

Minutes of Meeting (MOM)

Between: PESL represented by Sri Rohit reddy Managing Director, Mr Prithvi, Mr prabhakar and Srinivasan Sesham.

And: Phase-2 Society Representatives

Date; 25-10-25]

Venue: BEGUMPET OFFICE

Participants (Phase-2 Society Representatives):

Mr. Kanakaraju. Ch – Chairman

Mr. Rajender. M – General Secretary

Mr. Rakesh – Joint Secretary

Mr. B. Swamy – Treasurer

Points Discussed & Agreed

Invoices for Cheque Collections

The society representatives agreed to produce invoices 1).for 26 houses and 2). Aug'25 MB and Electricity as agreed.

Maintenance Responsibility for Completed Houses

For completed houses, customers who have received handover letters will be responsible for maintenance payment.

Electricity and Water Bills – August 2025

Prajay Management agreed to pay an amount of 71000 rs towards the electricity and MB water bills for August 2025 for which the society to provide the invoices.-Cheque handed over to the society

Electricity Charges – September 2025

Prajay Management will bear the electricity charges for seven (7) under construction houses for the month of September 2025. Society to provide the invoices.

Adjustment of MB Contribution Balance

It was agreed to adjust the MB contribution balance payment of ₹1,40,000 against the maintenance dues of ₹1,20,000 payable by the society to Prajay.

The remaining balance of ₹20,000 will be cleared by Prajay after verification by Mr Prithvi. Society to provide the invoice.

Advance Maintenance for Under-Construction Houses

Prajay agreed to pay advance maintenance charges for the under-construction houses in the 1st week of every month for which the society to provide the invoice.

Reference to MOM Dated 8th October

Points 1, 5, and 6 of the *8th October MOM* — a draft will be prepared by the society and send to “prajaylegal@prajayengineers.com” and will be reviewed by Prajay legal team.

Clubhouse Facility Activation

It was proposed to commence the clubhouse facilities on the upcoming Karthika Pournami day.

Invitations will be extended to both Phase-1 and Phase-2 communities, as the clubhouse is a shared amenity.

Society Office Space Allocation

Prajay Management agreed to allot Plot No. 420 (Phase-2) for use as the society office on a rental basis of ₹4,000 per month, until the plot is sold. Society to confirm the same.

Office Container Proposal

The earlier proposal to use a container for office purposes is declared *null and void*, as the existing container is not in good condition which is agreed by the society.

Maintenance Responsibility for Completed Houses

PESL to share soft copies of the handover letters to society. ETA 25th Oct (evening). This information will be used for collection of maintenance from society/PESL/landlord.

Status: PESL shared the handover letters soft copies.

Adjustment of MB Contribution Balance

Society to provide the invoice along with chamber construction invoice.

Status: Invoice has been shared and the cheque has been prepared.

Advance Maintenance

Prajay agreed to pay advance maintenance charges for the under-construction/Vacant houses/empty plots in the 1st week of every month for which the society to provide the invoice.

Details: For 26 units — 12 under construction houses and 14 open plots.

Clubhouse

I see a change but please mention that there will be nominal charges for card.

Charges: Rs 200/- per card.

Society Office Space Allocation

Society proposed that instead of paying rent we will waive off maintenance for that house until sold and will use that house as society office.

Status: Not Agreed.

Drawings

All drawings soft and hard copies has been given.

Office for Society

The earlier proposal to use a container for office purposes is declared null and void, as the existing container is not in good condition.

Status: Agreed by the society.

Maintenance Refund

- PESL shared a letter stating advance maintenance fee paid at the time of handover will not be eligible for refund.
- Only excess maintenance paid after May 2025 will be refunded.

Standby Motor for Bore-well

2nd Motor will be given before 31st Oct 2025.

Asset List

The Society will provide a letter of undertaking to collect the 36 streetlights and same will be fixed with support from PESL.

CCTV Access Control

PESL to provide invoices and warranty cards. (It was discussed for few cameras warranty is over and for other cameras you will be providing some invoice/warranty.)

Action points summary

1. Conveyance Deed for Amenities

Action: Draft to be provided by the Society to the email "prajaylegal@prajayengineers.com."

Review: To be reviewed by Prajay legal team.

2. Clubhouse

It was proposed to commence clubhouse facilities on the upcoming Karthika Pournami day.

Invitations will be extended to both Phase-1 and Phase-2 communities, as the clubhouse is a shared amenity.

Membership cards will be issued to each plot after the verification of the documents.

Usage of any facility will be on a chargeable basis.

3. Office for Security

Status: Concluded.

4. Computer, Printer, and Furniture

Status: Denied and concluded

5. Letter of Assurance Regarding Future Legal Complications

Action: Draft to be provided by the Society to the email "prajaylegal@prajayengineers.com'

Review: Prajay legal team will review the same..

6. Undertaking Regarding Indemnity and Limitation of Liabilities

Action: Draft to be provided by the Society to the email "prajaylegal@prajayengineers.com'

Review: Prajay legal team will review the same..

7. Diesel Generator

Commitment: To be provided by 15th November 2025.

8. Maintenance Refund

Status: Concluded.

9. Balance MB Contribution

It was agreed to adjust the MB contribution balance payment of ₹1,40,000 against the maintenance dues of ₹1,20,000 payable by the Society to Prajay.

The remaining balance of ₹20,000 will be cleared by Prajay soon after verification by Mr. Prithvi.

Invoice to be provided by the society.

10. Maintenance Amount for Unsold Houses

Prajay agreed to pay advance maintenance charges for the under-construction houses in the 1st week of every month for which the society to provide the invoice.

11. Standby Motor for Bore-well

Status: Concluded.

12. Standby Motor for Sump

Status: Denied and concluded

13. Electricity Meters

Status: Under progress.

The process can be completed subject to owners applying for the meters.

The Society may disconnect power for those who have not applied, as sufficient time has already been provided.

14. Outstanding Power Bill

Status: Concluded.

It was agreed that no such requests should be raised in this regard.

15. Collapsed Wall

Status: Work under progress.

Expected completion by 25th November 2025.

16. Box Cricket

Status: Prajay will share the time line by Thursday. Tender is invited from the contractor and details will be shared. .

17. Approach Road

Status: Denied and concluded. It was agreed that no further requests will be considered.

18. MB Pending Restoring

Status: Completed.

19. Kerbing Construction

Status: Work under progress.

Expected completion within one week.

20. Plot Number Marking on Houses

Status: Denied and concluded.

21. STP Treated Water to Ganesh Park

Society to discuss with respective owners and provide plan of action before 10th November 2025.

22. Compound Wall outside Plastering

Work will begin after official handover.

23. Removal of Cables

Timeline: By 15th November 2025.

24. Drainage Stagnation Problem

Status: Concluded.

25. MB Bill Payment

Status: Concluded.

26. Asset List

The Society will provide a letter of undertaking to collect the 36 streetlights.

A format will be provided by the Society for the asset list, which will then be shared accordingly.

27. Gate No. 6 Rooms Repair

Status: Completed.

28. CCTV Access Control

Status: Completed.

CCTV cameras to be maintained by the Society.

29. Sump Capacity Drawing

Update: Provided to the Society.

MEP Engineer Mr. Lakshminarayana will explain the details to Mr. Vanama whenever the Society is ready.

30. Overhead Tank Capacity Drawing

Status: Same as above.

31. Harvesting Pits Location Drawing

Status: Completed.

Chips to be filled in three pits.

32. DB Box Location Drawing

Status: Completed.

33. Waterline Drawing

Action: Shared.

34. Drainage Line Drawing

Action: Update: Provided to the Society.

MEP Engineer Mr. Lakshminarayana will explain the details to Mr. Vanama whenever the Society is ready.

35. Electrical Cable Drawing

Action: Update: Provided to the Society.

MEP Engineer Mr. Lakshminarayana will explain the details to Mr. Vanama whenever the Society is ready.

36. Street Beautification

To commence after completion of pending works.

37. Project Completion Certificate

Action: Society to provide draft by Monday, 27th October 2025.

Conclusion:

All works as per the MOM will be completed by **5th December 2025**. Any pending works beyond the agreed date will be given **top priority by PESL**, and **Prajay works in Phase-2 will be temporarily halted** until the pending items are completed. PESL has agreed to complete all pending works **excluding documentation**.

A **weekly status update** on the pending works will be shared with the **Society** and **Rohit Sir every Saturday**.

