



## Minutes of the Annual General Meeting (AGM) & Resolutions

**Association Name:** AVISHIKTA PHASE – 1 LIG (TYPE – A) APARTMENT RESIDENTS' WELFARE ASSOCIATION

**Date:** Sunday, 27th July 2025 | **Time:** 5:00 PM onwards | **Venue:** Community Hall (2nd Floor) | **Mode:** Hybrid

**Chairperson:** Mr. Pulak Mukherjee | **Secretary:** Niloy Pandit

**Quorum: Physical Attendance:** 20 | **Online Attendance:** 5 | ☒ *Quorum was declared as met by the Chairperson.*

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### 1. Welcome Address by the President

#### Summary of Discussion:

The Hon'ble President, Mr. Pulak Mukherjee, welcomed both in-person and virtual attendees. Following this, the Secretary, Mr. Niloy Pandit, assumed responsibility for the proceedings and led a **one-minute silence** in memory of departed residents and a former housekeeping staff member. An engaging presentation on the association's status was followed by the launch of an informative and visually appealing website, displayed via projector and TV with slides designed by the Secretary, effectively showcasing key facts and figures.

#### Outcome:

☒ The welcome address was well received. The observance of silence was respectfully held. The presentation setup and visual materials were appreciated by the members.

**Resolution:** *None required.*

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### 2. Presentation and Approval of the Audit Report (FY 2024–25)

#### Summary of Discussion:

The Audit Report for FY 2024–25 was presented by Secretary Niloy Pandit, with the Hon'ble Treasurer present. Financial statements, audit observations, and key highlights were shared through clear visual slides. The report was unanimously approved after review.

A concern regarding a projected deficit for FY 2025–26 was raised, with the Secretary noting that alternative income sources (interest, rentals, contributions) would be explored. A potential revision of maintenance charges for FY 2026–27 was acknowledged.

**Outcome:** ☒ Audit report approved unanimously. Concern regarding deficit noted.

#### Resolution Passed:

**"RESOLVED THAT** the audited financial report for FY 2024–25 be approved as presented by the Secretary and Treasurer."

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### 3. Formation of the Executive Committee (EC) for the Term 2025–26

#### Summary of Discussion:

The General Body expressed strong satisfaction with the current Executive Committee (EC) and unanimously approved its continuation for another term starting 1st October 2025. A suggestion was made to include one representative each from Tower 1A and Tower 4A for broader representation. The Secretary acknowledged the suggestion and assured that efforts would be made to consider members from these towers, with the final list of EC members and any revised portfolios being confirmed and circulated after the first meeting of the newly constituted committee.

**Outcome:** ☒ EC continuation approved. Representation suggestion noted.

#### Resolution Passed:

**"RESOLVED THAT** the current EC be reappointed for the term commencing 1st October 2025, with final composition and portfolio assignments to be finalized after the first meeting."

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### 4. Special Presentation: Digital Leap – A Glimpse into the Future

**Summary of Discussion:** Mr. S.K. Roy, former President, officially unveiled the new website of the Association. The website's structure and features were demonstrated live by designer and developer **Niloy Pandit**. The house

expressed appreciation through a spontaneous round of applause, congratulating Niloy for his outstanding contribution. Mr. Roy encouraged the members to make extensive use of the new website.

 **Website:** <https://avishikta-admin.github.io/website/>

**Outcome:** ☒ Presentation noted. Members encouraged to utilize the new website extensively.

**Resolution:** No immediate resolution required.

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## 5. Open Forum – General Discussion

### **Summary of Discussion:**

**1/ Feedback Mechanism on EC Performance:** For the first time, the association introduced a feedback form to gather members' views on the performance of the current Executive Committee (EC). Though responses were modest, the sentiment was overwhelmingly positive. Concerns raised were noted and will be addressed.

**Outcome/Actions to Be Taken:** ☒ Feedback mechanism appreciated, with EC's responsiveness acknowledged.

**Resolution (if any):** *None required.*

**2/ Building Extension and Lift Installation Update:** The Secretary provided an update on the building extension project and the installation of lifts. Members expressed concerns but remained open to the projects. A meeting will be organized with willing members to gather further views. Cost estimates for the official proceedings will be presented in the next GB meeting.

### **Outcome/Actions to Be Taken:**

☒ GB Meeting with members to gauge views on projects.

☒ Cost estimates to be presented in the upcoming meeting.

**Resolution (if any):** *No resolution required at this stage*

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## 6. Any Other Matter with the Permission of the Chair

### **Topics Raised:**

**1/ Defaulting Members:** Members with outstanding maintenance charges for 3+ consecutive months will face temporary suspension of MMC-related services (housekeeping, security, electrical) until dues are cleared. Names will be displayed on the notice board.

**2/ Renovation & Installation Notification:** Flat owners must submit the approved form to the association office at least 7 days in advance before starting any internal renovation or installation work. Form will be available online.

**3/ Mr. Kalyan Pal (Flat 4A-203):** The House was informed that Mr. Pal has been unresponsive to phone calls and WhatsApp messages. Despite this, he has consistently been kept informed about GB and AGM decisions. After reviewing the situation, the House advised the EC to display all his dues outside his flat for clear visibility.

**4/ Staff Acknowledgement:** The Secretary, on behalf of the EC, conveyed sincere appreciation to all staff (housekeeping, office, security, gardening, fire, and electrical) for their dedicated service.

### **Outcome:**

☒ Suspension of services for members with dues of three or more months.

☒ Display names of defaulters on the notice boards.

☒ Dues list to be displayed outside Mr. Kalyan Pal's flat.

☒ Staff contributions acknowledged.

**Resolution (if any):** **"RESOLVED THAT** the actions for defaulting members, as discussed and approved, be implemented."

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## Meeting Conclusion

The meeting concluded with a vote of thanks to the Chair.

*Niloy Pandit*

**Prepared by:**

Niloy Pandit, Secretary

**Approved by:**

Pulak Mukherjee, President