

**Minutes of Meeting – MoM No.01.**

**Date: 25<sup>th</sup> July, 2022 Venue: Club**

**Urbana B1, Conference Hall**



**URBANA WELFARE ASSOCIATION**

(A Representative Body of Urbana Flat Owners)

Sl No	Details	Action By
1.0	<p><b><u>Opening of the meeting:</u></b></p> <p>KKN opened the meeting with his inaugural remarks that this committee will ensure full transparency. This committee will adhere with the mandate of the members by way of opinion poll before implementing any new rules. As a first step, we are seeking opinion poll for resumption of vegetable vendors inside our complex. KKN updated about discussions with UFM GM(Operations) about a Vaccination Camp at Urbana, rectification of Pavers, replacements of defective Speed Breakers, Façade Cleaning to which he has assured to act upon as soon as possible.</p> <p>KKN urged the members to be united and act positively as we have many important tasks in our hands to accomplish. We must work hard for the wellbeing of the residents.</p>	
2.0	<p><b><u>Status update by Secretary on Handing over:</u></b></p> <p>TKB stated that handover charges were taken place on 18th July, 2022. Membership register and records are being handed over. Also, Minutes register FY 2021-22 were handed over. No status reports whatsoever are available except few Minutes of Meeting related to RWA, CAM, Security etc.</p> <p>No documents related to election 2022 are available in UWA office. A message is being send to Shyam Sonika Ji to provide documents related to election process.</p>	
3.0	<p><b><u>Status update by Treasurer on Handing over:</u></b></p> <p>SKS informed the house that necessary documents are handed over by the past Treasurer. The Passwords for Bank Accounts operations as well as internet banking are not yet provided. KKN advised SKS to send message to hand over the passwords as soon as possible.</p> <p>In this context KKN informed the house that he also not received any documents as far as open issues are concerned. It is the normal practice that outgoing President hand over the detailed documents on the open issues to take it forward for a logical conclusion. This time there was a note from EO specifying SoP for handing over charges to new committee. We need to call outgoing office bearers to sit with us and clear the documents. Continuity should be there and Knowledge Transfer from outgoing team to the Incoming team is absolutely essential.</p>	
4.0	<p><b><u>To pass the resolution for changing Bank Signatories:</u></b></p> <p><b>CHANGES OF SIGNATORIES OF BANK ACCOUNT WITH BANDHAN BANK LIMITED AND HDFC BANK LTD.:</b></p> <p>The Committee discussed regarding the appointments of new Committee Members of the Association and agreed to replace</p>	

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signature of Past President, Mr. Pradeep Bhatia with the signature of Mr. Kisor Kumar Nadhani, new President and Mr. Tarun Kumar Basu new Secretary in place of past Secretary Mr. Shyam Sundar Sonika & Mr. Sunil Kumar Singhanian new treasurer in place of past treasurer Mr. Debabrata Ghosh. It was further decided to inform the Bandhan Bank, Kalikapur Branch and HDFC Bank Ltd., Kasba Branch to make the necessary changes in the signatories to the account number **10170000917157** maintained with **Bandhan Bank, Kalikapur Branch** and account number **50200051004089** maintained with the **HDFC Bank Ltd., Kasba Branch**. The Committee considered the same and passed the following resolution:

**“RESOLVED THAT** the consent of the Members be and is hereby given to add Mr. Kisor Kumar Nadhani new President of the Association as signatory in place of Mr. Pradeep Bhatia”.

**“RESOLVED FURTHER THAT** the consent of the Members be and is hereby given to add Mr. Tarun Kumar Basu new Secretary of the Association as signatory in place of Mr. Shyam Sundar Sonika”.

**“RESOLVED FURTHER THAT** the consent of the Members be and is hereby given to add Mr. Sunil Kumar Singhanian new Treasurer of the Association as signatory in place of Mr. Debabrata Ghosh”.

**“RESOLVED FURTHER THAT** Mr. Kisor Kumar Nadhani - President, Mr. Tarun Kumar Basu - Secretary and Mr. Sunil Kumar Singhanian - Treasurer are hereby authorized to intimate **Bandhan Bank, Kalikapur Branch and HDFC Bank Ltd, Kasba Branch** to change the signatories of the Urbana Welfare Association in account number **10170000917157** maintained with **Bandhan Bank, Kalikapur Branch** and account number **50200051004089** maintained with the **HDFC Bank Ltd., Kasba Branch**.”

Resolved that the existing bank account No. **10170000917157** maintained with **Bandhan Bank, Kalikapur Branch** and account number **50200051004089** maintained with the **HDFC Bank Ltd., Kasba Branch** in the name and style of **“URBANA WELFARE ASSOCIATION”** and that the said bank be and is hereby authorized to honor all cheques, bills of exchange and promissory notes drawn, accepted or made on behalf of the Association by the following person/s authorized to open and operate the account as per the stated Mode of Operation (MOP) and to act upon any instructions so given relating to the account, whether the

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same be overdrawn or not.

Resolved further that the officials mentioned below, be and is/are hereby jointly (Any Two) authorized to accept, sign, execute, deliver and complete all documentations, agreements, account opening forms, and accept and abide by the modifications and/or variations in any or all the terms and conditions from time to time and to nominate, substitute, revoke and vary any mandate given for the bank account, on behalf of the Association, in order to apply for and avail and operate the Net Banking / Mobile Banking / Debit Card facility / Cash Management facility provided / to be provided by Bandhan Bank Ltd. and HDFC Bank Ltd.:

Sr. No.	Name of Authorized Signatories	PAN	Mode of Operation (MOP)
1	Mr. Kisor Kumar Nadhani	ACUPN9938Q	JOINTLY (ANY Two)
2	Mr. Tarun Kumar Basu	ARSPK5876H	JOINTLY (ANY Two)
3	Mr. Sunil Kumar Singhania	ALAPS5790G	JOINTLY (ANY Two)

5.0

**CHANGES OF SIGNATORIES OF BANK ACCOUNT WITH UNION BANK OF INDIA, SALT LAKE SECTOR V BRANCH AND PUNJAB NATIONAL BANK, HAZRA ROAD BRANCH:**

"RESOLVED THAT in modification of all existing arrangements as to operations of the bank accounts of Urbana Welfare Association or any of its sub-committees like Urbana Utsav Committee, Durgotsav Committee etc as listed below, shall henceforth be operated jointly by any two of the three current office bearers i.e (1) Mr. Kisor Kumar Nadhani, President, (2) Mr. Sunil Kumar Singhania, Treasurer and/or (3) Mr. Tarun Basu, Secretary of the Association"

**1. Union Bank of India, Salt Lake Sector V Branch**

Urbana Bengal NRI Welfare Association - Account No.520101230020549

Urbana Welfare Association, Account No.520141001102318

**2. Punjab National Bank, Hazra Road Branch**

Urbana Utsav Committee - Account No.0108015128435

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	<p>“<b>FURTHER RESOLVED THAT</b> the said banks be and are hereby authorised to honour all the Cheques, Bills of Exchange, Promissory Notes accepted or made for and on behalf of the Association jointly by any two of three namely (1) Mr. Kisor Kumar Nadhani, President, (2) Mr. Sunil Kumar Singhanian, Treasurer and/or (3) Mr. Tarun Basu, Secretary of the Association and to act upon any instructions so given by them relating to the account of association whether the same be overdrawn or not or in relation to transactions of the Association.”</p> <p>“<b>FURTHER RESOLVED THAT</b> the Banking operation powers vested with all erstwhile signatories be are hereby cancelled and terminated with immediate effect.”</p> <p>“<b>FURTHER RESOLVED THAT</b> the PST of the association be and are hereby authorised to take all necessary steps into the matter and to send a copy of these Resolution to the said Bankers for their information, record and doing the needful. ”</p> <table border="1"><thead><tr><th>Sr. No.</th><th>Name of Authorized Signatories</th><th>PAN</th><th>Mode of Operation (MOP)</th></tr></thead><tbody><tr><td>1</td><td>Mr. Kisor Kumar Nadhani</td><td>ACUPN9938Q</td><td>JOINTLY (ANY Two)</td></tr><tr><td>2</td><td>Mr. Tarun Kumar Basu</td><td>ARSPK5876H</td><td>JOINTLY (ANY Two)</td></tr><tr><td>3</td><td>Mr. Sunil Kumar Singhanian</td><td>ALAPS5790G</td><td>JOINTLY (ANY Two)</td></tr></tbody></table>	Sr. No.	Name of Authorized Signatories	PAN	Mode of Operation (MOP)	1	Mr. Kisor Kumar Nadhani	ACUPN9938Q	JOINTLY (ANY Two)	2	Mr. Tarun Kumar Basu	ARSPK5876H	JOINTLY (ANY Two)	3	Mr. Sunil Kumar Singhanian	ALAPS5790G	JOINTLY (ANY Two)	
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6.0	<p><b><u>Implementation of decisions taken/resolutions passed in AGM</u></b></p> <p>KKN stated that in the AGM held on 24th. July, 2022 a resolution was passed that all transactions of Receipts and Payments, irrespective of their mode, must be recorded in the books of accounts and the final accounts must include event-wise income and expenditure account.</p> <p>KKN urged all members to strictly abide by the resolution to maintain full transparency in accounts.</p>																	
7.0	<p><b><u>Request for meeting with BNRI/UFM listing agenda/issues for discussion.</u></b></p> <p>It was resolved that KKN will send a mail to BNRI Directors with copy to UFM GM &amp; Finance to schedule a meeting, preferably on 30th July'22 to discuss on</p>																	

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	<p>the following points:</p> <ul style="list-style-type: none"><li>• Expedite Formation of Association under West Bengal Apartments Act and freeze timeline.</li><li>• Expenses that are common in multiple users segments be fairly apportioned as per our proposal and CAM charges are finalized to send invoice at revised rates to apartment owners.</li></ul> <p>It was decided that a team of 7 MC members will attend the meeting. They are PST, Sanjeev Nandwani Ji for AoA, RG and NK</p>	
8.0	<p><b><u>Steps for formation of Tower Team:</u></b></p> <p>Members authorised KKN, TKB and NK to ensure formation of Tower teams in next couple of days in consultation with following Tower coordinators:</p> <p>Tower 1 - Manish Hirawat</p> <p>Tower 2 - Anil Kumar Jhunjunwala</p> <p>Tower 3 - Archit Sonika</p> <p>Tower 4 - Abhishek Jalan</p> <p>Tower 5 - Sunil Kumar Singhanian</p> <p>Tower 6 - Nirmal Sarawagi</p> <p>Tower 7 - Ritesh Singh</p>	
9.0	<p><b><u>UTSAV :</u></b></p> <p>a) Nomination of Convenor and co-convenor for Utsav Committee to plan for Utsav during 2022-23.</p> <p>b) Formation of different sub-committees of Utsav.</p> <p>SC and RG were nominated as Convenor and Co-convenor respectively for Utsav Committee for 2022-23. They were advised to invite Urbanites who are interested to join various sub-committees and finalise the team for Durga Puja. They proposed to organise a meeting with the residents on 27 July'22 at B1 auditorium to ensure mass participation and form a dedicated team. Secretary was advised to post a message in all groups inviting all to join the meeting.</p> <p>Different views were expressed regarding what should be the subscription from the residents. SKS and AJ expressed that the subscription for Utsav will attract GST; HKK and AJ were also of same view. KKN suggested that a panel be formed consisting of Treasurer and Joint Treasurers alongwith HKK. AKJ and SJ to discuss and draft a written opinion within next 2-3 days to share with the residents. If the panel ascertains GST is payable on subscription, then this year GST will realised in addition to the subscription from residents to be fully compliant with the law.</p> <p>Requested Utsav committee to finalise everything including plan for Khuiti</p>	

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	<p>Puja, Durga Puja within 2-3 days. Thereafter a MC meeting will be called where the proposal from Utsav committee will be presented and discussed before approval.</p>	
10.0	<p><b><u>Steps for formation of other Sub Committees:</u></b></p> <p>For formation of various sub-committees, the house authorized KKN in consultation with TKB, NK and both VPs to finalize the sub-committees. Once finalized the same will be shared with MC members</p>	
11.0	<p><b><u>Others:</u></b> <b><u>Communications:</u></b></p> <ul style="list-style-type: none"><li>• 2 WhatsApp groups (one for T1-4 and another T5-7) with right to 'Admin only' will be created to post all official information/notifications so that no important information is lost in the melee of messages.</li><li>• All outgoing mails will go from the official domain @urbanawa.com to establish as 'Authentic'.</li><li>• E-Newsletter will be published periodically covering all activities and updates.</li><li>• RG was appointed as Official Spokesperson.</li></ul> <p>Meeting Plan: Initially, there will be frequent meetings, however from August'22 we should try to have one meeting every month for next few months.</p>	

**URBANA WELFARE ASSOCIATION**

*Kishor*  
**President**

**URBANA WELFARE ASSOCIATION**

*J. J. J.*  
**Secretary**

*JA*