



## 'B' BLOCK FLAT OWNER'S ASSOCIATION

KAILASHNAGAR, CHANDA NAGAR, HYDERABAD – 500 050

### PRESIDENT:

V SIVASUBRAMANYAM M (G12)

### GENERAL SECRETARY:

P SRAVAN KUMAR (311)

### TREASURER:

SRIKANTH CHINTA (301)

### EXECUTIVE MEMBERS:

BACHU GOUTHAM NNAIDU (101)

Vijay (210)

N.V. Suresh Kumar Devaka (207)

Rammohan Rao (G6)

Y. Sambhashiva Rao (G9)

Sai Kumar (305)

RangaSwamy (G7)

Vijender (108)

M.Naresh (G4)

V.Srinivas

K Rajesh (105)

Date: 25/02/2024

Dear all Residents,

### Duties for watchman: -

1. He should be available at Main Gate & Cellar in Day time to ensure outsider entry & exit to our apartment.
2. Ensure the cleanliness in the Apartment (Cellar, Ducts, Corridor, Steps & Terrace etc.)
3. Corridor & steps to be washed regularly.
4. Uninterrupted water supply by monitoring the Pumps & tanks.
5. Current Bill Distribution
6. Regular Maintenance & Dues Collection
7. Additional Support for Apartment welfare development.
- 8. No personal work to be attended for all Residents.**
9. Need to coordinate with the Plumber, Lift etc. to resolve the any issue in our apartment. If required, support to be provided.
10. No Advance will be paid.
11. Every month tanks to be cleaned with additional amount Rs 1000.
12. Cellar, steps & coordinator to cleaned & washed on festival will be paid additional fees.
13. Weekly once Courier or Parcel to be delivered to the respective flats.
14. In Any emergency of residents utilize the watchman few days but not Daly basis.

### Below are the paid services:

**Note: These services should be provided only If the watchman is willing to perform and after completing all the regular tasks for the apartment, please do not force him to do these works.**

1. Milk packets distribution (10 Rs - daily)
2. Drinking water distribution (20 Rs - daily)
3. Garbage collection from the door (200 Rs – monthly (it will be change based on garbage size)
4. Bike cleaning (300/- monthly)
5. Car Cleaning (600/- monthly)
6. Other than these works how much he requests with minimum cost please pay to him accordingly.

we suggest any Duties missed / added for welfare of the apartment.