

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/047/2018

Date : 27/2/2019

Time : 8.00PM

Venue : Management Office – Meeting Room

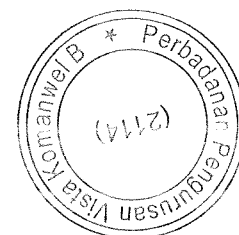
Attended by:

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	Committee Member
6	Mr. Chong Siew Han	CSH	Committee Member
7	Mr. Stanley Keith Rodgers	SR	Committee Member
8	Mr. Teh Teong Khuan	TTK	Committee Member

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	Senior Accounts Executive



The Chairman welcomed all committee members and Property Manager to the 47th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B, held on the 27th January 2019 and the minutes of the last Meeting was deliberated (PPVKB/046/2018) and was proposed to be adopted by Mr. Stanley Keith Rodgers and seconded by Madam Loh Mei Sin without amendments.

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Minutes of 47th MC Meeting @VKB – 27th February 2019

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 47th MC Meeting.	Info		
1.1	To adopt and approve last MC meeting minutes.	The minutes of the last Meeting was deliberated (PPVKB/046/2018) and was proposed to be adopted by Stanley Keith Rodgers and seconded by Loh Mei Sin without amendments.			
2.	2.1 Accounts.	<p>a) Income and Expenditure. BK presented the I&E to members present with no major issues.</p> <p>b) Major Expenses BK presented the major Expenses.</p> <p>c) Special Painting Fund ("SPF") BK presented the status for the SPF collection as at January 2019 and informed the meeting there was an outstanding of 41K.</p> <p>d) Special Painting Fund FD Account KCK said there were 5 unrepresented cheques totalling RM199K in the Dec 2018 bank reconciliation for transfers of SPF collected to FD. These were issued between Aug and Dec 2018 and meant</p>	<p>a) Info</p> <p>b) Info</p> <p>c) Info</p> <p>d) MF to check with Hong Leong Bank or Public Bank Berhad Jalil Link, Bukit Jalil Branch if it's possible to open the new FD account.</p>	MF	ASAP

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		that these funds have NOT been moved to FD all this while but sitting in non-interest bearing current account. BK said that PBB did not allow the opening of a third FD account for the SPF. KCK said that if indeed it was PBB who were causing the delay, RHZ should have informed the MC earlier instead of telling us only in Jan 2019 MC meeting. CYW said that if that was the case, then we should move the funds to another bank. Moving forward CYW said that RHZ should ensure that we don't have money sitting in current account unnecessarily failing which RHZ would be responsible for any interest foregone.	BK to provide KCK with copies of all FD certificates as at 31 Dec 2018.		
	2.2. Tribunal Case	a) Tribunal Case – Inter-floor-leakage MF informed the following i) Case filed by unit B1-B2-05 against B1-B1-05. Hearing date is set for 21st March 2019. b) Allowance SR proposed that an allowance of RM500 be given to any member who volunteers to attend Tribunal cases. KCK suggested that this should be table during the forth coming AGM for ratification from the floor. CYW agreed saying he will defend it then if necessary	a) Info		

		As to when this proposal is to be implemented, CSH said that MC member have the mandate to decide on such matter and the meeting proceeded to vote. CYW said that Tribunal matters are not frequent and suggested RM250. MC members decided on a show of hands with the following results, 1) RM500/day - 1 vote 2) RM 250/day – 5 votes It was agreed RM250 be paid plus reimbursement of expenses. 7 votes were recorded in favor of implementing the proposal immediately. HLW agreed to attend the upcoming Tribunal hearing.			
3.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	1. Work as per schedule SP informed that Mitsubishi is schedule to commence in May 2019. MT suggested engaging the same consultant who carried the lift evaluation proposal for upgrading works carried out by Access elevator for B1 and B2 instead of the electrical consultant Mr. Chock. MT said that consultant charged RM300 per lift back in 2013. It was agreed that: 1) The scope of work would be for the consultant to verify that the work	a) MF to make arrangements for the drawings to be viewed and verified before CYW signs off to Mitsubishi.	MF	By next MC meeting.

		<p>proposed/delivered meets our specs and requirements (under the contract). CYW suggested looking at the B1 & B2 consultant contract for guidance</p> <p>2) Mr. Chock will not be involved in looking at the drawings as previously decided.</p> <p>SP to follow up. SP also briefed the committee that a large portion of the Upgrade works is carried at the lift motor room and will have minimal impact to the lift lobby renovation. SP to revert on the method materials are taken up to the lift motor room.</p>			
4.	Lift B1 & B2 (Access Elevator)	Lift is functioning as normal. Contract has been renewed and the new rate is RM1,050	Info		
5.	CLEANER (TWOT Cleaning Services)	No matters arising	Info		
6.	PEST CONTROL (New-Tech Pest Control).	No matters arising	Info		
7.	LANDSCAPING (UVA Trading).	No matters arising	Info		
8.	HANDYMAN	a) CYW asked what exactly is the handyman's job and whether jobs that need to be done are prioritised.	a) MF to take note and to provide the info requested.		



		<p>MF replied that the current priority was installation of 150 LED lights by mid-March. CYW complained that many outdoor lights on the perimeter fence going up to B1 from B Tower are not working and instructed that these should also be done by the next meeting at end-March.</p> <p>b) KCK asked why the handyman was also assigned the time-consuming task of scraping flaking paint. CYW agreed that this task is not a priority and should not be prioritised. CYW said only if the handyman did not have any other priority task, let him scrape. In the meantime, the cleaners should be more attentive to the paint flake problem.</p> <p>c) To KCK's question, MF said that the technicians and the handyman were paid almost the same. CYW asked why. CYW also instructed RHZ to give the MC a breakdown of the monthly staff costs of RM19.8K by staff and cost (salary, epf, benefits, sst etc) and to simply email to all MC members, no need to wait till next meeting.</p>			
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9.	2019 AGM	a) KCK informed that the date set previously, 18 May was in the midst of a long public holiday weekend (Wesak Day 20 May). Due to school holidays and respective MC members' schedules, it was then agreed to have the AGM on <u>29 June 2019</u> .	RHZ to start preparations: - Audited accounts by April MC meeting - Latest Strata Roll - Obtain all owners' emails - Owners to be informed early		
10.	Building Insurance	a) CYW requested SP to obtain proposals and quotes from insurers for the next renewal ie 2020/2021 by September 2019. He estimated that RHZ would therefore have to start working on it in July.	a) RHZ to take note.		
11.	Defaulters List	a) CYW asked if the notice informing owners of the publication of the defaulters' list in April has been put up. And if not, to ensure it is done immediately.		MF	
12.	LED Signage at the Guardhouse	a) LMS said that the message on the LED signage is still the New Year / Merry Xmas greeting. MF explained that the motherboard of the HP computer on which the messages are programmed is spoiled and hard to get a spare.	a) MF to expedite or to change to readily available non-branded PC.		

13.	VKB Signage near Junction	a) CYW suggested deferring the issue to another meeting when the hawker issue is more certain.			
14.	Other Matters 14.1 CCTV	<p>a) KCK said that the monitors in the guard house has been blank for a long time. CYW complained that after spending RM250K and probably another RM100K in the subsequent years, the problem still persists. CYW also asked why the monitors at the respective blocks have gone blank. He did not think this was because of the lightning issue affecting the guardhouse's monitors.</p> <p>The following issues were discussed: - lightning strikes and whether we have good enough surge protectors - honesty and reliability of contractors (3 over the years) - quality of equipment supplied - our neighbours' experiences with CCTV and lightning issues</p> <p>CYW said that this problem is too big to be decided and would require a separate meeting. MF suggested changing the cables between the clubhouse & guardhouse to fiber optic</p>	<p>a) MF to follow up with the contractor. b) MF's Update: ECE Electronics has given a quote to lay quality fiber optic cables from the management office to the guard house including replacement of faulty accessories including power surge protectors, and this should resolve the current faulty system.</p>	MF	

		<p>cables. CYW agreed because he thinks it will not cost much.</p> <p>KCK proposed that the contractor connect the fiber optic cable temporarily for two weeks during which we can see if it will solve the guardhouse's no-image problem before we commit and pay. CYW suggested having the trial fiber optic cable running parallel with the existing one.</p> <p>CYW also suggested that we check with IMU who their contractor is & how they deal with their CCTV issues.</p>			
	14.2 Turnstile project	<p>a) CYW raised his concern on the delay in implementation of the turnstile project. TSL briefed the committee that the said project was put on hold due to integration issue with the current access card system. KCK also commented that a survey was carried out, on the traffic flow of pedestrian coming and out and the MO has the data.</p> <p>CYW suggested installing a stand-alone system and should be a system that is weather proof due to the location of our guard post.</p> <p>KCK requested MF to recheck with the contractors if the system can be</p>	<p>a) MF to follow up with contractor if the quoted Turnstile is a stand-alone type or does it need to be linked to Management office and also if it's an outdoor type</p>	MF	

		<p>integrated with our current system and MF to revert.</p> <p>SR raised his concern that the model presented might not be practical as residents without card might be able to climb over the turnstile handle and suggested that we get the model which has the prospect that is retractable similar to the ones used at LRT stations. MF presented 2 quotations received earlier but needs to get new quotes taking into account suggestions from committee members.</p>			
	14.3 Renovations.	<p>a) Renovation List MF presented the list of units carrying out renovations for February 2019 and KCK acquired if there is any changes in the status and MF said none.</p> <p>b) Renovation / Illegal partition CYW instructed MO to ensure that all renovation must be endorsed by the owner and the said renovation forms must indicate that all renovations are in compliance to the House Rules and owner's, local council by-Laws and the Bomba by-Laws. It also must be clearly that no additional partitions or rooms are allowed to be constructed and if found to be in non-compliance, this matter shall be brought to the attention</p>	<p>a) MF to make the changes to the renovation form.</p> <p>b) MF to amend accordingly.</p>	MF	

		to the relevant enforcement agencies. Where necessary approved drawings must be submitted to with the application form. Owners shall be responsible for making good alterations at their own cost.			
	14.4 Trees Trimming	<p>a) MF presented 3 quotes for the job. CYW asked why the lowest quote of 20,500 was so expensive and how long it would take. MF said it'll take 2 weeks which CYW expressed surprise why so long. TTK suggested to decide at the next meeting saying he'll try to get someone else.</p> <p>b) The MC discussed the urgency of the job & whether the bidders are experienced enough to do a good job of trimming the trees properly. With respect to urgency, SR said that he's concerned about liability for damages as there are a number of trees overhanging areas where cars drive. MF mentioned that it's been more than 5 years since the last trim. In terms of expertise, CYW disagreed with SR's suggestion that proper trimming depended on the type of tree; he said it is done "beautifully" in Singapore because they know where to cut. MT</p>	a) MF to get another quote as instructed.	MF	



		<p>agreed and suggested it would be better to interview the contractors.</p> <p>c) SR suggested accepting our landscape contractor's quotation because "he's going to bear it if he does it wrongly and we end up with a mess." TTK again offered to get another quotation, saying he'll try to ask his contact within the week.</p> <p>d) CYW asked & was informed that our landscape contractor UVA Trading had also submitted their quotation at a higher price. After being asked by SR to move on to the next item on the Agenda, CYW instructed MF to get another quotation. The choice of contractor was not put to a vote.</p>			
	14.5 B Tower Lobby Renovation	a) CYW requested MF to arrange for a final meeting to discuss on the B Tower renovation details with Intron ID Haus, CYW said that the contractor must give complete & sufficient details in their construction plans before starting work so that there will be no dispute later. MF to follow up for 3D drawings with the said contractor after the discussion.	a) MF to follow up with Intron ID Haus on the Drawings and quotation.	MF	
	14.6 Bulk Waste – B2 Block Garbage House	a) MT raised her concern on the condition of the bulk rubbish area and	a) MF to get 3 quotations.	MF	



		suggested that this place is to be improved. KCK enquired, if we have a policy for residents to dump their bulk waste and MF advised that residents are allowed to dump their bulk waste at this location and keys to the gate are managed by the security guards. MF presented some design proposals to the committee for selection and a sample was chosen and approved. MF to follow up with the necessary quotes.			
	14.7 Bollard – B1 Lobby	a) MF proposed to install concrete Bollards to the entrance of B1 Lobby to avoid delivery vans and lorries from knocking on to the sky roof. MC deliberated and suggested MF to request contractor to install 2 Bollards.	a) MF to follow up with PO.	MF	
	14.8 Dengue Project	a) MT briefed the meeting on the outcome of the IMU – RA Dengue project meeting. TSL mentioned IMU is requesting VKB's one year fogging Schedule from VKB.	a) MF forward to IMU VKB's one year fogging schedule.	MF	
	14.9 Illegal Hawkers	a) Illegal Hawkers MT mentioned IMU have discussed about the hawkers issue. IMU have set up a special task force to address issue IMU has come up with a suggestion to DBKL to provide a plot of land near the current basketball court and invite the hawkers to centralize their stalls at the	a) info	MF	

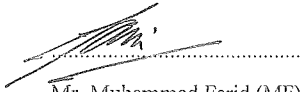
		mentioned area. With this hopefully this will solve the hawker issue.			
	14.10 E – Waste Management	a) E-waste Management SR brief the committee that Dimensi Perkhidmatan a e-waste company has briefed him on the following, 1) A survey is to be carried at VKB for 2 months. 2) A proposal will be than submitted to VKB MC for further deliberation. 3) Based on the presentation all waste collected from VKB will be disposed according to the local Environmental, Safety and Health Act (EHS). 4) This company is also licensed to carry out e-waste management. Based on the presentation by SR the committee agreed to proceed with the proposal and KCK requested that the slide presentation from Dimensi Perkhidmatan to be circulated to all members. CYW agreed to ask the contractor to come in to do the survey.	a) MF to e-mail all MC members the waste Management slides and contact the contractor to start doing his survey.	MF	
	14.11 Car Clamping for Traffic Offenders.	a) Clamping of Cars CYW mentioned he say a being clamped and after a couple of days the clamped was released and only RM50 was collected. Currently Management is charging a flat RM50 for unclamping of cars. He said by right the cars that broke	a) MF to make the necessary changes on the current signage. KCK's Note: At the Sept 2013 AGM, it was recorded that there was a proposal for RM50/day. KIV to inform at AGM	MF	

		the house rules should be charged RM50 for every days the car is clamped. All members agreed to this, and MF was instructed to add on to the signage with the word RM50/day.			
	14.12 Cigarette Butts Issue B1	a) KCK pointed out that the inner carpark lot is fully within the building. It was only the outer lot that is fully outside the building. After much discussion, it was decided that the RHZ will examine the latest strata roll to see whether the outer lot belongs to any particular unit owner. KCK said that if the outer lots are not the property of any unit, there would be no necessity to deal with the cigarette butts issue.	a) SP to purchase latest strata roll & determine ownership status of outer car park lots.		
	14.13 White Car Park Lots	a) TTK raised his concern on certain individuals who are seen parking within VKB compound and walking out to IMU. MF requested to inform the guards to be more vigilant and monitor these vehicles have the necessary stickers when they are parked within the compound, failing which the guards are to take the necessary action namely clamping these vehicles. KCK suggested MF/Security to carry out routine inspection and to record details of white parking stickers on cars	a) MF to do proper checking and provide MC with the list. KCK's Note: White parking lots are meant for resident owners' use only. White parking lots are available to tenants at RM600 half-yearly.	MF	

		whose drivers are seen walking straight out of the compound.			
	14.14 Speed limit and Road Humps within VKB	a) Speed Limit MC deliberated on the speed limit for vehicles moving within VKB compound and much deliberation members agreed to standardize the speed at 20km/hr. for all vehicles within VKB compound. b) Road Humps MC deliberated and approved the installation of 3 road Humps at B2 entrance as proposed by SR. However, CYW said he's not sure if the one quote presented is reasonable and instructed RHZ to just get an additional quote, email it to the MC members for comparison/decision & go ahead with it, without waiting for the next MC meeting.	a) MF to do the necessary changes to the speed limit with the signage supplier. KCK's Note: CYW agreed with TTK's suggestion that we can do the poles "ourselves" (referring to our maintenance staff /handyman).	MF	ASAP
	14.15 Downpipes for Tower Block	a) MF mentioned that 2 contractors came and did a site visit and quotes will be submitted. KCK requested MF to chase for the quotes.	a) MF to follow up. Updated notes: contractors have done site visit and will follow up with quotes.	MF	ASAP
15.	Procurement	- JS Setia – supply and install 2 Bollard at B1 Lobby entrance (road side)...RM1400.00			

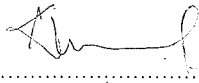
The meeting was adjourned with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 27th March 2019 at 8:00pm.

Prepared by,



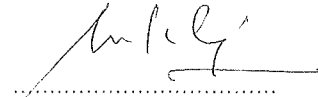
Mr. Muhammad Farid (MF)
RAINE, HORNE & ZAKI (RHZ)
Property Management Sdn. Bhd.

Confirmed by,



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SECRETARY
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Approved by,



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