

Unofficial Move-in Guide for Embassy Pristine

Moving-in or Residing in EP? This practical guide is for you!
(share this as <https://tinyurl.com/ep-move-in-guide>)

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Floor Plans / Model Flat

Here are some links on the project website that you still might find useful

1. [Floor Plans](#)
2. [Apartment View](#)
3. [Photo Gallery](#)
4. [Model View](#)
5. [Facilities Specs](#)
6. [Green Initiatives](#)

Postal Address, Electoral Details

Post Office: We are in the HSR Post Office (560102). Iblur Village, HSR Layout Ward.

Police Station: Our nearest police station is Bellandur police station, at the very beginning of Sarjapur road, on the right [use this for Passport verification]

Area	Name	Role	Representative
Village	Iblur		
Ward	#174, HSR Layout	Corporator	Gurumurthy Reddy
Assembly Constituency	Bommanahalli	MLA	Satish Reddy
Parliamentary Constituency	Bangalore South	MP	Surya

References:

- 1) ichangemycity.com/bangalore/wards/hsr-layout
- 2) bangalore.citizenmatters.in/articles/bbmp-ward-174-hsr-layout
- 3) mybengaluru.com/resources/BBMP-Bommanahalli-Ward
- 4) deccanherald.com/content/19348/list-bbmp-wards-18

Change of Address with Aadhaar

1. Get proof of new address (best is Sale Deed or Rental Agreement). Scan a copy.
2. Go to Aadhaar portal for updates*
3. Authenticate via OTP and upload scanned address proof. Wait for approval
4. Download e-Aadhaar PDF (and print it) after the approval email arrives.
5. For kids ... <please update>

*Use the below address where XYZ is your Unit number (refer to Post Office above):

**XYZ, Embassy Pristine,
Behind SunCity Apartments,
Iblur Village, Bangalore - 560102**

Voter ID Registration

1. Get scanned Photo, DoB proof and Address proof (with EP address :-))
2. Submit the form at National Voter Services Portal: nvsp.in. You can refer to this video for help: <https://youtu.be/KE5IYIeLAq8>

Broadband internet and Home routing

1. **Broadband: ACT, Airtel Fiber and Jio Fiber** are available for broadband. Speeds of upto 250Mbps up/down are easily available at each room via Airtel's Fiber plans. All Pristine flats have internal RJ-45/Ethernet cabling in each bedroom and living room.
2. **Landline:** via Airtel Fiber (broadband-cum-fixed phone line plan)
3. Fallback option: Use **Reliance "JioFi"** 4G-WiFi hotspot (delivered to home for INR 2000, Jio SIM needs to be procured separately from Jio/Reliance store) : <https://www.jio.com/preview/jiofi>
4. **Powerline Ethernet adaptors** to move "wired" internet from Utility area to any bedroom via existing electrical wiring: [TP-Link products on Amazon.in](https://www.amazon.in/s?k=TP-Link+Ethernet+adaptor)

LPG cylinder supply / Piped gas connection

1. LPG connection: you may want to change the address on your current LPG

connection + change your dealer within the existing Distribution Company.

2. Indane online portal (change dealer allowed) :

<https://indane.co.in/transparency/about-portal.php>

- a. Nearby dealer #1: *KK Indane* (head office near Ulsoor Lake!)
- b. Nearby dealer #2: *Ganapa Indane* (near HSR Layout)
3. Bharat Gas (<https://ebharatgas.com/ebharat/forHome/home.html>)
 - a. Nearby dealer: SS Bharatgas Agency, Near Central Mall, Bellandur
4. HP Gas (<http://www.hindustanpetroleum.com/LPGHome>)
 - a. Nearby dealer: <Fill me in>
5. GAIL Application : we need
 - a.

Common Vendor Enquiries

Please seek feedback from other owners / residents before you engage them

#	Purpose	Vendor	Phone
1	Utility Grill Shutters and Nets	Murthy	+91 98457 23638
2	Pigeon Nets	Babuji	9686675199
		John	+91 99640 95245
		Pigeon Net	+919100568205
		Lokesh	8310829403
3	Resident Tailor	Abdul (Location - T1 B2)	
4	Resident Ironing		
5	Newspaper		

To get from Embassy & Association

You need to get the following from Embassy upon moving in

1. Mosquito nets installed in all windows except Utility
2. Terrace lights x2
3. Gas leak detector
4. Intercom phone
5. Deep cleaning after your interiors

6. Electricity bill transfer to your name
7. Property tax status and SAS number

Check below Services list for Garbage collection, and Newspaper & Milk delivery.

From the Embassy Pristine Apartment Owners Association (EPAOA), you need to get

1. A copy of the bye-laws
2. Refund of caution deposit after inspection
3. Get added to myGate and mailing lists (check section below)
4. Waste segregation guidelines and stickers

Support staff and Services

For maintenance issues, raise a ticket on myGate (Community -> Helpdesk -> Raise Complaint). If it is urgent, you can call the Maintenance Electrician / Plumber / Supervisor, or escalate to Udaya (ESPL), or Nagaraju (EM).

#	Purpose	Notes	Phone
1	Udaya Kumar	Embassy Pristine Services Manager	
2	Nagaraju	Association Estate Manager	
3	Priyanka		
5	Embassy Pristine Security	Inform them that you've moved in and ask for garbage collection from doorstep	+91 81059 11812
6	Nandini Milk Home Delivery		+91 98458 64734 +91 90364 64242
7	Gopal Milk Delivery		+91 90197 71996
8	Arjuna Paper Car Cleaner		+91 77958 85957
9	Pigeon Net for Shafts		

Key Mailing Lists and Groups

#	Type	Name	App Type
1	Mailing List	Embassy Pristine Owners	Google Group
2	Mailing List	Embassy Pristine Residents	Google Group
3	Messaging	Embassy Pristine Owners	Telegram Group
4	Messaging	Embassy Pristine Residents	Telegram Group
5	Messaging	EPAOA MC Updates	Telegram Channel

Please reach out to MC or Secretary to get added to these groups. Apart from these, there are groups for each Tower too.

Sports, Games, Activity and Interest-based Groups

Check out <https://tinyurl.com/ep-sports>

Other Interest Groups

#	Activities	WhatsApp / Telegram Group
1	Literary club (Talks By Us For Us)	https://chat.whatsapp.com/LvBBeugETgpDLo93Fseuyv
2	Mentor Group (1-1 advise)	https://chat.whatsapp.com/GCkjwcH07Wm3NkWo21Jmjr https://docs.google.com/spreadsheets
3	Nature Watch	https://t.me/joinchat/EyBR_U4O39jHOnY736VXaQ
4	Pet Parents	https://chat.whatsapp.com/ARbXJGfpFUiCYFp1AqAgzd
5	LinkedIn	https://www.linkedin.com/groups/10489436/
6	FaceBook	https://www.facebook.com/groups/383007975450398/
7	Entrepreneurs	https://t.me/+RgEiQC5Q0qoAZGBi https://tinyurl.com/ep-startup

Coaching Classes

#	Activities	Fee	WhatsApp Group	Coach / Owner Contact
1	Badminton Coaching			
2	Yoga Classes			
3	Pilates Classes			
4	Football Coaching			
5	Tennis Coaching			Ram
6	Basketball Coaching			Abhilash 96113 37965
7	Table Tennis 1 (Nihal)		https://chat.whatsapp.com/Eguk6NEAEMSJoAVKqeQObu	Nihal
8	Table Tennis 2 (Sarthak)		https://chat.whatsapp.com/Dx40LxyTYvL1eO5yRg2nSznr	Sarthak 85100 20152
9	Squash			Rahul 87924 28921

The clubhouse manager is supposed to maintain the complete list - since the coaches pay a % fee to the association. Clubhouse manager contact may be found on myGate Emergency Numbers section.

More contacts here: [Embassy Pristine Key Numbers Directory](#) (may be outdated!)

EPAOA MC 2025

A Collection of Internal MC Topics

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Legend

Red text denotes open topic or Action Item pending

MC Meetings

EPAOA MC Meeting: Feb 15 2025

Embassy Pristine Apartment Owners Association Managing Committee (Board)

Meeting Location: Board Room, 2nd Floor, Embassy Pristine Clubhouse

Meeting Date & Time: Saturday January 2025, 10:30-1230 pm IST

Attendance:

S. No	Name	Designation	Present
1	Mr Amit Jhunjunwala	Treasurer	
2	Mr Ananth K	Jt Secretary	
3	Ms Aruna Kolachina	Member	
4	Mr Johny Mathew	Secretary	
5	Mr Joseph Kurian	Member	
6	Ms Karthigha Dhanabalan	Member	
7	Mr Mahesh Hiremath	President	
8	Mr Mainak Ray	Jt Treasurer	
9	Mr Parijat Biswas	Member	
10	Ms Pushpa Kumar	Member	
11	Mr Rajiv Kapur	Vice President	
12	Mr Rohit Prakash	Member	
13	Mr Samir Ladak	Member	
14	Mr Venugopal Iyengar	Member	
15	Mr Vikas Mandawewala	Member	

Meeting Minutes:

As quorum for the meeting was established, the meeting was called to order. After the setup & welcome, the agenda mentioned apriori was finalized and taken-up for discussion.

EPAOA MC Meeting:Feb 1 2025

Embassy Pristine Apartment Owners Association Managing Committee (Board)

Meeting Location: Board Room, 2nd Floor, Embassy Pristine Clubhouse

Meeting Date & Time: Saturday January 2025, 11:30-1 pm IST

Attendance:

S. No	Name	Designation	Present
1	Mr Amit Jhunhunwala	Treasurer	Y
2	Mr Ananth K	Jt Secretary	N
3	Ms Aruna Kolachina	Member	Y
4	Mr Johny Mathew	Secretary	Y
5	Mr Joseph Kurian	Member	Y
6	Ms Karthigha Dhanabalan	Member	N
7	Mr Mahesh Hiremath	President	Y
8	Mr Mainak Ray	Jt Treasurer	N
9	Mr Parijat Biswas	Member	Y
10	Ms Pushpa Kumar	Member	N
11	Mr Rajiv Kapur	Vice President	Y
12	Mr Rohit Prakash	Member	Y
13	Mr Samir Ladak	Member	Y
14	Mr Venugopal Iyengar	Member	Y
15	Mr Vikas Mandawewala	Member	N

Meeting Minutes:

As quorum for the meeting was established, the meeting was called to order. After the setup & welcome, the agenda mentioned apriori was finalized and taken-up for discussion.

Agenda Items:

1. Civil Works Update - Samir
Seepage Issues from Residents - Mahesh, Samir

Samir and Aruna along with Bina and Anaz have initiated the audit of the property. They will prepare a list of issues to be fixed, and a prioritization. This will include the seepage issues impacting some of the higher floors which have been escalated to us via some of the owners on mail, and others like the squash court.

A project list was also presented and approved at AGM which must be added

Big items should be from AGM list funded as project

Other/Smaller items will be funded from CAM

Finance needs to approve spending from CAM. FY 2024-25 is already tight on CAM

On the question of how to separate owner vs EPAOA funding it was concluded that

Common area fixes are to be funded by EPAOA

MC approves actions to begin offline without waiting for next MC meeting

Communication with

Action Item Samir to bring a list with priorities to MC. Initial list in 1 week. More complete list in 2 weeks.

2. STP Updates - Mahesh, Samir

MC took over in the month of December , subsequent to the discussions with Water infra committee , M/s Genex our Operation and Maintenance contractor for STP operation deployed at site through VAR , conducted the feasibility study and proposed the upgradation of the existing 360 KLD MBR STP plant to 520 KLD MBR STP plant with the Following works involved.

1. Approval from KSPCB CFE&CFO
2. Upgradation of STP to 520 KLD
3. Repair and replacement of existing equipment in STP to be used in the new 520 KLD capacity plant.
4. Civil works associated with the Upgradation of the plant.

Financial Burden of tankers

1. January 2025 27 Lakhs estimated
2. December 2024 20 Lakhs
3. November 2024 17 Lakhs

We have coordinated with the BBMP contractor and arranged the discharge line to be connected to the Storm water drain and the blocked drain has been cleared.

Cost spend on this work Rs 90,000/-

Project GBM approval of 50 lakhs already in place. Any excess to be placed in next GBM for approvals.

Request to get documented approval from BBMP/BWSSB to allow STP processed water into drain provided by them, if not already in place

Question raised that the inflow to STP does not add up to the inflow into EP (Cauvery++).

Action Item Mahesh-ji or Johny to get clarity from project volunteers & Anaz to explain to MC the inflow/outflow discrepancy understood by them - This activity is completed and the email to the society is being drafted.

3. Clubhouse Updates - Venu

Sequentializing purchases to be made even though approved by GBM

Swimming pool - Sports complex pool not temperature controlled

MC 2022-23 had proposed handling repair with OpEx

MC agrees that during replacement, upgrades are expected to happen. Exact Like for like cannot be expected from replacements. We should get the best we can

Action Item Johny Waiting for clarification from executives of MC 2022-23 on their view on needed approvals & those already in place - Still awaiting response as on Feb 5th

Need experts to help with CH upgrades approved in GBM (party hall upgrade)

Action Item Venu call for volunteers from Residents

Suggestion to use heat pumps to help with air conditioning needs

Leakages in CH to be taken on priority in Civil list

BellPlus (Lobby LED screens) - legal notice has been sent and equipment is in our custody.

Action Item Venu review if the LED screens can be useful to EP

4. Finance Updates - Amit

Defaulters - Approx 7.5 lakhs outstanding till Dec. Actions to disable MyGate have been taken. 4-5 flats have high dues and not heeding to reminders and actions.

Action Item Rajiv Add all voter list email IDs to Google owners list. Sandesh should have the list.

Project invoices - sent. As of now 83% collected. No cash flow issue. Finance had aligned with each individual MC project owners regarding the timeline of execution basis which invoices were raised.

Action Item - All GBM approved projects should be updated to owners [Duplicate with old Action Item also]

CAM for Jan-Mar 2025 - Information has been shared with owners with supporting data. Questions have been answered. CAM invoices will be raised shortly. We are on an advance quarter cycle at EP, so the funds are needed. It took time to calculate funds based on 2024 spend before the CAM could be calculated, which is why it took 3 weeks in Jan to communicate. Now the funds are needed for Feb salaries.

Action Item Amit to recruit one person on EPAOA payroll for accounting to replace the VAR personnel.

FY 2025-26 Budgeting -

Action Item All to individually inform Finance by Mid Feb next year budget needs. Default is to use last year's run-rate if no new request is received. Can ignore recurring items and projects approved

5. Housekeeping Updates - Aruna

Rodent issue - New schedule established for rodent/mosquito/snakes

Debris - Aruna said that communication has been sent to 15 residents of which 6 have removed the debris. To send to the remaining members required the right flat number/ parking number and email id. Hence collating the data is very essential.

Action Item Sandesh needs to make an inventory of all items. So many items lying in basements / store rooms. Vikas (MC procurement) is in-charge on behalf of MC

We have one quote for Rs 64,000 for sale of scrap

Pigeon Nets: Done in some towers. Need to do it in other towers. Not a small amount, Need to collect funds from owners for already approved projects.

6. Backup Geyser Updates - Johnny

Design is finalized with plumbing taken from Flat. Electrical suggested by Nemmadi is from Flat.

Aruna has asked if the electrical fitting is along the shaft of each tower, with such a provision for each flat to choose from. Vendor to confirm once identified

Will be initiating request for vendors and quotes

Decisions on vendors and budgets after quotes are available

Costing topic deferred

Will update MC and Owners after this information is available

7. HWS Alternate System Feasibility Study (GBM approved item) - Johnny

Nemmadi Report to be re-shared with owners again

Queries will be collated using forms

Vendor will be asked to answer all questions raised

8. Miscellaneous

- a. MC's position on emails received wrt bye laws
 A bye-law sub-committee exists. All questions related to bye laws to be deferred to the sub-committee.
 Bye law amendment is needed. Bye law sub-committee needs to agree and run that initiative
Action Item Johny Request to formalize bye law sub-committee to be formalized with formal minutes

Action Item Johny to ask Bye Law sub-committee and if needed lawyers whether MC has authority to purchase large replacement items without GBM approval (spend over Rs 10,000) - need this in 2 weeks
- b. Proposal to limit emails to reasonable hours, schedule others
 Agreement to limit MC internal messages to 9am-9pm to respect others' time.
- c. Need MyGate updated with the latest information - Flats, Owners, Residents, Parking Slots, pets & vaccinations.
Action Item Sandesh to coordinate a door to door review of data and update MyGate

9. HWS Agenda -Karthigha

To be discussed in the next meeting, as portfolio owner isn't present

10. Sports and IT - Rajiv, Parijat

Sports Updates

- Table Tennis Table Purchase [AGM Resolution]
 - Table procured and delivered
 - Finance
 - Spend Rs 69,440 incl of taxes, delivery, installation & warranty
 - Budget approved Rs 84,000 (Rs 75,000 + 12% GST)
 - Got good discount - MRP Rs 87,000 for table only
 - Got 4 quotes, and negotiated. We went with L1 bidder
 - Table Brand and Model selected by volunteers/top players and validated through TT enthusiast group - Stag Americas 16 Black Top
 - Table has been installed in place of Table 1, and Table 1 is shifted to where Table 2 was placed
 - Unable to tradein/sell the old Table 2 due to its state. MC approved to discard at no cost - give as charity, if possible or dispose as scrap
- Kids Play Area Flooring Project
 - Inauguration Sat Feb 1 at 5 pm
 - Decision to reopen park for kids even though 1 equipment may remain under repair for weeks (we await parts from factory)

- We are struggling to get suitable parts for this equipment to restore it to original specification
 - MC approves repurposing of the pillars to an alternate equipment if replacement is not available
 - Light snacks to be served. Budget Rs 7000
- Finance
 - Spend Rs 20,86,657
 - Budget Rs 27,14,000 (Rs 23,00,000 + 18% GST) based on first quote and past MC guidance
- Works done
 - New flooring using EPDM material
 - Refreshed design
 - Refreshed older equipment with fresh paint
 - Refreshed benches
 - Fixed underlying civil layer - cracks, depressions
 - Fixed drainage for the area
 - Fixed electrical for safety
 - Small shuffle of equipment to accommodate more equipment
 - Repaired several broke equipment
 - Several smaller civil changes to make the zone safer for kids
 - Electrical changes to bring safety
 - Installed new toddler swing (free of cost offer by L1 bidder)
- Residents involved
 - Volunteers caller on residents group. 15 residents pitched in
 - Many decisions taken during project by volunteers
 - Regular updates to MC as scheduled (last year and current)
- Kids Park is usually for kids under 12 years. MC approves the placement of equipment-based weight or height limit. Take inputs from vendor volunteers in the group and implement.
- Tennis retainer wall project
 - Delayed implementation to stagger expenses and also increase readiness before funds are raised from owners
 - Need to spend some of the project money (est 1-2 lakhs) now to get civil drawings for retainer wall
- Urgent Repairs needed
 - Leakages in Sports center impacting Squash Court #2 Walls
 - Cricket Nets mat is defective/old and the cricket leather ball shoots and is dangerous to our kids
 - Action Item Johny MC deliberated whether this needs GBM approval or not - deferred to Bye-Law sub-committee to help answer [captured above also]
 - Other Large Sports Repairs pending
 - Tennis court floor resurfacing
 - Skating Rink Floor Repairs

- Yoga Court Floor Repairs/replacement
- Squash court Front wall leakage & surface repairs
- Action Item Johnny MC deliberated whether these need GBM approval or not - deferred to Bye-Law sub-committee to help answer [captured above also]

Tech Infra updates

- Working with No Broker Hood to assess their tech solutions for use as back office (currently Adda) as well as resident faced solutions (currently MyGate)
- Lots of new features are attractive
- Promise of no cost and excellent support from resident founder
- Currently deep dives with experts WIP. Will bring updates to MC regularly and seek approvals.

EPAOA MC Meeting: Jan 11 2025

Embassy Pristine Apartment Owners Association Managing Committee (Board)

Meeting Location: Board Room, 2nd Floor, Embassy Pristine Clubhouse

Meeting Date & Time: Saturday January 11 2025, 10:30-1230 pm IST

Attendance:

S. No	Name	Designation	Present
1	Mr Amit Jhunjunwala	Treasurer	Y
2	Mr Ananth K	Jt Secretary	N
3	Ms Aruna Kolachina	Member	Y
4	Mr Johny Mathew	Secretary	Y
5	Mr Joseph Kurian	Member	Y
6	Ms Karthigha Dhanabalan	Member	Y
7	Mr Mahesh Hiremath	President	Y
8	Mr Mainak Ray	Jt Treasurer	Y
9	Mr Parijat Biswas	Member	Y
10	Ms Pushpa Kumar	Member	Y
11	Mr Rajiv Kapur	Vice President	Y
12	Mr Rohit Prakash	Member	N
13	Mr Samir Ladak	Member	Y
14	Mr Venugopal Iyengar	Member	Y
15	Mr Vikas Mandawewala	Member	N

Meeting Minutes:

As quorum for the meeting was established, the meeting was called to order. After the setup & welcome, the agenda mentioned apriori was finalized and taken-up for discussion.

1. Code of Conduct

<https://tinyurl.com/MC25-Internal> -> Code of Conduct

MC WhatsApp group chat needed?

- Points were raised regarding decorum and productivity being impacted by the MC whatsapp group
- Mainak, Rajiv, Parijat, Amit, Joseph stated that the WhatsApp chats & discussions are very unproductive and not the best use of their time being given to the MC role. They are desiring to resign if Karthigha continues to be such a large time drain. Karthigha still feels that her questions (that are important to her) are not getting answered with provided channels/time in meetings.
- A poll was taken to see if the group was to be disbanded with 6 in favor of removing the group and 5 not in favor. It was finally decided to keep the group optional for those who wanted to be on it.
- MC-2025 2-way chat group is no longer an official group
- **AI Secretary will establish an official MC one way channel with members (All executives have the right to send messages)**
- All official messages will be sent on the official WhatsApp channel by authorized people.
- If any MC member has any questions or concerns about any meeting, they are welcome to contact the portfolio owner offline with questions and concerns.

Code of Conduct document was reviewed

- Approval - Yes 11 vs No 1
- Karthigha officially noted that the document is still incomplete and that her comments concerning adherence to bye laws are not addressed to her satisfaction.
- She has also alleged that the Secretary is Whitewashing over concerns when the secretary suggested that the Bye Laws review committee can go over the minutes to see if any violations are happening.

Discussion on MC authority to spend money on repairing large items such as Sports Complex Swimming pool

- Cannot be done without GBM approval as per confirmation from the Finance team and past precedents set.
- Karthigha believes that as per bye laws MC is responsible for maintenance of all facilities and that gives the authority to fix these as needed, such as Tennis court surface that's sinking, or the Yoga court flooring which are major expenses - Others have clarified that this is incorrect.
- Karthigha still believes that as per bye laws MC is responsible for maintenance of all existing facilities and that gives the authority to fix these as needed. Since GBM approvals can't override the bye laws, there is no need to ask for GBM approval for fixing existing facilities - This is her comment on the minutes.

If a project is being run with volunteers, all decisions can be taken by respective MC member & their sub committee

- Only larger decisions that impact budget etc need to be brought through formal channels
- Cross functional topics must involve other portfolio owners
- Karthigha dissented, since as per her interpretation of the bye laws, all decisions need to be taken by the whole MC and that gives every MC member the right to information and the right to participate in the decisions regarding any portfolio. For practical purposes, BAU can be left to the portfolio owner, while decisions impacting service continuity and modification of common amenities should be open to the whole MC, irrespective of spend

Karthigha asked whether Bye Laws are being followed

- This is a very broad topic and could not be discussed in MC meeting
- Karthigha requested that bye laws be opened and reviewed in the meeting. The secretary objected to it as the meeting was already well over time and being constantly derailed.
- **AI Johny to request Bye Law sub-committee to make their observations on MC actions vis-a-vis Bye Laws**

2. MC Communication with Owners

<https://tinyurl.com/MC25-Internal> -> MC Communication with owners

MC member responses in public groups

- Must maintain tone and decorum. Responses are on behalf on MC team and not in personal capacity

3. Review of Open Action Items

<https://tinyurl.com/MC25-Dashboard> -> Action Items

4. MC Tower Rep for each tower - way forward

AI EC + Bye Law sub committee to be asked to review the process of identifying tower reps for next year elections

MC currently does not have members from towers 3 & 4

Towers that have the most members should offer to cover the unrepresented towers - resolved in this meeting itself

If portfolios already have a tower volunteer, they are the first point of contact

MC tower rep covers for other topics and should be added to the tower WhatsApp group

Tower Reps have been assigned as follows. There are multiple reps wherever possible to take into account that one of the representatives maybe traveling or otherwise occupied.

Tower 1 - Aruna

Tower 2 - Joseph & Ananth

Tower 3 - Johny
Tower 4 - Pushpa & Vikas
Tower 5 - Parijat & Rajiv
Tower 6 - Samir
Tower 7 - Mainak & Mahesh
Tower 8 - Venu & Rohit
Tower 9 - Karthigha & Amit

5. Standardization of Notice Boards

What goes on notice board has to be approved

Estate manager is in-charge of approvals Notices approved must be with official stamp and expiration date

Promotional activity needs finance approval

Other items can be approved by secretary

AI Johny Notice Board process and approvals needs to be communicated to all residents

6. Framework for enforcing adherence to common area practices (debris in car parks etc)

MC in-charge is empowered to issue warnings and take actions

The penalty to be levied should have been documented and approved by MC and circulated to owners/residents before it is a new fine levied

2 warnings after which action with penalty of 2-3X the cost adjusted against the deposit

If a deposit is not existing, an invoice can be raised. Process - MC member to send mail to finance with suitable details asking for fine to be raised

AI Johny to draft a policy document regarding common area practices to be circulated to all residents

7. Review of CM and EM's roles and deliverables

Discussion on their productivity and responsibility of VAR vs Estate Manager vs MC

MC feels estate manager bandwidth should be looked at

AI Executives to review the situation and see what needs to be done

8. Backup Geyser Implementation

Johny presented a set of steps that will be followed

There have been differing opinions on how the 72 lakhs will be utilized, and whether or not this has to be appropriated for the 171 apartments that initially signed up, or among the society at large for those interested in installing back up geysers now as some did not have the opportunity earlier, or that the design and hence the cost maybe different now from what Embassy had proposed.

We have agreed that a decision will be taken only post the quotations and final costs from vendors are received, in which time the approval process also will be finalized (whether to be done among MC or the Owners who consented originally, or the entire society)

9. TCO for HWS

MC project owner - Karthigha supported by finance - to present a framework and methodology to arrive at this figure.

Final sign off by MC

10. Unscheduled items

Owners have questions about the project invoice raised recently

Mainak and Amit have since updated the Secretary about the email communication that was sent to owners google group and MC 1way telegram channel with all details before raising the invoice. Finance team is also responding to owners 1 on 1.

Sports Projects Update

- Kids Play Area
 - Completion date Jan 16th 2025
 - Planning a very small inauguration to create a buzz amongst kids led by Cultural Committee. Date still TBD. Budget Rs 5000-7000
 - As part of last year negotiations, a free new toddler swing is installed
 - Minor repairs are being done (new swing seats, fix of broken poles)
 - Freshening up/painting of metal parts and benches
 - Civil work to address drainage and slope of underlying surface
 - Many volunteers are involved
- New TT Table - WIP -

- Obtaining quotes for Stag Americas 16 table.
 - Vikas (procurement head) is involved
- Tennis Court Retainer Wall Civil Infrastructure Project
 - Decision to delay to H2 2025 for 2 reasons (1) Lack of full readiness of our requirements (2) Spread the CapEx spend across the year
 - Volunteers Somnath B, Uday RS, Johny M and Mahesh H are involved

Next MC meeting

- AI Johny to do a poll for regular slots - Sat 1030 am vs Sun 1130 am
- Next meeting is 2 weeks later
- Will not reschedule meeting for 1-2 members

EPAOA MC Meeting: Dec 14 2024

Embassy Pristine Apartment Owners Association Managing Committee (Board)

Meeting Location: Board Room, 2nd Floor, Embassy Pristine Clubhouse

Meeting Date & Time: Tuesday 14th December 2024, 10:00-1130 am IST

Attendance:

S. No	Name	Designation	Present
1	Mr Amit Jhunjunwala	Treasurer	Yes
2	Mr Ananth K	Jt Secretary	No
3	Ms Aruna Kolachina	Member	Yes
4	Mr Johny Mathew	Secretary	Yes
5	Mr Joseph Kurian	Member	Yes
6	Ms Karthigha Dhanabalan	Member	Yes
7	Mr Mahesh Hiremath	President	Yes
8	Mr Mainak Ray	Jt Treasurer	Yes
9	Mr Parijat Biswas	Member	No
10	Ms Pushpa Kumar	Member	Yes
11	Mr Rajiv Kapur	Vice President	Yes
12	Mr Rohit Prakash	Member	No
13	Mr Samir Ladak	Member	Yes
14	Mr Venugopal Iyengar	Member	Yes
15	Mr Vikas Mandawewala	Member	No

Meeting Minutes:

As quorum for the meeting was fulfilled, the meeting was called to order. After the setup & welcome, the agenda mentioned above was finalized and taken-up for discussion.

1. MC dashboard - review template, revise and agree - 5 minutes

Secretary walked everyone through the MC25 Dashboard template with various sheets

- Action Items - at this time updated for both MC meetings so far

- GBM Resolutions - at this time a list Nov 2023 onwards
- Other big projects (non GBM work) - at this time a blank template
- Finance - proposed high level dashboard. Finance to trim/edit
- Vision & Goals - template, everyone to fill

Amit raised a concern about duplication of information with other finance sheets already published on MyGate and finance can edit/trim this dashboard as suitable.

Amit raised a concern about frequency of expected updates to the dashboard if this is a live document shared externally to owners. There was another concern raised that since this is a voluntary job, hard commitments and timelines cannot be expected from members, due to the unpredictability of their personal and professional workload. Because of these concerns, it was decided to use this dashboard internally within MC (private) for now. Later a decision can be taken to share with all owners or not. All MC members are required to adopt the MC 2025 dashboard for internal MC use.

2. MC code of conduct - review proposal, discuss and finalize - 10 minutes
Draft version has been shared with all members Dec 3rd.
Members were not prepared to discuss this topic today and have an action item to review the proposed policy document.
This will be brought back to a future MC meeting.
3. MC communication with owners - review proposal, discuss and finalize - 10 minutes
Draft version has been shared with all members Dec 3rd.
Members were not prepared to discuss this topic today and have an action item to review the proposed policy document.
This will be brought back to a future MC meeting.

Johny discussed the need for portfolio owners to own responses to owners, as appropriate (not every topic/message needs a response)
Tower reps were discussed - the portfolios that need it should find their reps per tower. Historically (last year) - HWS, Sports and Cultural had tower reps identified across towers. HK had some tower reps but not all towers covered.
Rajiv brought up that a tower 4 resident asked for tower 4 rep to be identified with one currently urgent topic being HWS. Karthigha mentioned that HWS reps exist across all towers including tower 4.
AI Portfolio owners that need/have tower reps - Send List of Tower reps to all owners through MC channel. If needed, call for volunteers also through MC channel

4. Review of Open Action Items and past resolutions - 10 minutes
Team walked through a list of GBM resolutions in the dashboard and updated Status and owner in the google sheet itself.
2024 Dec resolutions - assigned owners
2024 Mar resolutions- AI Johny to review Dec 2024 AGM presentation to get latest update

2024 Nov resolutions - AI Johny to review presentation of Mar 2024/Dec 2024 to get status of all resolutions

Kids Play Area project status was asked - Rajiv reconfirmed that it is on track for Jan 11 2025 completion.

AI Mahesh In the future, MC will share an update on all open resolutions with all owners.

5. Proposal for Backup Geyser Implementation - Review and Discussion - 15 minutes

2020 AGM approved resolution to install a backup geyser

Scope: Backup geyser implementation in EP

Tasks: Volunteer group, design/architecture, vendor shortlist, cost allocations, indemnity, owner enrollment, implementation

Leader: Secretary to head it, supported by Treasurer and President

There will be a call for volunteers at EP level as well as tower level followed by kickoff of sub-committee. The design will be based on what was executed by ESPL and inputs from the Nemmadi study. The execution will be driven by volunteers, both society wide and tower wide.

There will be an open house for owners coordinated by the task force (once initial few steps are covered)

6. Finance Team - 10 minutes

Finance Amit & Mainak gave an update on how spends are to be handled and approved. They requested to involve finance prior to committing spend.

Budgeting for FY 2024-25 to be started in Jan 2025

GBM approved projects - portfolio owners need to indicate readiness for execution and finance will time the amount for phase 1 invoice

Recurring spends: no extra work needed

Project spends: needs to be coordinated so finance can raise invoices to fund projects

Ad-hoc spends: get pre-approval, ask finance, track budgets

VAR staffing still has a vacancy. The team lacks a finance background

VAR accounts exec/help desk resource continues to be not ideal lacking relevant experience and background. Search for an alternate resource is on.

AI All to communicate to Finance timing readiness of their GBM resolutions/projects

7. HWS - 10 minutes

1. HWS tower volunteer list to be published, and invitation shared with public

2. New MC to meet with the AMC and FMS vendors

3. Push AMC vendor to improve efficiency and FMS vendor to improve on timely communication to residents.

4. The need to define, calculate and publish TCO for HWS was brought up by Karthigha and Secretary. The guiding principle behind the study will be finalised in a future meeting.

8. Other items - 20 minutes

HOTO

Mostly done or not needed (same MC owner)

Pending list reported - Secretary, Cultural, President

Geyser Feasibility Study

By the time this item came up for discussion, quorum was lost. It needs to be brought back to a future MC meeting.

EPAOA MC Meeting: Dec 10 2024

Embassy Pristine Apartment Owners Association Managing Committee (Board)

Meeting Location: Board Room, 2nd Floor, Embassy Pristine Clubhouse

Meeting Date & Time: Tuesday 10th December 2024, 9:00-1030 pm IST

Attendance:

S. No	Name	Designation	Present
1	Mr Amit Jhunjhunwala	Member	Yes
2	Mr Ananth K	Member	Yes
3	Ms Aruna Kolachina	Member	Yes
4	Mr Johny Mathew	Member	Yes
5	Mr Joseph Kurian	Member	Yes
6	Ms Karthigha Dhanabalan	Member	Yes
7	Mr Mahesh Hiremath	Member	Yes
8	Mr Mainak Ray	Member	Yes
9	Mr Parijat Biswas	Member	Yes
10	Ms Pushpa Kumar	Member	Yes
11	Mr Rajiv Kapur	Member	Yes
12	Mr Rohit Prakash	Member	Yes
13	Mr Samir Ladak	Member	Yes
14	Mr Venugopal Iyengar	Member	Yes
15	Mr Vikas Mandawewala	Member	Yes

Meeting Minutes:

As quorum for the meeting was fulfilled, the meeting was called to order. After the setup & welcome, the agenda mentioned above was finalized and taken-up for discussion.

9. Introductions

As this is the first meeting for the newly elected managing committee, each member was requested to give a brief introduction for themselves stating their name, Flat No and their personal interest in being in the MC this year. All members gave their introduction - name, flat no, when shifted, past MC term.

10. Rajiv Kapur volunteered to chair the first meeting, as we have yet to elect a Secretary.
Rajiv Kapur also volunteered to document meeting minutes for today

11. Executive roles and elections

President:

Mr Mahesh Hiremath nominated by Mr Mainak seconded by Ms Aruna

Member voting: not applicable

Results: Mr Mahesh Hiremath elected unopposed

Vice President:

Mr Rajiv Kapur nominated by Mr Mahesh seconded by Ms Venugopal

Ms Pushpa nominated by Ms Aruna

Mr Rohit nominated by Mr Mainak and seconded by Mr Amit

Ms Pushpa withdrew her name

Mr Rohit withdrew his name

Member voting: not applicable

Results: Mr Rajiv Kapur elected unopposed

Secretary:

Mr Rajiv Kapur nominated by Ms Aruna and seconded by Ms Pushpa

Mr Ananth K recommended by Ms Karthigha seconded by Mr Rohit

Mr Johny Mathew nominated by Mr Parijat seconded by Mr Samir

Mr Rajiv Kapur withdrew his name from this position

Member voting: Ananth 6; Johny 9

Results: Mr Johny Mathew elected by majority vote

Jt Secretary:

Mr Ananth is recommended by Ms Karthigha and seconded by Mr Rohit

Member voting: not applicable

Results: Mr Ananth elected unopposed

Treasurer:

Mr Amit Jhunhunwala nominated by Mr Mainak seconded by Mr Joseph

Member voting: not applicable

Results: Mr Amit Jhunhunwala elected unopposed

Jt Treasurer:

Mr Mainak Ray nominated by Mr Amit seconded by Mr Joseph

Member voting: not applicable

Results: Mr Mainak Ray elected unopposed

12. Portfolio assignments

Discussion on single owners versus Jt Owners. Portfolio is to be owned by one MC member and they can optionally invite others from MC to help them as volunteers and backup members.

Infrastructure (incl Civil, Water in general)

Mr Samir was recommended and elected unopposed

Electrical Infrastructure

Mr Rohit was recommended and elected unopposed

HWS

Ms Karthigha was recommended and elected unopposed

STP

Mr Hiremath was recommended and elected unopposed

Housekeeping

Ms Aruna was recommended and elected unopposed

Gardening

Mr Ananth was recommended and elected unopposed

Security

Mr Joseph was recommended and elected unopposed

Cultural

Ms Pushpa was recommended and elected unopposed

Club Affairs

Mr Venugopal was recommended and elected unopposed

Sports

Mr Parijat was recommended and elected unopposed

Tech Infra

Mr Rajiv was recommended and elected unopposed

External Affairs

Mr Ananth was recommended and elected unopposed

Procurement

Mr Vikas was recommended and elected unopposed

13. Introductory remarks from elected executives

Mr Mahesh and Mr Johny gave a few opening remarks

14. Regular MC meetings

The members agreed to block 1st and 3rd Saturdays of the month 1030 am - 12 noon

Actual frequency of meetings can be reduced to monthly after a few initial months

Next meeting Sat Dec 14th 1030 am - 12 noon

15. Other urgent matters

All members were asked to bring up any urgent matters requiring committee discussion

Mr Joseph updated the team about workers violating 1-3 quiet hours rule during an interior project. Owners are aware and have been instructed. A stricter action will be taken by shutting of power for 1-3pm period

Mr Mainak brought up the subject of backup geyser implementation. The 72 lakhs money from Embassy has come into EPAOA accounts. Mr Johnny took the action item to lead the proposal for MC action and bring it to MC for discussion.

Mr Johnny would also circulate a list of resolutions from past GBMs to track their status for follow up and closure in the upcoming meeting.

The secretary closed the meeting.

Parked Items for MC Meetings

GBMs