

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/044/2018

Date : 28/11/2018

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 – Absent with Apology
8	Mr. Teh Teong Khuan	TTK	Committee Member – Absent with Apology

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 44th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B, held on the 28th November 2018 and the minutes of the last Meeting was deliberated (PPVKB/044/2018) and was proposed to be adopted by Mr. Chong Siew Han and seconded by Madam Loh Mei Sin without amendments.

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Minutes of 44th MC Meeting @VKB – 28 November 2018

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 44th MC Meeting.	Info		
1.2	To adopt and approve last MC meeting minutes.	The minutes of the last Meeting was deliberated (PPVKB/043/2018) and was proposed to be adopted by Mr. Chong Siew Han and seconded by Madam Loh Mei Sin without amendments.			
2.	Accounts.	<p>a) Income and Expenditure. BK presented the IE for the month of October and November and there was no major issues reported. He says there is an increase in contractor expenses due to SST for Management Fees and Security Services only.</p> <p>b) Major Expenses BK presented the following. In September – 24k upgrade of B1 & B2 lift Mechanical part. & 3.9K for Generator set Lorry Batteries. MT said the lifts were refurbished some 3 years ago. In October – 21K repair of sink hole at B1 block. CYW asked MF if the area has</p>	<p>a) Info</p> <p>b) Info</p>		

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	<p>no further sinking.</p> <p>c) Special Painting Fund (SPF) BK updated MC members on the collection status. He reported that In October 2018 uncollected 37K. CYW asked MF are there residents not paying for the SPF. MF mentioned that yes there is. KCK and MT requested MF to forward a list of those unit owners that are not paying/ not willing to pay for the SPF for July till October 2018 and present it to MC in the next MC meeting. KCK asked if they are not paying for 4 months shouldn't they be considered defaulters. KCK also suggested to bring this issue up in the next AGM. CYW instructed MF to issue reminder letters to these unit owners, he mentioned that the SFC was tabled and approved in the 2017 AGM. KCK requested BK to prepare a separate aging report for the Special Painting Fund and to present in the next MC meeting.</p> <p>d) Defaulters List. MF 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. RHZ to also enforce water disconnection for defaulters with</p>	<p>e) MF to prepare a list of owners that are not paying for the Special Painting Fund.</p> <p>KCK's Note:</p> <ol style="list-style-type: none"> 1. The defaulters' list should also indicate outstanding amounts for the SPF 2. While the AGM minutes refer to this as a <i>special fund</i>, it is specifically for the "purpose of repainting works of the building and targeted to commence in year 2020". Hence, we should refer to it as Special Painting Fund lest future committees forget its purpose. <p>d) MF to follow up.</p>	MF	By next MC Meeting.
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	<p>tenanted units Unit No: B-19-01 (Ang Chin Yun) Bankrupt case, owning 26K, CYW wants to know which bank has made the unit owner a bankrupt. MT requested MF a history of his payment trend.</p> <p>MT asked if SST is applicable for service charges. BK mentioned it is exempted.</p> <p>e) Gym Maintenance CYW asked if RHZ monitors the work of the contractor and asked for RHZ's log book at the next meeting. MT also suggested that MF brief the MC what the contractor had done in the past 3 months. KCK asked when the contract was awarded as this RM1,025.00 in Sept is the only charge in the year. RHZ said the charge was for July – Sept 2018.</p> <p>f) Projected Results for 2018 BK informed that the YTD accumulated surplus of RM103K is before depreciation of RM123K. He expects the net result after depreciation for 2018 to be a smaller deficit compared to 2017's RM150K.</p>	<p>e) MF to prepare last 3 months service report.</p> <p>f) Info</p>	MF	Next MC Meeting
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3.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	1. Work as per schedule a) Card Reader System. CYW instructed MF to write to Mitsubishi to cancel the card reader system because of the high population of students in B Tower (who regularly move between floors to visit their friends. MF informed that savings would amount to RM49,200.00	a) MF to write officially to Mitsubishi.	MF	ASAP
4.	Lift B1 & B2 (Access Elevator)	1. Work carried out as per schedule a) No major issues reported.	a) Info		
5.	SECURITY (Veritas Security)	1. Work as per schedule a) MF reported that the Guards are found to be doing working more than 12 hours. He also mentioned a warning letter has been issued and a total of RM1,000++ will be deducted for the month of October 2018 invoice and Veritas Security will be giving Management a Credit note for this.	a) MF to monitor closely, and ensure that no double shift and OT is repeated by Veritas Security.	MF	
6.	CLEANERS (TWOT Cleaning Services)	a) Work as per schedule MF reported that work is being carried out as per their schedule. b) Cleaning works on over head pipes in progress.	a) MF to act accordingly.	MF	

		c) CYW instructed MF to check all pipes regularly to ensure no dangling or damaged pipes.			
7.	SWIMMING POOL (CM Pool)	a) Work as per schedule MF presented the 3 quotes for the following i) Replace 1 nos circulation pump. ii) Replace New Control panel. iii) Exhaust Fan. with a cost of RM7,400.00 MC members agreed and approved that CM pool to Supply and install the above mentioned items. b) CYW instructed MF to ensure that the pump room is cleaned up to minimize corrosion in future.	a) MF to prepare PO. Updated note: PO issued.	MF	ASAP
8.	PEST CONTROL (New-Tech Pest Control).	a) Work as per schedule No major issues reported. b) CYW instructed MF to coordinate fogging with IMU.	a) MF to monitor work performance.	MF	
9.	LANDSCAPING (UVA Trading).	1. Work as per schedule a) MF reported that work is being carried out as per schedule. No Major issues reported.	a) MF to monitor work performance.	MF	
10.	Building Generator BT, B1 & B2	a) MF informed the meeting that RHZ charge man carry out weekly manual	a) Info		

		<p>startup of gen set for 20-30mins.</p> <p>b) BK & MF informed that auto startup function is tested once a year being the minimum requirement of the Suruhanjaya Tenaga. CYW suggested that this should be tested more frequently eg every 3 months. The MC agreed to do this every 4 months ie 3 times a year.</p> <p>c) CYW instructed that old notices should be removed and notices should be affixed using thumb tacks instead of staples.</p>	b) RHZ to act accordingly.	RHZ	
11.	Units Doing Renovations in Oct/Nov 2018	a) MF presented the list of units renovations in the past month. KCK said that before refunding the renovations deposit to the unit owner, MF must inspect the unit to ensure no unauthorized/illegal renovations have been done and attach his report/findings to the payment voucher for the refund. CYW & MT also suggested that the renovations request form be expanded to make the owner acknowledge that he will not do any work that contravenes the House Rules and laws/regulations, and that “no partitions” to be stressed.	a) MF to ensure compliance.	MF	

12.	White Car Park Lots – Sticker Issued	a) MF informed that 175 white stickers and 6 blue stickers for parking lots rented to tenants at RM600/6months. KCK asked where the revenue was shown in the Income statements. KCK also asked for a breakdown of the 175 white stickers by unit # and whether those units were owner-occupied or tenanted.	a) MF to prepare the list.	MF	By Next MC Meeting
13.	Other Matters				
	(1) Insurance Renewal	a) MC requested RHZ to get necessary 3 quotes and arrange for presentation at 7.00pm before commencement of MC Meeting. (19/12/2018) KCK said that a pdf copy of the insurers' Proposals should be sent to MC members before the meeting	a) MF to coordinate with the Insurance companies.	MF	Next MC Meeting
	(2) VKB Website Install SSL Certificate	a) MF informed the meeting that Anderes Fourdy had made a mistake by adding an additional '0' in its previous quote of RM3,000 and they have now quoted RM300.00 for SSL Certification. KCK explained that despite the much smaller quote, installing an SSL cert on vistakomanwelb.com does not afford any security for residents paying by credit card. This is because credit card details are entered on http://anderesfourdy.com/vkb/paynow/	a) BK to follow up with Anderes Fourdy.	MF	Next MC meeting

		which is a webpage outside of vistakomanwelb.com.			
	(3) Commercial Outlets - Club House	<p>a) MF presented letter from Café and Mini Market for rental proposal.</p> <p>1) Mini Market RM500.00 (**RM1,200)</p> <p>2) Café RM1,100.00 (**RM2,500)</p> <p>MC deliberated on this matter and instructed MF to carry out measurement on space occupied by the mini market, the photocopy shop and the cafe. The MC also tried to fix a rate per square feet; CYW suggested-RM0.80 or RM0.90)</p>	<p>a) MF to act accordingly.</p> <p>KCK's note: ** proposed revision according to Oct MC meeting minutes.</p>	MF	By next MC Meeting.
	(4) B1 Lobby Renovation	<p>a) MF informed the meeting that Mr. Terrence will take the lead to carry out modification to the existing paneling due to complaints from residents that the current paneling colour is too bright. MF to arrange with contractor for proposal based on Mr. Terrence feedback and report to MC for approval.</p> <p>b) MF showed the MC samples of the floor tiles & the members were satisfied that they are homogenous tiles.</p> <p>c) MF showed the MC samples of the polycarbonate roofing material & was</p>	<p>a) MF to act accordingly.</p>	MF	By next MC meeting

		told that the contractor suggested the solid PC sheets.			
	(5) Visitors Car Exit Lane	a) CYW instructed MF to replace damage barrier arm to visitors exit lane.	a) MF to act accordingly.	MF	
	(6) Main Guard House Registration counter for Visitors	a) CYW requested MF to get quote for installation of retractable canopy to be use during rain.	a) MF to act accordingly.	MF	
	(7) Road Humps	a) MF informed the meeting that Stan Rogers proposed two additional humps to be install at B2 drive way. MC deliberated at length and decided against the proposal.	a) MF to ensure compliance.	MF	
	(8) Handyman	a) MC requested that handy man be employed to carry out masonry work and other handy man work.	a) RHZ to follow up.	MF	
	(9) Strata Roll	a) MC requested RHZ to get a copy of strata roll for year 2019.	a) Info		
	(10) CCTV	a) KCK said the monitors in the guardhouse always blank. CYW said the cabling had just been changed, yet the problem still persists. Wireless cameras	a) MF to get proposal.	MF	ASAP

		were suggested but MT asked if that required an internet connection. CYW requested MF to get proposal to install Wi-Fi CCTV to monitor guards in the guardhouse in view in current system is always down mainly at the guard post and management office.			
	(11) MC Meeting Refreshments	a) CYW suggested that refreshments be limited to snacks with a budget of RM100.00 per meeting.	a) MF to act accordingly.	MF	
	(12) Ewaste Bin for All Blocks	a) MC deliberated the proposal and quotation submitted by SR at length and rejected the proposal based on practicality and cost.	a) Info		
	(13) Christmas Decorations	a) CYW said no unsightly temporary nails. Install permanent hooks with wall plugs instead.	a) MF to act accordingly.	MF	
	(14) IMU Hospital Project	a) MT informed the meeting about Henry's complaints about noise & lack of townhall meeting with owners. MT will extend the invitation to attend IMU meetings with RAs in the future.	a) Info		
	Procurement approved	1) Srijati Industrial Supplies – Supply Eco			

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14.	during this MC Meeting 28/11/2018.	LED 12Watts down lite RM1900.00 (50 units). 2) JS Setia Building Services – Roof repair unit B-29-05 RM1200.00 3) CM Poolthology Sdn Bhd – Replace swimming pool pump, Control panel & Exhaust Fan. – RM7400.00			
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Date of next meeting was agreed to be Wednesday 19th December 2018 with a briefing by the insurers at 7pm. MC meeting was adjourned at 10:45pm with a word of thanks from the Chairman.

Prepared by,

Confirmed by,

Approved by,

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

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

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