

AAOA – Special General Body Meeting (SGM): Minutes of Meeting (MOM)

Date: 09-MAR-2025

Location: Clubhouse Party Hall

Time: 05:30 PM to 07:30 PM

Agenda:

1. Taking over of the phase 1 maintenance from 1-APR -2025
 - a. vendors evaluation & shortlisting updates
 - b. Appointment of financial accountant & staff recruitments for operations
 - c. cost sharing assessment discussion with builder is in progress
 - d. expected cost per square feet post maintenance take-over (approx.)
 - e. On boarding of Mygate app
2. Appointment of financial auditor / chartered account for maintenance take over activities
3. Initiation of HOTO process (phase 1 & phase 2)

Attendees:

• AAOA Members:

Mr S P Nayak,

Dr Venkatagiri

Mr Suryakant

Mrs Kalavathi M

Mr Santhosh Shetty

Mr Shiva Kumar

Mr Shivalingappa Diggi

Venkatesh Shenoy

Nataraj T

• Resident Members

Mr. Venkatesh Shenoy, Member of the Managing Committee, warmly welcomed all resident members to the Special General Body Meeting of the Anugraha Apartment Owners Association (AAOA). He outlined the overall agenda for the meeting.

Thereafter, Joint Treasurer **Mr. Santhosh Shetty** presented the first and Second agenda item, which encompassed the following key points:

Agenda1: Taking Over of Phase 1 Maintenance from 1st April 2025

Security Agency – Evaluation

1. AAOA will take over complete security management (Phase 1 and Phase 2).
2. Evaluated 6 different vendors (including existing vendor).
3. AAOA will charge Sattva Developers for security related to common area (sharing) and Phase 2 portion.
4. This will be Effective from 1st April 2025.
5. Existing vendor will be discontinued due to inefficiency and poor quality of services.
6. After thorough evaluation, we have decided to proceed with Colonel Shishupal's Security Services (CSSCS) as our security agency.

House Keeping Agency – Evaluation

1. AAOA will take over only Phase 1 House Keeping services, including common area. Phase 2 will be handled by Sattva Developers separately.
2. Evaluated 7 different vendors (including existing vendor).
3. AAOA will charge Sattva Developers for common area housekeeping.
4. This will be Effective from 1st April 2025.
5. Existing vendor will be discontinued due to inefficiency and poor quality of services.
6. Different vendors will be used for Security and House Keeping services.
7. After thorough evaluation, we have decided to proceed with Capella & Alhena (CACS) as our Housekeeping agency.

Water Supply Agency

1. AAOA will take over only Phase 1 Water Supply, including Clubhouse. Phase 2 will be handled by Sattva Developers.
2. Existing vendor will be continued due to:

- Continuity of service to ensure no scarcity of water during summer season.
- Other vendors unable to supply required quantity at agreed price.

3. AAOA has demanded Sattva to bear some extent of Phase 1 water charges since Cauvery connection is not provided.

4. Average water consumption in Phase 1: 9 lakh litres.

5. Current average monthly cost: Rs. 9, 00,000/- (approx.)

STP, WTP, and Swimming Pool Vendors

- Vendor evaluation is still in progress and will be shortlisted soon

Gardener Vendors

- Vendor evaluation is still in progress and will be shortlisted soon.

Electrician & Plumbing Vendors

- Vendor evaluation is still in progress and will be shortlisted soon.

Pest Control Vendors

- Vendor evaluation is still in progress and will be shortlisted soon.

Accountant & Ops Resource Recruitment

- A minimum of 4 resources are needed to manage Phase 1 operational activities.
- Interviews have been conducted, but no suitable candidates have been found yet.
- Additional candidates will be sourced, and resource-providing agencies will be approached.
- Sattva will have a separate team to manage Phase 2 operational and help-desk activities.

Projected Monthly Maintenance from 1st April 2025

- Your monthly maintenance charges will be approximately between Rs. 3.50 to 3.75 per sq. ft. (including sinking fund).

- Flat-wise savings (1BHK, 2BHK, 3BHK) are mentioned in the attached PPT.

FROM

1-APR-2025

Your Monthly Maintenance charges are

Approx Rs. 3.50 to 3.75 per sqft
(Including sinking fund)

PROJECTED MONTHLY MAINTENANCE FROM 1-APR-25

1 BHK Apartment

CURRENT		FROM 1-APR-25 ONWARDS	
SQ FT	490	SQ FT	490
Rate per SQFT	4.5	Rate per SQFT (Approx)	3.75
GST	18%	GST - Not Applicable	0%
Net Rate	5.31	Net Rate	3.75

Monthly Current Maintenance2601.9

Monthly Expected Maintenance1837.5

Monthly Savings₹ 764.40

PROJECTED MONTHLY MAINTENANCE FROM 1-APR-25

2 BHK Apartment

CURRENT		FROM 1-APR-25 ONWARDS	
SQ FT	1020	SQ FT	1020
Rate per SQFT	4.5	Rate per SQFT (Approx)	3.75
GST	18%	GST - Not Applicable	0%
Net Rate	5.31	Net Rate	3.75

Monthly Current Maintenance5416.2

Monthly Expected Maintenance3825

Monthly Savings₹ 1,591.20

PROJECTED MONTHLY MAINTENANCE FROM 1-APR-25

2.5 BHK Apartment

CURRENT		FROM 1-APR-25 ONWARDS	
SQ FT	1200	SQ FT	1200
Rate per SQFT	4.5	Rate per SQFT (Approx)	3.75
GST	18%	GST - Not Applicable	0%
Net Rate	5.31	Net Rate	3.75

Monthly Current Maintenance6372

Monthly Expected Maintenance4500

Monthly Savings₹ 1,872.00

PROJECTED MONTHLY MAINTENANCE FROM 1-APR-25

3 BHK Apartment

CURRENT		FROM 1-APR-25 ONWARDS	
SQ FT	1500	SQ FT	1500
Rate per SQFT	4.5	Rate per SQFT (Approx)	3.75
GST	18%	GST - Not Applicable	0%
Net Rate	5.31	Net Rate	3.75

Monthly Current Maintenance7965

Monthly Expected Maintenance5625

Monthly Savings₹ 2,340.00

PROJECTED MONTHLY MAINTENANCE FROM 1-APR-25

3 BHK (Large) Apartment

CURRENT		FROM 1-APR-25 ONWARDS	
SQ FT	1750	SQ FT	1750
Rate per SQFT	4.5	Rate per SQFT (Approx)	3.75
GST	18%	GST - Not Applicable	0%
Net Rate	5.31	Net Rate	3.75

Monthly Current Maintenance9292.5

Monthly Expected Maintenance6562.5

Monthly Savings₹ 2,730.00

Gate & Apartment Management Agency

- From 1st April 2025, a new Gate & Apartment Management Application will be implemented for both Phase 1 and Phase 2.

- Activities completed:

- Sattva Anugraha society profile created.
- Security Guard training completed.
- Dashboard & ERP training completed for AAOA and Sattva Team.

- Next steps:

- Residents on boarding to MyGate.
- Admin-related setup & Anugraha-specific customization.
- Detailed migration plan will be shared.

In-Scope Vendors for Evaluation

- There are around 40 vendors in scope.
- Vendor evaluation is in progress.

- 1 Kone Lift
- 2 Trans Diesel Generator
- 3 Pragathi Controls Electrical Panels
- 4 JK Enterprises STP & WTP
- 5 OM electrical Electrical & plumbing
- 6 Force security & Allied services Security
- 7 Sri Balaji services Housekeeping
- 8 Nacher Facility Garden
- 9 Arvinn Enterprises Swimming pool
- 10 Synergy Pest Controls Pest control
- 11 SSV Water Supply Tanker Water
- 12 Shivanand K Debris
- 13 SSC Enterprises Waste management
- 14 Ravi's GYM
- 15 Milk and News Paper
- 16 ACT Internet
- 17 TV (Hathway) Likhita Cable Network
- 18 Airtel Internet
- 19 Excitel Internet
- 20 BBNL Internet
- 21 TATA SKY TV
- 22 Shine Pro Car Care Car Wash (T1 to T6)
- 23 Sri Vijay Car Care Car Wash (T7 to T12)
- 24 Sri Venketeshwara Dry Cleaners Laundry
- 25 Elmeasure Electricity App
- 26 Vegetables Shop Vegetables
- 27 Unique Salon
- 28 Dawaa Dost Medical
- 29 Ayoka Essentials Groceries

- 30 AdOnMo Digital Notice Board
- 31 Lakshmi Clinic Doctor's consultation
- 32 Prompt Fitness Service Gym Servicing
- 33 APEL A.C clubhouse
- 34 CSML Bowling Alley
- 35 Yuktha Enterprises Jacuzzi, Steam and Sauna
- 36 Saptha Innovations Pvt. Ltd Pump servicing
- 47 Nuez Technologies Pvt Ltd CCT

AGENDA 2. Appointment of financial auditor / chartered accountant for managing phase 1 operations

We have assessed multiple auditing firms, Accounting Firms, reviewed their quotes, and finalized on Mr. Venkatesh Prabhu (CA Firm) and Associates for Accounting, similarly for Auditing we have finalized Damodhar Management and Consulting firm.
As mentioned there are Separate for Accounting and Auditing Firm.

AGENDA 3 – INITIATION OF HOTO PROCESS (PHASE 1 & PHASE 2)

Mr. Shivalingappa Diggi walked the resident members through the HOTOT initiation process, which encompasses the following key details:

HOTO PROCESS INITIATION

- 1. HOTO** process will be initiated from 1-Apr-2025
- 2. Technical Auditor** would be appointment for advising and execution of HOTO activities
- 3. Received 2 agency quotation (expected few more)** and will be decided based on the evaluation criteria.
4. Further details on the HOTO process would shared as need basis.

QUESTIONS/SUGGESTIONS/FEEDBACKS:

1. Mr. Raghavendra Bhat – T7-303

Q: How is Common Area Segregation being done to collect maintenance from Sattva?

A: The Association responded that certain parameters have been set, which are currently under negotiation with the Sattva team. Once finalized, the details will be shared with resident members.

Q: Who will collect rental income from the Clubhouse party hall and vendors like grocery stores and medical stores?

A: The Association responded that the vendors' rent collection and Clubhouse party hall charges will be collected by the Association.

Q: When will the builder transfer the Corpus Fund?

A: The Association responded that, as this is currently just a maintenance takeover, the discussion and timeline for collecting the Corpus Fund along with its interest will commence once the HOTO process starts.

Q: What about the solar installation, as the HT to LT conversion is not done?

A: The Association responded that this has been discussed with the builder, and the work will be completed before the HOTO process is finalized.

Suggestions and Feedback from Mr. Raghavendra Bhat:

- He emphasized the need to collect the Corpus Fund with interest as soon as possible, as it will yield interest and add to the maintenance.
- He suggested having a separate auditor and accounting firm, to which the Association clarified that this has already been considered.
- He recommended sharing a clear bifurcation of the scope of work (who is maintaining what) between the Association and Sattva team, as the current arrangement is causing confusion.
- He stressed that everyone should pay maintenance starting April 1st, 2025, with no relaxation given to anyone, and interest should be levied for late payments.
- He suggested considering the GST cost in maintenance collection, as this may need to be paid on certain services.
- Association has considered these suggestions.

2. Mr. Rahul Jain T1-1004

Q: Will the monthly maintenance from April 1st onwards be within the exact range which you just shared?

A: The Association responded affirmatively, confirming that the monthly maintenance from April will indeed will be within the shared range.

3. Mr. Krishna Prasad M T2-704

Q: How was the maintenance date finalized, and when did Sattva inform residents about it?

A: Sattva communicated the maintenance date to the Association via email. As per their standard protocol, Sattva communicates with the elected body, and the Association had already informed residents about this during the February residents' meeting.

Q: Are vendor purchase orders (POs) released through an online platform or app?

A: Yes.

Suggestion from Mr. Krishna Prasad:

- He suggested restricting vendors to only approved ones for all apartment-related services.

4. Mr. Shekharappa T5-1204

Mr. Shekharappa shared his feedback that the Association's primary focus should have been on taking over the property's maintenance, rather than pursuing other initiatives.

5. Mr. Prashant T1-604

Q: How can you take over the handover immediately, given the significant transition and effort required?

A: This is not an impulsive decision. The Association has been working behind the scenes on this transition for a couple of months, investing considerable effort to ensure a smooth handover. While we acknowledge that major transitions can be complex and may encounter some hurdles, we are prepared to move forward.

6. Mr. Gururaj Kulakarni T10-203

Q: Why are we migrating from Nobrokerhood to Mygate, and what will happen to the data currently with Nobrokerhood?

A: After assessing the options, we found Mygate to be more effective, with advanced features and a hassle-free experience. Additionally, Mygate is GDPR compliant, ensuring robust data privacy. Regarding the Nobrokerhood data, we will discuss the disposal process with them and seek expert advice to ensure a secure transition.

Suggestions:

- Collect the Corpus Fund along with accrued interest.
- Explore installing an ATM in the society, which can generate rental income and profit for the society.
- Gather data on unsold flats and charge the builder maintenance for these units.
- Establish a clear bifurcation of the scope of work and maintenance responsibilities between the Association and Sattva.
- Association has considered these suggestions.

7. Mr. Srikanth Bhat T4-402

Q: What about the pending maintenance? How it will be collected.

A: The Association has clearly said that this is a matter solely between the builder and the defaulting parties, it is left to the builder to collect the pending maintenance from Defaulters itself.

8. Mr. Rajkumar Chajer T4-003

Q: What will be the maintenance payment schedule - will it be monthly or quarterly?

A: The maintenance payment schedule will be quarterly.

9. Mr. Munish Kumar T4-003

Mr. Munish Kumar shared that, given the tedious, huge, and time-consuming nature of this transition process, we need to support the Association and be prepared for some potential hiccups along the way.

The Association expresses its gratitude to Mr. Munish and all the residents for their understanding and cooperation in this matter.

With this the SGM concluded on 9th March 2025 at 7:30 PM.