



No. BOM/12th Meeting/ AOA/2018-19

Date: 16.12.2018

Minutes of the 12th Meeting of Board of Management of KV-II AOA held on 16.12.2018

All the members of BOM of KV-II AOA were invited vide notice dated 13.12.2018, for the 12th meeting of BOM to discuss and deliberate on the Agenda items circulated with the notice. Shri P.S. Bhandari, Member did not attend the meeting. A list of members who attended the meeting is attached.

At the outset, the President welcomed the Members to the 12th meeting of the BOM and requested Secretary, AOA to take up the agenda items.

Discussions were held on the agenda points and the following decisions were taken by the BOM after deliberations:

1. **Approval of the minutes of 11th meeting held on 28.10.2018 & Review of action taken on previous decisions of BOM :**

The Minutes of the 11th BOM Meeting held on 28.10.2018, was confirmed by BOM. The Members In-charge explained the status in respect of the action taken on the decisions related to their departments in the previous BOM meeting. The following position was intimated and decisions taken:

- i) It was informed that as per the decisions taken in the special AGM held on 14.10.2018, service tax registration was obtained and appropriate necessary action is being taken as per the prevailing rules on the service tax to assess the amount of income which may be excluded from the purview of Service Tax, year wise, for each of the four FYs beginning from 2013-14 onwards. It was also informed that to contest the contentions made in the SCN dated 23.10.2018 received from the Service Tax Department, M/s A.K. Batra Associates who have professional experience in dealing with service tax matters have been engaged at a professional Fee of Rs.75,000/- to prepare and file reply and to contest / defend the case on behalf of the KV-II, AOA. It was further informed that option to appoint a committee from amongst members of the AOA to consider and advise ways to reduce the service tax liability imposed by the Service Tax department vide the SCN dated 23.10.2018 and also to suggest as to how and why certain heads of income/expenditure can be brought as per law /rules under the subscription charges, was also explored but members whose names were suggested by AGM expressed their inability to work in the committee. Therefore, the idea of forming a committee was dropped and it has been decided to follow the considered opinion/ advice on the various issues on this subject of the professional agency engaged for this purpose, as noted above.
- ii) It was informed by the Member In Charge that to ensure fire safety compliance every floor in each block should have at least two filled fire extinguisher cylinders. To meet this requirement 614 fire extinguisher cylinders (135 ABC type (5Kg.each), 470 DCP type (5kg.each) and 09 ABC type (2kg.each) at the total cost of Rs. 145325 (ex. GST) have been refilled and placed in the respective blocks. The work for placing two cylinders in remaining blocks and power sub -stations is in process.
- iii) Repair of internal roads in the campus-Member In charge informed that construction agencies who are willing to undertake this work are being contacted and a final decision with regard to award and commencement of work will take some time.

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Community Centre-1, Kendriya Vihar-II, Plot No.3, Sector-82, Noida-201304, U.P.

Kendriya Vihar-II Apartment Owners' Association

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- iv) Earthing of 20 OTIS Lifts. - Member In charge informed that three quotations have been received for this work from three agencies. The agency M/s Vanshika Electricals, Ghaziabad who has quoted the lowest rate has agreed to undertake the work @ Rs. 8000/- per lift with replacement of metal strip wherever necessary, extra. It was informed that OTIS who maintain these lifts under AMC have reported that earthing of lifts in Block No. 1 to 40 require to be restored to prevent shock and damage to main equipment. After discussion on the subject it was decided by the BOM that a survey of lifts may be redone with the team of OTIS and a report on number of lifts which essentially require earthing may be submitted for taking further necessary action in the matter.
- v) Appointment of Accountant - It was informed that as already decided in the BOM meeting earlier, the requirement for a suitable Accountant may be advertised in some national daily say, Dainik Jagran both in English and Hindi language immediately. It was proposed that the advertisement may be for a Manager cum Accountant and to get qualified persons, the salary for the post can be mentioned @ Rs.25000/- per month which may be negotiable. BOM approved the proposal.
- vi) As regards deduction of employer and employee contribution towards EPF of existing staff of the office of KV-II, AOA it was informed that the concerned person deputed by the office of PF Commissioner has obtained the password to access the EPF of individual accounts, to carry out this work and he will be visiting this office shortly to complete the work and also to train the staff to carry out the work in future.
- vii) Follow up action on the report of Internal Audit Committee- It was informed that the report of the IAC was forwarded by e-mail to every member of the BOM. Some members pointed out that they have not been able to access the report. It was proposed that hard copy of the report may be forwarded immediately to each member of the BOM for their kind perusal/ comments and action required to be taken for compliance of the observations of the audit. BOM approved the proposal.

2. Approval of monthly Income and expenditure statements for the months of September -2018

It was informed by the Treasurer that the monthly Income & Expenditure and Receipts and Payment) statement for the month of September 2018 has been submitted by the CA but there seems to be some discrepancy in these statements with regard to closing cash in hand and bank accounts and the same is required to be clarified and corrected, if necessary, by the CA who has been informed accordingly. BOM directed to pursue the matter with CA and corrected statements may be obtained and displayed for the months of September – November 2018 on the notice boards for information of the residents by the end of this week.

3. Status of Show Cause Notice on Service Tax dated 23.10.2018-

It was informed that on the advice of M/s A. K. Batra & Associates, CAs to avoid accumulation of interest on the amount of service tax that may be finally demanded from the AOA by the Government, the AOA has deposited an amount of Rs.1630978/- to the Service Tax Department. This amount is worked out as service tax liable to be paid on total rental income (but on cum duty price) shown in the Show Cause Notice, for the FYs. 2013-14 to 2016-17. It was informed that service tax on income on taxable services provided by the AOA under various heads has also been assessed and it will be discussed with the M/s A. K. Batra Associates in the next meeting at his office chamber in Rajouri Garden, Delhi. It was also informed that extension of three months time beyond 22.11.2018, has been requested from the Service Tax Department for filing our reply to the SCN.

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4. **Proposal of ThyssenKrupp Elevators (TKE) for repair of lift of Block No. 101 for bringing it under AMC of ThyssenKrupp lifts in the campus.**

It was informed that during finalisation of renewal of contract of AMC for 27 numbers of ThyssenKrupp lifts for a further period of one year from 01/11/2018 to 31/10/2019, the representatives of the Agency has pointed out that the lift of Block No. 101 which remains out of order most of the time, can only be brought under AMC after necessary replacement of the existing non-TKE main control panel (which was installed by some local vendor) by latest microprocessor based TKE make controller is carried out. The Agency has submitted an estimate of Rs.531000/- (ex.GST) for repair of this lift. It was informed that earlier the agency in a meeting with the President had indicated an estimate of Rs.3.50 lakh for repair of this lift. It was decided by the BOM to call for a meeting with the representatives of the ThyssenKrupp again and rates for repair work of the lift no.101 may be negotiated/discussed with them.

5. **Preparation for election for formation of next BOM by 7th April, 2019, as per decision of AGM held in September, 2018-**

It was proposed that as per the procedure followed in the previous years, an election officer may be appointed who will constitute an election committee to assist in the matter. The AOA office in the meantime, may initiate appropriate necessary action to update the voter list. BOM approved the proposal.

6. **Approval for repair of Guard Room at Gate No.3.-**

Member In charge informed that Guard Room at Gate No.3, KV-II is in a bad condition and required some repair work involving repair of 05 Windows and 02 Wooden Doors, replacement of door frames, covering Indoor walls with tiles of 3 x 3' size, covering flooring and wall of Sink (Hauz) with tiles, extension of fibre shade over Guard Room and white wash of room and painting of doors and windows. Quotations were obtained from three agencies dealing with the work. M/s N.K.Fabrication, Vasundhra Ghaziabad have quoted the lowest rates of **Rs. 54604 (ex.GST)** for the entire work. After further negotiation they have agreed to undertake the entire work at the estimated cost of **Rs.43560/- (ex.GST)** and the work has been awarded to them. BOM approved the proposal.

7. **Proposal to revive fountain at Gate No. 2 by inserting a new submersible pump as existing pump which is non functional is damaged beyond repair-**

Member In- charge informed that fountain at Gate No.2 is out of order since long and many a times residents have complained that it should be revived. On inspection of the existing water pump at the fountain site, it is found that the pump has outlived its utility and even after carrying out repairs a number of times it could not be made functional. As such a new pump of required specification is to be procured and installed to revive the fountain. Member in Charge proposed accordingly. BOM approved the proposal and directed that an estimate of the work may be submitted in consultation with the Member in charge (electrical).

8. **Proposal to repair leakage of pipe, replacement of valve of water pump at CC-2.-**

Member In charge informed that the work to prevent leakage of pipe of water pump at CC-2 has been undertaken in emergency and work is in progress. BOM approved the action taken and directed that a completion report of the work along with the item wise expenditure incurred on the work may be submitted for information and approval of the BOM.

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9. **Installation of Tuloo pump in park of Pocket 3-**

Member in charge proposed that to facilitate watering of park at Pocket 3 and neighbouring green beds a Tuloo pump of necessary specification is required to be purchased and installed in pocket 3. BOM approved the proposal.

10. **Grit work on outer walls of 10 Blocks for which complaints have been received-**

It was informed that Grit layering on outer walls of many a number of Blocks has got damaged /broken and is required to be redone. It was proposed that in the first instance, the work may be carried out in those blocks from which complaints are being received. BOM approved the proposal and directed that a brief on the estimate of the work including engagement of labour and blocks to be covered may be submitted for consideration and approval of the BOM.

11. **Fixing of broken panes in Fire Extinguisher Chambers.-**

It was informed that doors and windows of Fire extinguisher chambers in most of the blocks are in a very poor condition. Doors cannot be locked and glass window panes are broken making the chambers vulnerable to misuse as dust bins. It was considered opinion of the members that a comprehensive repair work of fire extinguisher chambers including repair/ fixing of broken locks, replacement of broken glass panes and painting of frames may be done in every block wherever necessary, after carrying out a survey. This was agreed to by the BOM and it was decided that a team from amongst the staff may be constituted and a report prepared for carrying out the work.

12. **Proposal for opening of Association's Account in HDFC Bank-**

It was informed by the Treasurer that HDFC Bank Branch at Sector 110 Market has approached us for opening of a Account of KV-II AOA in their Branch. They have offered the benefits of 'SmartHub societies solution/Payment gateway' software which will facilitate (1) a single window for collection of all types of charges including subscription from members and reduce reconciliation problems currently being faced by the AOA, (2) online payment of TDS & GST every month by KV-II directly on time, (3) smoothing of ledger entry of each member. Besides, the AOA will get benefit of higher rates of interest on FDs, free of cost POS machine with less rental/ transaction charges. Treasurer was of the opinion that the offer of HDFC seems attractive and the proposal can be accepted keeping in view the fact that the bank is the second biggest private sector bank in the country and its branch is close to our complex. If the account is opened in HDFC Bank our FDRs at OBC Bank, Bhangel may be closed after maturity and transferred to HDFC Bank. While a majority of members were in the favour of the proposal, Shri Mahendra Singh was of the view that it is not advisable to open the account of Association in a Private Bank. If the office is facing any problems in reconciliation of accounts with SBI branch in this complex, the matter may be sorted out by holding a meeting with the Bank Officials. He was also of the opinion that this matter may be left for consideration of the next BOM as the term of the present BOM is also coming to an end in a few months. However, it was the view of all the other members present that in addition to the existing Accounts of KV-II AOA in SBI and OBC Bank a new Account may be opened in HDFC Bank in its Branch at Sector 110 Market. BOM agreed with the view of the majority



13. **Proposal received for opening of indoor GYM-**

It was informed that a proposal for opening of an indoor Gym in KV-II has been received from a private agency. In their proposal the agency has informed that they will bear all expenses for installation of necessary equipments/ accessories but will require a closed and secured space for setting up of the Gym. The Gym will be for residents of the campus only and agency will be charging fees from the users. It was pointed out that a proposal for opening of an open Gym in this complex has already been agreed to by the Noida Authority and the matter may be pursued with them. The proposal for indoor Gym can be kept pending for the time being. It may be considered after taking views of the residents in this regard by displaying the salient features of the proposal on the Notice Boards in the complex.

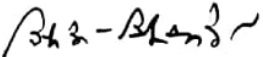
14. **Consideration of renewal of security contract which is upto 31.12.2018-**

Member In charge proposed that the present security contract which is coming to an end on 31.12.2018 may be extended on the same terms and conditions for a period of one month upto 31.01.2019. Further action in this regard may be taken after watching their performance. BOM approved the proposal.

15. **Any other matter with the permission of Chair.**

- (i) Store Room on terrace of CC-I : Members noted that in the absence of an earmarked safe space for storage, the electrical material and tools purchased for electrical maintenance and repair work are being kept in the room of the office of AOA till the same are utilised in the work. Even bulk of the old material replaced in the process, is being brought and kept in the office. This is limiting the space available in the room for the office work. It was proposed that a store room may be constructed on the space available on the roof of CC-I adjacent to the area of stair case. BOM approved the proposal and directed the Member In charge to submit a report for the work required to be undertaken including the cost involved for consideration and approval.

The Meeting ended with a vote of thanks.


(Anil Uniyal)
Secretary

- Copy to: 1. All BoM Members
2. All Notice Boards/AOA Website



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16th December, 2018**

List of participants

1.	Sh. R. C. Upadhyay	-	President
2.	Dr. A. K. Raina	-	Vice-President
3.	Sh. Anil Uniyal	-	Secretary
4.	Sh. Ravinder Pal	-	Treasurer
5.	Sh. A. K. Bhatia	-	Member
6.	Sh. V. K. Rastogi	-	Member
7.	Sh. S. K. Nair	-	Member
8.	Sh. N. K. Kaushik	-	Member
9.	Sh. Mahendra Singh	-	Member

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