

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of 58th Property Management Committee Meeting

Ref : PPVKB/058/2020

Date : 15/01/2020

Time : 7.00PM

Venue : Management Office – Meeting Room

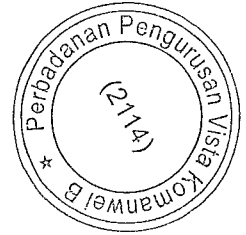
Attended by:

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	Absent with apologies
2.	Mr. Norrol Kamal Bin Md Zainin	KZ	Building Manager
3.	Mr. Barani Kumar	BK	Account



The Chairman welcomed all committee members to the 58th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.

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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/057/2020 and was proposed to be adopted by Mdm. Tan Lai Yong @Melissa Tan and seconded by Mr. Hoi Kam Fatt @Alan Hoi.	a) Info.		
2.	2.1 Accounts	<p>a) Income and Expenditure. Dec'19 income and expenditure statement with surplus loss of Rm18,211.81 derived from income of Rm172,641.84 after deducting expenses of Rm154,430.03.</p> <p>b) BK was asked to confirm if the electricity bills of rented premises billed separately or included as part of the billing for VKB.</p> <p>c) MC noted the top 9 units from the defaulters list and requested RHZ to bar their access cards.</p> <p>d) MC approved appointment of auditors McMilan Woods GKJ.</p> <p>e) MC was informed that all water billings for owners staying at VKB are sent by post. MC raised concern on postages incurred and advised to put these billings directly into their mailboxes. BK was requested to check out the spending for</p>	<p>a) Info.</p> <p>b) BK to follow up</p> <p>c) KZ to follow up.</p> <p>d) Info.</p> <p>e) BK to follow up</p>		

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		postages for 2019. f) MC was requested to consider additional petty cash purchase of sundry items (stationery, hardware and tools).	f) KZ to propose amount.		
	2.2 Tribunal Case	a) MC was informed that a technical team from tribunal court had been carried out inspections at both units. (Mr Ong Khai Yang B1-B2-05 and Mdm. Tai Lee Houn B1-B1-05) and forward the technical report to VKB in due course.	a) Info.		
3.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	a) MC was informed that B Tower stretcher lift upgrading works are in progress and a progress report via slide presentation was done by RHZ. Weekly report progress report will also be sent by RHZ to all MC.	a) Info.		
4.	SECURITY (Veritas Security)	a) MC was informed that the security service providers are being monitored for the performance and they have improved. b) Daily briefing carried out by Supervisor to KZ and non-compliance notices are issued as and when required. c) MC was informed that the total no of 14 vehicles was clamped as at 15 th January 2020 and RM700.00 was collected.	a) Info. b) Info. c) Info.		

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5.	CLEANER (TWOT Cleaning Services)	a) MC was informed that daily briefing are carried out with the Cleaning Supervisor including work around the site and random checks are carried out. b) MC was informed that cleaners have replaced all air-fresheners with Lime /Lemon scent. c) MC was informed that all garbage cleaning shall follow the current schedule (2.00pm-3.00pm) except for Saturday and Sunday (9.00am-10.00am).	a) Info. b) Info. c) Info.		
6.	PEST CONTROL (New-Tech Pest Control).	No matters arising.	Info.		
7.	LANDSCAPING (UVA Trading).	a) MC was informed that a site inspection was scheduled to be carried out with TLY and UVA Trading to identify areas for further enhancement i.e pool deck, building perimeter, entrance, clubhouse area etc.	a) KZ to follow up.		
8.	Automation System CCTV, Autogate Access Card Reader.	a) MC was informed that Holistic Worldwide Resources (Holistic) has installed 2 units cameras, one each at B1 Lobby and B1 Stretcher Lift for trial period of 1 month. b) MC requested Holistic to provide a layout for the above said installation.	a) Info. b) Info.		

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		c) MC requested RHZ/Security to monitor above said installation during rain to confirm no interruption.	c) KZ and Security to follow up.		
9.	Other Matters				
	9.1 B Tower Lobby Renovation.	a) MC was informed that the LOA for B Tower Lift Lobby Renovation was issued to Intron and work is scheduled to begin on 10 th Feb 2020 and the work schedules is available at the Management Office.	a) KZ to monitor work progress.		
	9.2 Use of club facilities	a) MC reiterated that the club facilities including badminton and table tennis, are strictly for the use of residents only. Outsiders or non-residents are not permitted to use these facilities unless they are the guests of residents and duly accompanied by the residents when using the facilities. Management Office staff to ensure booking and use of club facilities by residents only.	a) Suhana / Zatul to monitor.		
	9.3 Advertisement notice charges.	a) MC proposed that a charge of RM5 be imposed for each advertisement put up on the notice boards effective 1 st March 2020.	a) Info.		
	9.4 Replacement of Cold Water Pipe	a) MC requested RHZ to call for tenders to replace cold water pipe for all 3 blocks and noted the approved budget of RM500K.	a) KZ to follow up.		

		b) MC was informed that the contractors invited for tender will be Air Selangor registered and licensed contractors.	b) Info.		
		c) MC also reminded RHZ to review the projects tabled at last AGM and ensure that they are followed through on timely basis.	c) SP and KZ to follow up		
	9.5 CNY dinner.	a) MC proposed to hold our VKB CNY Celebration to be scheduled on 22 nd Feb 2020. LMS and TLY will take the lead assisted by KZ, Suhana and SP.	a) Info.		
		b) Invitation will be extended to parcel owners for 2 guests per parcel unit. Based on previous year's record, participation of 150pax is expected and budget to follow that of last year.	b) Info.		
		c) Additional guest will be charged at RM25.00 per pax.	c) Info		
	9.6 IMU parking time.	a) As requested by IMU as per their letter dated 12 th December 2019, the MC has agreed to extend the parking time to IMU from 6.30pm to 7.00pm.	a) Info		
	9.7 Opening hours by mini market.	a) It was noted that the opening hours of the mini-market have not been regular. MC has proposed the mini-market to	a) KZ to follow up		

		place a notice of its operation hours within the shop premises and this should be adhered by the mini-market.			
10.	Renovations	a) MC was informed that 16 units that are currently undergoing renovation.	a) Info.		
11.	Procurement	Nil	-		

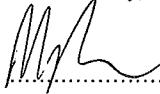
The meeting was adjourned at 11:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 26th February 2020 at 7:00pm.

Prepared by,



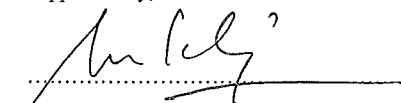
Mr. Norrol-Kamal Bin Md Zainin
RAINE, HORNE & ZAKI (RHZ)
Property Management Sdn. Bhd.

Confirmed by,



Mdm. Loh Mei Sin
SECRETARY
Perbadanan Pengurusan Vista Komanwel B

Approved by,



Mr. Chow Yue Wing
CHAIRMAN
Perbadanan Pengurusan Vista Komanwel B