

**PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)**Minutes of 57<sup>th</sup> Property Management Committee Meeting

Ref : PPVKB/057/2019

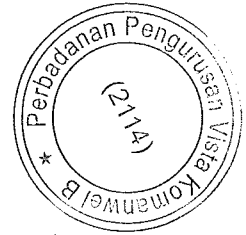
Date : 18/12/2019

Time : 7.00PM

Venue : Management Office – Meeting Room

Attended by:MANAGEMENT COMMITTEE

1.	Mr. Chow Yue Wing	CYW	Chairman
2.	Mdm. Loh Mei Sin @Vivien Loh	LMS	Absent with apologies
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	Absent with apologies

The Chairman welcomed all committee members to the 57th 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/056/2019) and was proposed to be adopted by Mr. Hoi Kam Fatt @Alan Hoi and seconded by Mr. Ho Lee Wah @ Daniel Ho.	a) Info.		
2.	2.1 Accounts	<p><b>a) Income and Expenditure.</b> Nov'19 income and expenditure statement with deficit of (Rm4,887.16) derived from income of Rm169,015.18 after deducting expenses of Rm173,902.34.</p> <p><b>b) New FD Account.</b> MC was informed that a new FD Account is to be opened at UOB. All documents competed and endorsed by relevant authorise signatories. UOB bank officer will come VKB office to verified thumb print.</p>	<p>a) Account matter to be deliberated during the next monthly meeting as BK on medical leave.</p> <p>b) KZ to inform all members accordingly.</p>		
	2.2 Tribunal Case	<p>a) MC was informed that a technical team from tribunal will carrier out an inspection at both units. (Mr Ong Khai Yang B1-B2-05 and Mdm. Tai Lye Houn B1-B1-05) and forward the technical report.</p> <p>b) RHZ submitted form 1 to MC chairman to endorse outstanding defaulters. 1.Ang Chin Yun B-19-01 2.Kamarul Azhar B-02-05</p>	<p>a) Info.</p> <p>b) Info.</p>		

		<p>3.Hew Lee San B2-05-08 4.Mu Ping Chong B2-17-04</p> <p>RHZ informed MC that will be charges as below: a. RM200.00 for Tribunal b. RM300.00 for RHZ miscellaneous expenses</p> <p>c) Tribunal will award cost but amount depending on Tribunal President.</p>	c) Info.		
3.	<b>Lift - B Tower (Mitsubishi)</b> Lift Refurbishment & Modernization - B Tower.	<p>a) RHZ informed MC that B Tower stretcher lift was handed over to Mitsubishi on 18<sup>th</sup> Dec 2019 for upgrading works and tentatively as per schedule to be completed within 6 months.</p> <p>b) Notices, work schedule and other precautionary notices are place at notice board and lift doors at all levels for resident info.</p> <p>c) Cleaners can only use lifts from 2.00pm-3.00pm (1 hour) to bring down garbage and renovation contractors will be given certain time to move materials based on renovation application.</p>	<p>a) Info.</p> <p>b) Info.</p> <p>c) Info.</p>		
4.	<b>SECURITY (Veritas Security)</b>	a) RHZ informed MC that the security service providers are being monitored for the performance and they have improved.	a) Info.		

		<p>b) Daily briefing carried out by Supervisor to KZ and non-compliance notices are issued as and when required.</p> <p>c) Weekly briefing from the Management Mr. Surjit Singh is carried out at site.</p>	<p>b) Info.</p> <p>c) Info.</p>		
5.	<b>CLEANER (TWOT Cleaning Services)</b>	<p>a) RHZ informed MC that daily briefing are carried out with the Cleaning Supervisor including work around the site and carried out random check.</p> <p>b) RHZ informed MC that cleaners advise to comply SOP including work schedule and time.</p> <p>c) RHZ informed MC that cleaners advised not to pick bulk rubbish during working hour and keep all stores clean.</p> <p>d) RHZ informed MC that weekly meeting held with cleaning company Head Mr Michael on cleaner's performance including dressing and other work ethic. Mr Michael was advised to inform his staffs to strictly to comply clearing garbage timing at B Tower in view of Lift Upgrading.</p>	<p>a) Info.</p> <p>b) Info.</p> <p>c) Info.</p> <p>d) Info.</p>		
6.	<b>PEST CONTROL (New-Tech Pest Control).</b>	No matters arising.	Info.		

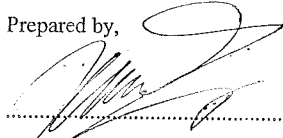
7.	<b>LANDSCAPING</b> (UVA Trading).	a) RHZ was advised by MC to carried out some landscape upgrading namely at the pool deck, building perimeter, entrance and to other areas to be identified.	a) KZ to follow up.		
8.	<b>Automation System</b> <b>CCTV, Autogate Access</b> <b>Card Reader.</b>	<b>1) CCTV</b> a) RHZ informed the MC that Holistic Worldwide Resources will install 1 camera as requested for trial period of 1 month and MC members to monitor and revert.	a) Info.		
9.	<b>Other Matters</b>  <b>9.1 Renewal of insurance</b>	a) RHZ presented the short listed insurance companies and based on MC requirement as below: 1. Allianz Insurance 2. Takaful Malaysia Insurance without the subsidence & landslip.  b) RHZ was requested to get Takaful to quote for subsistence landslides and also details of third party coverage.  c) RHZ was also requested to get full detail of all perils including insurance coverage of RM180,000,000.00 from both the insurer and revert for approval.	a) Info.  b) Info.  c) Info.		

	<b>9.2 Water bill postage</b> <b>chargers.</b>	a) RHZ was advised by MC not to send by mail all billings for owners staying at VKB and place the envelope in the letter boxes.	a) KZ to follow up.		
	<b>9.3 B tower Lobby</b> <b>renovation.</b>	a) MC deliberated on the quotation from Intron and requested RHZ to get them to quote in square feet for some of the works including roof repair at the entrance.  b) MC also requested RHZ to advised Intron to send a final quotation as too many quotes send by him and MC members are unsure which is the final quote.	a) KZ to follow up.  b) KZ to follow up.		
10.	<b>Renovations</b>	a) RHZ informed MC that 12 units that are currently undergoing renovation.  b) MC requested RHZ to ensure RORO bins are covered with canvas sheet and if not to impose penalty. KZ informed that RM50.00 will be deducted from the deposit for non-compliance.	a) Info.  b) Info.		
11.	<b>Procurement</b>	- HOLISTIC WORLDWIDE RESOURCES (RM 6,095.00) Install Proof of Concept for B1 Lobby to be viewed at the Management Office.			

		- SRIJATI INDUSTRIAL SUPPLIES (RM 3,259.00) Supply Paint for Maintenance Stock.			
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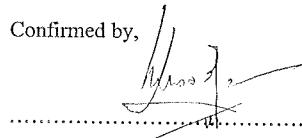
The meeting was adjourned at 11:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 15<sup>th</sup> January 2020 at 7:00pm.

Prepared by,



Mr. Norrol Kamal Bin Md Zainin (KZ)  
**RAINE, HORNE & ZAKI (RHZ)**  
Property Management Sdn. Bhd.

Confirmed by,



Mdm. Tan Lai Yong @Melissa Tan (TLY)  
**ASSISTANT SECRETARY**  
Perbadanan Pengurusan Vista Komanwel B

Approved by,



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