

**MINUTES OF THE ADJOURNED ANNUAL GENERAL MEETING OF PERBADANAN
PENGURUSAN VISTA KOMANWEL B DATED 18TH OCTOBER 2014 AT 2.00PM AT
MULTIPURPOSE HALL, VISTA KOMANWEL B**

Registered Attendees

No.	Unit No.	Name of Registered Proprietor	Name of Attendee	Attendee Status	Voting Rights
1	B1-B3-07	Lim May Choon	Lim May Choon (Mr)	Proprietor	1
2	B1-01-07	Shukhen Dutt a/l Pankaj Kumar Dutt	Shukhen Dutt a/l Pankaj Kumar Dutt (Mr)	Proprietor	1
3	B1-3A-01	Chuai Teck @ Chai Teck	Chuai Teck @ Chai Teck	Proprietor	1
4	B1-05-07	Ong Lum See & Mahinder Singh	Ong Lum See (Madam)	Proprietor	1
5	B1-06-03	Chong Siew Han	Chong Siew Han (Mr)	Proprietor	1
6	B1-07-05	Lim Lian Peng & Low Poh Kin	Lim Lian Peng (Mr)	Proprietor	1
7	B1-08-05	Caltrade Sdn Bhd	Tsen Ting Keng (Mr)	Proxy	1
8	B1-09-03	Wong Wai Kong & Doh Lee Peng	Doh Lee Peng (Ms)	Proprietor	1
9	B1-15-02	Er Gong Ngong, Er Geok Song, & Er Kong Poo	Gan Cheong Pek (Mr)	Proxy	1
10	B1-16-02	Chow Kee Eam & Chong Sok Chin	Chow Lee Hiong (Mr)	Proxy	1
11	B1-16-08	Tan Chun Lan	Tan Chun Lan (Madam)	Proprietor	1
12	B1-18-04	Tan Siew Ling	Tan Siew Ling (Ms)	Proprietor	1
13	B2-03-03	Yong Wai Mun	Yong Wai Mun (Mr)	Proprietor	1
14	B2-05-06	Eeswaran Pillay & Vigneswary Nadarajah	Vigneswary Nadarajah (Madam)	Proprietor	1
15	B2-07-07	Hoi Kam Fatt & Lee Wan Yee	Hoi Kam Fatt (Mr)	Proprietor	1
16	B2-11-08	Tong Sin Mee @ Tong Sin Hung	Tong Sin Mee (Mr)	Proprietor	1
17	B2-13-05	Tan Lai Yong	Tan Lai Yong, Melissa (Madam)	Proprietor	1
18	B2-15-01	Stanley Keith Rodgers	Stanley Keith Rodgers (Mr)	Proprietor	1
19	B-01-06	Herry Lee Sin Fook	Herry Lee Sin Fook (Mr)	Proprietor	1
20	B-12-05	Ong Seong Lim	Ong Seong Lim (Mr)	Proprietor	1
21	B-12-06	Cheong Hean Khuen & Tan Seow Lee	Cheong Hean Khuen (Mr)	Proprietor	1
22	B-15-03	Ong Woei Min & Ong Sing Wee	Ong Sing Wee (Ms)	Proprietor	1
23	B-16-01	Wong Wai Kong	Wong Wai Kong (Mr)	Proprietor	1
24	B-21-05	Wan Heng Wah & Cheong Sow Yoke	Cheong Sow Yoke (Madam)	Proprietor	1
25	B-23-07	Tan Lek How	Tan Lek How (Mr)	Proprietor	1
26	B-25-02	Yew Kok Onn	Yew Kok Onn (Mr)	Proprietor	1
27	B-25-08	Chow Yue Wing	Chow Yue Wing (Mr)	Proprietor	1
28	B-26-01	Yu Chooi Ling	Liew Foot Sang (Mr)	Proxy	1

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29	B-27-06	Choo Sau Ching	Choo Sau Ching (Madam)	Proprietor	1
30	B-29-08	Gan Teck Long	Gan Teck Long (Mr)	Proprietor	1
TOTAL REGISTERED VOTERS				30 (26 Proprietors + 4 Proxy)	

Representative from Raine, Horne & Zaki Property Management Sdn Bhd

No.	Name
1.	Mr. P. Selvakumaran
2.	Mr. Kumar Kanthan
3.	Mr. Chandran
4.	Ms. Suhashini Demudu

1.0 Notice of Annual General Meeting

1.1 The notice of meeting was taken as read.

2.0 In-attendance:

a) Proprietors and Proxy:

As registered in the attendance list attached.

b) Representatives from Raine, Horne & Zaki Property Management Sdn Bhd (RHZPM):

As registered in the attendance list attached

3.0 Management Corporation (MC) Meeting

3.1 The Adjourned Annual General Meeting of Management Corporation (MC) was held on 18th October 2014 pursuant to the Strata Title Act 1985.

3.2 At 2.30 pm, a total of thirty (30) attendees were present with all of being eligible voters. The meeting was called to order to transact all business and also the election of office bearers.

4.0 Introduction

4.1 The meeting started off with a welcome address from the representative of Raine, Horne & Zaki Property Management Sdn Bhd, Mr. P. Selvakumaran who explained to all present that the parcel proprietors who were present were required to elect a Chairman to preside the meeting as per the requirement stated under the 2nd Schedule of the Strata Titles Act 1985 (Act 318).

4.2 All members unanimously agreed for the Chairman of Perbadanan Pengurusan Vista Komanwel B term 2013/2014 to chair the meeting. There were no objections recorded.

The following matters were discussed and deliberated:

1.0 Chairman's Address

The Chairman of Perbadanan Pengurusan Vista Komanwel B, Mr. Chow Yue Wing of unit no. B-25-08 welcomed all members to the meeting.

He started off his speech by introducing all council members and the departments lead by each representative. He also thanked all members and proprietors for their continuous support. He mentioned that each department will deliberate further on their report and this will give the members a better understanding on the matters that has arisen in the past term. He then requested to proceed with the next agenda.

2.0 To adopt the minutes of the previous Annual General Meeting held on 21st September 2013.

Madam Choo Sau Cing from unit no. B-27-06 highlighted that her name in the attendance list for the said meeting was misspelled. Her name should be spelled as, Choo Sau Ching instead of Chong Sau Ching. This amendment was unanimously agreed to be adopted by all members of the floor.

As there were no further amendments proposed, Mr. Gan Teck Long (unit no. B-29-08) proposed for the minutes to be adopted with the name change and this was seconded by Mr. Chuai Teck @ Chai Teck from unit no. B1-3A-01. There were no objections recorded.

3.0 Annual Report 2013/2014 – Summary by Chairman

The Chairman explained that the 3rd term of Management Council was elected in September 2013 and since then they have conducted several projects for the benefit of all residents.

Among which are:

- a) Road resurfacing works and road line markings to all car park bays and other areas
- b) Upgrading of lifts at Block B1 and B2 which was completed in August 2014
- c) Replacement of energy saving lights at all corridors. B1 and B2 is completed. Currently pending replacement in B Tower which is targeted to complete end of October 2014.
- d) Refurbishment of cafeteria to upgrade its look was completed
- e) New equipment for the gym were purchased namely treadmill, centre station, exercise bicycles and installation of new wall mirror
- f) Installation of aluminum louvers for car park at B1 & B2 at selected locations to deter rain water
- g) Pedestrian crossing with traffic light between VKB and IMU by Dewan Bandaraya Kuala Lumpur upon request by Management Corporation was completed
- h) Set up of online payment portal in collaboration with Public Bank Berhad

He then invited the other subcommittee to explain on their report.

3.1 Annual Report 2013/2014 – Reports by Head of Sub-committee (Facilities Subcommittee)

This department was represented by Mr. Shukhen Dutt. He explained that there are no changes in service providers (contractual) compared to the previous year. Most contractors have been

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appointed on month to month basis. He also explained on the major project that were conducted in the past year and which was deliberated by the Chairman in his speech earlier that day.

Mr. Shukhen Dutt also explained that one of the major problems that are being experienced by the residents in Vista Komanwel B is leakage between floors. A special contractor has been appointed to resolve these issues however matters can only be completed should both parties (owners of upper and lower floors) cooperate.

3.2 Annual Report 2013/2014 – Reports by Head of Sub-committee (Operations Subcommittee)

This report was presented by Mr. Henry Lee. He explained on four (4) major service providers which are security services, cleaning services refuse disposal and pest control services.

(a) Security Services

Mr. Henry Lee explained that there are seven (7) guards on duty during the day and six (6) at night. The contract sum is RM6.50/hour which sums to an estimate of RM33,200.00/month. There has been two (2) attempted break in cases reported by security. There are also additional security features which are cameras as well as ground patrolling by bicycle. He also explained that security can be enhanced should the new access card system be implemented at the entry and exit of elevators.

(b) Cleaning Services

There was a change of service providers for cleaning services beginning July 2014 onwards. The previous service provider, ADMA Services was terminated due to shortage in staff as well as non-compliance to terms as per agreement. Twot Services & Enterprise were awarded beginning July 2014 and are still in contract till todate. Their contract amount is RM15,000.00 with eleven (11) cleaners and one (1) supervisor. When they were elected, there were several major works that was conducted among which were cleaning of swimming pool deck with water pressure, scrubbing of clubhouse floor, lift car panel polishing and compound drainage were cleaned using water pressure.

(c) Refuse Disposal

There were several complaints raised by the refuse disposal service providers which were rubbish thrown by residents are not tied up properly and though recycle bins were placed for the purpose of saving the environment, irresponsible residents dispose non-recyclable items into those bins.

(d) Pest Control Services

This services is divided into two (2) categories respectively being general pest control and sentricon (termite treatment). General pest control is provided by New Tech pest control with a contract amount of RM750.00/month where as sentricon is provided by NPS Pest Control for a contract amount of RM29,000.00.

3.3 Annual Report 2013/2014 – Reports by Head of Sub-committee (Health, Safety & Environment Subcommittee)

Mr. Stan Rodgers explained that one of the key issues are the firefighting equipment of which he explained that the duty and standby pump are in good condition, wet riser nozzles have been

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replaced and canvass hose was replaced due to wear and tear. The emergency doors have been changed to one (1) way operation. There were also many complaints on stray cats of which the Management Council highlighted to the local authority and this matter was resolved in February 2014.

There were several questions/comments raised with regards to this agenda :

Question/Comment Madam Cheong Sow Yoke (Unit no. B-21-05)	I strongly feel that traffic lights are inappropriate to be placed outside the premise of Vista Komanwel B. It would have been better if amber lights were placed instead of traffic lights. Also, additional humps would have helped in getting the students across the road easily.
Answer	With the traffic lights, students could cross the road and vehicles from Vista Komanwel B could exit easily. Prior to the placement of traffic lights, our security guards used to use the lollipop to help students cross. This was a waste of manpower. Nevertheless, we will write to the local authority on placement of speed humps.
Question/Comment Mr. Yong Wai Mun (Unit no. B2-03-03)	I have had termites problems in my unit and have complained to the management. However they claimed that this has been transmitted via air. Could you please explain on this matter.
Answer	The management is only responsible for termite control in the common area. If its within the unit, the owner shall borne any cost incurred in preventing/treating the said problem.
Question/Comment Mr. Liew Foot Sang (Unit no. B- 26-01)	What are the pros and cons of opening a café in the premise of Vista Komanwel B.
Answer	We have had many illegal stalls mushrooming outside our premises and with the opening of this café, our residents can purchase beverages in the premise itself instead of contributing to illegal business.
Question/Comment Mr. Yong Wai Mun (Unit no. B2-03-03)	We elected ten (10) members in total during the Annual General Meeting (AGM) last year and currently we are only left with eight (8). Also, my unit has been leaking for some time and no follow up from the management has been made. Please explain.
Answer	A total of two (2) members are not present today for this meeting. We have contacted the unit above yours for an appointment to inspect the leak however all appointments have failed. We will keep you posted once the owner from the unit above reverts with an affirmative answer.
Question/Comment Mr. Tong Sin Mee (Unit no. B2-11-08)	Have we not migrated the water meter to individual meters?

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Answer	We are currently at the final stage of handing over. This delay was mainly due to improper structure from the developer when they were planning to handover to Syabas some time back. As such, the developer was requested to rectify whatever necessary and standardize it based on the request from Syabas.
Question/Comment Mr. Tong Sin Mee (Unit no. B2-11-08)	I was told that there is a non-refundable deposit of RM60.00 for access cards. I feel that the amount charged is too high and should be reduced.
Answer	All deposits are refundable. This amount is high to ensure that cards are returned in good condition and they will not take this for granted should the amount be lower.

4.0 To adopt and deliberate the Audited Accounts as at 31st December 2013 by Perbadanan Pengurusan Vista Komanwel B

Mr. Kumar Kanthan explained that on the audited accounts as at 31st December 2013. He explained that the income has increased slightly due to successful insurance claims amounting RM92, 822.00. However expenses have increased by 15% from RM1,837,597.00 in year 2012 to RM2,107,746.00 in year 2013.

However amount due from owners have reduced from RM171,437.00 in year 2012 to RM165,935 in year 2013. The total cash in bank has also reduced from RM1,681,718.00 in year 2012 to RM1,194,284.00 in year 2013 and this mainly due to advance payments for several major works. The major assets owned by Perbadanan Pengurusan Vista Komanwel B are construction of guard house, installation of access cards, barrier gate and CCTV and gym equipments.

Mr. Kumar Kanthan also explained that there were many general repair works conducted which sum up to slightly more than RM64,000.00 for year 2013. As at 31st August 2014 for the current year, the total income is RM1,482,519.00 and expenses being RM1,370,140.00 producing a surplus of RM112,379.00.

As there were no questions raised with regards to this agenda, Mr. Stanley Keith Rodgers from unit no. B2-15-01 proposed to adopt the audited accounts and this was seconded by Mr. Tan Lek How from unit no. B-23-07. There were no objections recorded.

5.0 To decide whether to confirm, vary or extend insurances affected by the Management Corporation

5.1 Mr. Selvakumaran preceded with the next agenda and explained to all that they may choose to continue with the existing policy or to terminate and suggest a new insurer. The current insurer is AXA Affin General Insurance Berhad and the coverage is from 15th January 2014 till 14th January 2015. He briefly explained on the types of insurance purchase as below:

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a. Fire Insurance Policy

Sum insured is for a total of RM120,000,000.00 and the total premium is RM76,516.60. This policy covers impact damage, strike, riot, pipe and water tank burst, and many others. The premium amount is billed to the owners based on the built up area respectively.

b. Error & Omission Insurance policy

This policy covers the Management Council should there be any suit or allegation against them. The total sum insured is RM2,000,000.00 and the sum premium is RM1,665.00.

c. All Risk Insurance Policy

This policy covers the below mentioned with a total sum premium of RM700.00.

<i>Policy</i>	<i>Sum Insured (RM)</i>
<u>Money</u>	
Money in transit	RM20,000.00
Money in Premises	RM20,000.00
Money in Safe	RM20,000.00
Burglary	RM50,000.00
Plate Glass	RM50,000.00
Fidelity Guarantee	RM50,000.00
Machinery Breakdown	RM200,000.00
All Risks	RM80,000.00
Public Liability	RM2,000,000.00
Employers Liability	RM1,200,00.00
Group Personal Accident	RM30,000.00

There were no questions raised with regards to this matter and as such it was unanimously agreed by all members to adopt the existing insurance. There were no objections recorded.

6.0 To decide whether to maintain, increase or reduce the amount of service charge and sinking fund paid by the parcel owners.

Mr. Selvakumaran explained that currently all proprietors are paying a total of RM0.20/sq.ft. All members agreed to maintain the existing rate. There were no objections recorded.

7.0 To determine whether to vary or maintain the 10% interest payable by the purchasers in respect of the late payment charges towards the Management Fund

Mr. Selvakumaran explained that the current interest rate is charges at 10% per annum for a term of thirty (30) days. All members of the floor unanimously agreed to maintain the said interest at the existing rate.

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8.0 To determine the number of Council Members and to elect the Council Members of the Management Corporation for term 2014/2015.

There were several nomination forms received by proprietors as below:

No.	Candidate	Proposer	Seconded
1	Henry Lee Sin Fook (Unit no. B-01-06)	Chiong Siew Han (Unit no. B1-06-03)	Kong Seaw Lian (Unit no. B2-13A-02)
2	Shukhen Dutt (Unit no. B1-01-07)	Kong Seaw Lian (Unit no. B2-13A-02)	Tsen Ting Keng (Unit no. B1-08-05)
3	Yew Kok Onn, Johny (Unit no. B-25-02)	Tan Siew Ling (Unit no. B1-18-04)	Yeap Teck Hooi (Unit no. B2-05-01)
4	Chong Siew Han (Unit no. B1-06-03)	Yeap Teck Hooi (Unit no. B2-05-01)	Chuai Teck @ Chai Teck (Unit no. B1-3A-01)
5	Chuai Teck @ Chai Teck (Unit no. B1-3A-01)	Tsen Ting Keng (Unit no. B1-08-05)	Chong Siew Han (Unit no. B1-06-03)
6	Tan Siew Ling (Unit no. B1-18-04)	Yong Wai Mun (Unit no. B2-03-03)	Chow Yue Wing (Unit no. B-25-08)
7	Stanley Keith Rodgers (Unit no. B2-15-01)	Tan Siew Ling (Unit no. B1-18-04)	Vigneswary Nadarajah (Unit no. B2-05-06)
8.	Chow Yue Wing (Unit no. B-25-08)	Tan Gar Peng (Unit no. B2-13-07)	Tan Siew Ling (Unit no. B1-18-04)
9.	Wan Heng Wah (Unit no. B-21-05)	<i>Declined</i>	
10	Gan Teck Long (Unit no. B-29-08)	<i>Declined</i>	

All eight (8) nominees agreed to be part of the council for term 2014/2015. There were no objections recorded.

9.0 To transact any other business of which due notice shall be given in writing addressed to the Hon. Secretary before 7th September 2014.

There were no written notices forwarded to the Secretary of Perbadanan Pengurusan Vista Komanwel B with regards to this agenda. However members of the floor were allowed to raise any queries if any. There were several questions raised as below:

Question/Comment Madam Tan Lai Yong, Melissa (unit no. B2-13-05)	How often are the floors mopped as it has been some time since I last saw this practice being conducted.
Answer	It should be held twice daily. However we will advise the cleaners accordingly.

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Question/Comment Madam Choo Sau Ching (Madam) (unit no. B-27-06)	I had a bad experience with the previous property manager. Don't the residents have a say in placement of the personnel especially the Building Manager?
Answer	The Building Manager was brought in after being interviewed by the council. Should you prefer a Building Manager with better communication and working skills, one should also be prepared to pay more to obtain the quality of such personnel.
Question/Comment Ms. Tan Siew Ling (unit no. B1-18-04)	I would like this matter to be recorded into our minutes. Vista Jati owes Perbadanan Pengurusan Vista Komanwel B a total of RM1,406,023.00 of which RM364,615 which is reimbursable shall be allocated for legal proceedings and RM394,892.00 more to be settled with the vendors under Vista Jati Sdn Bhd. However the said amount is still appearing in our audit report. Would like to request permission from the members of the floor to write off the said amount.
Answer	This was unanimously agreed by all members of the floor.

There being no other matter, the meeting ended at 5.00pm with a word of thanks to all present.

Minuted by,
Raine, Horne & Zaki Property Management Sdn Bhd.
Date :

Verified by,

Michelle H.

Secretary
Name : *Michelle Tan.*
Perbadanan Pengurusan
Vista Komanwel B
Date :

Approved by,

Chow

Chairman
Name : *Chow fee wing.*
Perbadanan Pengurusan
Vista Komanwel B
Date :

