

Minutes of Meeting (MoM) – Tudor Project Updates

Date: 03-June-2025

Location: 6th Floor, Conference Room, Casagrand Office, Thiruvananthapuram

CG & Tudor Collaborative Meeting

Date: 03-June-2025

Location: Casagrand Office, Thiruvananthapuram

Attendees

CG Team:

- Mr. Managal Raj
- Mr. Anszary
- Mr. Mohammed Javeed
- Mr. Arun
- Mr. Silambarasan
- Mrs. Rekha
- Mr. Saravanan

Tudor Team:

- Mr. Vivek
- Mr. Ramaswamy
- Mr. Fredrick
- Mrs. Vaishnavi
- Mr. Jitendra Prasad
- Mr. Parameswaran
- Mr. Sathappan
- Mr. Saddique
- Mr. Kathaperumal
- Mr. Saravanan.G
- Mr. Saravanan.S
- Mrs. Indumathi
- Mr. Premnath
- Mrs. Kavitha Balamurugan
- Mr. Victor James
- Mr. Suresh

1. Wells

- **Mr. Mangal Raj**, Senior Vice President, Casagrand, confirmed feasibility assessment for well construction will begin **on 9th June 2025**.
- One trial well will be constructed to evaluate the yield and viability of wells as a long-term solution.
- Initial suggestion to explore water source near **J Block** will be revisited using a **diviner**.
- **Well dimensions:**
 - Distance from building structure: **7 feet**
 - Diameter: **1 meter**
- Based on the output of the first well (in terms of yield and water quality), further decisions on additional wells will be made.

2. Metro Water Update

- **Metro water connection will be delayed by 2 months.**
- Application for metro water is **yet to be submitted**. Mr. Mangal Raj has committed to applying shortly.
- A **collection sump** will be built for metro water as per **CMDA** norms (capacity: **204 KLD**).
- Final capacity and sump location (either front or back gate) will be confirmed post inspection by **CMWSSB**.
- Mr. Mangal Raj initially mentioned that all water (metro, borewell, and rainwater) would flow into a common **WTP collection sump**.
- Owners insisted on **separate sumps** for:
 - **Metro water**
 - **Borewell water**
 - **Rainwater harvesting**
- After discussion, Mr. Mangal Raj agreed to comply with **CMDA/Environmental Clearance Report**.
- Sump construction was delayed due to pipeline alignment and location finalization.

3. Borewells

- Out of **10 borewells** on the Tudor site:
 - Water available in **6 borewells**
 - Only **4 borewells** have **TDS within acceptable range**
 - Commissioning of functional borewells needs to be prioritized.
 - **Date of confirmation by Mr. Mangal Raj: 6th June 2025**
-

4. Water Treatment Plant (WTP) & Sewage Treatment Plant (STP)

- **Mr. Rajiv**, Site Head, will be the single point of contact (SPOC) for WTP and STP.
 - WTP setup, completion, and commissioning dates to be shared by **Mr. Mangal Raj** after coordination with Mr. Rajiv **on 6th June 2025**.
 - Commissioning updates to be provided for:
 - **Iron removal filter**
 - **Water softener**
 - **Carbon filter**
 - **Fluoride filter**
 - **Sand filter**
-

5. Sumps

- Total **8 sumps** in the Tudor project:
 - **3 sumps cleaned**
 - Remaining **5 sumps** to be cleaned by **20th June 2025**
 - **Mr. Silambarasan** is the POC for sump and overhead tank cleaning.
 - Owners need not coordinate with the project team directly regarding this.
-

6. Overhead Tank (OHT) Cleaning

- OHT cleaning across all blocks will be completed by **30th June 2025**
-

7. Water Quality Concerns

- Owners raised issues about poor water quality from tanker water.
 - Sample shown to **Mr. Mangal Raj** during the meeting.
 - Mr. Mangal Raj committed to:
 - Vendor quality check
 - Improved supply standards
 - Ensuring post-cleaning water quality is up to mark
-

8. Storm Water Drainage

- **Internal Stormwater drainage system is exclusive to Tudor community** use and will not be accessible to unauthorized entities.
- **Mr. Mangal Raj** will coordinate with the liaison team to keep us updated on this Mugappair PWD doc mentioned existing storm water channel running as it a serious threat to Tudor.

9. STP Commissioning

- **Update expected from Mr. Mangal Raj by 6th June 2025**

10. Emergency Plumbing Contact

- **Mr. Silambarasan** instructed by Mr. Mangal Raj to share emergency plumber contacts with all residents and volunteers **by 4th June 2025**.
- **Plumber Deepak** will be coming back to resume duty, as confirmed in the meeting.

11. Tudor Volunteering Group

- **Mr. Mangal Raj** to be added to the volunteer group for escalation and quicker resolution (**effective 4th June 2025**)

12. Owners Meeting with Casagrand

- Scheduled for **Saturday, 14th June 2025 (Morning)** at Tudor site.
- Initially proposed for 7th June but rescheduled due to **Bakrid**.
- Attendees:
 - **Mr. Mangal Raj**
 - **Mr. Ansari**
 - **Mr. Hariprabhu (CRM team)**
- Agenda includes:
 - Lumber room
 - Car parking allotment
 - Narrow pathway lobby
 - C block alternate entry
 - Back gate open parking restrictions
 - 41 Visitors Car Parking & 15 Club House Car Parking

13. Unit Handover

- **47 pending units:**
 - **32 units** to be handed over by **end of June 2025**
 - Remaining **15 units** by **end of July 2025**
 - Owners insisted **QC & CQC stages be skipped** during handover
-

14. Lift Issues

- Lift inspections and vendor evaluation in progress for all blocks.
 - **Silambarasan** to share daily lift cleaning photos.
 - Cleaning manpower allocation pending **Mr. Mangal Raj's approval**.
 - AMC for lifts renewed and confirmed.
-

15. Internet Service Provider

- **ACT** and **Airtel** are being considered for broadband services.
 - **One NOC** will be finalized by **Mr. Ansari**.
 - Signing authorities from respective providers must contact Mr. Ansari for further steps.
 - **Local body approvals** for commercial operation of ISP will be obtained by **Mr. Mangal Raj**.
 - **Mobile tower connectivity** issues were also brought up and acknowledged.
-

16. Podium & Accessibility

- Podium ramp access will be constructed for **all podiums**.
 - A **narrow entry pathway** will be restructured for wheelchair/stretchers ramp access in case of emergencies.
 - **Car parking near these ramps** will be restricted to ensure unobstructed access.
-

17. Ticket Resolution Process

- Weekly **ETA updates** on raised issues (via iCare ticketing system) will be provided by **Silambarasan**.
 - Weekly volunteer meetings to track:
 - **Seepage**
 - **Dampness**
 - **All building-related concerns**
 - **SLA-breached tickets** will be escalated to **Mr. Mangal Raj** for immediate resolution.
-

18. Exhaust Chimney

- **Redesign and extension** of the exhaust chimney above the **7th floor** underway.
- Completion expected by **end of June 2025**.
- **Block A (Mr. Ramaswamy)** raised an issue regarding **Brigade genset exhaust**, affecting **1 and 4 series units**.

- **Casagrand** will attempt to coordinate with **Brigade** to extend DG exhaust at their clubhouse as well.

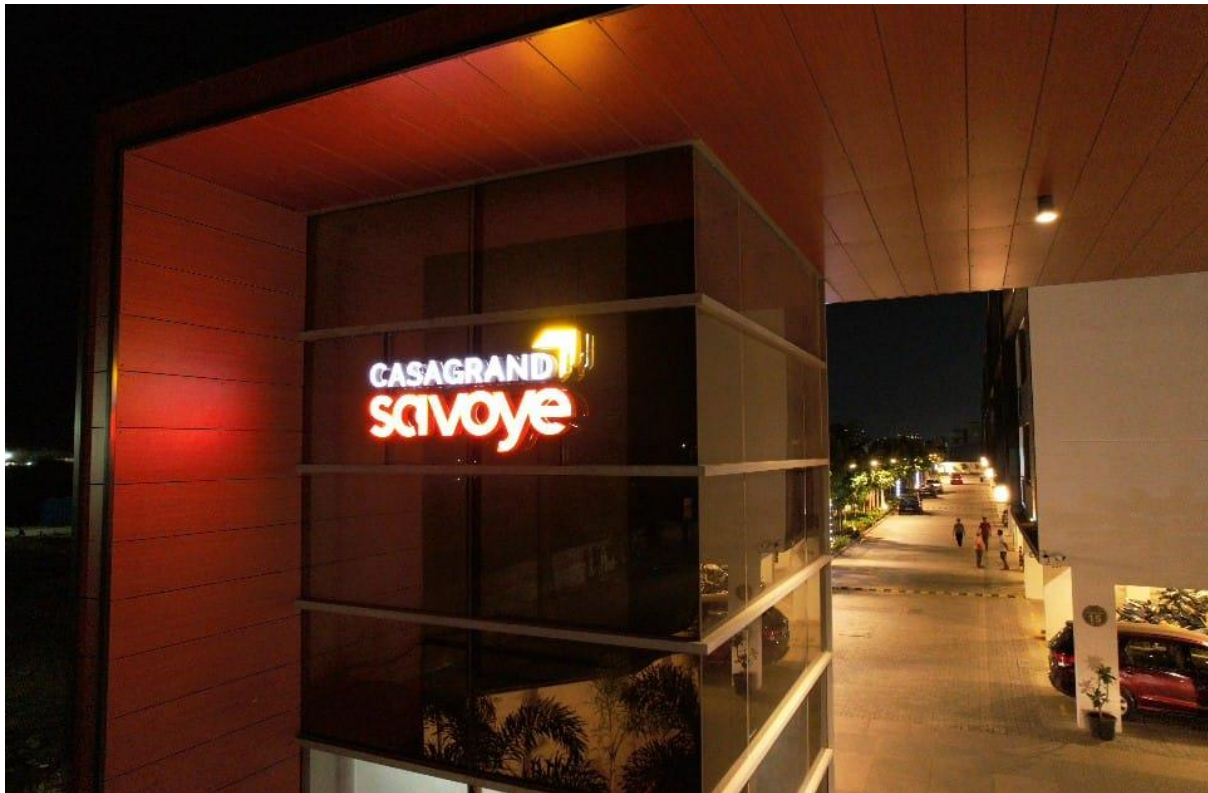
19. OSR & Back Gate

- **Confirmation on OSR and back gate construction timeline** to be shared by **Mr. Mangal Raj** by end of this week.

20. Tudor Emblem

- **Tudor emblem** will be installed **next to Casagrand branding**, ensuring visibility and identity for the community.
- Placement to occur **before development of any vacant adjacent land**.
- Sample design as below





21. Security & Safety Concerns

- Issues reported by residents:
 - **Chain snatching**
 - **Misbehavior with a lady owner**
 - **Rash driving**
 - **Unauthorized parking**
- **Mr. Ansari and Mr. Mangal Raj** assured action will be taken.
- Security team to be alerted and **CCTV footage access** to be granted to volunteers when needed.

22. Front Grill Gate

- The current **grill gate is oversized**, making it difficult to close manually.
- **Motorized closing mechanism** will be explored for convenience and security.

23. EV Charging Points

- **2 to 3 EV charging points** will be allocated.

- **Mr. Ansari** to confirm:
 - **Exact location**
 - **Commissioning date**

24. EB Consumer Numbers

- **A & B Blocks** have received their **electricity consumer numbers**.
- Remaining blocks expected to receive the same **within this week**.

25. Solar Energy (Photovoltaic System)

- Residents insisted on adherence to **CMDA norms: 1/3rd of terrace area** to be used for solar panels.
- Initially denied by **Mr. Mangal Raj**, citing general builder practices.
- However, **solar systems have been installed** onsite.
- **KW capacity and future expansion** to be discussed in the **14th June meeting** with the **site electrical team**.
- Owners emphasized compliance as per **CMDA report**.

26. IFM Entry Criteria (By Mr. Ansari)

1. Minimum of **20 households** – currently **250+ residents**
2. IFM will handle **facility maintenance**
3. **Customer-centric support** commitment
4. Project must complete **major pending works**
5. IFM can support with manpower but **not construction**
6. Project has experienced an **8-month delay**
7. IFM to provide **practical, sustainable solutions**
8. **Mr. Javed** is the **SPOC** for IFM
9. **Defect Liability Period (DLP):** 5 years, extendable by another 5 years
10. First 6 months: **2 service engineers** will handle all defects
11. IFM team will ensure all scope-of-work items committed by Casagrand are completed
12. **Documentation & final sign-off** from **Mr. Mangal Raj** and **Mr. Ansari** to be obtained during **14th June owners' meeting**

Key Discussion Points & Action Items

| Topic | Discussion Summary | Action Owner | Deadline |
|-------------------|---|----------------|--------------|
| Wells Feasibility | One test well to be initiated; safety confirmed (7 ft from structure) | Mr. Mangal Raj | June 9, 2025 |

| Topic | Discussion Summary | Action Owner | Deadline |
|-------------------------|--|-------------------------|---------------|
| Metro Water Application | Application pending; sump location & capacity based on CMWSSB inspection | Mr. Mangal Raj | In progress |
| Borewell Commissioning | 6/10 borewells yield water; 5 are usable. Commissioning date to be confirmed | Mr. Mangal Raj | June 6, 2025 |
| WTP & STP Setup | Update on WTP commissioning to be shared | Mr. Mangal Raj | June 6, 2025 |
| Sump Cleaning | 3/8 cleaned; rest to be done by June 20 | Mr. Silambarasan | June 20, 2025 |
| OHT Cleaning | All blocks' cleaning to complete by June 30 | Mr. Silambarasan | June 30, 2025 |
| Water Quality | Quality assurance check to be conducted post sump cleaning | Mr. Mangal Raj | Ongoing |
| Stormwater Drainage | Drain is exclusive to Tudor; liaison update pending | Mr. Mangal Raj | TBA |
| Emergency Plumbing | Contact details to be shared | Mr. Silambarasan | June 4, 2025 |
| Owner Meeting | Scheduled for June 14 | All | June 14, 2025 |
| Lift Inspection | Inspection, cleaning and AMC confirmed | Mr. Mangal Raj | Ongoing |
| Internet Provider | NOC to be signed; permissions to be obtained | Mr. Ansari / Mangal Raj | TBA |
| Ramp Access | Emergency ramp to be provisioned; parking restricted nearby | Project Team | TBA |
| Ticket Resolution | Weekly ETA sharing for iCare ticket tracking | Mr. Silambarasan | Weekly |
| Chimney Extension | Completion targeted by month-end; Brigade concerns raised | Project Team | June 30, 2025 |
| OSR/Back Gate | Start confirmation awaited | Mr. Mangal Raj | This week |
| Security Concerns | Enhanced monitoring, CCTV access to volunteers | Security Team | Immediate |
| Front Grill Gate | Explore motorized gate installation | Project Team | TBA |
| EV Charging Points | Location confirmation & commissioning plan | Mr. Ansari | TBA |
| EB Consumer Nos | Issued to A/B; remaining blocks pending | Mr. Mangal Raj | This week |
| IFM Onboarding | Criteria discussed; documentation to be signed off | Mr. Mangal Raj / Ansari | June 14, 2025 |