

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/032/2018

Date : 12/6/2018

Time : 8:00 PM

Venue : Club House – Cafe

Attended by:**MANAGEMENT COMMITTEE**

1	Mr. Khong Chee Kong	KCK	Secretary
2	Mr. Chow Yue Wing	CYW	Committee Member – Acting Chairman
3	Mr. Teh Teong Khuan (a.k.a Chris Teh)	TTK	Committee Member
4	Mdm. Tan Siew Ling (a.k.a Michelle Tan)	MT	Committee Member
5	Mr. Stan Kieth Rodgers	SR	Committee Member

ABSENT WITH APOLOGY

1	Mdm Loh Mei Sin @ Vivian Loh	LMS	Chairman
2	Mr. Ho Lee Wah a.k.a Danieal Ho	HLW	Treasurer
3	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
3	Mr. Barani Kumar	BK	Senior Accounts Executive

The acting Chairman welcomed all committee members and property managers to the 39th Management Committee Meeting of Perbadanan Pengurusan Vista Komanwel B, which was held on the 12th June 2018 the minutes of the last meeting Was proposed to be adopted Mr. Stan Kieth Rodgers by and seconded by Mr. Teh Teong Khuan. Secretary's Note: The agenda items presented in the minutes do not necessarily reflect the order in which they were discussed.

Minutes of 39th MC Meeting -- 12th June 2018

Item	Agenda	Matter Discussed	Action to be Taken	PIC	Dateline
1.	Accounts	<p>a) Cash Flow. BK (RHZ) presented the report for May 2018.</p> <p>b) Income and Expenditure. BK (RHZ) Presented I & E report for May 2018.</p> <p>c) Defaulters List. MF presented the defaulters' list. a) MC deliberated on the units owing above 2K. Management take measures for proper credit control and to issue LOD to units with default in payments above 2K.</p> <p>d) Executive Summary Report – Cash Flow Analysis. BK presented the current cash flow situation for May 2018 and no major issues reported.</p> <p>e) Lobby Renovation B2 – Progressive Payments. KCK instructed MF must ensure that all progressive claims submitted by the contractor (Intron ID Haus) must be verified by HLW. He mentioned that all works that is done on site / completed must be inspected by HLW and signed off on the invoice/ progressive claim submitted by Intron ID Haus.</p> <p>f) AGM Notice – Registered letters. CYW and KCK asked why notices of the recent AGM were sent by registered post when they could have been deposited in resident owner's mailbox or emailed (Non Residents)</p>	<p>a) Deliberated by BK (RHZ)</p> <p>b) Deliberated by BK (RHZ)</p> <p>c) INFO</p> <p>d) INFO</p> <p>MF to ensure compliance.</p> <p>RHZ to furnish data on the total number of registered letters returned to Management by POS Malaysia. RHZ to show MC the definitive law/regulation on how notices of</p>	<p>BK</p> <p>BK</p> <p>INFO</p> <p>INFO</p> <p>MF</p> <p>MF</p>	<p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>NA</p> <p>Next MC meeting</p>

		SP mentioned that it was COB's regulations to send out by registered post.	AGM to be sent to owners.		
		g) Collection of "Special Fund" for building painting works proposed and approved in 12 th April 2018 AGM. a) KCK reminded Management to ensure that monies collected for the "Special Fund" must be deposited in the FD-SF starting from July 2018 on a monthly basis to be only be used for building painting works in 2020.	a) RHZ to take note and comply.	RHZ	NA
2.	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. Pending amendments from Mitsubishi.	a) MF to follow up with Service provider.	MF	By next Meeting
3.	Lift B1 & B2 (Access Elevator)	1. Work as per schedule 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
4.	SECURITY (Derigour Security)	1. Work as per schedule a) Change of Security Service provider; MF reported to MC that the current Security service provider (Derigour Security) is unable to deploy their guards for the month of July 2018. This is due to the freeze on intake of Nepalese guards by the Nepal Government. MF presented the letter submitted from Nepal Embassy and a letter from Derigour Security which explains why they have no other choice than to withdraw from the contract. After much deliberation MC agreed that the	a) MF to prepare new LOA for Veritas Security Force Sdn. Bhd. for MC to approve.	MF	ASAP

		contract to be awarded to Veritas Security Force Sdn. Bhd. for the same charges @ RM7.80 per guard / hour. Day shift 7 guards and Night Shift 6 guards. SR			Next Meeting
5.	CLEANERS (TWOT Cleaning Services)	1. Work as per schedule MF reported on the following: MF reported the following, a) Clearing of rubbish from refuse chamber done daily. b) Bulk waste collection 2 trips/ month. c) Sweeping of compound daily d) Spraying of cat repellent 3 times per week at all basement car parks. e) Washing of drains – 1 week once. (Friday) f) Cleaning cob webs – as and when required.	a) MF to ensure compliance.	INFO	INFO
6.	SWIMMING POOL (CM Pool)	1. Work as per schedule MF reported on the following. a) Pool cleaning including chemical treatment carried out 3 times a week. b) Back wash of filter carried out once a week. c) Chemical test and result in compliance.	a) MF to ensure compliance.	MF	NA
7.	PEST CONTROL (New Tech Pest Control)	1. Work as per schedule MC deliberated on the following a) Stray Cats 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. - Cats sleeping on cars. - Scratching cars	a) MF to ensure compliance.	MF	NA

8.	LANDSCAPING UVA Trading	<ul style="list-style-type: none"> - Damaging motor bikes seats - Defecating and urinating at the common areas as especially at Basement car parks. <p>b) CYW proposed that Management should post notices informing all residents NOT to feed the cats at all common areas.</p> <p>1. Work as per schedule</p> <p>a) MF reported on the following: All areas within VKB</p> <ol style="list-style-type: none"> 1. Weeding – weekly 2. Trimming and reshaping of Trees – weekly 3. Shrubs, Bushes and Vegetation's – weekly 4. Pruning and repair – when necessary 5. Fertilizing – every two months. 6. Soil Aeration & Reconditioning – twice a month. 7. Maintaining the herb garden. 	<p>b) MF to ensure compliance</p> <p>a) MF to ensure compliance</p>	MF	NA
9.	Electrical Inspection Perunding K.L Chock	<p>1. Work as per schedule reported on the following:</p> <p>a) Monthly inspection carried out with the following comments.</p> <ul style="list-style-type: none"> - Gen Set Batteries for BT, B1 & B2 need to be changed. Last changed 5 years ago. End of service life. <p>b) Submission done to Suruhanjaya Tenaga.</p>	<p>a) MF to get quotations from suppliers and prepare the AR for MC to approve.</p>	MF	NA

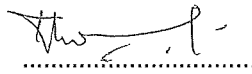
10	(1) Lift Lobby Design/ Renovation	<p>OTHER MATTERS</p> <p>a) SP reported that 80% renovation works completed. MC deliberated on the following;</p> <ol style="list-style-type: none"> 1. Ramp design <p>KCK Asked that the meeting adjourn to the B2 Lobby to discuss this issue. The suggestion was not agreed to by the other members present.</p> <p>KCK asked why there were two ramps (one going straight down and the other towards a car park lot) and whether the Management committee can be sued if an accident happens. In response, SR suggested putting up "Use at your own risk" signage (to avoid Liability)</p>	a) MF to Follow up.	MF	By Next Meeting
	(2) Handrails B1 & B2 Blocks	<p>a) MF reported that the PO has been issued and the contractor Law Iron works will start installing the hand rails 1st week of July 2018.</p>	a) MF to check on the work quality.	MF	2 Weeks
	(3) Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	<p>a) MC deliberated on the total package offered by Mitsubishi lift.</p> <p>b) CYW mentioned that the work schedule for the upgrading must not clash with the Lobby Renovation project. He also instructed RHZ to display the work schedule submitted by the contractors at the lobby of B Tower.</p>	a) MF arrange a meeting with Intron ID Haus and Mitsubishi lift The final work schedule to be forwarded to MC.	MF	
11.		<p>Procurement</p> <ol style="list-style-type: none"> 1. High Tech Monitoring System.....RM1,348.00 2. ECE Electronic & Security Systems....RM 700.00 			

Prepared by,



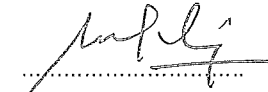
Mr. MUHAMMAD FARID (MF)
RAINE, HORNE & ZAKI
Property Management
Sdn. Bhd.

Confirmed by,



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

Verified by,



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