



**Kendriya Vihar II Apartment Owner's Association**

**Reg. No. 000712019 of 2019**

**Under**

**West Bengal Apartment Ownership Act, 1972**

**Special General Meeting**

**Kendriya Vihar II Apartment Owner's Association  
Central Ground, Kendriya Vihar Phase – 2, Kolkata**

**21<sup>st</sup> March 2021**

**Prepared By**

Board of Managers

Kendriya Vihar II Apartment Owner's Association

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# Message from President

*On behalf of all members of the BOM KVIAOA, I, Tapas Kumar Chakravarty as its President do heartily welcome all our members to this Special General Meeting today. I am thankful to all of you for joining us either in person or on-line on this important occasion. You are aware that the whole of the year 2020 witnessed growing covid-19 menace with practically no respite in terms of normalcy in life. As a result, neither the Special meeting of the Association immediately upon election of the office-bearers of the BOM, nor the Annual General Meeting of the Association scheduled in May each year, could be held during 2020. At one stage, we even approached the Competent Authority under West Bengal Apartment Ownership Act, 1972 for grant of permission for on-line meeting as a special case, given the extraordinary circumstances, but that special dispensation was probably not possible in the absence of necessary provisions in the extant bye-laws. Anyway, with the easing of the situation and gradual restoration of normalcy, we could, in the long last, convene this Special General Meeting in keeping with the guidelines of MHA as per their order NO. 40-3/2020 of 27/01/2021 whereby social/cultural gatherings etc. have been permitted outside of the Containment zones. This meeting is thus obviously subject to general safety guidelines with the participating members following the usual self-precautionary measures like use of facemask, maintenance of social distancing and so on.*

*2. Referring to the rule position, byelaw 4(5) of the West Bengal Apartment Ownership Byelaws, 1974 authorizes holding of the Special General Meeting by the Board. The relevant byelaw reads as under:-*

*“On requisition of two- thirds members of an Association or of the Board or as required under these bye-laws, special general meeting of such an Association may be held as often as necessary to consider all or any of the subjects specified to be the business of the Annual General Meeting or any other business of general importance in the interest of the Association and within the scope of the Act and these bye-laws.”*

*As provided under the aforesaid byelaw and cited in the Meeting Notice dated 15/02/2021 specifying the agenda-items for the meeting therein, the required quorum for the meeting would be 193, total membership being 579 as against 582. Further, as per the provisions laid down there-under, the various issues shall be decided by the majority of members present and voting, the President having a second or casting vote in the event of equality of votes. Voting shall be by show of hands and votes must be cast in person. The decisions in the meeting are to be taken in the form of resolution, which shall be binding on the Board & all members of the Association.*

*3. I am quite hopeful that, this Special General Meeting would be a great success in every true sense. With the exchange of views, flow of constructive ideas and collective deliberations in a friendly and democratic environment, all important and urgent issues will be conveniently sorted out and new avenues would open up for the steady and unhindered progress of our beautiful residential complex which is the sweet Home to all of us. I once again thank and congratulate our respected members on their kind participation and request our Secretary for placing the Annual Report of the Board.*

[ Tapas Kumar Chakravarty ]

[ President, KVIAOA ]

# Secretary's Report

At the very beginning, I, on behalf of the Board of Managers would like to take this opportunity to welcome you all in the Special General Meeting, 2021. Thanks to all members who have made time out of their busy schedule to join this very important event. I would also like to extend my thanks to the managers for their co-operation and valuable suggestions for running the affairs of the association. Without their support and guidance, the effort would have been complex and herculean.

A year is stolen from the calendar in the form of COVID-19. Life almost came to a standstill, and sometimes it felt so hopeless and fateful. But as always, we have overcome such difficulty unitedly and with cooperation from all members of KV2K, we have successfully restricted the spread of the virus to the minimum in our campus. My sincere thanks to all residents of KV2K for taking so much hardship to keep our boundaries little affected. As promised, we had lot of plans but lost 1 year in the process. The board though continue to meet electronically and then physically but in absence of the parent body i.e. The General Body, the board had to wait for the final nod in all new frontiers. It is a pleasure that finally we have met and in the moment of exchanging our views, towards one common goal, for a better & prosperous KV2K. Let me now present the report for the fiscal year 2020-2021.

## 1. Taking Over

### 1.1 From 2nd Adhoc AOA

First Board has completed handover of following items from 2nd ADHOC AOA by first week of March

- i) Maps, Plans & Blueprints, Technical Diagrams
- ii) Documents and Certificates
- iii) Functional & Legal Documents, Different Registers and Logbooks
- iv) Contracts and Tenders, Work orders & Correspondence
- v) PAN, TAN, Bank Cheque Book, Different User ID & Password, Different Keys
- vi) Fixed Deposit, Petty Cash, Bank Accounts & Balance, Assets & Liabilities
- vii) Audit Reports, IT Returns, Expense Statements, TDS Receipts, MMC Receipts from previous financial years
- viii) Misc. communications, documents, and files

### 1.2 From CGEWHO

CGEWHO has transferred the balance AOA fund to the amount of **INR 2,20,63,160** to the association. As directed by AGM 2017, whereby MMC was introduced from 1<sup>st</sup> April 2017 with the view of preserving "AOA Fund" as the corpus / reserve fund, the aforesaid amount as received from the CGEWHO, shall be treated as AOA Corpus fund / Reserve fund.

### 1.3 Pending Documents

As per association record, following items were requested to be handed over to the board by CGEWHO as these were never handed over to 1<sup>st</sup> or 2<sup>nd</sup> ADHOC AOA. Administrative

- Individual Registered Sale / Conveyance Deed of the land of the project (Copy of Original)

- Sale / Conveyance deeds in respect of all Dwelling Units / Apartments (Photocopy)
- Sale / Mortgage / Encumbrance information in respect of all Dwelling Units / Apartments (Photocopy)
- Soil Test Report before project construction
- Level book / details before earth filling in the entire complex
- Environment clearance certificate for project, borewells, DG set etc.
- Contract agreement with CESC Kolkata for installation of eight Transformers within the campus
- Contract agreement with CESC Kolkata for transfer of project land (located at corner of the property) for installation of CESC Substation
- Technical specifications of Fire Fighting system including electric motor, diesel engine, jockey pump etc.
- Invoices, Warranties and Manuals for all Assets – Lift, Generator, Transformer, Pumps, STP, Pump Motors etc.
- NOC from Central Ground Water Board for 4 borewells in the campus
- NOC for transfer of ownership of different utility connections (Electricity, Lift etc.) from CGEWHO / P. S. Group Realty Ltd. to Kendriya Vihar II Apartment Owner's Association, Kolkata.

#### 1.3.2 Electrical

- Electrical Wiring including Earthing Points of the common areas / facilities – As Built diagram.
- Electrical Wiring in respect of different buildings / flats. Earthing pit positions, earthing systems and connections of all installations, buildings – As Built diagram.
- Lightning protection – As Built diagram.
- Drawing for Intercom-cum-telephone / TV Cable Lines – As Built diagram.

#### 1.3.3 Firefighting

- Complete firefighting system – As Built diagram.

#### 1.3.4 Civil

- Site Plan – As Built diagram.
- Structural drawings of all 21 buildings – As Built diagram.
- Detailed diagram of boundary wall in all sections – As Built diagram.

#### 1.3.5 Plumbing

- Water Supply Pipelines and Junction Points – As Built diagram.
- Detailed diagram of storm water drains – As Built diagram.
- Pipeline riser details showing tapping points of individual building – As Built diagram.
- Kitchen and toilet sump pipelines : Water, Wastewater, Sewerage – As Built diagram.
- Rainwater harvesting Pipe Layout – As Built diagram.
- All overhead tank – As Built diagram.

## 2. Disaster Management

### 2.1 COVID Measures

Different measures were taken to arrest spread of COVID-19 inside the campus. Board appreciate all residents to lend their support to the cause.

## A. Sanitization

During peak COVID period, board has taken sanitization drive using alcoholic sanitizer through professional service provider. Since the cost was not sustainable to continue weekly, board planned for regular sanitization with sodium hypochlorite solution (50 x 2 Liters) as per recommendation of MHA through internal staff. Lifts were also sanitized using alcohol-based sanitizer or Dettol solution during this period.

## B. Mandatory Checking

Following precautions were taken during peak COVID period

- i) Temperature checking was made mandatory to enter KV2K premises
- ii) Hand washing was made mandatory to enter KV2K premises
- iii) Mask was made mandatory to enter KV2K premises

## C. COVID Alert

Board kept the members informed over online platforms about all cases within / periphery of KV2K as and when such incident came to knowledge of the board.

## 2.2 AAMPHAAN Measures

The damage from super cyclone AAMPHAAN had been huge but we have recovered from such damage with resilience. The services were restored at the quickest possible time and KV2K Employees played a vital role in the restoration. Thanks to their perseverance.

- i) KV2K suffered massive damage. Entire UGR-II went under water damaging all motors and pumps.
- ii) 22 lift motor room doors were completely damaged. One lift door sensor was damaged.
- iii) Almost all lift shafts were waterlogged.
- iv) DG Sets were damaged.
- v) Boundary walls and the fencing coil wires are damaged in few places.
- vi) Total restoration cost till date is approximately 3.7 Lakhs. Boundary walls rectification will take around 30,000 as estimated pushing the cost further to 4 Lakhs.

## 3. MMC Status

Board has taken over an asset of INR 65 Lakh from 2nd Adhoc AOA as Sundry debtors of which approximately INR 26 Lakhs have been recovered till date. MMC status have been published and circulated at regular interval over different platforms and on the website of KV2K. Members having pending MMC from April 2017 or anytime thereafter have been notified collectively as well as individually as per the resolution of AGM 2018. BOM is unable to accept any MMC payment from February 2020 onwards without clearance of MMC dues with reference to crucial date 01/04/2017 as per resolution of AGM 2017. Members having pending MMC is requested to clear off their dues at the earliest.

## 4. Service

### 4.1 Service Continuation Measures

Maintenance of the campus, & uninterrupted service has been the highest priority of the board. Following are the status of different areas for uninterrupted service.

- i) **Employee Strength** – Total staff strength stands at 35 (Internal – 8; External – 27)
  - a. Housekeeping -> 6 [RSSS]
  - b. Security -> 20 (5 + 5 + 10) [RSSS]
  - c. Electrician -> 1 [Das Electric]
  - d. Plumbers -> 2 [AOA]
  - e. Gardeners -> 4 [AOA]
  - f. Office Admin -> 1 [AOA]
  - g. Supervisor -> 1 [AOA]
- ii) **Borewell** – Two borewells are functional now and two are damaged beyond repair probably due to settlement of the upper layer of the soil. Notice inviting tender for two other borewells was floated and tender awarded to the eligible vendor, work to commence soon.
- iii) **STP** – STP is repaired by inhouse staff under supervision of Technical Committee and operating twice a day for 2-4 hours each depending on load. STP is emptied out and cleaned through municipality and third-party. Slags generated from the STP is being used for gardening.
- iv) **UGR Pumps** – Two sets of pumps & motors were damaged during AAMPHAAN. These pumps & motors have been repaired and preventive maintenance have been done for other sets of pumps and motors. Logbooks have been prepared to monitor the health and usage of the pumps. Technical Committee members occasionally monitor the Logbooks.
- v) **Streetlights** – All streetlights are functional. Building and parking lights are being repaired / replaced as and when required.
- vi) **Water Pipeline** – Water pipelines which broke down due to sinking of roadways & buildings have been repaired.
- vii) **Drainage Pipeline** – All drainage pipelines have been regularly cleaned.
- viii) **Brush Cutter** – One brush cutter is serviced and in use.
- ix) **Lifts** – All batteries of the lifts have been replaced with new ones. The lift AMC has been renewed with the lift manufacturer.
- x) **Water Body Cleaning** – Water Bodies are cleaned at regular interval. Fishes released in all the water bodies to keep them free of mosquito larvae are also being looked after.
- xi) **Roof Cleaning** – All roofs are cleaned at regular interval along with other parts of the building.
- xii) **Intercom AMC** – The intercom AMC has been renewed.
- xiii) **ATS** – Almost all ATS are in working state now. One ATS needs repairing.
- xiv) **VAT Cleaning** – VAT is cleaned regularly by NDDM municipality. The municipality has claimed an amount of INR 12,000/month from FY 2017 onwards till 2020. Board has finally settled the payment @ INR 6,000/month. A total of INR 2,40,000 has been paid @50% discount against demand of INR 4,80,000
- xv) **ACB Maintenance** – Preventive maintenance of ACB switches have been done through L&T and Havells for the first time since inception.

- xvi) **Electrical Panel Maintenance** – Maintenance of all electrical panels in STP, UGRs, DG Room have been done with proper wiring and tagging by inhouse staff under the monitoring of Technical Committee.
- xvii) **Cleaning of Tanks** – UGR and OHR tanks have been cleaned. All direct pipelines running downward from OHR are also cleaned in parallel.
- xviii) **Tools for maintenance** – Few electrical and plumbing equipment has been procured to support day to day maintenance requirement.
- xix) **Security Tendering** – Security Tendering has been completed. The procurement committee is now in the process of finalizing the vendor.

## 4.2 Service Readiness Measures

- i) **Firefighting System** – DG Set, Pumps & motors including Jockey Pump and Pipelines have been repaired. All Firefighting tools and equipment have been serviced and kept in working state through regular monitoring and periodic running. The Logbook is maintained to capture vital statistics of the entire set. Technical Committee members occasionally monitor Logbooks. Board has floated notice inviting tender for procurement of firefighting equipment as per recommendation of Fire Department, Govt. of West Bengal and AMC of the entire Firefighting system.
- ii) **DG Set** – DG Set is in auto mode and manually being test run once a week to keep it in working condition. Logbook is maintained to capture vital statistics of the set and batteries. Technical Committee members occasionally monitor the Logbook.
- iii) **CESC Transformers** – CESC has been reminded to initiate preparation of substation on the KV2K land given for the purpose. CESC is also intimated to install the transformers within KV2K for which finance is already available with them.

## 4.3 Service Enhancement Measures

Many initiatives have been taken by the board for convenience and enhanced experience of the members. To mention a few, the below have been arranged at different point in time as opportunity stroked or requirement felt.

- i) **MyGate App** – For the convenience of members, Board has introduced MyGate App to register & track complaints from the comfort of their home. The members are also requested to provide satisfaction rating & job / employee feedback against the ticket. Board Members have access to all complaints for monitoring. After a discussion with MyGate they have introduced VOIP calling features and residents can call others without the knowledge of their phone numbers. It has other features like seamless approval of visitors, communications, amenity bookings, MMC payments etc. It is also now being used for tracking employee attendance since fingerprint scanner is currently not in use. The final approval of MyGate app is kept as an agenda item of this general meeting.
- ii) **KV2K Website** – KV2K website has been renovated and made more informative. New sections have been included in the website like Grievance Redressal Form and Market Place for selling / renting of flats in KV2K website
- iii) **Market Place** – Vegetable market is being operated through Sufal Bangla franchisee thrice a week and Non-Veg market through Haringhata Meat once a week. One grocery shop is being operated by Sufal Bangla franchisee for some time but may not continue as it could not generate demand as expected.

- iv) **Numbering of lighting points** – Lighting points of each building is being numbered for easy identification so that residents can easily identify the points and register their complaints.
- v) **Mobile ATM Van** – HDFC bank provided Mobile ATM Van Service during the peak period of pandemic but discontinued thereafter. Board is now persuading BoB with help from few residents for installation of one ATM
- vi) **Pest Control** – Pest Control has been done periodically to counter reptiles and pests' ingress.

## 5. Statutory Obligations fulfilled

- i) **Lift License** – Lift running licenses have been renewed annually as per expiry date of such license for all lifts
- ii) **Fire NOC** – NOC from Fire Department, GoWB has been renewed and shall remain valid for 3 years
- iii) **Property Tax** – Property Tax for KV2K has been paid for the FY 2020 – 2021
- iv) **IT Return** – IT Return has been filed for FY 2019 – 20.
- v) **TDS Submission** – TDS Return has been filed till FY 2019 – 20
- vi) **Accounts Audit** – The account has been audited by “Kalpana Kalyani & Associates” as per EGM mandate held on 7th July 2019. Since this year, no such meeting was possible, Board engaged the same vendor for the audit and the report has been submitted to competent authority as required under West Bengal Apartment Ownership Act, 1972.

## 6. Action Taken Report (ATR) on proposals from last general meeting

### 6.1 Plans implemented

Following are the plans which were discussed in the earlier AGMs and the board has acted upon as mandated by the General Body.

#### 6.1.1 AOA Fund

As proposed in AGM 2017 AOA Fund has been invested in multiple FD accounts [8 x 25,00,000 and 1 x 20,63,160] in two nationalized banks [UCO Bank & Bank of Baroda].

#### 6.1.2 KV2K Hoarding

The AGM 2019 proposal to have KV2K hoardings on both sides of the complex has been implemented. Bright colourful hoardings have been installed on B1 and D9 blocks.

#### 6.1.3 Speed Limit Sign

As proposed in AGM 2019, speed limit signs have been installed in 3 points. Security personnel have been instructed to warn all drivers to maintain speed limit in the complex.

#### 6.1.4 Anti-Termite Treatment

As proposed in AGM 2019 to take measures against termite infestation, Board has taken up the matter with CGEWHO. All common areas have been treated by the vendor engaged by CGEWHO. Individual DUs are being treated nowadays.

#### 6.1.5 Employee's Salary Review

Employees have been rewarded as proposed in AGM 2019. Annual Performance Review is being introduced and the employees have been graded as per their performance and salary review awarded based on the gradings to encourage motivated employees to perform better.

## 6.2 Plans in progress

### 6.2.1 Water Treatment Plant

Provision for Water Treatment Plant (WTP) was proposed in AGM 2019. The proposal has been worked upon for placing in front of the general body and it is an agenda of this meeting.

### 6.2.2 Building Maintenance

Proposal for Building Maintenance has been worked upon for placing in front of the general body and it is an agenda of this meeting.

### 6.2.3 Property Insurance

Post AAMPHAAN proposal for insurance of the property has been worked upon for placing in front of the general body and it is an agenda of this meeting.

### 6.2.4 Lift in community hall

Provision for lift in community center was proposed in AGM 2019. The proposal has been worked upon and ready. However, the proposal is kept outside of this meeting agenda to make rooms for other priority issues and may be placed in coming general meetings.

### 6.2.5 Upgrading community center

Provision for AC in community center was proposed in AGM 2019. The proposal has been worked upon and ready. Alongside proposals for installation of ventilation system in the toilets and industrial chimney in the kitchen in CC have been also worked upon. However, these proposals are kept outside of this meeting agenda to make rooms for other priority issues and may be placed in coming general meetings.

## 7. Ideas and Development

### 7.1 Fireproof & Waterproof Safe

Board has procured one Godrej fireproof and waterproof safe for AOA office for safekeeping of technical and functional documents, certificates, petty cash, other important documents etc.

### 7.2 Procurement of mobile pump

Board has procured one mobile pump for the day to day activities which has been of big use during AAMPHAAN crisis to clear water logging from UGR2.

### 7.3 Racks from scrap materials

Racks have been prepared from scrap metals of previous KV2K hoarding which is now being used in store.

### 7.4 Lighting of the park in between the D Blocks

Proper lighting of the D Block circle park has been arranged.

### 7.5 Replacement of Lift Motor Room Doors

22 lift motor room doors have been replaced by iron doors. These doors were damaged during AAMPHAAN.

### 7.6 Door seal for lift shafts

Door seals have been installed at the lift entrance in the ground floor of all blocks

### **7.7 Drainage connection at UGRs**

Direct connection from UGR to the drains are removed. It was the cause of flooding of UGR 2 as the back flow preventing valve failed.

### **7.8 Installation of Float Valve in all Tanks**

Float valves have been installed in 3 OHT till dates. Board has plans to install these float valves gradually considering the increased water pressure with such installations.

# Audit Report for FY 2019-20

Particulars	Details (Rs)	Amount (Rs)	Particulars2	Details (Rs)3	Amount (Rs)4
Security Service Charge	4,517,355.00		<b>Direct Income</b>		
AOA registration Fees	1,000.00		Maintenance Charge A Block	298,080.00	
Audit Expenses	877.00		Maintenance Charge B Block	2,321,280.00	
Bank Charges	1,717.65		Maintenance Charge C Block	3,479,040.00	
Cleaning Charges	54,430.00		Maintenance Charge D Block	4,229,280.00	<b>10,327,680.00</b>
Conveyance Charges	20,878.00				
Depreciation	54,253.00		<b>Indirect Income</b>		
Diesel Oil Expenses	47,474.00		Community Hall Booking 1st Floor	32,500.00	
Electricity Charges	2,277,480.00		Community Hall Booking 2nd Floor	7,500.00	
Intercom AMC	47,200.00		Community Hall Booking Gnd Floor	105,000.00	
election Expenses	41,250.00		Community Hall Electricity Charges	16,940.00	
Website Maintenance	20,001.00		Community Hall Guest Room Booking	12,500.00	
Legal Expenses	41,140.00		CC Security Deposit Forfeit	4,000.00	
Lift AMC	824,112.00		Interest on FD	69,704.00	
Medical Expenses	120.00		Interest on IT Refund	43.00	
Meeting Expenses	30,594.00		Late Payment Charges	233,399.00	<b>481,586.00</b>
Miscellaneous Expenses	23,961.00				
Mobil Oil	2,229.00				
Penalty & Late Fees	280.00				
Petrol Oil	9,610.00				
Postage & Telegram	10,900.00				
Printing & Stationery	18,392.00				
Professional Charges	3,220.00				
Property Tax	20,464.00				
Rebate Allowed	110,651.00				
Repair & Maintenance	354,526.00				
Salary & Wages	943,493.00				
Telephone Charges	11,185.00				
Transport Charges	4,450.00				
Videography & Projector	11,800.00				
Audit Fees	19,000.00	<b>9,524,042.65</b>			
Expense Income over Expense		<b>1,285,223.35</b>			
<b>Total</b>		<b>10,809,266.00</b>			<b>10,809,266.00</b>

# Budget for FY 2020-21 Post-facto

## Approval

- Budget for fiscal year 2020 – 21 has changed on few heads but overall expense figure remains same as of FY 2019 – 20.
- MC for each block type remains unchanged for the fiscal year 2020 – 21

Sl No.	Details	Yearly Cost	Monthly Cost
1	Security Services	4000000	334000
2	Electricity	2250000	200000
3	AMC	1200000	N/A
4	Staff Salary	1000000	83334
5	COVID Sanitization	60000	5000
6	Tax + Fees	400000	12000
7	Maintenance + Repair + Procurement	650000	54000
8	AAMPHAAN Damage	400000	N/A
9	Miscellaneous	400000	33000
Total		<b>10360000</b>	

## General Approval of Resolutions

### consciously adopted in the earlier

## General Meetings

#### AGM-2017

##### A. Service Road

The construction of service road should be pursued with all the concerned agencies namely NHAI, CGEWHO, NDDM, etc. in a coordinated way.

##### B. Monthly Maintenance Charge

The maintenance charge shall be effective from the month of April 2017 and fee so calculated will be treated as Provisional till finalization of charge of stilt parking area which may be recovered as arrears.

## AGM-2018

### A. Money Suit

2nd AOA Executive Committee members were implicated in a money suit at individual capacity in absence of the legal identity of the unregistered association while implementing the decision of AGM-2017. The association shall defend the money suit and bear the expense. Accordingly, BoM is bearing the expenses.

### B. MMC Recovery Steps

Following MMC Recovery Steps were approved by AGM 2018. BoM is following the AGM 2018 mandate.

- a) Postal Notice from AOA to individual members.
- b) Legal Notice to the non-payers.
- c) Civil Suit to be filed for recovering payments.

BoM is following the AGM 2018 mandate for recovery from sundry debtors. In addition, BoM may stop all paid services and facilities contributing to common expenses upon pending payments over 3 months.

### C. Maintenance Responsibility

Maintenance of the complex to be continued by AOA against CGEWHO's proposal to maintain the property through third party vendor against requisite MMC.

BoM is accordingly continuing all maintenance responsibility and taking relevant actions.

### D. CCTV

CCTV Installation throughout the complex. BoM to gradually proceed in this direction.

# MMC Realization from April 2017

As per the latest MMC- payment-status Notice dated 11/03/2021, the details are:

- Members making payment from April 2017 on regular basis => 445
- Members yet to start payment from April 2017 => 56
- Members made part payment for some months from April 2017 & then discontinued subsequently => 81

Earlier, Two more Notices were published showing the MMC payment status on 14/09/2020 and on 17/10/2020 for general awareness and support from the members having unpaid MMC dues from 01/04/2017, the crucial date decided for MMC collection from members by the General Body Meeting held on 26/02/2017.

In parallel with MMC payment status notices shown above, Two General Notices were also issued on 21/09/2020 and 28/10/2020 respectively with fervent appeal to the concerned members for clearing their MMC dues as applicable from 01/04/2017 or any date subsequent to 01/04/2017 in the case of any part payments made so far.

The process of sending individual letters / notices also started as the next procedural step in this direction as per AGM 2018 Resolution. Three reminders have so far been issued individually, the latest being the one written on 01/02/2021. In this third reminder, concerned members have been duly informed of BOM's decision regarding stoppage of various services & facilities in the event of their failure to clear the MMC dues as applicable with reference to 01/04/2017.

All concerned informed through notification dated 12/02/2021, that BOM is unable to accept any MMC payment from February 2021 onwards without clearance of MMC dues with reference to crucial date 01/04/2017 as per resolution of AGM 2017.

Above are the usual procedural steps taken within the authority of the BOM in compliance with AGM 2017 & AGM 2018 Resolution and any step further beyond, shall be taken depending upon the circumstances or as per the mandate of this SGM.

## KVIIAOA Byelaws

With the registration of the association under the "West Bengal Apartment Ownership Act, 1972", the model bye-laws under the act known as "West Bengal Apartment Ownership Byelaws, 1974" have been implicitly applicable to Kendriya Vihar II Apartment Owner's Association. As informed earlier, The proposed bye-laws of Kendriya Vihar II Apartment Owner's Association has been already distributed over electronic medium and is segregated into two Chapters.

**Chapter A** is the model bye-laws under West Bengal Apartment Ownership Act, 1972 and generally known as "West Bengal Apartment Ownership Bye-laws, 1974". Any changes in the model bye-laws framed by the Competent Authority with the prior approval of the State Government shall be effective as notified by the Competent Authority and shall be applicable to Kendriya Vihar II Apartment Owner's Association. Chapter - A is prone to amendment as and when such amendment to the model bye-laws is notified by the competent authority under the West Bengal Apartment Ownership Act, 1972.

**Chapter B** is the extension of the model bye-laws defined in Chapter A where the board of managers has tried to proffer tangible action items in clear terms to avoid ambiguity for smooth administration of the society. This section may be amended only after passing resolution in the general meeting of the association or under the instruction of the competent authorities.

The proposed penal interests in Chapter - B are to deter certain activities within the KV2K premises for the convenience of the owners and not to provide a source of earning to the association.

# Budget for FY 2021-22

Expense		
	Yearly	Monthly
Office Expense	180,000	15,000
Professional Charge	60,000	5,000
Fire AMC	360,000	30,000
Lift AMC	1,120,000	93,333
Intercom AMC	48,000	4,000
Salary & Wages	1,825,000	152,083
Security & Housekeeping ( RSSS )	3,600,000	300,000
Cleaning Charges	60,000	5,000
Sanitization Expenses ( Covid-19 )	60,000	5,000
Oil Expenses	72,000	6,000
Garbage Collection Charges( NDDM)	144,000	12,000
Property Tax	22,000	1,833
Gardening Expenses	18,000	1,500
Repair & Maintenance	720,000	60,000
Electricity Charges	2,400,000	200,000
Rebate Allowed	100,000	8,333
Fire Equipment	350,000	29,167
Development + Depreciation + Misc + Late Payment	1,000,000	83,333
Borewell	1,250,000	
<b>Total</b>	<b>13,389,000</b>	<b>1,011,583</b>

Source						
	A	B	C	D	SP	
DU#	36	156	192	198	449	
Sq. Ft. / DU	597	1075	1311	1543	135	
Sq. Ft. / Type	21492	167700	251712	305514	60615	
Existing Rate	686.55	1,236.25	1,507.65	1,774.45		
Existing Rate	690	1,240	1,510	1,780		
Proposed Rate (DU)	747	1,344	1,639	1,929		
Proposed Rate (DU + Parking)	915	1,513	1,808	2,098		
Monthly	26,892	209,664	314,688	381,942	75,769	1,008,955
Yearly	322,704	2,515,968	3,776,256	4,583,304	909,228	12,107,460
<b>Collection from Subscription</b>						<b>12,107,460</b>
<b>Fixed Deposit</b>						<b>1,200,000</b>
<b>Cash in Hand</b>						<b>81,540</b>
<b>Total</b>						<b>13,389,000</b>

Existing MMC Rate: 1.15

Proposed MMC Rate: 1.25

Increase Percentage: < 9%

# Proposals

## 1. MyGate App

### **A. Proposal:**

- i) Feature to track entry of visitors, vendors, delivery boy, employees, tenants etc. and their approvals electronically.
- ii) Feature to monitor complaints, follow-up, track turnaround time and collect feedback.
- iii) Feature to communicate over VOIP with neighbors without knowing their phone numbers.
- iv) Feature to accept delivery at the gate in absence of residents.
- v) GDPR, ISO 27001 & Proposed Personal Data Protection Bill 2019 compliant with fully encrypted with secure data transmission and storage for all entries and transfers
- vi) Result of the opinion poll on held between 30th October 2020 and 7th November 2020.
  - a. In Favour: 74
  - b. Against: 21
  - c. Not counted: 3

### **B. Estimated Cost:**

- i) Board decided to continue with 5 security personnel in morning and day shift from the previous 6 security personnel with the introduction of the app, since all entities are photographed and details captured digitally while entering / exiting the complex and entry of such entities are allowed only when approved by the owners digitally. It is providing a savings of approximately INR 2,92,000/year.
- ii) As per offer received in June 2020, the proposed cost of MyGate App is INR 28,000/year including GST after free usage period. The cost includes 4 mobile devices and calls / data charges for 2 gates i.e. it shall cost each owner of KVIAOA INR 48/year

## 2. Car Sticker

### **A. Proposal:**

- i) Car Sticker for Easy identification of cars for convenience of security personnel and avoid frisking.
- ii) Easy identification of parked vehicle and its owners based on the car sticker number.
- iii) First time free stickers for the owners, one-time charge from the tenants.
- iv) Can be replaced by RFID based sticker in future and automate entry/exit to the complex.

### **B. Estimated Cost:**

Negligible

### 3. Temporary Parking Space

#### A. Proposal

- i) 449 car parking space for 582 DUs; Arrange car parking space for 133 DUs with no parking space.
- ii) Association to maintain list of owners who wants to rent out their parking space. Non-owners to contact owners from the listed parking owners.
- iii) Association to survey for requirement and earmark some areas under stilt or on the broad pathways for open parking of vehicles based on the survey purely on temporary basis till permanent solution of the parking space can be made. Convenience charges shall be paid by such residents to the association. Once permanent solution is made, all temporary areas for parking shall cease to exist forthwith and residents shall not be allowed to park their cars other than actual parking space.

## 4. Paintings of buildings and Waterbody Renovation

### A. Proposal:

- i) More than 5 years since last painting done, quality of the existing painting is not good.
- ii) Conditions of the buildings have deteriorated and need immediate attention.
- iii) Painting cost will vary from approximately 1.4 crore to 1.8 crore excluding other repairing cost.
- iv) All seepages from individual DU needs to be repaired before painting of external walls otherwise warranty will be nulled.
- v) Cementing the side walls of the waterbodies to arrest breaking of sides using colourful slab tiles
- vi) Provision to arrange water in these water bodies throughout the year
- vii) Provision for colourful lights in the water bodies
- viii) Provision for small fountains in the water bodies to be running at night

### Offer from Asian Paints

<b>External Painting</b>				
	<b>Area (sq. ft.)</b>	<b>Solution</b>	<b>Rates/ sq. ft. (ex of GST)</b>	<b>Total</b>
1	930324	a) 2 coats of Damp sheath waterproofing primer+ 2 coats of Apex exterior emulsion	Rs. 10 / sq ft	Rs.93,03,324
	930324	b) 2 coats of Damp proof water proofing primer+ 2 coats of Apex exterior emulsion	Rs. 11 / sq ft	Rs.1,02,33,564
	930324	c) 2 coats of Damp sheath waterproofing primer+ 2 coats of Apex Ultima exterior emulsion	Rs. 12 / sq ft	Rs.1,11,63,888
	930324	d) 2 coats exterior primer + Apex exterior emulsion	Rs. 8 / sq ft	Rs.74,42,592
	930324	e) 2 coats exterior primer + Apex Ultima exterior emulsion	Rs. 9 / sq ft	Rs.83,73,916
<b>For exterior metal surface + staircase metal surface</b>				
	<b>Area (sq ft)</b>	<b>Solution</b>	<b>Rate/sq ft (ex of GST)</b>	<b>Total</b>
2	111113	1 coat of red oxide metal primer+ 2 coats Apcolite synthetic enamel	Rs. 8 / sq ft	Rs. 8,88,904
<b>Corridor + Staircase cement area</b>				
	<b>Area (sq ft)</b>	<b>Solution</b>	<b>Rate/sq ft (ex of GST)</b>	<b>Total</b>
ssss3	335032	a) 2 coats of interior primer + Tractor Aqualock	Rs. 6 / sq ft	Rs.20,10,192
	335032	b) 2 coats of interior primer + Tractor Emulsion	Rs. 7 / sq ft	Rs.23,45,224
	335032	c) 2 coats of interior primer + Premium Emulsion	Rs. 9 / sq ft	Rs.30,15,288
<b>Parking Area</b>				
4				

	<u>Area (sq ft)</u>	<u>Solution</u>	<u>Rate/sq ft (ex of GST)</u>	<u>Total</u>
	600982	1 coat exterior primer + 2 coats of Ace Exterior Emulsion	Rs. 6 / sq ft	Rs.36,05,892

<b>Lift shaft &amp; LM room</b>				
5	<u>Area (sq ft)</u>	<u>Solution</u>	<u>Rate/sq ft (ex of GST)</u>	<u>Total</u>
	81180	1 coat of interior primer + 2 coats of Tractor Uno Acrylic distemper	Rs. 5 / sq ft	Rs.4,05,900

<b>Rate for Repairing</b>				
	<u>Area (sq Ft)</u>	<u>Products to be used</u>	<u>Rate/ sq ft (ex of GST)</u>	
6	1	1.Smart Care Repair Polymer 2.Vitalia Neo 3.Smartcare Damp block 2K 4,Cement & Sand 5.Repair Mortar	Rs. 45 / sq ft	

<b>Total Cost System Wise</b>				
	<u>Solution</u>	<u>Total Cost for painting(Excluding GST &amp; Repairing)</u>		
<b>TOTAL</b>	1a+2+3a+4+5		Rs. 1,62,14,212	
	1a+2+3b+4+5		Rs. 1,65,49,244	
	1a+2+3c+4+5		Rs. 1,72,19,308	
	1b+2+3a+4+5		Rs. 1,71,44,452	
	1b+2+3b+4+5		Rs. 1,74,79,484	
	1b+2+3c+4+5		Rs. 1,81,49,548	
	1c+2+3a+4+5		Rs. 1,80,74,776	
	1c+2+3b+4+5		Rs. 1,84,09,808	
	1c+2+3c+4+5		Rs.1,90,79,872	
	1d+2+3a+4+5		Rs. 1,43,53,480	
	1d+2+3b+4+5		Rs. 1,46,88,512	
	1d+2+3c+4+5		Rs.1,53,58,576	
	1e+2+3a+4+5		Rs. 1,52,84,804	
	1e+2+3b+4+5		Rs. 1,56,19,836	
	1e+2+3c+4+5		Rs. 1,62,89,900	

## Offer from Berger Paints

<b>Painting Options and Rates</b>				
Sl.	Product	Rate Rs. /Sq. ft.	Approx. Area Sq. ft.	Total Amount Rs.
External Block	Weather Coat Long Life with P U Warranty - 10 Years Performance Life	8.9	1020143	9079272.7
External Block	Platina Weather Coat ALL Guard with enhanced silicon Exterior Paint Warranty – 8 Years	7.9	1020143	8059129.7
External Block	Weather Coat Anti Dust Warranty – 6 years External all block	7.4	1020143	7549058.2
External Common Metal Grill Area	Luxol Hi Gloss	7.2	175491	1263535.2
Fire Duct + Electrical Shaft inside area.	Luxol Hi Gloss oe Aluminium paint	9.5	6520	61940
Staircase, Lobby and others common area	Bison Acrylic Emulsion	5.5	311609	1713849.5
Ground Floor Car Parking area.	Walmasta Exterior Emulsion paint	6.2	272846	1691645.2
<b><u>Total Cost Effect for painting.</u></b>				
<b>Option-1</b>	<b>Weather Coat Long Life -10 Years Life</b>			<b>Rs. 14830385.00</b>
<b>Option-2</b>	<b>Platina Weather Coat All Guard- 8 Years Life</b>			<b>Rs. 13810242.00</b>
<b>Option-3</b>	<b>Weather coat Anti dust 6 years warranty</b>			<b>Rs. 12280028.00</b>
<b>Civil Works</b>	<b>Civil work as per specification all all towers &amp; Boundary wall</b>			<b>Rs. 2050000.00</b>

**B. Estimated Cost:**

Approximate DU wise expense will be as per below table considering a budget of INR 2 crore.

Building Type	No. of DU	Area (Sq. Ft.)	Total Area Type Wise (Sq. Ft.)	Without Parking (INR)	With Parking (INR)
<b>A</b>	36	597	21492	14794.93404	18140.52213
<b>B</b>	156	1075	167700	26640.79412	29986.38222
<b>C</b>	192	1311	251712	32489.37776	35834.96586
<b>D</b>	198	1543	305514	38238.83286	41584.42096
<b>Parking</b>	449	135	60615	3345.588099	
<b>Total Sq. Ft.</b>			807033		
<b>Rate / Sq. Ft. (INR)</b>			24.78213406		

## 5. Water Treatment Plant

### **A. Proposal:**

- i) Water Test Report from All India Institute of Hygiene & Public Health dated 16/03/2020 shows KV2K water fit for drinking but with hardness over average.
  - (a) MPN of coliform organism / 100 ml: 0 [Fit for drinking]
  - (b) MPN of faecal / E.coli coliform / 100 ml: 0 [Fit for drinking]
  - (c) pH: 7.07
  - (d) Alkalinity: 410
  - (e) Hardness: 450
  - (f) Chloride: 170
- ii) In respect of our application for surface water connection, municipality proposed to give water connection over 2 X ½ inch ferrule which is negligible against our requirement. Moreover, such connection would be from municipal borewell and not necessarily surface water.
- iii) Online Application for bulk water connection has been rejected by KMDA

### **B. Estimated Cost:**

- i) One offer collected for Total INR 16,00,000 [excluding piping, electric connection, control panel and automation].
  - (a) Total Amount for Tank 1 = INR 8,22,100
  - (b) Total Amount for Tank 2 = INR 7,74,700
- ii) One offer collected for Total INR 23,00,000
- iii) One offer collected for Total INR 40,00,000

## 6. Regular Car Parking Provision

### **A. Proposal:**

- i) Only 449 parking space for 582 DUs
- ii) 133 DUs with no parking space
- iii) Initially 60+ owners having no parking requested for parking space in the survey
- iv) One adjacent land can be taken over to develop as parking space
- v) Proposal is to build multilevel parking space with parking at basement and car lifts.
- vi) Ground Floor to be developed as marketplace, gymnasium, and visitor's parking place
- vii) Entire Project to be monitored by project committee comprising of beneficiary owners
- viii) Members having no parking space in KV2K will be given preference

### **B. Estimated Cost:**

- i) Initial discussion with the landowner has been done. Approximate cost of the land is INR. 1,00,00,000. Building cost estimation has not been collected.
- ii) Entire Cost to be collected from the interested members. Minimum cost shall be INR 3,00,000, maximum cost shall be based on final costing. Excess money, if any, shall be deposited into Corp Fund

## 7. Property Insurance

### A. Proposal:

- i) During AAMPHAAN, an estimated loss of INR 4,00,000 incurred by the association
- ii) Much of this amount may have been recovered if the property was insured
- iii) Need to safeguard property against such future calamities / accident

Difficulties in assessing correct valuation; CGEWHO is yet to handover any invoice of the project.

- i) Invoices of any asset not present
- ii) Land Cost Segregation not present
- iii) Boundary Cost not present

### B. Estimated Cost: As on date, three offers have been received by the board.

- i) National Insurance Co. Ltd. (Standard Fire & Special Perils, Earthquake, STFI) – INR 10,00,000
- ii) New India Assurance (Basic Fire, Earthquake, STFI) – INR 10,00,000
- iii) Bajaj Allianz General Insurance Co. Ltd. (Standard Fire & Special Perils) – INR. 11,00,000

## 8. Flyover from Expressway to KV2K

### A. Proposal: Independent approach road for KV2K from Expressway; Proposal for flyover near B1 Gate.

- i) The Service Road is narrow and encroached in places making it difficult for movement
- ii) Absence of proper service road on the other side of the Expressway
- iii) Direct Connection with the Expressway to and from the complex will elevate the value of the property.
- iv) Preliminary talks with NHAI officials

### B. Estimated Cost: Approximately 60-65 Lacs budgetary price.

- i) Ramp price Rs 1,00,000/- per meter (approx. 50m length = 50L)
- ii) Security office top support, Diversion of electrical-fire-sanitary lines = 5L
- iii) 16 piles @ Rs25,000/- = 4L
- iv) Design & Soil test = 2L

## 9. Waste Management

### A. Proposal – Statutory Obligation:

KVIIAOA should implement Waste Management Center (WMC) following Solid Waste Management Rules 2016 and initiate waste segregation mechanism at the earliest.

- i) Solid Waste Management Rules 2016 Clause 4; Subclause 6 – All resident welfare and market associations shall, within one year from the date of notification [8<sup>th</sup> April 2016] of these rules and in partnership with the local body ensure segregation of waste at source by the generators as prescribed in these rules, facilitate collection of segregated waste in separate streams, handover recyclable material to either the authorised waste pickers or the authorised recyclers. The bio-

degradable waste shall be processed, treated and disposed of through composting or bi-methanation within the premises as far as possible. The residual waste shall be given to the waste collectors or agency as directed by the local body.

- ii) NDDM Public Health Department in Memo No. NDDM/PH Dept./5333 instructed KVIIIAOA to implement certain SWM Rules.
- iii) The process is monitored by National Green Tribunal, and enforcing compensation from defaulters

**B. Estimated Cost:**

- i) Initial offer collected from single vendor – Capital expenditure of INR 10,00,000 for a capacity of 150Kg/day Organic Waste Converter.
- ii) Operational Cost of the WMC is INR 4,000/month; Buyback of manure generated from the waste. Current operational cost to be reduce by INR 2,000/month
- iii) AMC of INR 30,000
- iv) 400 Sq. Ft. Area to be allocated for Waste Management Center

## Capital Expenditure Charge

DU Type	DU#	Sq. Ft.	Total Sq. Ft.	Painting	Insurance	WTP	Flyover
A	36	597	21492	14800	740	1850	4810
B	156	1075	167700	26650	1340	3340	8660
C	192	1311	251712	32500	1630	4070	10560
D	198	1543	305514	38250	1920	4780	12430
SP	449	135	60615	3350	170	420	1090
<b>Total Sq. Ft.</b>			807033				

## Miscellaneous