

**PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)**

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/042/2018

Date : 26/9/2018

Time : 8.00PM

Venue : Club House-Café

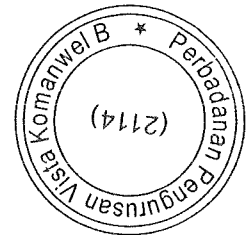
Attended by:

**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 – Absent with Apology
6	Mr. Stanley Keith Rodgers	SR	Committee Member
7	Mr. Teh Teong Khuan	TTK	Committee Member
8	Mr. Chong Siew Han	CSH	Committee Member

**RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)**

1	Mr. Selvakumaran P.	SP	Operation Manager – Absent with Apology
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 42nd Management Committee.

Meeting of Perbadanan Pengurusan Vista Komanwel B, which was held on the 26th September 2018 the minutes of the last minutes was proposed to be adopted by Mr. Chow Yue Wing and seconded by Mr. Stanley Kieth Rodgers.

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Item	Agenda	Matter Discussed	Action to be Taken	PIC	Dateline
1.1	Opening Statement by Chairman.	CYW briefed members present that the MC obligated to manage and maintain the building in an effective manner as mandated by the parcel owners. All decision taken by the MC is to be collective and a show of hand is required for this purpose. Priority is to be place on matters pertaining to finance and all expenses must be prudently spend with the objective to enhance the value of our property. Monthly meetings are held on the last Wednesday on the month and in the event the Chairman of the MC is not available, the meeting has to proceed if there if sufficient quorum and a chairman has to be elected among members present to chair the meeting. He also emphasized that all meeting must not exceed more than two hours and members must stick to the agenda and must conduct themselves in a professional manner.	Info		
1.2	To adopt and approve last MC minutes.	To deliberate minutes of meeting. a) 41 <sup>st</sup> MC Minutes KCK added to the Chairman's earlier introduction that the minutes of the			

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		meeting is normally prepared by MF (RHZ) and circulated to all MC members before following meeting. He requested MC members to go through the minutes before attending the meeting. CYW concurred on this matter. CYW suggested that it is important that all matter discuss are recorded and all points raised are noted. HLW proposed that MF should prepare the first draft and email it to KCK within a week for amendment and thereafter redistribute the amended version to all members for comments. It was agreed that no feedback/reply by MC members would signify agreement.			
2.	Accounts.	<p><b>a) Income and Expenditure.</b> BK presented the Income and Major expenses.</p> <p><b>b) Cash Flow.</b> BK presented the cash flow for the month of September 2018.</p> <p><b>c) Defaulters List.</b> BK presented the defaulters' list. a) MC deliberated on the units owing above 2K. Management to take measures for proper credit control and to issue LOD to units with default in payments above 2K.</p>	<p>a) BK</p> <p>b) BK</p> <p>c) BK</p>	<p>BK</p> <p>BK</p> <p>BK</p>	

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3.	<b>Lift - B Tower (Mitsubishi)</b> Lift Refurbishment & Modernization - B Tower.	<p><b>1. Work as per schedule</b> a) MF reported that the contracts document prepared by Mitsubishi were sent to SR for vetting and SR propose to amend clause 5.10 and sent to LMS to endorse the relevant document.</p> <p>b) MF informed the meeting that the deposit of 20% of the contract sum amounting to RM136, 000.00 was ready for collection by Mitsubishi to commence work as per their schedule.</p>	<p>a) MF to follow up with Service provider.</p> <p>b) MF to follow up.</p>	<p>MF</p> <p>MF</p>	<p>ASAP</p>
4.	<b>Lift B1 &amp; B2 (Access Elevator)</b>	<p><b>1. Work carried out as per schedule</b> <b>a) Lift Door.</b> MF reported that the lift door sensor has been upgraded to the photo sensor type and the breakdown after replacement has reduced.</p>	For Info		
5.	<b>B1 &amp; B2 Staircase</b>	a) MF reported that the handrails located right and left wing at the respective levels has been completed. HLW advised MF that handrail to unit B1-09-05 has yet to be install and MF to follow up.	a) MF to check and follow up.	MF	ASAP

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6.	<b>SECURITY</b> (Veritas Security)	<b>1. Work as per schedule</b> a) MC raised the issue on the frequency of the “Ronda” done by Security. MF said it is randomly done and no fixed timing, but will arrange for a schedule.	a) MF to ensure compliance.	MF	
7.	<b>CLEANERS</b> (TWOT Cleaning Services)	<b>a) Work as per schedule</b> MF reported that work is being carried out as per their schedule.	a) MF to ensure compliance.	MF	
8.	<b>SWIMMING POOL</b> (CM Pool)	<b>a) Work as per schedule</b> MF reported the following. 1) 3 nos check valves found faulty and replaced. 2) Control panel to swimming pool found corroded and needs to replacement.	a) MF to get necessary comparison for replacement as all the item poor never upgraded from developer period.	MF	By next MC Meeting
9.	<b>PEST CONTROL</b> (New-Tech Pest Control).	<b>a) Work as per schedule</b> No major issues reported.	a) MF to ensure compliance.	MF	
10.	<b>LANDSCAPING</b> (UVA Trading).	<b>1. Work as per schedule</b> a) MF reported that work is being carried out as per schedule. No Major issues reported.	a) MF to ensure compliance.	MF	
11.	<b>Genset Batteries</b> BT, B1 & B2	a) CYW raised the status of the battery replacement for battery genset using lorry batteries in view it was cheaper and was also approved during the last meeting.	a) MF to ensure compliance. b) MF to urgently get necessary quotation and submit before the next MC meeting.	MF	By next MC Meeting


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12.	<b>OTHER MATTERS</b>				
	<b>(1) Commercial Outlets - Club House</b>	a) BK presented the tabulation on the 6 current commercial outlets that Management collects rent or service charge. BK also mentioned that currently all the contracts have expired. After much deliberation, MC proposed new rates for the outlets as follows; (With effect Jan 2019)  <div style="display: flex; justify-content: space-between;"> <div> Taska Mama water Mini Market Car Wash Stationary Water Vending Café </div> <div> RM1,500 incl  RM1,000 RM600 RM1,200 RM150 RM2,500 </div> </div>	a) MF to advise the operators accordingly and revert back for counter proposal.	MF	ASAP
	<b>(2) Ramp – B2 Lobby</b>	a) CYW requested that the gate be installed at the tail of the ramp in view MF has yet to get the quote to implement CYW's proposal. The gate is also needed to be locked as the decision demolish can be done later. KCK reminded the meeting that since it was agreed to adopt CYW's proposal at the last meeting, the section of the ramp that will be removed should be cordoned off as suggested in his email earlier. MF also to install the barrier to the car park bay.	a) MF to act accordingly. RHZ to get contractor's written quote for implementing CYW's proposal & to present to MC at next meeting.	MF	By Next MC Meeting.

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	<b>(3) Lift Lobby Renovation B2</b>	<p>b) KCK mentioned that items 12(3) b), c), d) and e) in the last minutes is not related and was not discussed during the 41<sup>st</sup> MC meeting. CYW instructed MF to delete the said items.</p> <p>a) In the last MC meeting, LMS raised the issue of the uneven heights of the 4<sup>th</sup> steps viz 5.5", 6.6" and 8". HLW said it was a workmanship issue and the contractor should rectify at their own cost. CYW instructed MF to get the contractor to repair the uneven steps accordingly.</p>	<p>b) MF to do the amendments.</p> <p>a) MF to update MC on the progress.</p>	<p>Info</p> <p>MF</p>	ASAP
	<b>(4) Traffic Flow to Carwash</b>	a) LMS raise the issue that Residents who wish to go to the visitors' parking area & the car wash are not allowed to go through the metal chain barrier. She said it is dangerous to drive out from VKB and make a "U" turn and come back in with the heavy traffic in front of VKB. She suggested to MC that the guards should allow cars to do so. After much deliberation, MC agreed to this proposal and MF is to inform Security to comply to this matter.	a) MF to instruct Security guards accordingly.	Info	
	<b>(5) White Parking Lots</b>	a) TTK informed MC members that cars with white sticker are parking at white lots and they are seen walking out of	a) MF to address the issue and take action on those Residents who violated the House Rules and	Info	

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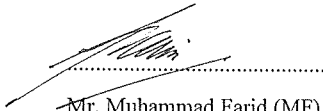


	<b>(6) Travelling Claims</b>	<p>VKB. HLW advised that the management be strict in issuing the stickers to owners and maintain proper control of issuance of white stickers.</p> <p>a) TTK proposed to MC to do away with the mileage claims by MC members. He says since it a voluntary job and furthermore the amount claimed is a small amount. After much deliberation MC members present took a vote and 5 members voted to do away with the mileage claim and 2 voted for. 1 MC member was absent. Hence with effective from next MC meeting, October 2018 Mileage is abolished.</p>	<p>security to confiscate the stickers.</p> <p>a) MF to follow up with account department.</p>	<p>MF</p>	
	<b>(7) Balcony</b>	a) TTK brought up the issue of water splashing onto the balconies of units in Tower Block again. KCK said that unlike B1 and B2, water discharge outlets at the balconies are not connected to a common drainpipe. CYW instructed RHZ to get quotations for installing drainpipes to solve this problem.	a) RHZ to obtain quotations.	MF	
	<b>(8) Procurement</b>	1. Intron ID Haus B1 Lobby Reno&Facade.RM76,190.00			

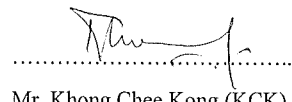


Date of next meeting was agreed to be Wednesday 31st October 2018. MC meeting was adjourned at 10.00 pm with a word of thanks from the Chairman.

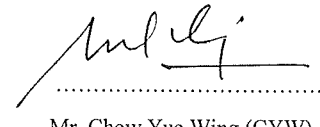
Prepared by,

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

Confirmed by,

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

Approved by,

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