



SHIBALIK

Apartment (Block B)

Mahisgot, P.S Newtown, Kolkata 700102

Minutes of Meeting

Venue: Common Entrance Space Ground Floor

Date: 28 August, 2025

Agenda & Decisions

1. **Joint Security Guard Arrangement with Tirupati Abason:** Both Shibalik Apartment (Block B) and Tirupati Abason have decided to keep a common security guard starting 1st September 2025.
 - The guard will be sitting in the Garage of Shibalik Apartment as it is closer to the common entrance and will manage the main entry gate.
 - For the month of September 2025, the current Tirupati guard will continue on a 12-hour shift (evening to whole night).
 - From 1st October 2025, a 24-hour common security guard will be appointed for both apartments.
 - During September, both societies will invite quotations from multiple security agencies and finalize one along with cost negotiations.
 - The cost will be shared 50%-50% between both societies starting September 2025.
2. **Duties of the Security Guard:** The following responsibilities will be enforced for the security guard:
 - Lock the gates of both apartment entrances at 11 PM every night.
 - Ensure the vehicle list is followed and vehicles are parked only in their designated areas, and enforce Zero Parking in common spaces.
 - Maintain the Society Entry Notebook – anyone entering (other than listed residents: flat owners, family members, or tenants) must write their details along with the flat number they are visiting.
 - Restrict delivery persons from entering the building at night (exceptions for heavy or multiple items, with compulsory notebook entry).
 - For any guest arriving with a 2-wheeler, the host resident must arrange a proper parking space. Guest vehicles should not be parked in the common space.
 - Operate the ground floor common area lights – switch them on in the evening and switch them off in the morning.
 - Ensure the main entrance remains closed and prevent any unauthorized entry.



SHIBALIK

Apartment (Block B)

Mahisgot, P.S Newtown, Kolkata 700102

Agenda & Decisions (continued...)

3. **Puja Contributions:** Flat-wise contributions decided:

- Durga Puja: ₹100 per flat.
- Kali Puja: ₹100 per flat.

4. **Tenant Information:** Flat owners who have rented out their flats have still not submitted tenant details (Name, Contact Number, and 2-wheeler number if parked in society). No response has been received from flat owners despite reminders.

Members Present

- | | | |
|--------------------|------------------------|----------------|
| • Nilendu Datta | • Subhasish - Tirupati | • Subhas Ghosh |
| • Sourav Sadhukhan | • Arbind Kumar Yadav | • Tamal Dolui |
| • Sisir Manna | • Biswajit Das | • |