Special General Body Meeting

9-March-2025 - SUNDAY @5.30 PM

Location – Clubhouse Party Hall

WELCOME MESSAGE

SGM AGENDA

1. TAKING OVER OF PHASE 1 MAITENANCE FROM 1-APR-2025

- A. VENDORS EVALUATION & SHORTLISTING UPDATES
- B. APPOITNMENT OF FINANCIAL ACCOUNTANT & STAFF RECRUITEMENTS FOR OPERATIONS
- C. COST SHARING ASSESSMENT DISCUSSION WITH BUILDER IS IN PROGESS
- D. EXPECTED COST PER SQUARE FEET POST MAINTENANCE TAKE-OVER (APPROX)
- E. ONBOARDING OF MYGATE APP

2. APPOINTMENT OF FINANCIAL AUDITOR / CHARTERED ACCOUNT FOR MAINTENANCE TAKE OVER ACTIVITIES

3. INTIATION OF HOTO PROCESS (PHASE 1 & PHASE 2)

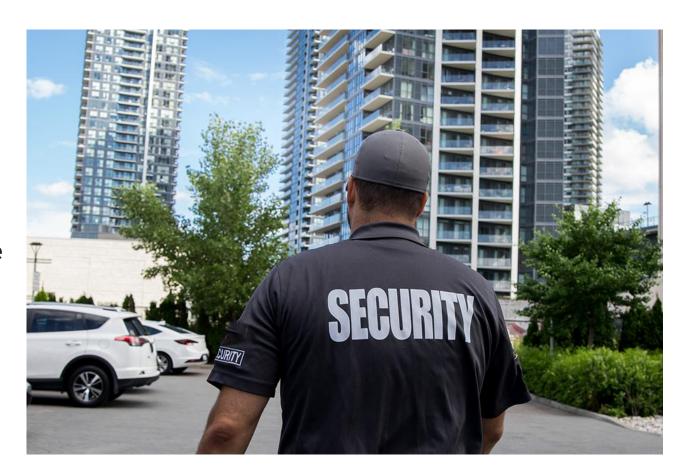
AGENDA 1 - TAKING OVER OF PI MAINTENANCE

EVALUATION DETAILS OF FOLLOWING VENDORS

- A. SECURITY VENDORS
- **B. HOUSE KEEPING VENDORS**
- C. WATER SUPPLY VENDORS
- D. STP, WTP AND SWIMMING POOL VENDORS
- E. ELECTRICIAN, GARDENER, PLUMBING VENDORS
- F. PEST CONTROL VENDORS
- G. ACCOUNTANT & OPERATIONAL RESOURCE RECRUITMENT
- H. COST SHARING BETWEEN AAOA AND BUILDER
- I. PROJECTED COST PER SQUARE FEET
- J. ONBOARDING GATE & APARTMENT MANAGEMENT AGENCY MYGATE

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 would **charge Sattva Developers** for the security related to common area (sharing) and Phase 2 portion.
- 4. This will be **effective from 1-Apr-2025**
- 5. Based on the evaluation, it has been decided to dis-continue the existing vendor due to inefficiency & poor quality of services.



SECURITY AGENCY – EVALUATION

QUOTATION DETAILS FOR	Quotation 1	Quotation 2	Quotation 4	Quotation 5 Quotation 6		
	Quotation 1	Quotation 2	Quotation 3	Quotation 4	Quotation 5	Quotation 6
Criteria	KEA	Peregrine	VRFS	csscs	Gold Dolphin	Force
Service	Security Service	Security Service	Security Service	Security Service	Security Service	Security Service
Security Officer (per person)	₹ 45,000.00	₹ 52,225.00	₹ 30,000.00	₹ 28,000.00	₹ 32,328.00	₹ 35,000.00
Security Supervisor (per person)	₹ 32,000.00	₹ 49,084.00	₹ 29,000.00	₹ 23,000.00	₹ 22,828.00	₹ 23,000.00
Security Guard (per person)	₹ 28,000.00	₹ 48,336.00	₹ 25,500.00	₹ 20,000.00	₹ 18,505.00	₹ 19,000.00
No. of Security Officer required	2	2	2	2	2	
No. of Security Supervisor required	4	4	4	4	4	
No. of Security Guard required	40	40	40	40	40	4
Total Cost (per month)	₹ 13,38,000.00	₹ 22,34,226.00	₹ 11,96,000.00	₹ 9,48,000.00	₹ 8,96,168.00	₹ 9,22,000.00
Additional Fees	0	0	0	0	0	
Discounts	0	0	0	0	0	
Payment Terms	30 Days	30 Days	30 Days	30 Days	30 Days	30 Day
	Reputed agency in	The reputed agency in	The reputed agency in	The reputed agency in	The reputed agency in	The reputed agenc
	Bengaluru, Most of the	Bengaluru has most	Bengaluru has most of	Bengaluru has most of the	Bengaluru has most of	in Bengaluru has
	clients are apartments.	clients are apartments. of the clients in		clients in residential	the clients in	most of the clients
Considerations	Currently, managing	residential	apartments.	apartments. Have good	residential	in residential
	the security service for	apartments.		history of managing the	apartments.	apartments.
	Sattva Divinity	63		big societies	W.	A.S
Support	Sactiva Divinity			Dig societies		

HOUSE KEEPING AGENCY – EVALUATION

- 1. AAOA will take over only Phase 1 House **Keeping services including common** area. Phase 2 will be taken care by Sattva Developers separately.
- 2. Evaluated 7 different vendors (including existing vendor)
- 3. AAOA would charge Sattva Developers for the common area house keeping.
- 4. This will be effective from 1-Apr-2025
- 5. Based on the evaluation, it has been decided to dis-continue the existing vendor due to inefficiency & poor quality of services.
- 6. There will be a different vendors for Security and House Keeping services.



HOUSE KEEPING AGENCY – EVALUATION

	Quotation 3	l	Quotation 2	Quotation 3	Quotation 4	Quotation 5	Quotation 6	Quotation 7
Criteria	Spoorthy In Solution Pv		Capella & Alhena (CACS)	Best Services	Dolpin	VRFS	csscs	Sanjeevini Enterprises
Service	House Keep	ing	House Keeping	House Keeping	House Keeping	House Keeping	House Keeping	House Keeping
Supervisor Wages (per month)	₹	25,265.00	₹ 24,750.00	₹ 26,500.00	₹ 24,556.00	₹ 22,000.00	₹ 22,344.00	₹ 26,000.00
HK Staff Wage (Per month)	₹	22,287.00	₹ 17,220.00	₹ 17,500.00	₹ 16,503.00	₹ 18,500.00	₹ 18,163.00	₹ 16,000.00
No. of Supervisors required		2	2	2	2	2	2	2
No. of HK Staffs required		45	40	45	45	45	45	53
Total Cost (per month)	₹	10,53,445.00	₹ 7,82,598.00	₹ 8,40,500.00	₹ 7,91,747.00	₹ 8,76,500.00	₹ 8,62,023.00	₹ 9,00,000.00
Additional Fees		0	44298	0	0	0	0	(
Discounts		0	C	0	0	0	0	0
Payment Terms		30 Days	30 Days	30 Days	30 Days	30 Days	30 Days	30 Days
Considerations	(7)	Most of the nospitals and	The reputed agency in Bengaluru has most of the clients are residential apartments. Further discount needs to be discussed	Larger property has not handled till now	Larger property has not handled till now	Larger property has not handled till now	This agency is reputed in Security, but house keeping still the starter	Larger property has not handled
Support	1				7			ÿ

WATER SUPPLY AGENCY

- 1. AAOA will take over only Phase 1 Water Supply including Clubhouse. Phase 2 will be taken care by Sattva Developers.
- 2. We have decided to **continue with existing vendor** due to
 - a. Continuity of service to ensure there is no scarcity of water due to summer season
 - b. Other vendors are not able to supply required quantity with the agreed price.
- 3. AAOA have **demanded** Sattva to bear some extent of P1 water charges since Cauvery connection is not provided.



SSV Water Supply

On an average **9 lakhs litters** of water being consumed in **Phase 1**.

Current average cost per month is – Rs. 9,00,000/- (approx.)

STP, WTP AND SWIMMING POOL VENDORS

Criteria	SDM HYDRO TECH	JK ENTERPRISES	Spoorthy Integration Solution	
Service	STP/WTP/ Swimming	STP/WTP/ Swimming	STP/WTP/ Swimming Pool	
	Pool	Pool		
STP	0	100000	120000	
WTP	0	50000	58230	
Swimming Pool	0	50000	23705	
Total Cost Per Month	₹ 1,50,000.00	₹ 2,00,000.00	₹ 2,01,935.00	
Additional Fees	18% GST	18% GST	18% GST	
Discounts				
Payment Terms				
Considerations	With consumable	Without consumable	With consumable	

Vendor evaluation is still in progress and will be shortlisted soon

GARDENER VENDORS

Criteria	Nature Facility	Spoorthy Integrated Solution	Gold Dolpin	csscs	
Service	Gardening	Gardening	Gardening	Gardening	
Supervisor Wages (Per Month)	26500	27555	27555	19078	
Garden Wages (Per Month)	18500	21517	21517	21517	
No of Supervisor Required 2		2	1	1	
No of Gardner Required	4	4	12	12	
Total Cost Per Month	₹ 1,27,000.00	₹ 1,41,178.00	₹ 2,85,759.00	₹ 2,77,282.00	
Additional Fees	18% GST	18% GST	18% GST	18% GST	
Discounts					
Payment Terms	30 Days	30 Days	30 Days	30 Days	
Considerations					

Vendor evaluation is still in progress and will be shortlisted soon

ELECTRICIAN & PLUMBING VENDORS

We have decided to continue with existing vendor due to -

- a. Continuity of service
- b. Should not impact few critical services
- c. If needed, new vendors will be evaluated in future.

NO CHANGE IN EXISTING VENDOR

PEST CONTROL VENDORS

Criteria	Synery Pest Control			AS Pest Control		Integrated Pest Control Pvt Ltd	
Service		Pest Control		Pest Control		Pest Control	
Email ID							
Total Cost Per Month	₹	2,75,000.00	₹	95,000.00	₹	62,000.00	
Additional Fees		18% GST		18% GST		18% GST	
Discounts							
Payment Terms		15 days		10 days		10 days	
Considerations	E	xisting Vendor					

Vendor evaluation is still in progress and will be shortlisted soon

ACCOUNTANT & OPS RESOURCE RECRUITMENT

Overall, we need at-least 4 resource to manage the Phase 1 operational activities.

Monthly Projected Cost of Operational Resources are:

Role	Salary	Quantity	Cost
Estate Manager	60,000	1	60,000
Assistant Facility Manager	35,000	1	35,000
Help Desk Co-Ordinator	24,000	2	48,000
Financial Accountant (CA)	40,000	40,000 1	
	TOTAL		183,000

- Interviewed multiple candidates for the above roles, but we have not got any suitable candidates so far.
- We will continue to source additional candidates.
- Also, we would be approaching few resource providing agency.

STAFF RECRUITMENT

Sattva will have separate team to manage all the phase 2 related operational and help-desk activities.

Finally, What is the projected maintenance charges

FROM

1-APR-2025

Our Monthly Maintenance charges are

Approx Rs. 3.50 to 3.75 per sqft

(Including sinking fund)

What is the Cost Advantages to Resident's due to reduction of maintenance charges

1 BHK Apartment

CURRENT					
SQ FT	490				
Rate per SQFT	4.5				
GST	0.81				
Net Rate	5.31				

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

Manthly Compant Maintanana	2001.0
Monthly Current Maintenance	2001.9

Monthly Expected Maintenance 1837.5

Monthly Savings

₹ 764.40

2 BHK Apartment

CURRENT					
SQ FT	1020				
Rate per SQFT	4.5				
GST	0.81				
Net Rate	5.31				

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

Monthly Current Maintenance	5416.2
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Monthly Expected Maintenance 3825

Monthly Savings

₹ 1,591.20

2.5 BHK Apartment

CURRENT		
SQ FT	1200	
Rate per SQFT	4.5	
GST	0.81	
Net Rate	5.31	

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

Monthly Current Maintenance	6372
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Monthly Expected Maintenance 4500

Monthly Savings

₹ 1,872.00

3 BHK Apartment

CURRENT		
SQ FT	1500	
Rate per SQFT	4.5	
GST	0.81	
Net Rate	5.31	

FROM 1-APR-25 ONWARDS			
SQ FT 1500			
Rate per SQFT (Approx)	3.75		
GST - Not Applicable	0%		
Net Rate 3.7			

Monthly Current Maintenance 7965	
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Monthly Expected Maintenance 5625

Monthly Savings

₹ 2,340.00

3 BHK (Large) Apartment

CURRENT		
SQ FT	1750	
Rate per SQFT	4.5	
GST	0.81	
Net Rate	5.31	

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

Monthly Current Maintenance	9292.5
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Monthly Expected Maintenance 6562.5

Monthly Savings

₹ 2,730.00

GATE & APARTMENT MANAGEMENT AGENCY

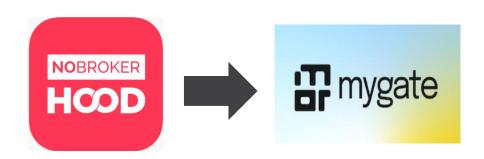
From **1-Apr-25** onwards, we will have a new Gate & Apartment Management Application for both Phase 1 and Phase 2



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

NEXT STEPS:

- Residents onboarding to MyGate
- Admin related set-up & Anugraha specific customization
- Will share the detailed migration plan



- Completely new system and does not carry any legacy info.
- Revisit security measures and apply required rules as per requirement.
- Can automate many services and better customer support
- Data Privacy and reputed vendor
- Advanced features
- Financially benefits via campaigns and events.

Sattva will handle Phase 2 part of MyGate

IN-SCOPE VENDORS FOR EVALUATION

SI No	Company Name	Service	
1	Kone	Lift	
2	Trans Diesel	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	GYM	
15	Milk and New's Paper	Milk and New's Paper	
16	ACT	Internet	
17	TV (Hathway)	Likhita Cable Network	
18	Airtel	Internet	
19	Excitel	Internet	

SI No	Company Name	Service
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)
	Sri Venketeshwara Dry	
24	Cleaners	Laundry
25	Elmeasure	Electricity App
26	Vegetables Shop	Vegetables
27	Unique Salon	Salon
28	Dawaa Dost	Medical
29	Ayoka Essentials	Groceries
30	Nobroker Hood	Gate App
31	AdOnMo	Digital Notice Board
32	Lakshmi Clinic	Doctor's consultation
33	Prompt Fitness Service	Gym Servicing
34	APEL	A.C clubhouse
35	CSML	Bowling Alley
38	Yuktha Enterprises	Jacuzzi,Steam and Sauna
39	Saptha Innovations Pvt. Ltd	Pump servicing
40	Nuez Technologies Pvt Ltd	CCTV

AGENDA 2 APPOINTMENT OF FINANCIAL AUDITOR / CHARTERED ACCOUNTANT FOR MANAGING PHASE 1 OPERATIONS

FINANCIAL AUDITOR (CA) APPOINTMENT

Criteria	Thynkfinn Solutions	Venkatesh Prabhu and Associates *	VENKATESHA M RAO & ASSOCIATES
Service	Charted	Charted	Charted
	Accountant/Auditor	Accountant/Auditor	Accountant/Auditor
One Time Fee	35000	25000	30000
Monthly Compensation	45000	40000	50000
Additional Fees	18% GST	18% GST	18% GST
Discounts	i ĝ		
Payment Terms	15 days	10 days	10 days
Considerations		Have good track record working in Property Management	

FINANCIAL AUDITOR (CA) - SCOPE OF WORK

ONE TIME ACTIVITIES

- Obtaining statutory registrations GST, TDS, Professional Tax
- Implementation of accounting and management reporting software (Mygate)
- Transition of assets form developers and bringing in to the books of accounts of the association
- Transition of surplus corpus in to the accounts of association
- Implementation of accounting software and transition of assets and corpus from developers are done jointly in consultation with members of managing committee.

RECURRING ACTIVITIES

- Accounts Payable checking the bills received, checking of amount against the PO, preparing vouchers, Vendor reconciliation, follow-up for open items if any,
- Receivable Issue invoice, Collection follow-up
- Banking activities All transactions.
- Payroll Registers maintaining payroll register and generating monthly salary Statements.
- Preparation and maintenance of Petty Cash registers and monthly reporting.

FINANCIAL AUDITOR (CA) - SCOPE OF WORK

STATUTORY COMPLIANCE

- Monthly GST returns, Annual GST return, upkeep of books of accounts in line with GST requirement, quarterly reconciliation of input credits.
- Monthly TDS deductions and remittance thereof, Filing of quarterly TDS return and issue of TDS certificates
- Profession tax returns and annual filing
- Assisting for timely completion of annual statutory audit
- Annual filing of tax, returns with registrar
- Any other statutory requirements deems necessary applicable to the association

REPORTING AND MIS

- Preparation of receipt and payment accounts, cash position report – Monthly basis
- Involvement in budget preparation
- Preparing Financial Statements, comparison with budget numbers - on a Quarterly basis for review and internal audit.
- Customized MIS Reports (As desired by the management committee)
- Receivable and payable aging reports
- Monthly consumption report for major heads of cost like – Power, water and security
- Capex reports.
- Statutory compliance dashboard- monthly

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

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.

HOTO PROCESS

- 1. The Builder must complete all the pending work as per our agreement before HOTO.
- 2. Other than minor work, critical pending work as on now:
- Cauvery Water issues
- Possibility of converting HT to LT
- Any other critical pending work
- 3) LOD (List of Documents) for HOTO must be given by the builder to AAOA.

Major items to be verified & inspected (Documents V/s Physical with spec)

- All assets DG sets / Lifts & other equipment's in the club house - Spec etc
- All amenities & facilities as mentioned in our agreement
- Land documents of Common area to be transferred to AAOA
- All other accessories etc

To check & verify thoroughly then to certify AAOA has to do an audit contract, who should be a professional, like any other gated community of our size does!

4) **Corpus fund transfer to AAOA** to be discussed & time line to be fixed.

If the builder is ready to do HOTO before completion of the pending work then an agreement (MOU) must be signed by the builder with the time line to complete the pending work!

It is the major responsibility of **AAOA to complete the HOTO in a professional & responsible** manner to avoid any future complication!

Otherwise the builder can easily escape from the responsibility once the HOTO is done!

Post HOTO Completion

Monthly Maintenance charges will be reduced further

Approx Rs. 2.90 to 3.00 per sqft

Reason for further reduction:

- Interest on corpus fund will add to overall collection.
- As Phase 2 (620 flats) will also be part of overall maintenance, which will lead to Larger collection
- Economy of Scale in operations, hence reduction of maintenance
- Additional Sinking Fund as well more Interest accumulation from that.

