

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

Unit no.	04	Owner name	Psoobhakar Raddy
Occupied by	☒ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	21,420/-		
Remarks			
Contact date	28/09/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	21,420/-	Next follow-up dt	12/10/20.
Outcome of call:			
Contact date	12/10/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	21,420	Next follow-up dt	2 weeks - 27/10/20
Outcome of call:	he will pay next month.		
Contact date	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	9180	Next follow-up dt	18/3/2021
Outcome of call:	He will pay within 3 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.	05	Owner name	V. nash babu.
Occupied by	☐ owner ☐ tenant ☒ unoccupied ☐ other: -		
Current MMC	9,180/-		
Remarks			
Contact date	02/10/20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	9,180	Next follow-up dt	10-10-20
Outcome of call:	he will pay w'in two days		
Contact date	12-10-20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	-
Outcome of call:	he will pay oct-25th		
Contact date	04/11/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060/-	Next follow-up dt	11/11/2020
Outcome of call:	He will pay within a week		
Contact date	4/11/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060/-	Next follow-up dt	11/11/2020
Outcome of call:	He will pay by 15-11-2020		
Contact date	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	18,360	Next follow-up dt	17/3/2021
Outcome of call:	He will pay by 20/3/2021		
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	J: kender singh
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	9,900/-		
Remarks			
Contact date	05-10-20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	9,900/-	Next follow-up dt	10-10-20
Outcome of call:	he will pay the Amount in two days		
Contact date	12-10-20	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1,650	Next follow-up dt	26/10/20
Outcome of call:	he will pay After 27/10/20.		
Contact date	04/11/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1650	Next follow-up dt	12/11/2020
Outcome of call:	He will the amount within a week		
Contact date	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3300	Next follow-up dt	20/3/2021
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.	17	Owner name	Venka tesbwarra.
Occupied by	☐ owner ☐ tenant ☐ unoccupied ☐ other:		
Current MMC	6,600		
Remarks			
Contact date	12/10/20	Contact type	☐ Phone ☒ in person ☐ email ☐ notice
Arrears on call dt	8,250/-	Next follow-up dt	27/10/20.
Outcome of call:	he will pay 2 month bs this week.		
Contact date	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	6600	Next follow-up dt	18/3/2021
Outcome of call:	He will pay within 3 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:			
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	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060/-	Next follow-up dt	20/3/2021
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:			

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Unit no.	25	Owner name	Anand 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	15/3/2020	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3,300/-	Next follow-up dt	20/3/2024
Outcome of call:	he will pay by 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:			

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Unit no.	02	Owner name	Paul Raj
Occupied by	☐ owner ☒ tenant ☐ unoccupied ☐ other:		
Current MMC	1650		
Remarks			
Contact date	28/12/2020 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 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	15/3/2021	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	4950/-	Next follow-up dt	20/3/2021
Outcome of call:	He will pay by Monday.		
Contact date		Contact type	☐ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt		Next follow-up dt	
Outcome of call:			

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