

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of the 74th Property Management Committee Meeting

Ref : PPVKB/074/2021

Date : 21/08/2021

Time : 10.00AM

Venue : Zoom meeting

Attended by:

MANAGEMENT COMMITTEE (MC)

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| 1. | Mr. Hoi Kam Fatt @Alan Hoi | Alan | Chairman |
| 2. | Mdm. Tan Lai Yong @Melissa Tan | Melissa | Secretary |
| 3. | Mr. Chong Siew Han | Chong | Treasurer |
| 4. | Mdm. Tan Siew Ling @Michelle Tan | Michelle | Committee Member |
| 5. | Mr. Ho Lee Wah @Daniel Ho | Daniel | Committee Member |
| 6. | Mr. Henry Lee Sin Fook @Henry Lee | Henry | Committee Member |
| 7. | Mdm. Amarjit Kaur | Amarjit | Committee Member |

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

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| 1. | Mr. Selvakumaran P. | Selva | Operation Manager |
| 2. | Mr. Norrol Kamal bin Md Zainin | Kamal | Building Manager |
| 3. | Mr. Barani Kumar | Barani | Senior Account Executive |

The Chairman welcomed all committee members to the 74th Property Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.



| Item | Agenda | Matter Discussed | Action | PIC | Deadline |
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| 1.0 | 1.1 To adopt the last MC meeting minutes. | 1.1.1 The minutes of the last Meeting (PPVKB/73/2021) was deliberated and proposed to be adopted by Chong Siew Han and seconded by Ho Lee Wah. | Info. | | |
| 2.0 | 2.1 Accounts | 2.1.1 Barani presented the July'2021 management report as below: Income – RM162,130.22 Expenses – RM156,815.49 with surplus RM5,314.73 2.1.2 MC was informed that non-contractual expenses for the month was RM3,325.25 2.1.3 Barani presented the budget for year 2020/2021 for service charge review during the forthcoming AGM with two optional rates to be tabled and allow the floor to decide on either one of the options as below: Current rate : RM0.20 per sq ft Proposal 1 : RM0.22 per sq ft Proposal 2 : RM0.23 per sq ft After much deliberation the committee agreed to the said proposal for members attending the forthcoming AGM to decide. | Info. Info. | Barani | |
| | 2.2 Defaulter | 2.2.1 MC requested RHZ to issue out NOD to 2 units (B1-17-04 Mu Ping Chong) and (B-02-06 Tan Kau Kioe @ Tan Show Chin) in view of the high outstanding sum. | Barani update to present Kamal to act. | Barani | |



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| | | <p>2.2.2 MC was informed that are total of 10 units with outstanding above RM1,000.00 as detail below:</p> <p>B Tower - 4 units (RM22,939.26) B1 - 3 units (RM2,809.22) B2 - 3 units (RM10,776.12)</p> | Info. | | |
| | 2.3 Tribunal Case | 2.3.1 MC was informed that strata tribunal is closed due to MCO. | Info. | | |
| 3.0 | 3.1 Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower | <p>3.1.1 MC was informed that Mitsubishi has forwarded us copy of the revised contract to commence effective 1st August 2021 and ending 31st July 2022 and this document will be send to Mr Alan Hoi for signature and all members present agreed on this matter.</p> <p>3.1.2 MC was informed that Mitsubishi is giving us a goodwill rebate of 3 months for monthly service carried out for October, November and December 2020 where rest the monthly service fee for January 2021 till July 2021 can be paid in instalment.</p> | Info. Info. | | |
| 4.0 | 4.1 Lift - B1 and B2 Access Elevator | 4.1.1 No matter arising. | Info. | | |
| 5.0 | 5.1 SECURITY (Veritas Security) | <p>5.1.1 MC was informed that was no new security personal deployed at site for month of ending July & August 2021.</p> <p>5.1.2 MC was presented with the monthly slide and others security activities at site for month July/August 2021.</p> | Info. Info. | | |



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| 6.0 | 6.1 CLEANER (TWOT Cleaning Services) | <p>6.1.1 MC was also informed that a new schedule for roof top cleaning was prepared and given to the cleaners for cleaning which will carried out every 6 months and site staff will monitor the progress in view of the location which is very narrow and difficult to access the roof top.</p> <p>6.1.2 MC was informed that currently all e-waste is collected by Alam Flora for disposal and Mdm Amarjit requested Kamal to find out where this item are disposed by them.</p> <p>6.1.3 Mdm Michelle inform the meeting that IMU previously was providing such service but in view that Alam Flora collecting, we should allow them to continue.</p> <p>6.1.4 MC was presented with the monthly slide on cleaning works progress at site July/August 2021.</p> | Info. Kamal to act. Info. Info. | | |
| 7.0 | 7.1 PEST CONTROL (New-Tech Pest Control) | <p>7.1.1 MC was informed that pest control contractor using proper protective equipment while carrying out forging activities including ear plugs.</p> <p>7.1.2 MC was presented with the monthly slide on pest control and others activities carried out at site July/August 2021.</p> | Info. Info. | | |
| 8.0 | 8.1 LANDSCAPING (UVA Trading) | <p>8.1.1 MC was informed by Kamal there is improvement in the current landscaping works carried out based on the schedule provided to them.</p> <p>8.1.2 MC was informed that notices for herb garden removal by end December 2021 has been place at the current location and only one resident has raised her concern and want to know the propose relocation site for the herb garden.</p> | Info. Info. | | |



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| | | 8.1.3 MC was presented with the monthly slide on others landscaping activities carried out at site July/August 2021. | Info. | | |
| 9.0 | 9.1 FIRE FIGHTING SYSTEM (Rida Selenggara) | 9.1.1 MC was informed that the one-way entry system has been implemented at B2 parking area emergency entry/exit similar to B Tower by installing one way lock. 9.1.2 MC was presented with the monthly slide on works progress on firefighting system inspection and others activities at site July/August 2021 | Info. Info. | | |
| 10.0 | 10.1 SUPERVICING ENGINEER (IR K.L.Chock) | 10.1.1 Monthly inspection for July 2021 carried out and Borang 1 submitted Suruhanjaya Tenaga (ST). | Info. | | |
| 11.0 | 11.1 Building Automation 11.2 Access Card (Lift B1 & B2) 11.3 Access Card (vehicle) 11.4 Access Card (Pedestrian) 11.5 CCTV Holistic Resource | 11.1.1 No matters arising. 11.2.1 No matters arising. 11.3.1 No matters arising. 11.4.1 No matters arising. 11.5.1 MC was informed by Kamal that 1 camera located at B1 parking area was found faulty and contractor has been advised to rectify. | Info. info. Info. Info. Kamal to act. | | |



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| 12.0 | 12.1 Renovation Works / Listing | 12.1.1 MC was informed that renovation works can commence under the new SOP issued by KPKT, but under strict terms and conditions which we will advise all contractors who intend to commence renovation accordingly for unit as per detail below. BT 4 units: <ul style="list-style-type: none"> • B-18-06 (06/04/2021-06/05/2021) • B-05-06 (09/04/2021-31/05/2021) • B-13A-05 (19/05/2021-19/06/2021) • B-22-07 (25/05/2021-10/06/2021) B1 2 units: <ul style="list-style-type: none"> • B1-11-06 (04/05/2021-21/05/2021) • B1-16-07 (05/05/2021-11/05/2021) B2 3 units: <ul style="list-style-type: none"> • B2-02-05 (29/09/2020-31/05/2021) • B2-3A-5 (06/11/2020-31/05/2021) • B2-13A-08 (04/01/2021-25/05/2021) | Info. | | |
| 13.0 | 13.0 Other Matters 13.1 Covid-19 | 13.1.1 MC was informed by Kamal that 3 positive cases under home quarantine reported during the last meeting have recover but another new case was reported this morning and is now under home quarantine at B Tower. 13.1.2 Management has issued the relevance notices and sanitization works has been carryout to the lift and common areas including guard has been brief for food delivery to the unit concerned. | Info. Info. | | |



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| 13.2 Upgrading Works (Cold Water Pipe) Aras MS Bina. | 13.1.3 MC requested Kamal to prepare notification to all service provider to provide Covid 19 swab test report on monthly basis and to be submitted to the management office to the end of every calendar month until future notice as part of their service contract. | Kamal to act. | | | | | | | | | |
| | 13.1.4 MC was brief by Kamal on the vaccination status of all service providers including RHZ staff for both first and second doses. | Info. | | | | | | | | | |
| | 13.2.1 MC was brief by Kamal on the overall work progress on site for G.I pipe upgrading works and based on the schedule and confirmation by the consultant 58% works has been completed and works progress is according to work schedule submitted by contractor. | Kamal to act. | | | | | | | | | |
| | 13.2.2 MC was briefed by Kamal that was no requirement to issue EOT notification to Aras MS Bina for work disruption at site during MCO (1 st July to 14th July 2021). | Info. | | | | | | | | | |
| | 13.2.3 MC was informed by Kamal that the detailed price costing for meter stand installation was prepared by the consultant (TNLE) has been send to all members for information as part of the clarification on the pricing and there was no further comment from members present. | Info. | | | | | | | | | |
| | 13.2.4 MC was briefed by Kamal on the submission of application form for water meter migration to Air Selangor to management office by the parcel owners as per summary below: | Kamal to act. | | | | | | | | | |
| | <table><tr><td>Completed submissions</td><td>Incomplete submission</td></tr><tr><td>BT 93</td><td>BT 05</td></tr><tr><td>B1 71</td><td>B1 10</td></tr><tr><td>B2 54</td><td>B2 03</td></tr><tr><td>Total 218</td><td>Total 18</td></tr></table> | Completed submissions | Incomplete submission | BT 93 | BT 05 | B1 71 | B1 10 | B2 54 | B2 03 | Total 218 | Total 18 |
| Completed submissions | Incomplete submission | | | | | | | | | | |
| BT 93 | BT 05 | | | | | | | | | | |
| B1 71 | B1 10 | | | | | | | | | | |
| B2 54 | B2 03 | | | | | | | | | | |
| Total 218 | Total 18 | | | | | | | | | | |
| Pending submission to management office 287 parcel. Deadline for submission to Air Selangor has been extended to 15 th September 2021. | | | | | | | | | | | |



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| 13.3 Roof top B Tower | Management office will issue final reminder with the necessary documents issue by SPAN on action that can be taken against the parcel owners if they don't comply. | | | |
| | 13.2.5 MC was informed by Kamal that the pneumatic pumps have been installed at Level 19 for both Block B1 and B2 at the open area and to avoid vandalism, theft or damage to pumps, it was proposed to install grill as part of the security feature. | Info. | | |
| | 13.2.6 MC deliberated on this matter and agreed that Kamal obtains the necessary quotations for the said installation. | Kamal to act. | | |
| | 13.3.1 MC was informed by Kamal that appointed roofing contractor KPS Bina has commenced works carryout water proving work to the roof top of unit BT-28-03. MC was also informed that work progress is delayed due to current weather whereby is rain almost every afternoon. | Info. | | |
| | 13.3.2 MC requested RHZ to allow the contractor to do works during the weekend in view of the urgency and the nature of works including taking into consideration weather pattern. | Selva/Kamal to act. | | |
| 13.4 Box up areas | 13.4.1 MC was informed by Kamal that numbers of contractor are unable to attend site visit due to the current pandemic as they require to enter resident unit and similarly resident hesitating to allow them in to the unit. Our office is also finding it difficult to make appointment with owners as some units are vacant and the tenanted unit by student are not accessible as student still at their home town. | Kamal to act. | | |
| 13.5 Water tank | 13.5.1 MC was informed by Kamal that the rectification of work B Tower roof top has been completed and site staff are carrying daily monitoring. | Info. | | |



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| | 13.6 AGM | 13.6.1 MC was briefed by Selva that the cost to host virtual AGM is about RM8,000 for hosting fee and we still have to follow the same process of sending out notification by mail. The last AGM was held in September 2020 and the next AGM must be held within 15 months base on the Strata Management Act 2015. | Selva/Kamal to act. | | |
| | | 13.6.2 MC deliberated on this matter and agreed that to wait for physical meeting to be held in 11 th Dec 2021 in view of budget constrain. MC requested that quotations are sought for online AGM and check on availability of the service provider on 11 Dec. | Selva/Kamal to act. | | |
| | | 13.6.3 MC was informed by Selva that RHZ will prepare all the draft copy of the AGM minutes and other necessary documents and circulate to all members for review and also in view if physical meeting can be called if there is change in the SOP. | Info. | | |
| | 13.7 Commercial Lots | 13.7.1 MC was informed by Kamal that he had received a letter from the commercial lot operators dated 22 nd July 2021. The operators requested for a rental discount of 50% due to the Covid19 pandemic and the MCO which was implemented by the government. MC agreed discount of 50% rental from 1 st July 2021 to 31 st Dec 2021 through WhatsApp RHZ-VKB 2021/2021 chat group. This discount did not apply on IMU. | Info | | |
| | 13.8 Access card for B Tower | 13.8.1 MC deliberated on the 3 submissions of quotation to carryout installation of access card reader to B Tower by ECE Electronic, Holistic, MSICT and subsequent virtual interview. Based on this interview and the disparity in price for 3 items: 1. Lift Access Control Panel (L3800 vs NE4800 or Compatible model. 2. Customize Lift Access Enclosure Box. 3. Screen Cable integrate data signal from the lift interface board) | Kamal to act. | | |



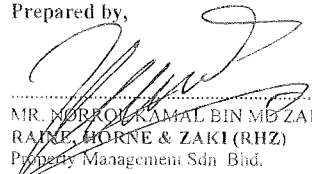
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| | | And also taking into account ECE is the current service provider, MC requested RHZ arrange for the separate physical interview only with ECE to seek his explanation on this costing. | | | |
| | 13.9 Lightning Protector system. | 13.8.2 MC requested Kamal to arrange for the said meeting by next week and Mr. Henry and Mdm. Melissa agreed to attend and Kamal to inform the group on the date and time of the meeting so that other members interested can attend. The proposal will be discussed in the next meeting. | Info. | | |
| | 13.10 Service Providers report. | 13.9.1 MC was informed that by Selva that the current lightning protection system for VKB is intact apart from certain items that needs replacement due to wear and tear from lightning strikes namely the carbonized surge protectors. 13.9.2 MC deliberated on the quotations that was submitted for repair and replacement works for certain items at B Tower due to lightning strike during the next MC meeting. | Kamal to act. | | |
| | 13.11 Concern Raised By Committee Members | 13.10.1 Kamal presented the monthly slide on works progress at site July/August 2021 with service provider and resident can review from website portal. The report attached with the meeting minutes. 13.11.1 Ms. Michelle highlighted that the Burger Stall Outside VKB the operator had chained up the stall against the VKB fencing and conveniently stored some stuff at the fencing. The burger stall had obstructed the pedestrian walkway by setting up tables and chairs. The committee had asked Kamal to advise the burger stall operator. 13.11.2 Mdm. Amarjit requested Kamal to find out where and how Alam Floral dispose the e-waste. | Info. Kamal to act. Kamal to act. | | |




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| 14.0 | 14.1 Procurement | 14.1.1 Mr Kamal has granted approval on 12 th August 2021 through email on the waterproofing roof top RC slab job, i.e. "Supply And Lay By Torch On Membrane And Waterproofing System @ Below Level Rooftop @ Tower" by KPS Bina Enterprise RM17,460.00 with 10 years warranty to solve the roof leaking issue at Tower B which had affected Unit B-28-03 badly. | Info. | | |
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The meeting was adjourned at 12:45pm with a word of thanks from the Chairman and the next meeting is scheduled on Saturday 25th September 2021 at 10:00am.

Prepared by,


 MR. NORROLI KAMAL BIN MD ZAININ
 RAINE, HORNE & ZAKI (RHZ)
 Property Management Sdn. Bhd.

Confirmed by,


 MDM. TAN LAI YONG
 SECRETARY
 Perbadanan Pengurusan Vista Komanwel B

Approved by,


 MR. HOI KAM FATT
 CHAIRMAN
 Perbadanan Pengurusan Vista Komanwel B

