

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

Unit no.	04	Owner name	Poojitha Ruddy
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	3/4/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3060	Next follow-up dt	9/4/21
Outcome of call:	he paid on 6/4/21.		
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	4/3/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	21,420	Next follow-up dt	16/4/21
Outcome of call:	he paid last - 3 months but Account's clarification not there.		

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Unit no.	07	Owner name	J: tender 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	7/11/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	3300/-	Next follow-up dt	
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.	17	Owner name	Venka teshwarra.
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 Rs 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	13/4/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	8250.	Next follow-up dt	20/4/21.
Outcome of call:	he will pay within 10 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:			

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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.	27	Owner name	Ramakrishna
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	03/3/21	Contact type	☒ Phone ☐ in person ☐ email ☐ notice
Arrears on call dt	1,600	Next follow-up dt	4/4/21
Outcome of call:	He will pay both the month in April		
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.	28	Owner name	Sankati 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 with in 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 with 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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