

Monthly Maintenance Charges – Collections – Log Book
Silver Oak Villas Owners Association, Cherlapally, Hyderabad.

Unit no.	47	Owner name	Pandu.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	4,080/-		
Remarks	Some complaints at villa object to pay mmc		
Contact date	01/12/23	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	35,800/-	Next follow-up dt	10/12/23
Outcome of call:	Required some fine		
Contact date	12/12/23	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	35,800/-	Next follow-up dt	
Outcome of call:	payed as per 1.5/-		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

Notes: 1. Use one page for every customer with MMC arrears of more than 2 months. 2. CR to review and counter sign at end of each row once in a month – before 1st Saturday of succeeding month. 3. Logbook to be maintained by Admin officer at site.