

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	27540/-		
Remarks	Willing to pay as per 15/-		
Contact date	5/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	27540/-	Next follow-up dt	15/9/24
Outcome of call:	Asking 10days time.		
Contact date	15/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	27540/-	Next follow-up dt	30/9/24
Outcome of call:	Month end pay		
Contact date	30/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	27540/-	Next follow-up dt	-
Outcome of call:	Cleared Total due		
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.	126	Owner name	M. Komarnishna
Occupied by	☐ owner ☒ tenant ☒ unoccupied ☐ other:		
Current MMC	32,130/-		
Remarks	pay as per 1.25/-		
Contact date	10/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	32,130/-	Next follow-up dt	30/9/24
Outcome of call:	month end		
Contact date	30/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	32,130/-	Next follow-up dt	-
Outcome of call:	pay 25000/- remaining next month		
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.

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Unit no.	108	Owner name	Pradeep
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	15810/-		
Remarks	willing to pay as per 15/-		
Contact date	10/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	15,810/-	Next follow-up dt	
Outcome of call:	Not replying		
Contact date	15/9/24	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	15,810/-	Next follow-up dt	25/9/24
Outcome of call:	ASK 10 days time		
Contact date	26/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	15,810/-	Next follow-up dt	
Outcome of call:	cleared total due		
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:			

Unit no.	05	Owner name	Vineesh babu
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	8250/-		
Remarks	pay as per 1.5/-		
Contact date	10/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	8250/-	Next follow-up dt	
Outcome of call:	month end they will pay		
Contact date	30/8/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	5000/-	Next follow-up dt	
Outcome of call:	next month remaining will pay		
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.	41	Owner name	B. Lavanya
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	18,360/-		
Remarks	as per 15/-		
Contact date	10/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	18,360/-	Next follow-up dt	20/9/24
Outcome of call:	10 days time		
Contact date	21/9/24	Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	18,360/-	Next follow-up dt	25/9/24
Outcome of call:	15 days time		
Contact date	26/9/24	Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	6,120/-	Next follow-up dt	
Outcome of call:	remaining next month		
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.	69	Owner name	N. Rajesh
Occupied by	☐ owner ☒ tenant ☒ unoccupied ☐ other:		
Current MMC	11800/-		
Remarks	AS per 2/-		
Contact date	10/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	11,000/-	Next follow-up dt	30/9/24
Outcome of call:	month end		
Contact date	26/9/24	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	11,000/-	Next follow-up dt	
Outcome of call:	paid total due		
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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