

**Dear Plot/Villa Owners,**

This is to inform all members that the Vakil Whispering Woods Plot Owners Association® – General Body Meeting (GBM) is scheduled as follows:



**17**

**Date: 23rd November 2025 (Sunday)**



**Time: 11:00 AM**



**Venue: Clubhouse, Vakil Whispering Woods**

**The GBM Agenda includes:**

- Welcome Address & Introduction of MC
- Presentation of Works Completed (Past 1 Year)
- Expenses & Audit Reports
- Launch of Association Website & MyGate App
- Updates on Ongoing Works
- Action on Maintenance Defaulters
- Fixation of Maintenance Charges
- Budget Proposal for Upcoming Year
- Vendor Review – Security, HK, Electrical & Plumbing
- Community Issues (Encroachments, Plantation, Builder Wall, Nala Gate, Kids Play Area etc.)
- Induction of New Volunteers
- Open House / Q&A
- Closing Remarks & Vote of Thanks

**AGENDA IN DETAIL:**

**1. Welcome Address**

- \* Welcome by the President
- \* Introduction of Managing Committee Members
- \* Overview of Meeting Objectives

**2. Presentation of Works Completed (Last 1 Year)**

- \* Summary of all development, maintenance, and improvement works carried out during the year

**3. Presentation of Annual Reports**

- \* Expense & Collection Details - Secretary
- \* Presentation of Financial Statements
- \* Audit Report for the financial year

**4. Launch of Digital Platforms**

- \* Official Launch of Association Website by the President
- \* Introduction & Rollout of MyGate App for all Villa Residents

**5. Updates on Ongoing Works**

- \* Status of approved and in-progress works across the layout
- \* Tentative timelines and next steps

## **6. Action on Maintenance Payment Defaulters**

- \* Review of outstanding dues
- \* Proposed actions for chronic defaulters
- \* Update & verification of owners' details in WhatsApp Groups & Email distribution lists

## **7. Fixation of Maintenance Charges**

- \* Review & Fixing maintenance charges
- \* Discussion and approval by General Body

## **8. Budget Proposal for Upcoming Year**

- \* Planned development works
- \* Allocation for repair, maintenance, and operational expenses
- \* Approval of annual budget

## **9. Vendor Review & Performance Evaluation**

- \* Security services
- \* Housekeeping services
- \* Electrical & Plumbing vendors
- \* Recommendations for continuation or change

## **10. Community Issues & Resident Concerns**

- \* Pavement encroachment issues
- \* Plantation on footpaths
- \* Neighboring builder's compound wall concerns
- \* Installation of Nala-side Gate at Phase-1
- \* Installation of Kids Playing Equipment in Parks
- \* Any other important layout-level issues raised by members

## **11. Induction of New Volunteers/Owners into Association**

- \* Introduction and onboarding of new active volunteers
- \* Formation/Strengthening of Sub-Committees (Maintenance, Finance, Parks, Security, etc.)

## **12. Open House / Q&A**

- \* Open floor for owners to present suggestions, concerns, and feedback

## **13. Closing Remarks**

- \* Closing statement by the President
- \* Summary of resolutions passed
- \* Vote of Thanks

**Your participation is very important to take collective decisions for the betterment of our layout.**

**Kindly make time to attend the meeting without fail.**

With Regards,

**Managing Committee**

**Vakil Whispering Woods Plot Owners Association®**