# **Minutes of the Apex Body Meeting**

🚃 Date: September 7, 2025 | 🕒 Time: 11:00 AM | 🣍 Venue: Community Hall

## **Unanimously Approved Key Decisions & Action Items:**

### 1. Main and Back Gate Repairing & Painting:

- a. Work, including necessary civil work, to be completed by November 30, 2025.
- b. The vendor who submitted the quotation will be requested to undertake the civil work as well.
- c. If the vendor declines, a separate contractor will be assigned.
- d. Action Item: To be coordinated by Niloy.

#### 2. Pro-rata Distribution of Common Collections:

- a. Collections from all common sources will be distributed among the three associations (Type -A, Type – B, and HIG) on a **pro-rata basis at the earliest**.
- b. **Action Item:** Niloy to coordinate with office executives of all three associations.

## 3. Repairing & Colouring of Fire Pump Room:

- a. Work to commence after Puja.
- b. Quotations from Shankar Naskar and Surendra Kumar have been received which will be validated by technical experts before final selection.
- c. **Action Item:** Siddhartha Roy and Abhijit Das to validate quotations.

#### 4. Clearing of Bushes & Garbage from STP Area (Greenwood Nook):

- a. A formal letter to be issued requesting clearance of the area. Local councillor to be CC'd in the communication.
- b. Action Item: Niloy to draft the letter and get it approved by the Apex Body.

#### 5. **Fire License Procurement:** To be treated as a **top priority**.

a. Action Item: Abhijit Das is requested to coordinate with the Fire Guard executive to ensure completion of the prerequisite work. Once completed, Chiranjib Roy Chowdhury will be informed to validate the work before proceeding with the online application for renewal of the Fire License.

#### 6. Possession of Shops by Avishikta - I:

- a. It was unanimously decided to take possession of the shops developed by Bengal Peerless.
- b. An **internal corridor** will be created to access the shop area.

## 7. Proposed Extension of Type – A:

- a. Legal aspects of the proposed extension were discussed.
- b. **Action Item:** Niloy to consult with the concerned legal advisor.

## 8. Community Hall Glass Repair:

- a. The cost for fixing new glass panes has been **approved** and is to be paid to the contractor.
- b. **Action Item:** *Niloy to follow up and ensure payment is processed.*

## 9. Revised Water Charge for Community Hall:

a. The revised water charge of ₹500.00 will be applicable effective **November 1, 2025**, and is to be paid to the **Avishikta – I Type B Association** on a per-event basis.

## 10. Repair & Colouring of Statues:

a. The proposal to repair and repaint all discoloured statues has been unanimously approved.

## 11. Digital Partner Transition - MyGate Introduction:

- a. **MyGate** will be onboarded as the new digital management partner.
- b. A formal **notice will be issued to NoBrokerHood** to discontinue services.
- c. **Action Item:** Subhadeep to prepare and issue the notice.

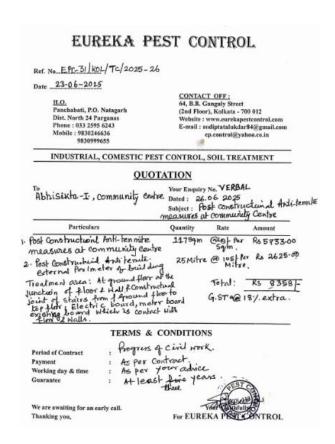
#### 12. Second Gate Operational Plan:

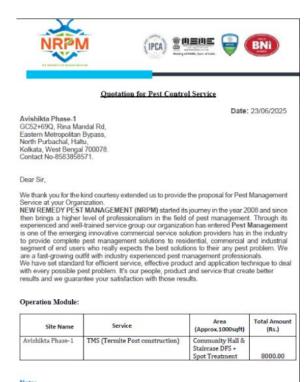
a. It was decided to make the second gate operational intermittently, based on need and feasibility.

# 13. Termite Infestation in Community Hall:

a. It was noted that several sections of the community hall are heavily infested with termites, necessitating urgent treatment to prevent further structural damage and to ensure safety. A termite treatment is urgently required to prevent further damage and ensure the safety and usability of the facility.

#### **Received Quotations:**





- · Expert technician work on this site
- Senior technician/ supervisor always monitoring the service Feedback collects for improvement of service (Monthly) Using top grade chemical for this service

# **Relocation of Electrical Poles Hindering Parking Access:**

The issue of electrical poles obstructing smooth vehicle movement and parking (particularly affecting the inout flow) was discussed. Members agreed on the need to explore relocation or appropriate modification.

Conclusion: The meeting concluded with all action items noted and delegated. Timely follow-up and execution are expected from the assigned members.