

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

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/032/2018

Date : 11/7/2018

Time : 8:00 PM

Venue : Club House – Cafe

Attended by:

**MANAGEMENT COMMITTEE**

1	Mdm Loh Mei Sin @ Vivian Loh	LMS	Chairman
2	Mr. Khong Chee Kong	KCK	Secretary
3	Mr. Ho Lee Wah a.k.a Danieal Ho	HLW	Treasurer
	Mr. Chow Yue Wing	CYW	Committee Member
5	Mdm. Tan Siew Ling	MT	Committee Member
6	Mr. Stan Kieth Rodgers	SR	Committee Member
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	Operations Manager
2	Mr. Muhammad Farid	MF	Building Manager

The Chairman welcomed all committee members and property managers to the 40th Management Committee Meeting of Perbadanan Pengurusan Vista Komanwel B, which was held on the 11<sup>th</sup> July 2018 the minutes of the last meeting Was proposed to be adopted by Mr. Teh Teong Khuan and seconded by Mr. Stan Kieth Rodgers.

Minutes of 40<sup>th</sup> MC Meeting – 11<sup>th</sup> July 2018

Item	Agenda	Matter Discussed	Action to be Taken	PIC	Dateline
1.	Accounts	<p><b>a) Cash Flow.</b> There was no presentation on cash flow. As the MF bank statement was not received from PBB. The report Will be presented in the next upcoming MC meeting on the 29th August 2018.</p> <p><b>b) Income and Expenditure.</b> Will be presented in the next MC meeting on the 29th August 2018</p> <p><b>c) 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> <p>c) INFO</p>	<p>INFO</p> <p>INFO</p> <p>INFO</p>	<p>NA</p> <p>NA</p> <p>NA</p>
2.	AGM Notice	<p>a) The MC discussed S144 of the Akta757 and agreed that it did not specify registered post as the mandatory method for sending out notices as suggested by RHZ.</p> <p>Instead of registered post for all owners as was done in the last AGM, and unless new information emerges, RHZ was instructed to:</p> <ul style="list-style-type: none"> <li>- post up notices on notice boards.</li> <li>- email notices to ALL owners irrespective of whether they are resident or non-resident.</li> <li>- put notices into resident owners' letter boxes in their respective blocks.</li> <li>- send by registered post to non-resident Owners.</li> </ul>	a) MF to ensure compliance	MF	By next MC meeting

3.	Database – email address.	a) Residents Email addresses Database. HLW requested Management to start updating Residents email address this is to make it easier for Management to communicate with all residents via email.	a) MF to update MC on the number of email address's obtained. Updated note: 180 units haven't given their email address.	MF	By next MC meeting
4.	Reassignment of FD monies into longer Tenures	a) The MC was briefed on the proposal which was made by RHZ based on cash flow requirements of the Lobby Renovation and Lift Modernization projects. The MC agreed to rely on RHZ to ensure that FD interest is maximized without compromising cash flow requirements.  b) KCK instructed RHZ to immediately submit the long overdue change of bank signatories to Public Bank now that the minutes have been approved and that the new signatories are prepared to sign the relevant documents to effect the reassignment of the FDs to longer tenures. MT agreed & said that it was also unfair for the old signatories like Terrence to be asked to sign even though they are no longer MC members.	a) RHZ to take note and comply.  b) MF to submit the new bank resolution to PBB.	MF  MF	By next MC meeting  ASAP
5.	Special Fund Collection- Building painting works in 2020.	a) Special discount MC deliberated on the suggestion forwarded by some residents on giving a 10% discount for those who pay up in advance of 1 year or 2 years. After much deliberation and with the vote of hands. Majority voted against this idea because it is not economically viable and will incur more admin cost.	INFO	INFO	NA

6.	To Approve 1 <sup>st</sup> MC Meeting Minutes.	a) MC members deliberated and verified the minutes and were proposed to be adopted by TTK and seconded by SR.	a) MF to post the signed minutes on all VKB notice boards and the website. Updated note: posted on 21/7/18	INFO	INFO
7.	Sub Committee Meetings.	a) To CYW's question about sub-committees, the meeting agreed that all MC members may volunteer to participate in sub-committees whenever they have the time and interest if they so wish.	INFO	MF	ASAP
8.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	1. Work as per schedule a) SP reported that the LOA has been prepared and awaiting Mitsubishi to get back with agreement to the contract contents.	a) MF to follow up with Service provider. Updated note: Mitsubishi had made some amendments to the contract draft, and was checked and verified by SR. It was also subsequently vetted and approved by the other MC members via email. 3 copies of the LOA done signed by MC and Mitsubishi. RHZ is preparing the Down payment.	INFO	INFO
9.	Lift B1 & B2 (Access Elevator)	1. Work as per schedule a) MF updated MC on the following; - Number of breakdowns and the cause. - Number of Man Trap per month - Response time for breakdowns.	a) MF to ensure compliance	MF	NA
10.	Handrails B1 & B2 Blocks	a) MF reported that the contractor Law Iron has completed block B1-100% and Block B2 – 50%. The works is due to completed in one (1) weeks' time.	a) MF to ensure quality of work. Updated note: Contractor has completed the installation of all hand rails for B1 & B2.	MF	Next MC Meeting
11.	SECURITY (Varitas Security)	1. Work as per schedule a) SR reported that he sees an improvement in the performance of the normal guards. But however he reported that the day shift	a) MF to take necessary action on both matters.	MF	Next Meeting

		<p>Security supervisor is always seated at the main guard house and not doing patrolling and constantly on his hand phone.</p> <p>SR proposed that Management should get Varitas Security to put in place an electric scooter for easy patrolling for the guards, this way the guards will be able to do more patrolling rather than constantly have to walk the compound which can be very straining for their legs.</p> <p>b) CYW mentioned that previously some years back there used to be an IP camera installed in the main guard house. This camera is for the Building Manager to be able to monitor the main Guard house from his phone. He questioned MF if it was still functioning. MF mentioned that there is one installed but it's not functioning. CYW instructed MF to get it checked and if faulty to reactivate the IP Camera for better monitoring of what happens in the main guard house.</p> <p><b>1. Work as per schedule</b></p>	<p>Updated note: :</p> <ul style="list-style-type: none"> <li>- Electric scooter was supplied by Varitas Security on the 13th July 2018.</li> <li>- Day shift supervisor service was terminated. Replaced by Mr Raj.</li> </ul>		
12	<b>CLEANERS</b> (TWOT Cleaning Services)	<p><b>MF reported on the following:</b></p> <p>MF reported the following,</p> <p>a) Clearing of rubbish from refuse chamber done daily.</p> <p>b) Bulk waste collection 2 trips/ month.</p> <p>c) Sweeping of compound daily</p> <p>d) Spraying of cat repellent 3 times per week at all basement car parks.</p> <p>e) Washing of drains – 1 week once. (Friday)</p> <p>f) Cleaning cob webs – as and when required.</p>	a) MF to ensure compliance.	MF	NA
13	<b>SWIMMING POOL</b> (CM Pool)	<p><b>1. Work as per schedule</b></p> <p>MF reported on the following.</p>			

		<p>a) Pool cleaning including chemical treatment carried out 3 times a week.</p> <p>b) Back wash of filter carried out once a week.</p> <p>c) Chemical test and result in compliance.</p>	a) MF to ensure compliance.	MF	NA
14	<b>PEST CONTROL</b> (New Tech Pest Control)	<p><b>1. Work as per schedule</b></p> <p>MC deliberated on the following</p> <p>a) Stray Cats</p> <p>CYW mentioned that Management must put in more efforts in catching the stray cats and relocate them to SPCA. Common complaints by residents are as follows.</p> <ul style="list-style-type: none"> <li>- Cats sleeping on cars.</li> <li>- Scratching cars</li> <li>- Damaging motor bikes seats</li> <li>- Defecating and urinating at the common areas as especially at Basement car parks.</li> </ul> <p>b) CYW proposed that Management should post notices informing all residents <b>NOT</b> to feed the cats at all common areas.</p>	a) MF to ensure compliance.	MF	NA
15	<b>LANDSCAPING</b> UVA Trading	<p><b>1. Work as per schedule</b></p> <p>a) MF reported on the following:</p> <p>All areas within VKB</p> <ol style="list-style-type: none"> <li>1. Weeding – weekly</li> <li>2. Trimming and reshaping of Trees – weekly</li> <li>3. Shrubs, Bushes and Vegetation's – weekly</li> <li>4. Pruning and repair – when necessary</li> <li>5. Fertilizing – every two months.</li> <li>6. Soil Aeration &amp; Reconditioning – twice a month.</li> <li>7. Maintaining the herb garden.</li> </ol>	b) MF to ensure compliance	MF	ASAP
			a) MF to ensure compliance.	MF	NA
16	<b>Electrical Inspection</b> Perunding K.L. Chock	<p><b>1. Work as per schedule reported on the following:</b></p> <p>a) Monthly inspection carried out with the</p>	a) MF to get quotations from suppliers and prepare the AR	MF	By Next Meeting

17.	(1) Commercial Outlets - Club House	<p>following comments.</p> <ul style="list-style-type: none"> <li>- Gen Set Batteries for BT, B1 &amp; B2 need to be changed. Last changed 5 years ago. End of service life.</li> <li>b) Submission done to Suruhanjaya Tenaga.</li> </ul>	for MC to approve.		
		<p><b>OTHER MATTERS</b></p> <p>a) a) SP informed the meeting that the Café contract had expired last year. TTK said that it is not right for the MC to pay for toilet repairs and aircon maintenance which he felt was the café operator's responsibility. TTK also said that he disagrees with not charging the Café operator rental.</p>	a) INFO	INFO	NA
		<p>b) MT explained that the Management Committee from a few years back decided not to charge rental for the Taska and the Café. The Taska and Café (RM1,200 for 2,000 sqft) are billed service charge. Carwash, Photocopy and Mini-market are billed rental instead of service charge.</p>	b) INFO	INFO	NA
		<p>c) KCK requested RHZ to tabulate details of all concessions (Café, Taska, Carwash, Photocopy, and Mini Market) plus to email to all committee members. LMS suggested that the issue be discussed at the next meeting. The details required include:</p> <p>d) Area occupied Basis of charging (rental or service charge) Period of contract (start &amp; end dates) Amount billed Others (responsibility for utilities, renovations and maintenance &amp; repairs)</p>	<p>c) MF to prepare and forward via email to all MC members the concessions.</p> <p>d) MF</p>	<p>MF</p> <p>MF</p>	<p>Before next MC meeting Via email to all MC members</p> <p>Before next MC meeting</p>

	(2) Ramp – B2 Lobby	<p>e) Regarding the Café Kitchen toilet repair bill, KCK suggested looking at the agreement with the Café operator and acting accordingly.</p>	e) MF to check the contracts and to confirm with MC, the maintenance of the outlets is borne by the operator.	MF	ASAP
		<p>a) MC members deliberated whether to demolish or to keep the existing ramp that had been built by the contractor who was awarded the Lobby Renovation Project contract.</p> <p>A vote was not taken because MT suggested that before making any decision, that somebody should talk to Terrence and Shukhen how the ramp's measurements came about. CT volunteered to talk to Terrence.</p> <p><i>Note: A summary of the discussion of the salient issues by the MC members is attached as an Appendix to these minutes.</i></p>	CT to talk to Terrence and advise the MC.	MF	ASAP
	(3) Letter to DBKL	<p><b>a) Stationary Hawkers.</b> MT raised the issue of the Hawkers, and mentioned that Management should write an official letter c/w pictures to DBKL. and cc a copy to :</p> <ul style="list-style-type: none"> <li>- Y.B Teresa Kok MP Sepuith</li> <li>- Y.B Khalid Samad (FT Minister)</li> <li>- Kementrian Kesihatan Malaysia.</li> <li>- DBKL</li> </ul> <p>Letter to be sent out to all parties concern.</p>	a) MF to write 2 <sup>nd</sup> letter officially to DBKL.	MF	By Next MC Meeting
		<p>(4) Balcony Windows</p> <p>a) MT inquired about the procedures in regards to the application by residents to close up their</p>	a) INFO		ASAP

	balcony with windows.		MF	
	CYW advised that there was a unit that renovated their windows at the balcony and they were forced to reinstate to the original façade, as such it was not advisable and the house rules also disallows any alteration. And as such all Residents should maintain the original façade.			
(5) Lift Lobby Renovation	<p>a) CYW asked for the plans and drawings for the renovations for the Tower Block and B1 lobbies. He commented that the Lobby Renovation contract only says "lump sum" but does not specify details. HLW said it was the standard way for contractors' quotations.</p> <p>b) SP explained that originally there were drawings but because of budget constraints, the specs were amended. He said that the contractor had submitted sketches with their quotations and instructed MF to email it to MC members. HLW, whom the MC requested to help monitor the projects, asked why he was not given these sketches.</p> <p>c) CYW expressed disappointment with the paint used in the B2 lobby. He said that wipeable (Oil Based) paint should have been used.</p> <p>d) CYW asked why the fire doors at B2 lobby had been removed. He referred to the contract that specified a quote of RM10, 600 for tempered glass doors. HLW explained why fire doors were not required. RHZ was instructed to ensure that we are not billed for the tempered glass doors.</p>	<p>Updated note: Copy of the following have been forwarded to MC for B1 Lobby,</p> <p>1) 3D Drawings 2) Floor Plans 3) New Quotation including Façade.</p> <p>c) MF to take note and ensure the RM10, 600 is deducted accordingly from the actual contract sum.</p>	MF	NA
			MF	Immediately

(6) Stray Cats	a) CYW requested MF to put up notice to all Residents, reminding them NOT to feed stray cats. MF to set cat traps to catch the stray cats and relocate to SPCA / animal shelter.	a) MF to put up signage at all blocks.	MF	ASAP
(7) BT, B1 & B2 Basement car parks.	<p>a) MF reported that a number of Residents have given their feedbacks on the current lighting conditions, mainly at the basement car park areas. During day time there are many areas that are dark and there is a need to improve the brightness for safety reason. After much deliberation MC members have come to an agreement to upgrade the current circular LED down lights to 4feet LED Fluorescent lights.</p> <p>MF to come up with the costing on how much it would cost. Installation by RHZ Technicians.</p>	<p>a) MF to submit the costing for the number of lights to be changed to 4ft LED lights.</p> <p>Updated note: Building Manager's report ;</p> <p>Total number of light points to be changed to 4 feet LED Energy saving Fluorescent Light.</p> <p>BT: Upper Ground (UG) = 51 nos Sub-Basement (SB) = 46 nos B1: Ground Level (GL) = 23 nos B2: Ground Level (GL) = 13 nos Club House – Lower Level = 53 nos</p> <p>Total points = 186 nos RM 17.50/light X 186nos = 3,255.00</p>	MF	By Next MC Meeting
(8) Road Barrier At Zebra Crossing Fronting IMU.	a) MC members deliberated on the action taken by Management to place 2 units of road barriers at the zebra crossing. It was the opinion of some members of MC that it may pose more danger than good. The main reason the barrier was put in place was to discourage cars from stopping at the zebra crossing. Unfortunately cars are still stopping at the zebra crossing despite Management placing the barrier. After much deliberation MC have decided that Management should remove the barrier this is to avoid un for seen incidents. MC mentioned that Security guards must be	<p>a) MF to get the barrier removed asap.</p> <p>Updated note: Removed on the next following day 12 July 2018.</p>	MF	ASAP

	<p><b>(9) Non-Resident Owners ID card</b></p>	<p>proactive to come out of the post to instruct the cars to move forward and to stop at the zebra crossing.</p> <p>a) KCK reminded the meeting of a Non-Resident Owner's suggestion at the last AGM, that owners be given an ID card instead of registering as visitors.</p> <p>After much deliberation and opinion by CYW that once a property is rented out, the rights are assigned to the tenants and owner can still come in by registering at guard post.</p> <p>The House Rules also spells out on regulation of rights being assigned to tenants upon property being leased out. As such it was agreed that owners not residing at VKB should register.</p> <p>KCK requested that a copy of the House Rules be made available for reference at the next MC meeting as well as all future meetings.</p> <p><b>Procurement</b></p>	<p>a) MF to ensure compliance.</p>	<p>MF</p>	<p>NA</p>
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18.		<ol style="list-style-type: none"> <li>1. S &amp; S Global Rank Sdn. Bhd Bulk Waste disposal.....RM 200.00</li> <li>2. Srijati Industrial Supplies.....RM 1,140.00</li> <li>3. High Tech Monitoring System Repair CCTV camera – B Tower.....RM 380.00</li> <li>4. Kuan You Chai Repair works to GI dropper pipe.....RM 900.00</li> <li>5. Srijati Industrial Supplies.....RM1,150.00</li> <li>6. Access Elevator Sdn Bhd Supply EBOPS</li> </ol>			
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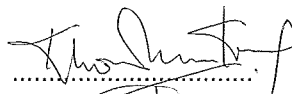
MC meeting was adjourned at 10:00 pm with a word of thanks from the Chairman.

Prepared by,

Confirmed by,

Verified by,

  
 Mr. MUHAMMAD FARID (MF)  
 RAINE, HORNE & ZAKI  
 Property Management  
 Sdn. Bhd.

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

  
 Mdm Loh Mei Sin (LMS)  
 CHAIRMAN  
 Perbadanan Pengurusan  
 Vista Komanwel B