

## PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

## Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/043/2018

Date : 24/10/2018

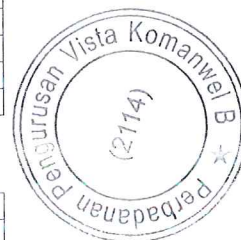
Time : 8.00PM

Venue : Management Office – Meeting Room

Attended by:

MANAGEMENT COMMITTEE

1	Mr. Chow Yue Wing	CYW	Chairman
2	Mr. Khong Chee Kong	KCK	Secretary
3	Mr. Ho Lee Wah @Daniel Ho	HLW	Treasurer
4	Mdm. Loh Mei Sin @Vivian Loh	LMS	Committee Member
5	Mdm. Tan Siew Ling @Michelle Tan	MT	Committee Member
6	Mr. Stanley Keith Rodgers	SR	Committee Member – Absent with Apology
7	Mr. Teh Teong Khuan	TTK	Committee Member
8	Mr. Chong Siew Han	CSH	Committee Member

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

1	Mr. Selvakumaran P.	SP	Operation Manager
2	Mr. Muhammad Farid	MF	Building Manager
3	Mr. Barani Kumar	BK	Senior Accounts Executive – Absent with Apology

The Chairman welcomed all committee members and property manager to the 43rd Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B, held on the 24<sup>th</sup> October 2018 and the minutes of the last Meeting was deliberated (PPVKB/042/2018) and was proposed to be adopted by Mr. Teh Teong Khuan and seconded by Mr. Chong Siew Han without amendments.

1

Minutes of 43rd MC Meeting @VKB – 24th October 2018

Item	Agenda	Matter Discussed	Action to be Taken	PIC	Dateline
1.	Opening Address by Chairman.	CYW welcomed all MC members and Property Managers to the 43 <sup>rd</sup> MC Meeting.	Info		
1.2	To adopt and approve last MC meeting minutes.	The minutes of the last Meeting was deliberated (PPVKB/042/2018) and was proposed to be adopted by Mr. Teh Teong Khuan and seconded by Mr. Chong Siew Han without amendments.			
2.	Accounts.	<p><b>a) Income and Expenditure.</b> Account matter will be discussed during the next meeting.</p> <p><b>b) Defaulters List.</b> MF presented the defaulters' list. a) MC deliberated on the units owing above 2K. Management to take measures for proper credit control and to issue LOD to units with default in payments above 2K.</p>	<p>a) Info</p> <p>b) Info</p>		

2

3.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	<p><b>1. Work as per schedule</b></p> <p><b>a) Lift Motor Room</b> SP informed MC, since the new controls in the lift motor room will be fully electronics, he proposed to install air Cond to lift motor room as currently there is only two wall mounted fan and control by thermostat and exhaust fan. MF to check with Mitsubishi and revert.</p> <p><b>b) Card Reader System.</b> CYW asked RHZ on how much money will be spent to have the Access Card reader for all 3 lifts. SP mentioned as stated in the contract for the Card reader interface (NSCR) will cost RM49,200.00. LMS mentioned that the current system in block B1 &amp; B2, is better in a way where the respective residents of each floor can only go to the floor in which they stay. Without this current method, Residents in B Tower can then go to any floor with their access card. After much deliberation the committee agreed not to have card reader install as an optional item and they will be a saving for the MC. The MC propose that better design grill should be install to replace the current MS grill and the current reader be transfer to the new grill. TTK proposed to install cameras at the access card readers at the 3 grill doors.</p>	<p>a) MF to coordinate accordingly.</p> <p>b) SP to advise Mitsubishi accordingly.</p>	MF	SP
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4.	Lift B1 & B2 (Access Elevator)	<p><b>1. Work carried out as per schedule</b></p> <p><b>a) No major issues reported.</b></p>	a) Info		
5.	SECURITY (Veritas Security)	<p><b>1. Work as per schedule</b></p> <p>a) TTK raised some discipline issues as follows,  - Guard caught sleeping at BT  - Clocking / Ronda time not consistent.  - Old guard House lights and fan is left on, even when no one is inside.  - Not properly attired.  - Manpower Shortage.  MF advised the committee that he has issued numerous verbal and written instruction but no improvement.</p>	a) MF to issue a show cause letter and look for new security service provider.	MF	
6.	CLEANERS (TWOT Cleaning Services)	<p><b>a) Work as per schedule</b> MF reported that work is being carried out as per their schedule.</p> <p>a) CYW raised his concern on the time taken to bring down the domestic garbage to the main refuse chambers and at times they were seen removing recyclable items and this could be the main reason for the long time taken.</p> <p>b) CYW raised his concern that upper surfaces of overhead service pipes at the basement and elevated car parks are not clean by the cleaners as it is very dusty and instructed action to be taken.</p>	<p>a) MF to get info on the time taken by cleaners to bring down the garbage from all levels at BT, B1 &amp; B2.</p> <p>b) MF to ensure compliance.</p>	MF	MF

		c) MC approved the cleaning contract from 1 <sup>st</sup> October 2018 – 30 <sup>th</sup> September 2019, at RM16,500 pm for 10 cleaners + 1 supervisor			
7.	<b>SWIMMING POOL</b> (CM Pool)	a) <b>Work as per schedule</b> CYW reminded MF that the pump room must be properly cleaned by the service provider. SP inform the meeting that the electrical control panel need to be replace including the electrical accessories as there are signs of corrosion.	a) MF to ensure compliance and get the necessary quote for replacement.	MF	
8.	<b>PEST CONTROL</b> (New-Tech Pest Control).	a) <b>Work as per schedule</b> No major issues reported.  b) MC approved the pest control contract from 1 <sup>st</sup> November 2018 – 31 <sup>st</sup> October 2019.	a) MF to ensure compliance.	MF	
9.	<b>LANDSCAPING</b> (UVA Trading).	<b>1. Work as per schedule</b> a) MF reported that work is being carried out as per schedule. No Major issues reported.	a) MF to ensure compliance.	MF	
10.	<b>Building Generator</b> BT, B1 & B2	a) MF informed the meeting that RHZ charge man carry out weekly manual startup of gen set.  b) MF informed the meeting that the current faulty batteries have been replaced.	a) Info		

11.	<b>Other Matters</b>				
	<b>(1) Insurance</b>	a) KCK requested for the details of the various insurance coverage including premiums and excess clauses. SP mention a following were coverage: 1) Fire 2) Money Policy 3) Burglary 4) Plate Glass 5) Fidelity Guarantee 6) Machinery Breakdown 7) All Risks 8) Public Liability 9) Group Personal Accident 10) Errors & Omissions Liability	a) Info		
	<b>(2) VKB website</b> Install SSL certificate.	a) MF informed the meeting that some residents have raise their concern on the security aspect of our website and upon checking with Anderes Fourdy it will cost around RM3000 to install a secured https address. KCK mention that it was expensive and MF to make arrangement for him to meet up with Anderes Fourdy for further discussion.	a) MF to act accordingly. KCK's note: The online payment page is not a webpage within vistakomanwelb.com. Hence installing an SSL certificate on our website will not do anything to improve the security of the online payment page  Updated notes: Correction to the quotation submitted by Andreas Fourday for the SSL certificate is RM 300 and	MF	ASAP

	(3) Commercial Outlets - Club House	<p>a) MF informed the meeting that two operators have written in as follows: 1- Printing and Laundry Shop current RM1,200.00, propose RM800.00 /mth. 2- Taska Mama Current RM1,009.84, propose RM1,100.00/mth. After much deliberation MC advised MF to inform them as follows: 1- Printing and Laundry Shop RM1,200.00 2-Taska RM1,200.00 3- Carwash RM600.00 and install water meter for monitoring purpose.</p> <p>As for Café and Mini Market the MC advised MF to follow up for their proposal ,failing which MC will fix the rate as follows: 1-Café RM2,500.00 2-Mini Market RM1,200.00</p>	not RM3000 as quoted earlier.	MF	By Next MC Meeting.
	(4) B2 Lobby	<p>a) Ramp Metal gate MF informed the meeting that the steel gate to the ramp will be install within 2 weeks. b) MF said that the contractor had yet to submit his quotation for implementing</p>	<p>a) MF to follow up with Café and Minimarket for their letter.</p> <p>Update notes: Café and mini Market submitted their letter in response to the revised rates.</p> <p>a) Info.</p>	MF	

	(5) Lifts BT, B1 and B2.	<p>CYW's proposal as decided in the 42<sup>nd</sup> meeting</p> <p>a) CYW requested why 1 lift at BT shutdown from 11.00pm to 6.00am whereas the same is not practice at B1 and B2. MF instructed to standardized this practice to all blocks. CYW instructed MF to ensure that this stretcher lift is always operational.</p>	a) MF to ensure compliance.	MF	
	(6) Dengue Campaign	<p>MT informed the meeting that IMU is organizing a presentation on dengue prevention and they extended invitation to all MC members and property Managers at their conference hall on 9th November 2018 at 7:30pm.</p>	MF to liaise with MC Members who can attend and inform IMU accordingly.	MF	
12.	Procurement Approved during this MC Meeting 24/10/18.	<p>1) CM Poolthology – Supply and install Waterco 2inch Check Valve and PV 2 inch Compact ball Valve. RM660.00</p> <p>2) Makmur pressure Solution – Replace Leaking pipe at car park RM850.00</p> <p>3) Law Iron works – Supply and install 3 unit Sump Cover for B1 Block – RM 2,950.00</p> <p>4) Perniagaan Kualiti Kem – Car and bikes stickers for 2019</p>			

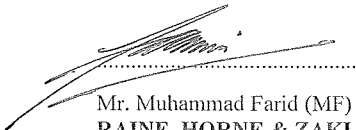
		RM3,455.00			
		5) Srijati Industrial Supplies – Supply ECOLED surface downlite RM1,900.00			

Date of next meeting was agreed to be Wednesday 28<sup>th</sup> November 2018. MC meeting was adjourned at 10.00 pm with a word of thanks from the Chairman.

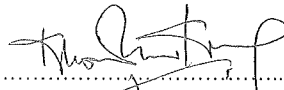
Prepared by,

Confirmed by,

Approved by,



Mr. Muhammad Farid (MF)  
**RAINE, HORNE & ZAKI (RHZ)**  
Property Management Sdn. Bhd.



Mr. Khong Chee Kong (KCK)  
**SECRETARY**  
Perbadanan Pengurusan Vista Komanwel B



Mr. Chow Yue Wing (CYW)  
**CHAIRMAN**  
Perbadanan Pengurusan Vista Komanwel B