

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

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/049/2019

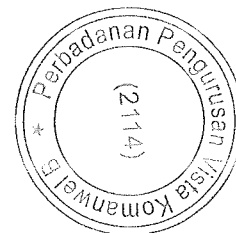
Date : 24/4/2019

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	Absent with apologies
6	Mr. Chong Siew Han	CSH	Absent with apologies
7	Mr. Stanley Keith Rodgers	SR	Absent with apologies
8	Mr. Teh Teong Khuan	TTK	Absent with apologies

**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	Account Executive

The Chairman welcomed all committee members and Property Manager to the 48th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B, held on the 24<sup>th</sup> April 2019 and the minutes of the last Meeting was deliberated (**PPVKB/048/2019**) and was proposed to be adopted by Mr. Ho Lee Wah and seconded by Madam Loh Mei Sin without amendments.

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 49th MC Meeting.	Info		
1.1	To adopt and approve last MC meeting minutes.	The minutes of the last Meeting was deliberated ( <b>PPVKB/048/2019</b> ) and was proposed to be adopted by Mr Ho Lee Wah and seconded by Madam Loh Mei Sin without amendments.			
2.	2.1 Accounts.	<b>a) Income and Expenditure.</b> <b>b) Major Expenses</b> <b>c) Opening Special Painting Fund FD Account.</b> MF confirmed that all documents has been submitted to Bukit Jalil Branch and pending confirmation from COB DBKL. d) BK proposed that we place the monies in the current FD maintain at Seri Petaling Branch and will be later transfer to the new account pending to be open at Bukit Jalil Branch. CYW instructed BK to proceed.	a) BK deliberated on this matter. b) BK deliberated on this matter. c) Info.		
	2.2. Tribunal Case	a) Tribunal Case – Inter-floor-leakage No new development in the case involving B1-B1-05.	a) MF to advise on status.	MF	

	2.4 Audited Accounts	<p>a) BK presented the draft audited accounts for 2018.</p> <p>b) KCK queried the following items: Fixed deposits for Special sinking fund (painting fund) of RM218,000. KCK said that the bank account has not even been opened as at April 2019, so how can we say we have those monies in FD at 31 Dec 2018? To CYW's question as to where the money was, KCK said the funds were sitting in non-interest bearing current account.</p> <p>c) Fixed assets additions of RM287K BK said that this included the contract for B Tower's lobby renovation. KCK said that the job has been put on hold and will not start till 2020 when the lifts have been done. So how can it be capitalised at 31 Dec 2018? KCK said he will not sign the accounts for these two reasons.</p>	<p>a) BK to follow up with auditors.</p> <p>b) Info.</p> <p>c) Info.</p>		
3.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	<p>1. Work as per schedule</p> <p><b>a) Endorsement of Drawings.</b></p> <p>SP informed that the drawings from Mitsubishi do not need to be signed by the MC. Instead, the drawings will be sent to Dept of Safety &amp; Health for approval. SP proposed that we use the services of</p>		SP	ASAP

		<p>Mr SP Ang of Access Elevator in his personal capacity on a gratis basis.</p> <p>The committee members said that Mr Ang should be appointed officially and be paid. LMS said that it will also ensure accountability. CYW suggested a maximum lump sum of RM1,000 and instructed SP to confirm with Mr Ang what he'll charge. No objections were recorded to the suggestion.</p> <p><b>b) Lift car materials</b> SP presented a sample of the following:</p> <p>(1) Paneling three samples a) EHSS 201 b) EHSS 203 c) EHSS 204</p> <p>(2) Flooring two samples. a) Black b) Ash Grey</p> <p>(3) Light Diffuser – standard model (N300)</p> <p>The committee recommended their selection as follow: a) Paneling – EHSS 201 b) Flooring – Ash Grey</p> <p>The committee instructed RH to send out notice via email to all owners to</p>	MF to follow up.		
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		submit their selection before 17 <sup>th</sup> May 2019.  <b>c) Access Card System</b> During discussions on AGM matters, KCK requested that the access card system costing some RM40K (that was removed from the contract earlier) be included in the list of pending projects. CYW said that we might as well reinstate the feature so that we can hedge against any price increase. After much deliberation it was agreed that a notice be sent to all B Tower owners for their opinion.			
4.	<b>Lift B1 &amp; B2</b> (Access Elevator)	No matters arising.	Info		
5.	<b>CLEANER (TWOT</b> <b>Cleaning Services)</b>	No matters arising.	Info		
6.	<b>PEST CONTROL</b> (New-Tech Pest Control).	No matters arising.	Info		
7.	<b>LANDSCAPING</b> (UVA Trading).	No matters arising.	Info		
7a.	<b>HANDYMAN</b>	SP confirmed that RH is paying RM2,100.00 to the outsource company for the hire of labourer and is also billing the same to VKB.	Info		

8.	<b>Other Matters</b>  <b>8.1 Annual General Meeting 2019/2020 (AGM)</b>	a) SP suggested that a separate meeting be held to discuss on the AGM agenda, house rules and slide presentation including presentation of audited account by BK and it was confirmed that this meeting be held on 15 <sup>th</sup> May 2019.	a) SP to forward all this document to MC members in advance.	SP	
	<b>8.2 VKB Signage</b>	The meeting deliberated on the visibility of the signage from the perspective of a person sitting in his car given CYW's proposal to install a retractable canopy at the front facade of the guardhouse.  KCK said that the signage must be visible to drivers sitting in their cars. CYW said that the canopy will not be extended unless it is raining or very hot. The meeting then discussed the cost and reliability of the motorised mechanism (maintenance cost).  KCK said that both the signage and the canopy must be designed and decided on as a package. No objections were recorded. RHZ was instructed to attend accordingly and to get the requisite 3 quotes.	a) MF to follow up.	MF	

8.3 CCTV		<p>HLW said that he had met with ECE and reported that ECE had suggested replacing the "whole" system with the benefits of higher definition (imagery) and solving power surge issues. MF showed the meeting schematic diagrams of the proposed and existing systems for comparison and discussion.</p> <p>MF said that actually only some pieces of equipment will be replaced under ECE's proposal. An important benefit will be the ability to zoom in on a particular camera's imagery AT the guardhouse; currently this can only be done at the monitors in the management office.</p> <p>MF and HLW also said that ECE had discovered that we do have an existing fiber optic cable between the management office and the guardhouse. MF said that the RM3,700 cost of that will be taken out ECE's quote. KCK asked for clarification of the existing 5-core fiber optic cable and what it is being used for now.</p> <p>KCK reminded the meeting that CYW had previously told RHZ to ask IMU's CCTV contractors for their opinion and suggestions on how to solve our CCTV problems. KCK suggested that this</p>	<p>MF to follow up.</p> <p>{RHZ was never instructed to "contact IMU contractor to propose base on the same specs provided by ECE" !!}</p> <p>Info.</p>		
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		<p>should be done and if IMU's CCTV contractors come up with the same solution as ECE, then we should get quotes for the same setup and go with the lower quote. No objections were recorded. RHZ was instructed to follow up.</p>			
8.4 Turnstile project		<p>MF informed that he received only one quotation of RM7,500 for entry &amp; exit at the guardhouse without the ironmongery.</p> <p>KCK asked how much we paid for B Tower's 3 EM locks and who the contractor was. BK said the system installed in 2015 for RM10,400 inclusive of the system &amp; wireless linkage to the management office (access card database) without ironmongery. RHZ was instructed to extract the old invoice.</p> <p>CYW said that the long established standard procedure is to get 3 quotations minimum. He asked why RHZ presented only one quotation to the committee at the MC meeting. He said this contributed to unacceptable delay. He questioned why RHZ can't get 3 quotations and circulate to the committee members by email instead of waiting for monthly MC meetings. He</p>	<p>MF to follow up.</p>	MF	

		said this is not the only occasion/project where RHZ failed to obtain and circulate 3 quotations promptly, thus "wasting" the committee's time			
	8.5 B2 Bulk Rubbish Area	MF informed the meeting that currently he has obtain only one quotation for the installation of proper fencing to this area based on selection of the paneling by the committee. CYW instructed MF to ensure the quotes are ready by the next meeting for approval.	MF to follow up.	MF	
	8.6 Renovations	<p><b>a) Renovation List</b> MF presented renovation list and currently there are 3 units and there is no changes.</p> <p>b) SP proposed that the current rules on renovation matters in the house rules the further tightened.</p> <p>c) MF informed the meeting that the guard has been advised to stop all lorries bringing in partitions from entering into the apartment complex and also carry out random check while on patrol.</p> <p>d) CYW asked for the basis of charging deposits which ranged from RM500 to RM3,000. MF explained that RM500 is for simple works while RM3,000 is for</p>	<p>a) Info</p> <p>b) SP to present tightened renovation rules at the next meeting</p> <p>c) MF to follow up.</p> <p>d) Info.</p>	MF	

		"whole house" works. CYW asked when these rates were approved and asked if they were in the House Rules.			
	8.7 B Tower Lobby Renovation	RHZ has yet to inform owners about the postponement of the lobby renovations. They will now be informed in the same notice / email to owners asking for their opinions on lift car materials and the card access system (see item 3 above).	a) Info.		
	8.8 Dengue Project	a) MF mentioned that the service provider only can provide one month fogging schedule. CYW said to just submit a schedule base on the fogging trend, which is done on every Tuesday.	a) Info.		
	8.9 Car Clamping for Traffic Offenders.	<p><b>a) Clamping of Cars</b> SP suggested tabling an amendment to the House Rules to say that the maximum penalty will be RM200. KCK said that that is not necessary because Schedule 3 of the Strata Management Regulations (ie mandatory By-Laws) already has that provision.</p> <p>KCK said that the penalty of RM50 per day is already in the House Rules adopted in the 2017 AGM. CYW asked if our warning signs reflect this and if not they should be amended immediately.</p>	<p>a) RHZ to follow up</p> <p>KCK's note:</p>		
	8.10 White Car Park Lots	a) MC instructed RH to ensure that any	a) Info.		

		<p>owner found to be abusing white lot car park privilege to be black listed and no stickers are to be issued.</p> <p>KCK said that house rules should be amended/expanded to address this issue.</p>			
	<b>8.11 Speed Limit and Humps</b>	a) MC raised their concern on the size of speed limit signboard which is small and driver unable to see 20km limit.	a) MF to relook into this matter.	MF	
	<b>8.12 SSL certificate</b>	SSL certificate still not installed by Anderes Fourdy. Matter was brought up in the last meeting.	Info.		
	<b>8.13 Resident contact list</b>	<p>In the March meeting, MT said she had instructed MF to update the list and to include the residency status of the owner.</p> <p>CYW said the list should show:</p> <ul style="list-style-type: none"> <li>- Owner's residential status</li> <li>- whether Unit occupied by owner or tenant</li> </ul>	RHZ to follow up immediately		
	<b>8.14 E-waste management</b>	MF told the meeting that Dimensi Perkhidmatan, the e-waste company, was reluctant to do their 2-month survey because they now want the cleaner's contract. KCK said that there was no mention of the cleaner's contract as a pre-condition when SR recommended Dimensi at the February	Info.		

		meeting.  To CYW's question when the cleaning contract will expire, MF said in a year.		
	<b>8.15 Cigarette Butts Issue B1-16-08</b>	<p>a) SP &amp; MF confirmed that the owner of the unit affected has verbally agreed to the proposal(see item 8.12 in the March minutes). KCK said that RHZ should get the owner to confirm in writing.</p> <p>CYW instructed RHZ to implement the proposal as described in the March minutes</p> <p>b) As for the other exposed tandem lots not owned by any of the proprietors ie common property, the meeting deliberated whether to remove the parking lot lines and the Rxxx lot numbers from the wall. The meeting agreed to defer dealing with these other common property exposed tandem lots, other than removing the yellow lines, for the following reasons: 1) no better alternative use for them at the moment 2) nobody else can park there other than the owner of the adjoining covered lot 3) nobody else has complained about the issue</p>	<p>a) Info.</p> <p>b) Info.</p>	

	<b>8.16 Vehicles entering on drop-off basis</b>	<p>a) KCK said he noticed a car which had been issued a “drop-off / pick-up” card but had parked for 5 hours. This was clearly an abuse and he said that such vehicles should be blacklisted from entering.</p> <p>b) The meeting also discussed making visitors park in designated lot numbers as is done by some other condos.</p>	<p>a) RHZ to instruct security</p> <p>b) RHZ to follow up on how to implement the suggestion</p>		
	<b>8.17 Registration of tenants</b>	<p>KCK said he experienced a few cases where tenants are not found on the management office's database. This is only possible when owners or agents who rent from owners and sublet to students give their tenants cloned cards. He suggested that the House Rules should be reviewed and penalties specified to address this issue.</p> <p>CYW said a census was attempted years ago and should consider to do one again.</p> <p>No objections were recorded.</p>	RHZ to follow up		
	<b>8.18 Food Delivery boys / riders</b>	<p>CYW said they always go against traffic going into B Tower and almost knock into them recently. RHZ was instructed to deal with this problem.</p> <p>HLW suggested that security at guardhouse should inform B Tower security guard to look out for incoming delivery boys by walkie talkie, and catch the offending delivery boy who</p>	RHZ to follow up		

		<p>goes against traffic.</p> <p>HLW also said that the food or delivery company should be notified of such infringements.</p>			
	<b>8.19 One-way traffic in front of B Tower</b>	<p>CYW said that at night, visitors often turn left after descending the ramp from B Tower and end up going against traffic in front of the Car wash area. He instructed RHZ to look into the matter &amp; to ensure that signages are large &amp; visible.</p>	RHZ to follow up		
	<b>8.20 Lighting</b>	<p>CYW said the round LED lights are too expensive and too dim. He suggested going back to the cheaper 4 ft LED lights. No objections were recorded/</p>	RHZ to follow up		
	<b>8.21 Dates of next meetings till AGM</b>	<p>The MC members agreed on the following dates:</p> <p>15 May - AGM matters only</p> <p>27 May - Regular monthly meeting</p> <p>19 June - Last MC meeting of the current committee</p>			
9.	<b>Procurement</b>	<ul style="list-style-type: none"> <li>- JK Multi Ent (RM450.00) Service Aircond at Intercom Room B Tower</li> <li>- S&amp;S Global Rank Sdn Bhd (RM400.00) Collect Waste Disposal for Apr 2019.</li> <li>- JS Setia Building Services (RM580.00) Plaster Ceiling</li> </ul>			

		Repairs and Painting at Unit B-28-03 - Access Elevators Sdn. Bhd. (RM15,300.00) Replacement Bearing and Oils of traction machine for lift no. B1-1&B1-3			
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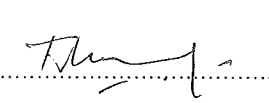
The meeting was adjourned at 11:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Monday 27<sup>th</sup> May 2019 at 8:00pm.

Prepared by,



Mr. Norrol Kamal / Selva (NK/SP)  
**RAINE, HORNE & ZAKI (RHZ)**  
Property Management Sdn. Bhd.

Confirmed by,



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

Approved by,



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