the sum insured of Rs.100 crore for which estimated premium amount is around Rs. 2,50,000/- per annum.

Discussions took place and it is also emerged that more quotes be called for different sum insured and the premium amounts towards the same. Hence, it was resolved as under:-

“It was also unanimously resolved that building insurance policy will be taken accordingly and all the risks should be covered.”

Further, the MC was authorized to do the needful in this regard.

### **Agenda No 11 - Discussion on Transfer Charges on sale/purchase of flats**

The President proposed before the House that consequent upon sale/purchase of flats in the Society the seller / purchaser are required to be charged transfer charges of Rs.10,000/-.

After discussion the following resolution was passed:-

“It was unanimously resolved that the society will charge Rs. 10,000/- from seller / purchaser consequent upon sale / purchase of the flats in the Society.”

Further, the MC was authorized to do the needful in this regard.

### **Agenda No 12 & 13 - Discussion on Building Replacement Fund & Building Maintenance Fund**

The President proposed before the House that the Building Replacement Fund and Building Maintenance Fund should be created in the Society to meet any exigency arising in future towards maintenance of the Building & society premises and for this 5% of maintenance charges collected during the financial year be transferred to the captioned Fund.

After discussion the House adopted the same and decided to transfer 5% maintenance charges collected during the year to above funds.

### **Agenda No 14 - Any other item with the approval of the Chair**

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No extra issue was raised except that Shri Sameer Dhingra and Shri Arun Jhamb again raised the issue of imposition of water charges. A suggestion was given by Shri Parveen Wadhwa for MC to once again look into the concern raised by both the members.

After discussion, it was concluded that the issue has already been taken up in the Agenda Item No. 7 and hence resolved accordingly.

At last, the President extended vote of thanks to all the participants and their whole heartedly participation in the discussions on various agenda items which were resolved unanimously.