

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)**Minutes of the 73rd Property Management Committee Meeting**

Ref : PPVKB/073/2021
 Date : 24/07/2021
 Time : 10.00AM
 Venue : Zoom meeting

Attended by:

MANAGEMENT COMMITTEE (MC)

1.	Mr. Hoi Kam Fatt @Alan Hoi	Alan	Chairman
2.	Mdm. Tan Lai Yong @Melissa Tan	Melissa	Secretary
3.	Mr. Chong Siew Han	Chong	Treasurer
4.	Mdm. Tan Siew Ling @Michelle Tan	Michelle	Committee Member
5.	Mr. Ho Lee Wah @Daniel Ho	Daniel	Committee Member
6.	Mr. Henry Lee Sin Fook @Henry Lee	Henry	Committee Member
7.	Mdm. Amarjit Kaur	Amarjit	Committee Member

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

1.	Mr. Selvakumaran P.	Selva	Operation Manager
2.	Mr. Norroi Kamal bin Idris Zainin	Kamal	Building Manager
3.	Mr. Barani Kumar	Barani	Senior Account Executive

The Chairman welcomed all committee members to the 73rd Property Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.



Item	Agenda	Matter Discussed	Action	PIC	Deadline
1.0	1.1 To adopt the last MC meeting minutes.	1.1.1 The minutes of the last Meeting (PPVKB/72/2021) were deliberated and proposed to be adopted by Amarjit and seconded by Michelle.	Info.		
2.0	2.1 Accounts	2.1.1 Barani presented the June 2021 management report as below: Income – RM162,613.71 Expenses – RM151,191.48 Surplus-(RM10,422.23).	Info.	Barani	
		2.1.2 MC was informed that non-contractual expenses for the month is RM3,117.90	Info.	Barani	
		2.1.3 Barani present deficit budget for year 2020/2021 with option for increase. Barani also highlighted that last maintenance charge review was on 2014. After discussion MC agreed to have separate zoom meeting on 07th August at 10am to further deliberate on the matter as this matter require details discussion.	Barani update to present		
	2.2 Defaulters	2.1.3 MC requested Barani to present amended expenses via Zoom meeting on 07th August at 10am to reflect the actual projected expenses to prepare budget in the event of the need to propose service charge review during forthcoming AGM.	Info.		
	2.3 Tribunal Case	2.2.1 Kamal reported on the defaulters list for parcel owners with outstanding above RM1,000.00 as follows:	Info.		



		<p>Tower - 4 units (RM15,982.17) B1 - 3 units (RM3,680.01) B2 - 3 units (RM8,127.98)</p> <p>2.3.1 MCO Tribunal closed.</p>	Info.		
3.0	3.1 Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower	<p>3.1.1 MC was informed that Mitsubishi Electric has submitted the 3 years contract renewal at RM2,841.00 per month for 3 lifts effective 1st January 2021. MC deliberated and agreed that all contract can only be sign for a maximum term of 1 year only and requested that a new contract be prepared base on requirement. Effective date from 1st August 2021 and ending 31st July 2022. MC requested RHZ to request for the discount on the service fee from January 2021 to 31st July 2021.</p> <p>3.1.2 MC was informed the defect completion letter was emailed to all members on 16th July 2021.</p> <p>3.1.3 MC was presented with 3 quotations for the installation of lifts access card reader for 3 lifts. After much deliberation MC requested Kamal to come out with a proper detailed BQ to be send to the contractors as the current quotation differs between the 3 quotations submitted and arrange for a Zoom discussion on 7th August 2021 to commence at 11.00am with each contractors given 30 to 45 minute per session to be attended by selected MC members.</p>	<p>Kamal/Selva to act</p> <p>Info.</p> <p>Kamal to act</p>		
4.0	4.1 Lift - B 1 and B2 Access Elevator	<p>4.1.1 MC was informed that the contractor has rectified lift defects at Block B2 for lending door defect, faulty hall call button at level 7 and uneven landing platform level.</p>	Info.		



5.0	5.1 SECURITY (Veritas Security)	<p>5.1.1 MC was informed that weekly site inspection was carried out with Varitas operation supervisor to address all short comings at site including briefing the security guard on SOP.</p> <p>5.1.2 MC was informed that based on market survey, most of the security company are currently facing man power shortage and the current rate provided by others similar service provider are around RM8.50 to RM9.00 per man-hours whereas we are paying RM7.80 per man hours. After much deliberation, the MC agreed to proceed with the current service provider and requested Kamal to monitor their performance and continue with the weekly briefing with the operation supervisor.</p> <p>5.1.3 MC was informed there were no collection for car clamping and the MC agreed to allow residents to use the current car stickers until end of Dec 2021 without renewal.</p>	<p>Info.</p> <p>Info.</p> <p>Info.</p>		
6.0	6.1 CLEANER (TWOT Cleaning Services)	<p>6.1.1 MC was informed that shrubs growing on the roof top at B1 and B2 has been cleared by the cleaner and landscapers.</p> <p>6.1.2 MC was also informed by Kamal that he has prepared a schedule for roof top cleaning 2 times a year in view of the height and the narrow space and access to the roof top.</p>	<p>Info.</p> <p>Kamal to act</p>		
7.0	7.1 PEST CONTROL (New-Tech Pest Control)	<p>7.1.1 MC was informed that fogging work were carried out every Wednesday after 6pm.</p> <p>7.1.2 MC advised Kamal to inform the pest control contractor to use proper safety and protective equipment while carrying the forging</p>	<p>Info.</p> <p>Kamal to act.</p>		



		activities. They are to use a face mask with the appropriate filters and not surgical masks.			
8.0	8.1 LANDSCAPING (UVA Trading)	<p>8.1.1 Melissa informed the meeting that there is improvement in the current landscaping works carried out based on the schedule provided to them.</p> <p>8.1.2 MC was informed by Kamal that some owners disagreed with the removal of the herb garden as they have carried out planting based on approval given by the previous committee and view is unfair to have to remove them now.</p> <p>MC deliberated at length on this matter and agreed to maintain status quo until end of December 2021. Kamal is to place the laminated notice to this effect at the herb garden.</p>	<p>Kamal to monitor.</p> <p>Kamal to act.</p>		
9.0	9.1 FIRE FIGHTING SYSTEM (Rida Selenggara)	<p>9.1.1 MC was informed that the fire door at block B Tower has been locked and a set of keys is kept in a break glass holder the box installed at the Lobby and Subbasement and similarly at the emergency staircase parking area.</p> <p>9.1.2 MC requested Kamal to look into the emergency exit doors at B2 parking level which looked like they have been damaged as well.</p>	<p>Info.</p> <p>Kamal to act.</p>		
10.0	10.1 SUPERVICING ENGINEER (IR K.L.Chock)	10.1.1 No matters arising.	Info.		
11.0	11.1 Building Automation	11.1.1 No matters arising.	Info.		



	11.2 Access Card (Lift B1 & B2)	11.2.1 No matters arising.	Info.		
	11.3 Access Card (vehicle)	11.3.1 No matters arising.	Info.		
	11.4 Access Card (Pedestrian)	11.4.1 No matters arising.	Info.		
	11.5 CCTV Holistic Resource	11.5.1 MC was informed that 2 cameras at garden and security guard post are faulty and contractor has been informed to repair them which they could not perform before due to MCO restrictions.	Kamal to act.		
12.0	12.1 Renovation Works / Listing	<p>12.1.1 MC was informed that all the following units are put on hold due to MCO and can only resume after lifting of MCO.</p> <p>BT 4 units:</p> <ul style="list-style-type: none"> • B-18-06 (06/04/2021-06/05/2021) • B-05-06 (09/04/2021-31/05/2021) • B-13A-05 (19/05/2021-19/06/2021) • B-22-07 (25/05/2021-10/06/2021) <p>B1 2 units:</p> <ul style="list-style-type: none"> • B1-11-06 (04/05/2021-21/05/2021) • B1-16-07 (05/05/2021-11/05/2021) <p>B2 3 units:</p> <ul style="list-style-type: none"> • B2-02-05 (29/09/2020-31/05/2021) • B2-3A-5 (06/11/2020-31/05/2021) • B2-13A-08 (04/01/2021-25/05/2021) 	Info.		



13.0	13.0 Other Matters			
	13.1 Covid-19	<p>13.1.1 MC was informed that there were no reported cases of covid-19 or quarantine cases at VKB.</p> <p>13.1.2 MC was informed that the Technician (Krisna) will report for work on Monday after quarantine and has been declared fit for work.</p> <p>13.1.3 MC was informed that there was a Covid positive case in the adjacent Condo complex among its cleaning staff. The staff shares accommodation with cleaning staff of VKB. Kamal was requested to ensure the VKB cleaning and other service providers' staff conduct swab tests within the next week and update the MC of results.</p> <p>13.1.4 MC requested Kamal to get vaccination status of service providers' staff.</p> <p>13.1.5 MC requested Kamal to inform service providers to ensure all their staff undergo monthly swab tests and update the MC of results due to the emergence of the highly infectious Covid Delta variant.</p>	<p>Info.</p> <p>Info.</p> <p>Kamal to act.</p> <p>Kamal to act.</p> <p>Kamal to act.</p>	
	13.2 Upgrading Works (Cold Water Pipe)	<p>13.2.1 MC was informed that Aras MS Bina has commenced work on 19th July 2021 after 14 days disruption from 1st July to 18th July 2021 due to MCO and also new work schedule has been provided by them. MC agreed that Aras MS Bina can commence work as the G.I pipe work replacement his essential as the current piping system is old and leaks has been detected at several sections.</p> <p>13.2.2 Kamal presented the overall work schedule based on completed and was emailed to members which showed the work is on time according to schedule.</p>	<p>Kamal to act.</p> <p>Info.</p>	

		<p>13.2.3 MC requested Kamal to get TNLE to check on the average cost of individual meter stand and report during in the next meeting.</p> <p>13.2.4 MC was briefed on the submission for meter migration works to Air Selangor summarised by management office as below:</p> <table><tr><td>Completed submissions</td><td>Incomplete submission</td></tr><tr><td>BT 78</td><td>BT 06</td></tr><tr><td>B1 64</td><td>B1 08</td></tr><tr><td>B2 42</td><td>B1 07</td></tr><tr><td>Total 188</td><td>Total 21</td></tr></table> <p>Pending submission to management office 341 parcel. Deadline for submission to Air Selangor has been extended to 15th September 2021.</p>	Completed submissions	Incomplete submission	BT 78	BT 06	B1 64	B1 08	B2 42	B1 07	Total 188	Total 21	<p>Info.</p> <p>Kamal to act</p> <p>Info.</p>	
Completed submissions	Incomplete submission													
BT 78	BT 06													
B1 64	B1 08													
B2 42	B1 07													
Total 188	Total 21													
	13.4 External wall crack	<p>13.4.1 MC was informed that external wall crack unit B-06-03 and B2-18-03 has been rectified.</p>	<p>Info.</p>											
	13.5 Roof top issue B Tower	<p>13.5.1 MC was informed that one section of the RC roof slab to unit B-28-03 was found leaking due to compromised water proofing that was done by the developer time. Kamal presented 2 quotations from waterproofing contractor for repair and Micheie suggested to get VKC contractor who did similar work to also provide quotation and send for approval in view the urgent repair.</p>	<p>Kamal to act</p>											
	13.6 Box up areas B Tower	<p>13.6.1 MC was briefed by Kamal that more time is needed to attend to this nature of complaint as he need appointment with both owner and contractor to view the premises to identify the leaked and get quotation. He also needs to ensure residents are not exposed to Covid risks by viewing the units.</p>	<p>Kamal to act.</p>											

	13.7 Water tank	13.6.1 MC was informed that one section of the water tank at roof top BT was found leaking and presented 3 comparisons for the said repair and MC give approval to proceed with the repair.	Kamal to act.		
	13.8 AGM	13.8.1 MC was briefed by Selva that the cost to host a virtual AGM by 3rd party contractor is about RM10K and do not including mailing, printing, envelope and postage charges. After much deliberation and taking into account that the AGM can be extended for up to 15 months from the last AGM date ie 29 th Sep 2020, it is was agreed to aim to have the next AGM physically on 16 th October 2021 as previously planned. However, should Covid 19 and MCO related issues not permit a physical AGM by then, it will be postponed to Dec 2021.	Selva/Kamal to act.		
	13.9 Service Provider	13.9.1 Kamal presented slides on service provider works carried out at site for the month of July 2021. MC requested Kamal to insert location and date of activities carried out.	Kamal to act.		
14.0	14.1 Procurement	14.1.1 B Tower roof top water tank leaked (KPS Bina Enterprise) RM7,880.00	Info.		

The meeting was adjourned at 1:45pm with a word of thanks from the Chairman and the next meeting is scheduled on Saturday 21st August 2021 at 10:00am.

Prepared by,



MR. NORROL KAMAL BIN MD ZAININ
RAINE HORNE & ZAKI (RHZ)
Property Management Sdn. Bhd.

Confirmed by,



MDM. TAN LAI YONG
SECRETARY
Perbadanan Pengurusan Vista Komanwel B

Approved by,



MR. HO KAM FATT
CHAIRMAN
Perbadanan Pengurusan Vista Komanwel B

