

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

Unit no.	01	Owner name	K. Mamatha
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	3300		
Remarks			
Contact date	15/12/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3300	Next follow-up dt	21/12/2020
Outcome of call:	He will pay next month.		
Contact date	21/12/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3300	Next follow-up dt	27/12/2020
Outcome of call:	He will pay next month.		
Contact date	27/12/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3300	Next follow-up dt	4/01/2021
Outcome of call:	He will pay this 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:			

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.	02	Owner name	Paul Raj
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	1650		-
Remarks			
Contact date	18/12/2020 4/1/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650 1650	Next follow-up dt	13/1/2021
Outcome of call:	He will pay this month.		
Contact date	13/1/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	20/1/2021
Outcome of call:	He will pay on Jan 19/01/2021		
Contact date	20/1/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	27/1/2021
Outcome of call:	Did not call He will pay by month ending		
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.	04	Owner name	Prabhakar Reddy
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	18,060		
Remarks			
Contact date	12/12/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	18,060	Next follow-up dt	
Outcome of call:	He said that he will pay by Dec-25 th - 2020		
Contact date	26/12/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	4/1/2021
Outcome of call:	He will pay by 30/12/2020		
Contact date	4/1/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	16/1/2021
Outcome of call:	He will pay by Jan ending.		
Contact date	16/1/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	24/1/2020
Outcome of call:	He will pay by Jan ending.		
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.	07	Owner name	Jithendar Singh
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	3300 1650		
Remarks			
Contact date	12/12/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3300	Next follow-up dt	
Outcome of call:	He will pay by Dec-25 th - 2020		
Contact date	2/01/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	12/01/2021
Outcome of call:	He will pay by Jan ending.		
Contact date	12/01/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	20/1/2021
Outcome of call:	He will pay by Jan ending.		
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.	08	Owner name	Mr. Adarsh .
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	16,450		
Remarks			
Contact date	12/12/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	16,450	Next follow-up dt	20/12/2020
Outcome of call:	He will pay by 26/12/2020		
Contact date	27/12/2020	Contact type	☐ Phone ☐ in person ☐ email ☒ notice
Arrears on call dt	16,450	Next follow-up dt	4/01/2021
Outcome of call:	He will pay by Jan 10 - 2021		
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.	25	Owner name	Arund Sharma
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	1600/-		
Remarks			
Contact date	25/9/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1,600	Next follow-up dt	01/10/20
Outcome of call:	he is out of station he will pay next month		
Contact date	12/10/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3,250	Next follow-up dt	22/10/20
Outcome of call:	he is out of station he will pay online transaction on 13/10/20		
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.	19	Owner name	Sankar kastek.
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	10,525/-		
Remarks			
Contact date	20/9/20	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	10,525/-	Next follow-up dt	29/09/20
Outcome of call:	he will pay After 4 days.		
Contact date	12/10/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	30/10/20
Outcome of call:	he will pay next week.		
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:			

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