

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

Unit no.	109	Owner name	Rathod Navareeth
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	26010		
Remarks	AS per 1.5 (She willing + pay)		
Contact date	06/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	26010	Next follow-up dt	10/7/24
Outcome of call:	(Within one week)		
Contact date	10/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	26010	Next follow-up dt	
Outcome of call:	Month ending		
Contact date	30/7/24	Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	26010/-	Next follow-up dt	-
Outcome of call:	paid (3 months payment)		
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.

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Unit no.	08	Owner name	
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	8800/-		
Remarks	Not responding		
Contact date	05/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	8800/-	Next follow-up dt	
Outcome of call:	Not responding		
Contact date	10/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	8800/-	Next follow-up dt	
Outcome of call:	payed. total Amount		
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:			

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Unit no.	130	Owner name	
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	28,560/-		
Remarks	Not staying		
Contact date	5/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	28,560/-	Next follow-up dt	
Outcome of call:	complaints & pay for 1.5/- 12,240		
Contact date	10/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	12,240/-	Next follow-up dt	
Outcome of call:	within a week.		
Contact date	15/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	12,240/-	Next follow-up dt	
Outcome of call:	by next day		
Contact date	18/7/24	Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	12,240/-	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:			

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.

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Unit no.	47	Owner name	pandu.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	21,420/-		
Remarks	Asking some time to pay		
Contact date	4/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	21,420/-	Next follow-up dt	30/7/24
Outcome of call:	end of the month		
Contact date	30/7/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	21,420/-	Next follow-up dt	
Outcome of call:	Give cheque for the next week (04/8/24)		
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:			

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