

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

Unit no.	27	Owner name	Pamakrishna
Occupied by	☐ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	8,200/-		
Remarks			
Contact date	12/10/20	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	9,850	Next follow-up dt	28/10/20
Outcome of call:	he will pay this month ending		
Contact date	4/11/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	9,850	Next follow-up dt	11/4/2020
Outcome of call:	He will pay within 3 days.		
Contact date	01/02/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1600/-	Next follow-up dt	08/02/2021
Outcome of call:	He will pay within 4 days.		
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.	28	Owner name	Sanku Santhosh
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	1,650/-		
Remarks			
Contact date	12/10/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3,300/-	Next follow-up dt	20/10/20
Outcome of call:	he will give check within 3 days		
Contact date	4/11/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3,300	Next follow-up dt	11/4/2020
Outcome of call:	He will pay within one week		
Contact date	6/01/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	15/01/2021
Outcome of call:	He will pay by 10/01/2021		
Contact date	01/02/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	12/2/2021
Outcome of call:	He will pay by 05/2/2021		
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:			

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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	02/02/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	05/01/2021
Outcome of call: He will pay by 10/02/2021			
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:			

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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 11/1/2021	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 He will pay by month ending		
Contact date	02/02/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	8/02/2021
Outcome of call:	He will pay within a 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:			

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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	1/02/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	7/02/2021
Outcome of call:	He will pay within a week		
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	01/02/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	7/02/2021
Outcome of call:	He will pay within 2 days		
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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