

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of 61st Property Management Committee Meeting

Ref : PPVKB/061/2020

Date : 24/06/2020

Time : 1.00PM

Venue : Management Office – Meeting Room

Attended by:

MANAGEMENT COMMITTEE (MC)

1.	Mr. Chow Yue Wing	CYW	Chairman
2.	Mdm. Loh Mei Sin @Vivien Loh	LMS	Secretary
3.	Mr. Ho Lee Wah @Daniel Ho	HLW	Treasurer
4.	Mr. Khong Chee Kong	KCK	Committee Member
5.	Mdm. Tan Lai Yong @Melissa Tan	TLY	Committee Member
6.	Mr. Teh Teong Khuan @Chris Teh	TTK	Absent with apologies
7.	Mr. Hoi Kam Fatt @Alan Hoi	HKF	Committee Member
8.	Mr. Chuai Teck @ Chai Teck (Terrence)	CT	Absent with apologies

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

1.	Mr. Selvakumaran P.	SP	Operation Manager
2.	Mr. Norrol Kamal Bin Md Zainin	KZ	Building Manager
3.	Mr. Barani Kumar	BK	Account Officer

The Chairman welcomed all committee members to the 61st Property Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.



Item	Agenda	Matter Discussed	Action to be Taken	PIC	Dateline
1.	To adopt and approve last MC meeting minutes.	a) The minutes of the last Meeting was deliberated (PPVKB/060/2020) The amendments by KCK have not been incorporated into the minutes and CYW has asked KCK to condense his amendments on item 10.1 to be included in the minutes. Thereafter, the MC has advised RHZ to circulate the amended minutes to the MC members for confirmation of the minutes.	a) KZ to follow up		
2.	2.1 Accounts	<p>a) Income and Expenditure.</p> <p>a) May 2020 income and expenditure statement with surplus of Rm19,247 derived from income of Rm164,639 after deducting expenses of Rm145,212.</p> <p>b) BK reported that the debtors were high at Rm109,441.18 attributed to the Movement Control Order (MCO) and the MC has asked SP and KZ to work out strategies to improve collections.</p> <p>c) MC noted the Audited Report for financial year ended 31 December 2019, presented by BK. The MC has requested the Audited Report to be emailed to the MC members.</p> <p>d) BK reported the cash flow position in respect of funding major projects approved at AGM. For funding purposes, BK was advised</p>	<p>a) Info.</p> <p>b) SP/KZ to update</p> <p>b) BK to follow up.</p> <p>c) BK to follow up.</p>		

		to withdraw from fixed deposits with minimal loss of interest or recent fixed deposits at low interest rate. BK was requested to provide the list of approved projects including their current status, for review by MC so as to ensure priority is duly set. The detailed report to the MC members. d) On the matter of insurance rebate, BK informed that the entry will be taken up in the accounts for June.	d) BK to follow up-		
	2.2 Tribunal Case	a) MC requested for copies of NOD sent to Tribunal on Jan 2020.	a) KZ to follow up		
3.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	a) MC was informed that Lift No L3 98% of upgrading works has been completed and pending inspection date from JKKP. b) MC was informed that new installation schedule given by Mitsubishi taking into account the delay due to MCO for the balance two lifts and they will commence works on Bomba lift as requested by MC due to recurring issue with this lift. c) MC was informed that all equipment for the balance 2 lifts has been delivered to site.	a) Info. b) Info. c) Info.		
4.	Lift - B 1 and B2 Access Elevator	a) TLY informed that the lights in B2 lift are very dim and advised site staff to check and	a) KZ to follow up		

		change the lights if necessary. b) MC was informed that Access Elevator is making arrangement for JKKP inspection and some parts need to be replaced, namely Machine Beam Rubber Absorber for all lifts and Main Sheave for lift No 1 at Block B2.	b) Info.		
5.	SECURITY (Veritas Security)	a) MC advised RHZ to ensure that all guards wear face masks which SP confirmed that face masks are provided by Security company. RHZ has also been advised to ensure availability of hand sanitizers at all lift lobbies. b) MC was informed that the total no of 6 vehicles was clamped in the month of June and RM300 collected. KZ reported RM200.00 was also collected for Roro bin offence. c) MC requested RHZ to place "No Parking" signboard at the drop-off / unloading bay at the entrance of B2 lobby. Cars parked in this bay will be clamped and security guard to ensure strict compliance.	a) Info. b) Info. c) Info.		
6.	CLEANER (TWOT Cleaning Services)	a) LMS said the bulk garbage area near B2 block looks very unsightly with exposed rubbish items. MC requested RHZ to cover up the area using netting. b) MC requested RHZ to look into long term disposal process for the bulky items such as mattresses, cupboards, tables and chairs, most	a) Info. b) Info.		

		<p>of which were left behind by tenants during their shifting process.</p> <p>c) MC was informed that cleaners use sanitizers approved by KKM to clean all lifts panels, handrails, lift cars and others areas at least twice a day.</p> <p>d) MC requested that disinfectants must be used to clean all garbage collection centers.</p>	<p>c) Info.</p> <p>d) SP/KZ to update</p>		
7.	PEST CONTROL (New-Tech Pest Control).	<p>a) Number of dengue cases in VKB is 5 cases.</p> <p>b) HKF reported there are also rats and cockroaches in the building. MC requested RHZ to look in the matter and update action taken.</p>	<p>a) SP /KZ to follow up</p> <p>b) KZ to follow up</p>		
8.	LANDSCAPING (UVA Trading).	No matters arising			
9.	System CCTV, Autogate Access Card Reader.	MC was informed that all drawings has been submitted to the MC 22 nd June 2020 and upgrading works will commence mid of July pending down payment of 50%.	a) Info.		
10.	10.1 B Tower Lobby Renovation.	a) MC was informed that RHZ has made arrangement to carry out inspection of lightning arrester system with Mitsubishi, CCTV and the lighting contractors to ensure	a) Info.		

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		<p>all systems are protected due to upgrading works of B Tower lifts and CCTV.</p> <p>b) SP/KZ updated MC with a slide presentation on the progress for B Tower lift lobby renovations.</p> <p>c) MC deliberated on work progress for B Tower lobby renovations and agreed that there should be no further variation order issued to Intron.</p> <p>d) MC requested RHZ to obtain more grill designs for entry section from car park. RHZ to act accordingly.</p> <p>e) MC was presented wall colour code and after deliberation agreed to use colour code CHI 7236 which is washable type.</p>	<p>b) Info.</p> <p>c) Info.</p> <p>d) Info.</p> <p>e) Info.</p>		
	10.2 Rental discount to Commercial outlets and IMU.	a) As the CMCO ended on 9 June 2020 and RMCO commenced from 10 June to 31 August 2020, a review on rental discount was discussed. After due deliberation, MC agreed to grant 50% discount on rentals for VKB commercial outlet tenants and the parking charges for 50 lots rented by IMU, for a further period from 10 June to 31 August 2020. Essentially, a discount of 50% applies from 18 March to 31 August 2020.	a) KZ to issue out the letter.		
	10.3 AGM 2020	a) MC deliberated on the forth coming AGM	a) Suhana/Zatul to follow up.		

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	10.4 Handyman	<p>and scheduled to hold the AGM on 05th September 2020. RHZ to inform all owners accordingly via email as well as a foot note on the billing notices in July and August. Owners are encouraged to attend the AGM and be advised that the cut-off date for payment of outstanding charges is 5 August 2020.</p> <p>a) MC was advised that the outsource company has reverted that the worker's permit has expired and they will not be held responsible for the employment. RHZ is advised to make necessary arrangement to employ a new labourer with valid work permit.</p>	a) Info		
11	Renovation Listings	<p>a) It has been brought to the attention of the MC that unit B2-01-3 currently under renovation, is reportedly installing walls / partitions to build additional room(s) RHZ was asked to inspect the unit and take photographs. RHZ to update further action required / taken.</p>	a) SP/KZ to update		
12	Other matters	<p>a) MC deliberated on a request from third party (outsider/non-resident) to use table tennis facility in the multipurpose hall for a fee of RM500.00 a year. MC declined the request for security reasons and club facilities should only avail to VKB residents.</p> <p>b) MC requested RHZ to ensure renovation contractors are to cover the floor area from the unit to the lift.</p>	<p>a) Info.</p> <p>b) KZ to ensure compliance</p>		



		<p>c) MC requested RHZ to ensure the cleaners separate the garbage bags and put them accordingly into the respective bins for paper, plastic or glass.</p> <p>d) To ensure foreigner tenants are legitimate residents with proper permits, CYW advised RHZ to cross-check with records from Immigration Dept. For better control, the access cards issued to tenants should have expiry dates instead of currently being open-ended. CYW mentioned that this was proposed many years back but RHZ has not implemented it.</p> <p>e) MC advised RHZ to review, possibly to link the expiry date of the access cards to that of the tenancy agreements.</p> <p>f) Another proposal is tagging the access card renewal with the renewal of car sticker whereby both will be issued every 6 months for better control and prevent abuse.</p> <p>g) MC requested meeting minutes to be sent out within 2 weeks after the meeting to the MC members for comments and amendments, if any.</p>	<p>c) KZ to ensure compliance</p> <p>d) SP to update.</p> <p>e) Suhana/Zatul to follow up.</p> <p>f) Suhana/Zatul to follow up.</p> <p>g) KZ to follow up.</p>		
13	Procurement	<p>1) CMS MEGATECH SDN BHD (RM 2,110.00) – Replace Gauges & Battery for Generator Set. MC did not agreed on this procurement as the battery cost was high and</p>	KZ to follow up.		



		requested KZ to purchase at retail outlets with petty cash.		
		2) CMS Megatech Sdn Bhd RM 6,816.00 - Service Three Units Volvo Penta Generator Set.		
		3) CMS Megatech Sdn Bhd RM 8,176.00 - Recalibration & Servicing of 415V substation.		
		4) CCTV Holistic Resource RM90,850.00 as agreed in previous meeting.		
		5) Mid-Marvel RM 2,880.00 Monthly Servicing.		
		6) Healthstream RM 2,780.00 – Renew Service Contract.		

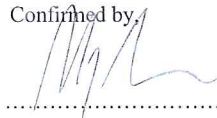
The meeting was adjourned at 6:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 29th July 2020 at 1:00pm.

Prepared by,



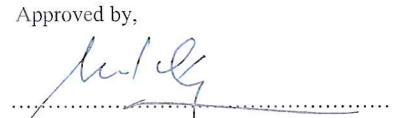
Mr. Borrol Kamal Bin Md Zainin
BAIN, HORNE & ZAKI (RHZ)
Property Management Sdn. Bhd.

Confirmed by,



Mdm. Loh Mei Sin
SECRETARY
Perbadanan Pengurusan Vista Komanwel B

Approved by,



Mr. Chow Yue Wing
CHAIRMAN
Perbadanan Pengurusan Vista Komanwel B