

**MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.**

**Registered Attendees**

No.	Unit No.	Name of Registered Proprietor	Name of Attendee	Attendee Status	Voting Rights
<b>BLOCK B</b>					
1	B-01-04	Yap Kok Wei	Yap Kok Wei (Mr.)	Proprietor	1
2	B-01-06	Henry Lee Sin Fook	Henry Lee Sin Fook (Mr.)	Proprietor	1
3	B-03-04	Lock Thim Sing & Leong Fan Lan	Lock Thim Sing (Mr.)	Proprietor	1
4	B-03-06	Chan Peng Peng	Chan Peng Peng (Ms.)	Proprietor	1
5	B-3A-04	Chu Yun Shing	Chu Yun Shing (Mr.)	Proprietor	1
6	B-06-05	Peter Wong & Tsui Yan Yee , Rita	Peter Wong (Mr.)	Proprietor	1
7	B-11-07	Lee Gee Seng & Ng Poh Wah	Lee Gee Seng (Mr.)	Proprietor	1
8	B-21-08	Ooi Chai Huat & Ang Jit Suan	Ooi Chai Huat (Mr.)	Proprietor	1
9	B-22-02	Khong Chee Kong	Khong Chee Kong (Mr.)	Proprietor	1
10	B-23-04	Ooi Chai Huat & Ang Jit Suan	Ooi Chai Huat (Mr.)	Proprietor	1
11	B-24-01	Yeo Yeow Cheen	Mohammad Mukhriz Maxa Millian (Mr.)	Proprietor	1
12	B-24-07	Teh Teong Khuan	Teh Teong Khuan (Mr.)	Proprietor	1
13	B-25-08	Chow Yue Wing	Chow Yue Wing (Mr.)	Proprietor	1
14	B-28-08	Chia Sia Tack	Chia Sia Tack (Mr.)	Proprietor	1
<b>BLOCK B1</b>					
15	B1-B3-05	Ghazali Bin Md Noor	Ghazali Bin Md Noor (Mr.)	Proprietor	1
16	B1-B2-02	Khaw Phaik Hoon & Lee Wei Lun	Lee Wei Lun (Mr.)	Proprietor	1
17	B1-01-01	Tan Tee Mean & Tan Siew Lee	Tan Siew Lee (Ms.)	Proprietor	1
18	B1-01-05	Chan Chee Sang & Lim Ah Wan	Chan Chee Sang (Mr.)	Proprietor	1
19	B1-02-07	Khoo Lai Hock	Khoo Lai Hock (Mr.)	Proprietor	1
20	B1-03-08	Ng Chee Yap	Ng Chee Yap (Mr.)	Proprietor	1
21	B1-3A-01	Chuai Teck @ Chai Teck	Chuai Teck @ Chai Teck (Mr.)	Proprietor	1
22	B1-05-03	Tong Ann Teck & Choo Bit Yong	Tong Ann Teck (Mr.)	Proprietor	1
23	B1-06-03	Chong Siew Han	Chong Siew Han (Mr.)	Proprietor	1

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24	B1-07-01	Leung Wan Choong & Leung Wan Yaan	Leung Shine Fook (Mr.)	Proxy	1
25	B1-09-05	Ho Lee Wah & Yap Suat Giok	Ho Lee Wah (Mr.)	Proprietor	1
26	B1-10-02	Chan Chee Sang & Lim Ah Wan	Lim Ah Wan (Mrs.)	Proprietor	1
27	B1-15-03	Ang Bee Suan	Ang Kong Jin (Mr.)	Proxy	1
28	B1-16-03	Tan Chen Hoe & Ng Mooi Heok	Ng Mooi Heok (Mrs.)	Proprietor	1
29	B1-18-04	Tan Siew Ling	Tan Siew Ling (Ms.)	Proprietor	1
<b>Block B2</b>					
30	B2-01-03	Khoo Kim Hong & Khoo Siew Wah	Khoo Kim Hong (Mr.)	Proprietor	1
31	B2-02-07	Nithiaraj A/L P. Ramanathan	Nithiaraj A/L P. Ramanathan (Mr.)	Proprietor	1
32	B2-05-06	Eeswaran A/L Nallasegaram Pillay & Vigneswari	Eeswaran A/L Nallasegaram Pillay (Mr.)	Proprietor	1
33	B2-07-07	Hoi Kam Fatt & Lee Wan Yee	Hoi Kam Fatt (Mr.)	Proprietor	1
34	B2-13-05	Tan Lai Yong	Tan Lai Yong (Mrs.)	Proprietor	1
35	B2-15-01	Amarjit Kaur Dhamy A/P Piewara Singh	Amarjit Kaur Dhamy A/P Piewara Singh (Mrs.)	Proprietor	1
36	B2-18-05	Loh Mei Sin	Loh Mei Sin (Mrs.)	Proprietor	1
<b>TOTAL REGISTERED VOTERS</b>				<b>36 (34 Proprietors + 2 Proxies)</b>	

**Representative from Property Management Company (Raine, Horne & Zaki Property Management Sdn Bhd)**

No.	Name	No.	Name
1.	Mr. P. Selvakumaran	6.	Cik Noor Aqilah binti Yusoff
2.	Mr. Kumar Kanthan	7.	Puan Suhana binti Sa'aya
3.	Mr. Barani Kumar	8.	Cik Nurzatul Syahira binti Mohd Yamin
4.	Mr. Norrol Kamal bin Md Zainin	9.	Cik Maisarah binti Razali
5.	Mr. Mohd Farhan bin Ghazuddin	10.	Cik Nor Fazilah binti Jamil

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**1.0 To establish the quorum for the meeting and call the meeting to order;**

- 1.1 The meeting started off with a welcome address by Mr. P. Selvakumaran from Raine, Horne & Zaki Property Management Sdn. Bhd. to all attendees. He explained that the number of registered proprietors required to achieve the quorum were 210 (29,285 share units). However, if the quorum is not achieved by the time of the meeting being 2.00pm, the registration shall be extended for an additional half hour and the number of attendees shall constitute the quorum. At 2.30pm the numbers of registered attendees were 34 proprietors, 2 proxies (5,149 share units).
- 1.2 He also explained that a number of precautions has to be put in place based on the guidelines issued by Kementerian Kesihatan Malaysia (KKM), Kementerian Perumahan dan Kerajaan Tempatan (KPKT) and Majlis Keselamatan Negara (MKN) to prevent the spread of Covid-9 which includes sanitization of the meeting hall before and after the meeting, social distancing, MySejahtera application made compulsory to be scanned upon entry, body temperature scanning and ensuring that face masks are worn by all attendees. He added that the meeting shall also be concluded in four (4) hours.

**2.0 To appoint the Chairperson to conduct the Meeting;**

- 2.1 Before proceeding further, Mr. P. Selvakumaran explained to the members of the floor that the Chairman is required to be elected to preside over the meeting based on the provision set out in Paragraph 16, of the Second Schedule, Strata Management Act 2013 (Act 757).
- 2.2 Mrs. Lee Wei Lun (proprietor of unit no. B1-B2-02) proposed to elect Mr. Chow Yue Wing (proprietor of unit no. B-25-08) who is the current Chairman of the Management Corporation and this proposal was seconded by Mr. Teh Teong Khuan (proprietor of unit no. B-24-07). There were no objections recorded.

**3.0 Agenda 1 – Opening address by the Chairman of Perbadanan Pengurusan Vista Komanwel B followed by slide presentation by various department heads;**

- 3.1 Mr. Chow Yue Wing (proprietor of unit no. B-25-08) also being the Chairman for Perbadanan Pengurusan Vista Komanwel B, thanked all members for their kind attendance and extended his gratitude to his fellow colleagues who have worked well throughout their term. He then explained on the list of major works and subsequently invited his colleagues to explain the development and works carried out based on their portfolios:
- 3.2 List of major works:
- I. Calibrate LV Electrical Panels and Protection Relays at LV Chambers (RM 8,176.00).
  - II. Service Gen sets at B Tower, B1 and B2 (RM 8,926.00).
  - III. Installation of guard Rails on road fronting B Tower (RM 10,300.00).
  - IV. Replace Machine Beam Rubber Absorber at Lift Pits at Blocks B1 and B2 (RM 18,000.00).
  - V. Replace Main Sheave Lift No 1 at Block B2 (RM 33,050.00).



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- VI. Repair and Replace parts at Fire Fighting System Panels at Block B1 and B2 (RM 7,000.00).
- VII. Roof Repairs due to leaks at 3 units B Tower and 1 unit Block B1 (RM 9,800.00).
- VIII. Lobby Renovation at Ground Floor B Tower (RM 153,000.00).
- IX. Lift Modernization Works at B Tower (RM 722,072.00).
- X. Ongoing Replacement Works of Existing CCTV System for all blocks including Club House (RM 90,085.00).
- XI. Replacement of Expired Fire Extinguisher exceeding 10 years life span – 158 nos (RM 23,998.00).

**SUBCOMMITTEE REPORTS (OPERATIONS) – MR. TEH TEONG KHUAN**

**1. Cleaning Services - TWOT Cleaning Services**

**A. Cleaning & Housekeeping**

- General cleaning for Lift Lobbies and common areas.
- Clearing of refuse chambers for all floor
- Jet washing all common areas
- Polishing of all stainless-steel railings.
- Cleaning and clearing blockage in drains.

**2. Bulk Rubbish Disposal- As And When Required**

**A. Domestic issue**

- Cleaners found rubbish not properly packed and were not disposed into rubbish bins. Bulk items such as furniture was left at corridors and not sent to designated center.

**B. Bulk waste on call basis**

- Bulk waste collection 2 to 3 trips per month.

**C. Recyclable items**

- Recycle bins are provided at the main lift lobby at Tower B, B1 and B2 and playground for the convenience of residents.
- Non recycling items were found placed in these bins by residents.
- Recycle items to be sorted out by the cleaners.

**3. Pest Control - New Tech Pest Control**

**A. Pest Control & Mosquito, Rodent & Cockroach.**

- Weekly fogging and monthly residual spraying, Lavarcing and other treatment and status remain unchanged.
- DBKL fogging when increase in dengue cases.
- DBKL house to house operation.
- Placement of mosquito baits at common area.



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- Notices issued by DBKL to residents suspected for mosquito breeding and flyers issued to individual units on dengue prevention including banners placed at common areas.

4. **Swimming Pool Maintenance - C.M. Poolthology**

A. **Pool Cleaning**

- Pool cleaning including chemical treatment carried out 3 times a week.
- Back wash of filter once a week.
- Chemical test for health compliance.
- Scrubbing & vacuum pool for debris and algae.

5. **Landscaping - UVA Trading**

A. **Landscaping**

- Watering of plants
- Weeding
- Trimming
- Grass Cutting
- Apply Fertilizer
- Loosening of soil
- Apply Pesticides
- Planting of new shrubs

6. **Gym Services – Healthstream**

A. **Gym Services**

- Quarterly servicing.
- Lubricate equipment, alignment and other adjustment.
- Parts replacement when required.
- Calibration as and when required.
- Tightening of bolts and belts.
- Configuration of electronic panels.

7. **Electrical Supervision Engineer – IR. KL Chock**

- Inspection of Low Voltage (LV) Room.
- Inspection of Main Risers and Earthing Chambers.
- Inspection of Gen set with RHZ charge man.
- Endorse and Submit monthly reports to Suruhanjaya Tenaga (ST).



**SUBCOMMITTEE REPORTS (HEALTH, SAFETY & ENVIRONMENT) – MR. HOI KAM FATT**

**1. SECURITY SERVICES - VERITAS SECURITY SERVICES**

- I. Number of guards: seven (7) security guards day shift and six (6) guards Night shift including one (1) Security Supervisor.
- II. Number of Vehicle clamped: 59 (Jun 2019 – August 2020)
- III. Number of clocking points: 137 points consist of all floors at all blocks and surrounding areas.
- IV. Attempted Break In / Break In: 4 Cases (July 2019 – August 2020)
- V. In – place security features:
  - CCTV upgrading work in progress
  - Foot Patrolling by guards.
  - Clocking every 2 hours.
  - Access Card System to Lifts B1 and B2.
  - Access card system to B Tower via grille entrance.
  - Walk-in at main entrance using access card.

**2. FIRE FIGHTING SERVICES**

**i. Equipment**

- a. Duty and standby pump are in good condition.
- b. Wet riser nozzles random testing.
- c. Fire alarm panels in operational mode.

**ii. Fire Rated Doors**

- a. Replace 15 nos damage doors
- b. Fire Extinguishers Replacement (158 nos) as current batch more than 10 years old and mandatory requirement by Jabatan Bomba to replace new cylinders with license.
- c. To Repair Fire Fighting System and Replace Accessories.

**iii. CCTV upgrade works in progress**

- a. CCTV will be installed inside all lifts and lobbies, clubhouse, main entrance / exit and common areas – 65 nos.

**3. ENERGY CONSERVATION**

- I. Common area lights-installation of energy/saving lights (Type-T8)
- II. “Keluar/Exit Sign”-replacement of faulty signs with Energy saving LED type.

**Subcommittee Reports (FACILITIES) – Mr. Chuai Teck @ Chai Teck**

- I. Facilities upgrading
- II. Refurbishment
- III. General Maintenance

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He explained on the project status as below table:-

No.	Project Title	Approved Budget	Project Cost	Status Report
1	LV Panel Room Calibration and Service	8,000.00	8,176.00	Work Completed
2	Replace Machine Beam Rubber for Lift B1 and B2	20,000.00	18,000.00	Work Completed
3	Genset services for B tower, Block B1 & Block B2.	9,000.00	8,926.00	Work Completed
4	To Repair Fire Fighting System and Replace Accessories	15,000.00	12,600.00	Work Completed
5	Modernization B Tower Lift (Lift No 3 Completed) Balance Lift 1 & 2.	730,000.00	722,072.00	Work in Progress
6	Upgrading Lift Lobby & Sub basement at B Tower.	300,000.00	153,298.13	Work in Progress
7	Cleaning of Water Tanks	30,000.00	-	Pending
8	Refurbishment Toilet – Club House	50,000.00	-	Pending
9	Fire Door (Balance) – 20 Doors	36,000.00	-	Pending
10	Kicker Drain at Clubhouse Basement Car Park – Retaining Wall.	10,000.00	-	Pending
11	Cold water GI supply pipes replacement with PPR pipes	500,000.00	-	Pending
12	Replace current Metal Deck Roofing to UPVC Multi layered Roofing	80,000.00	-	Pending
13	Balcony B Tower Down Pipe	80,000.00	-	Pending
14	Painting Works at BT, B1, B2 & Club House	1,000,000.00	-	Pending
15	Replacement of Roof at B Tower, B 1, B 2 & Club House.	120,000.00	-	Pending

**4.0 Agenda 2 – To receive and to approve and adopt the minutes of the Annual General Meeting held on 29th June 2019; (copies can be obtained from the management office or viewable on the website as follows : [www.vistakomanwelb.com](http://www.vistakomanwelb.com))**

4.1 The Chairman of the Meeting requested the floor to go through the minutes for comments if any. In view that there were no comments for amendments he requested for a proposer and seconder to adopt the minutes.

4.2 Mr. Ang Kong Jin (proxy of unit no. B1-15-03) proposed that the minutes of the last Annual General Meeting held on 29<sup>th</sup> June 2019 be confirmed with no amendments and this was seconded by Mr. Eeswaran A/L Nallasegaram Pillay & Vigneswari (proprietor of unit no. B2-05-06). There were no objections recorded.

**5.0 Agenda 3 – To receive and if approved, to adopt the audited account for the financial year ending December 2019,; (copies can be obtained from the management office or viewable on the website as follows : [www.vistakomanwelb.com](http://www.vistakomanwelb.com))**

5.1 The Chairman of the Meeting invited Mr. Barani Kumar being the Senior Accounts Executive from Raine, Horne & Zaki Property Management Sdn Bhd to explain on the audited accounts for the financial year ending 31<sup>st</sup> December 2019.

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<u>Income Statement</u>	Audited Accounts	Audited Accounts
	(A)	(B)
	Dec-19	Dec-18
	12 Months	12 Months
Total Income	2,111,207	2,103,210
Total Expenses	(2,087,730)	(2,034,883)
Net Surplus / (Deficit) for the Financial Year	23,477	68,327

5.2 Mr. Barani Kumar made a comparison between two (2) audit periods respectively being between December 2019 (Period A) against December 2018 (Period B). He explained that total income for Period A is RM 2,111,207.00 and total expenses is RM 2,087,730.00 which resulting in the net surplus of RM23,477.00.

	2019	2018	(A)/(B)
	(A)	(B)	
<b>Income</b>			
Service Charge	1,722,092	1,725,589	100%
Access Card	7,830	7,160	9%
Car Clamping	2,500	800	213%
Car Park	55,500	55,300	0%
Insurance	58,584	61,828	-5%
Interest Income	32,936	42,860	-23%
Late Payment Interest	8,553	6,034	42%
Other	8,158	4,452	83%
Quit Rent	8,347	8,358	0%
Rental Income	62,400	45,674	37%
Resident Card	120	170	-29%
Stickers	4,160	3,300	26%
Water Recoverable	140,027	141,685	-1%
<b>Total</b>	<b>2,111,207</b>	<b>2,103,210</b>	<b>0%</b>

<u>Expenditure</u>	2019	2018	(A)/(B)
	(A)	(B)	
<b>Apartment Maintenance</b>			
AGM Expenses	2,966	4,861	-39%



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Allowance	12,022	7,238	66%
Auditor Remuneration	5,300	4,800	10%
Bank Charges	19,085	23,787	-20%
Car Sticker	3,455	3,455	0%
Cleaning Services	207,900	202,900	2%
Depreciation	63,992	70,013	-9%
Electrical Inspection	3,000	3,000	0%
Electricity Charges	241,686	230,766	5%
Festive Seasons & Function	6,669	-	0%
Fire Fighting Services	4,860	15,456	-69%
Fire Preventive Maintenance	10,200	10,455	-2%
Gardening & Landscaping	57,600	57,600	0%
General Repair & Maintenance	185,981	164,652	13%
Gym Maintenance	2,048	1,476	39%
Hardware & Tools	33,830	25,322	34%
Insurance	59,187	62,340	-5%
Legal fees	150	-	0%
License Fee	5,580	5,580	0%
Lift Maintenance	124,560	123,984	0%
Management Fee	133,560	131,670	1%
Miscellaneous Expenses	3,967	5,022	-21%
PBB E-Commence Charges	-	1,060	0%
Pest Control	7,400	7,071	5%
Postage and Courier	2,177	1,194	82%
Printing and Stationery	5,443	8,289	-34%
Proximity Cards	2,850	2,700	6%
Quit Rent	8,346	8,346	0%
Refuse Collection	2,400	3,598	-33%
Rental of Copier	4,742	4,004	18%
Security Service	467,061	449,670	4%
Signage	1,960	1,830	7%
Staff Salary	228,573	234,882	-3%
Swimming Pool	14,400	14,760	-2%
Tax Agent Fee	1,500	1,500	0%
Telephone & Internet Charges	2,405	2,566	-6%
Water Charges	149,359	136,836	9%
<b>Total</b>	<b>2,086,214</b>	<b>2,032,683</b>	<b>3%</b>

<b>Current Year Taxation</b>	<b>1,516</b>	<b>2,200</b>
<b>Surplus for the Year</b>	<b>23,477</b>	<b>68,327</b>



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- 5.3 The total income increased from RM 2,103,210.00 in Period B to RM 2,111,207.00 in Period A mainly due to an increase in car clamping and rental income. Total expenditure in Period B is RM 2,032,683.00 with a surplus of RM 68,327.00 while total expenditure for Period A is RM 2,086,214 resulting a surplus of RM 23,477.00.

**Balance Sheet**

	Audited	Audited	A/B %
	Accounts	Accounts	
	12 Months	12 Months	
	Dec-19	Dec-18	
	(A)	(B)	
<b><u>Assets</u></b>			
Property, Plant & Equipment	179,946	218,874	82%
Amounts Due from Owners	70,401	69,846	101%
Fixed Deposits with licensed Bank	1,778,728	1,491,281	119%
Fixed Deposit – Painting Fund	695,342	-	-
Cash & Bank Balance	140,164	369,733	38%

**Liabilities**

Trade Payable	668,077	662,077	101%
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**Reserves and Fund Balances**

Sinking Fund (Painting Fund)	1,487,721	798,432	186%
Retained Surplus	930,888	907,411	103%

- 5.4 Mrs. Ng Mooi Heok (proprietor of unit no: B1-16-03) raised the question asking why that is an increase in the electricity billing when energy saving light was installed.
- 5.5 Mr Barani Kumar replied stating that was a tariff increase by Tenaga Nasional and as such bills were computed on revised tariff.
- 5.6 The Chairman of the Meeting asked the floor if there were any further questions and in view that there was no queries requested for a proposer and seconder to adopt the audited accounts. Mr. Chuai Teck @ Chai Teck (proprietor of unit no. B1-3A-01) proposed to adopt the audit report for the period ended 31<sup>st</sup> December 2019 and this was seconded by Mrs. Tan Lai Yong (proprietor of unit no. B2-13-05). There were no objections recorded.
- 6.0 **Agenda 4 – To adopt the purchase of fire insurance coverage 2020/2021 and seek approval to mandate the Management Committee to obtain insurance coverage for the term of 2021/2022 for Vista Komanwel B.**

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6.1 The Chairman of the Meeting invited Mr. P. Selvakumaran to explain on the details of the fire insurance policy purchased from Allianz General Insurance Company (Malaysia) Bhd. He explained that coverage period is from 15<sup>th</sup> January 2020 till 14<sup>th</sup> January 2021. Policy covers loss or damage by fire, lightning, domestic explosion, aircraft damage, earthquake and volcanic eruption, storm tempest, flood, explosion, impact damage, busting or overflowing of water tanks, riot, strike and malicious damage and subsidence and landslip. The insured sum is RM 180,000,000.00 and the premium was RM 77,420.18. The premium will be billed to all proprietors according to their respective share unit.

6.2 There being no further questions raised pertaining to this agenda, the Chairman of the Meeting requested for a proposer and seconder to adopt the insurance policy for the period of 15<sup>th</sup> January 2020 till 14<sup>th</sup> January 2021. Mr. Ang Kong Jin (Proxy of unit no. B1-15-03) proposed to adopt the existing insurance policies till the expiry and mandate the committee to secure the renewal of the insurance policy from 15<sup>th</sup> January 2021 till 14<sup>th</sup> January 2022 and this was seconded by Ms. Tan Siew Ling (proprietor of unit no. B1-18-04). There were no objections recorded.

**7.0 Agenda 5 – To consider the budget and to decide whether to confirm or vary the amount determined as Service Charge and Sinking fund;(copies can be obtained from the management office or viewable on the website as follows: [www.vistakomanwelb.com](http://www.vistakomanwelb.com))**

7.1 At the request of the Chairman of the Meeting once again invited Mr. Barani Kumar to explain on annual budget for 2020/2021. Mr. Barani Kumar explained that based on the current service charge and sinking fund rate, the income should be able to sustain the expenses and result in a surplus. The current rate service charge is RM1.955/share unit and sinking fund being 10% from the service charge rate.

	Actual	Proposed Budget
	2019 (Jan-Dec)	2020/2021
	716,142 sq ft @RM0.20	716,142 sq ft @RM0.20
<b>1.0 Income</b>	<b>73,405 S/Unit @ RM1.955</b>	<b>73,405 S/Unit @ RM1.955</b>
1.1 Service Charge	143,507.66	143,507.66
1.2 Car Park Income (IMU)	4,000.00	4,000.00
1.3 Rental	5,200.00	5,200.00
<b>TOTAL INCOME (A)</b>	<b>152,707.66</b>	<b>152,707.66</b>
<b>2.0 Operating Expenses</b>		
<b><u>Administrative</u></b>		
2.1 Management Fee	11,130.00	11,130.00
2.2 Staff Salary	19,480.15	19,480.15
2.3 Printing and Stationery/Office Expenses	453.39	500.00
2.4 Postage & Courier Charges	176.45	180.00
2.5 Copier Rental	395.19	400.00
2.6 Bank charges	1,590.46	1,500.00



**MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.**

2.7 Audit Fees	441.67	450.00
2.8 Taxation Fee	125.00	125.00
2.9 Insurance	207.68	210.00
2.10 AGM Expenses	247.20	250.00
2.11 Miscellaneous Expenses	330.55	350.00
<b><u>Total Administrative Expenses</u></b>	<b>34,577.74</b>	<b>34,575.15</b>
<b>3.0 Utilities</b>		
3.1 Water Charges	777.65	800.00
3.2 Electricity Charges	20,140.49	20,150.00
3.3 Telephone Charges	213.00	220.00
<b><u>Total Utilities Expenses</u></b>	<b>21,131.14</b>	<b>21,170.00</b>
<b>4.0 Contractual Services</b>		
4.1 Security Services	39,339.15	39,339.15
4.2 Cleaning Services	17,490.00	17,490.00
4.3 S. Pool & W. Features Maintenance	1,200.00	1,200.00
4.4 Lift Maintenance	10,380.00	10,380.00
4.5 Electrical Inspection	250.00	250.00
4.6 Landscape	4,800.00	4,800.00
4.7 Fire Protection Services	850.00	850.00
4.8 Gym Maintenance	227.50	227.50
4.9 Pest Control - General	650.00	750.00
<b><u>Total Contractual Services Expenses</u></b>	<b>75,186.65</b>	<b>75,286.65</b>
<b>5.0 Non – Contractual Services</b>		
5.1 General Repair & Maintenance	15,498.45	15,000.00
5.2 Accessories, Fittings & Spares	2,819.16	2,500.00
5.3 Fire Fighting Services, Fire Extinguisher & Etc	405.00	500.00
5.4 Signage	163.34	200.00
5.5 General License Fee	465.00	465.00
5.6 Refuse Collection	200.00	200.00
5.7 Others – Legal Fees, Allow, Festive	1,570.08	1,600.00
<b><u>Total Non-Contractual Services Expenses</u></b>	<b>21,121.03</b>	<b>20,465.00</b>
<b>6.0 TOTAL EXPENSES (2+3+4+5+6) (B)</b>	<b>152,016.56</b>	<b>151,496.80</b>
<b>7.0 SURPLUS/(DEFICIT)</b>	<b>691.10</b>	<b>1,210.86</b>

7.2 Mr. Barani Kumar proceeded to explain on the budget for year 2020/2021. He explained to members of the floor that the allocated budget contractual services is RM 75,286.65 and non-contractual services was RM 20,465.00. As such, the estimated total expenses was

**MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.**

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RM 151,496.80 making up a surplus of RM 1,210.86. He also explained to the floor this budget does not include payment towards insurance and water charges as these items are billed when we incurred.

7.3 The Chairman of the Meeting requested the floor if there were any further question in regards to the budget and in view there were no further question, the members of the floor unanimously agreed to maintain the existing rate. There were no objections recorded.

**8.0 Agenda 6 – To confirm the rate of interest rate of 10% payable by a proprietor in respect of late payment charges; (as provided for in the Strata management Act 757)**

8.1 The Chairman of the Meeting explained that the existing interest rate is 10% per annum and the payment term thirty (30) days from date of billing. The Chairman of the Meeting requested the floor if there were any further question in regards to the interest rates. The members of the floor unanimously agreed to maintain the rate interest at 10% per annum with a payment term of thirty (30) days. There were no objections recorded.

**9.0 Agenda 7 – To determine the number of members thereafter to elect the Management Committee which shall consist of not less than three (3) and not more than fourteen (14) committee members, for term 2020/2021;**

9.1 The Chairman of the Meeting thanked all committee members for term 2019/2020 as they are retired from their current positions and can seek re-election based on eligibility. He explained to the floor on the eligibility to be a committee member, including he/she be a proprietor and all outgoings should be fully settled as at 31<sup>st</sup> July 2020 and he/she should have not served more than three (3) terms consecutively in the Management Committee. The election of the Management Committee shall consist of not less than three (3) and not more than fourteen (14) parcel proprietors.

9.2 There were several proposals on the number of committee members with Mr. Ang Kong Jin (proxy of unit no. B1-15-03) requested for ten (10) members while Mrs. Tan Siew Ling (proprietor of unit no. B1-18-04) requested for eight (8) members. As there were two (2) proposals, the Chairman of the Meeting requested members of the floor to cast their votes and the results were as follows:

Proposal	Number of votes
Eight (8) Committee Members	12
Ten (10) Committee Members	9



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9.3 As such, the majority votes for eight (8) committee members, the Chairman of the Meeting highlighted to the floor that there were ten (10) nomination forms submitted to the office and as such voting process by show of hand needs to be carried out from members of the floor present. Based on the hand count, the results were as follows:

No.	Candidate	Proposer	Secunder	Votes
1	Chow Yue Wing (Unit no : B-25-08)	Chong Siew Han (Unit no : B1-06-03)	Chuai Teck @ Chai Teck (Unit no : B1-3A-01)	18
2	Tan Siew Ling (Unit no : B1-18-04)	Chuai Teck @ Chai Teck (Unit no : B1-3A-01)	Chong Siew Han (Unit no : B1-06-03)	24
3	Tan Lai Yong (Unit no : B2-13-05)	Loh Mei Sin (Unit no : B1-18-05)	Ho Lee Wah (Unit no : B1-09-05)	16
4	Chuai Teck @ Chai Teck (Unit no : B1-3A-01)	Tan Siew Ling (Unit no : B1-18-04)	Loh Mei Sin (Unit no : B1-18-05)	14
5	Loh Mei Sin (Unit no : B1-18-05)	Tan Lai Yong (Unit no : B2-13-05)	Hoi Kam Fatt (Unit no : B2-07-07)	14
6	Ho Lee Wah (Unit no : B1-09-05)	Hoi Kam Fatt (Unit no : B2-07-07)	Loh Mei Sin (Unit no : B1-18-05)	19
7	Hoi Kam Fatt (Unit no : B2-07-07)	Ho Lee Wah (Unit no : B1-09-05)	Chow Yue Wing (Unit no : B-25-08)	17
8	Chong Siew Han (Unit no : B1-06-03)	Chuai Teck @ Chai Teck (Unit no : B1-3A-01)	Ho Lee Wah (Unit no : B1-09-05)	15
9	Henry Lee Sin Fook (Unit No.B-01-06)	Tan Siew Ling (Unit no : B1-18-04)	Chan Chee Keong (Unit No. B2-15-06)	19
10	Amarjit Kaur Dhamy A/P Pieara Singh (Unit no : B2-15-01)	Tan Siew Ling (Unit no : B1-18-04)	Chong Siew Han (Unit no : B1-06-03)	21

9.4 Based on the results of the voting, two (2) nominees with the lowest vote were not elected to the Management Committee of Perbadanan Pengurusan Vista Komanwel B for term 2020/2021 and the elected members were as follows:

No.	Candidate	Unit No
1	Chow Yue Wing	B-25-08
2	Tan Siew Ling	B1-18-04
3	Tan Lai Yong	B2-13-05
4	Ho Lee Wah	B1-09-05
5	Hoi Kam Fatt	B2-07-07
6	Chong Siew Han	B1-06-03
7	Henry Lee Sin Fook	B-01-06
8	Amarjit Kaur Dhamy A/P Pieara Singh	B2-15-01

**MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.**

- 10.0 Agenda 8 – To consider and if approved, to adopt the following Special Resolution;**  
 a. **To adopt the purchase of other insurance coverage such as Plate Glass, Money Policy, Burglary, Machinery Breakdown, Public Liability, Fidelity Guarantee, Group Personal Accident and Error & Omission for the term of 2020/2021 and seek approval to mandate the Management Committee to obtain similar coverage for the term of 2021/2022 for Vista Komanwel B.**

- 10.1 The Chairman of the Meeting invited Mr. P. Selvakumaran to explain on the details of other insurance coverage purchased from Allianz General Insurance. He explained that coverage period is from 15<sup>th</sup> January 2020 till 14<sup>th</sup> January 2021 and policy covers as below:

No	Policy	Sum Insured (RM)	Sum Premium (RM)
1	<u>Money;</u> I. Money in Premise II. Money in Transit III. Money in Lock Safe	30,000.00 30,000.00 20,000.00	2,420.00
2	Burglary	100,000.00	
3	Plate Glass	100,000.00	
4	Fidelity Guarantee	50,000.00	
5	Machinery Breakdown & Equipment	200,000.00	
6	All Risk	200,000.00	
7	Public Liability	2,000,000.00	
8	Group Personal Accident	30,000.00	
9	Error and Omission	2,000,000.00	

- 10.2 The Chairman of the Meeting requested the floor if there were any further questions and in view there were no questions, he requested for a proposer and seconder to adopt the purchase of insurance coverage and also mandate incoming committee to purchase similar policy for the period 15 January 2021 till 14 January 2022. Mr. Ooi Chai Huat (proprietor of unit no. B-21-08) proposed to adopt the existing insurance policies till the expiry and mandate the committee to look into the renewal and this was seconded by Mrs. Tan Siew Ling (proprietor of unit no. B1-18-04). There were no objections recorded.

- 11.0 Agenda 9 – To transact any other business which due notice shall be given in writing addressed to Hon. Secretary Perbadanan Pengurusan Vista Komanwel B on or before 28<sup>th</sup> August 2020 which is to be deposited at the Management Office of Vista Komanwel B.**

- 11.1 There were two (2) written notice sent to Secretary of the Management Corporation by a proprietors Mr. Henry Lee Sin Fook (proprietor of unit no. B-01-06) and Mr. N. Eeswaran (proprietor of unit no. B2-05-06) which read as below:



MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.

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No. ➤ Questions from Mr. Henry Lee Sin Fook (proprietor of unit no. B-01-06)

- 1 Q : To include a clause in PPVKB constitution that all current MC members of the PPVKB, their family, relatives & friends be banned from undertaking any paid projects or works that are undertaken by PPVKB on VKB.  
A : *We will take note of your input and the incoming Management Committee will deliberate on this suggestion to be incorporated into the VKB constitution where necessary.*
- 2 Q : To include a clause in PPVKB constitution to prevent any perception of impropriety, conflict of interest & abuse of power by the elected MC of PPVKB.  
A : *Proposal noted.*
- 3 Q : To include a clause in PPVKB constitution to preserve the trust & integrity of the MC member in PPVKB being elected by parcel holders that all such projects & work done for VKB are always done in the BEST INTEREST of parcel holders only.  
A : *Proposal noted.*
- 4 Q : To include a clause in PPVKB constitution to ensure that the appointed Property Manager, Building Manager & their team are free to execute their responsibilities professionally without fear or favor in the absolute interest of VKB parcel owners only without undue pressure or influence from any party  
A : *Proposal noted.*
- 5 Q : Can the MC explain why the MC choose to waste RM10,000 of its funds to get an approved 5 star lobby design & then decided to deviate from this paid approved design to end up with a 2 star lobby for lobby renovation.  
A : *The Management Committee has sourced for other quotes from ID contractor but the sum quote was very high and with this arrangement, we were able to get a number of artist impressions and also got a group of designers involved with a number of Q & A sessions held with the designers who were final year students of INTI University. Based on this, we managed to finalize the decision based on the drawing given and in the same instance the budget allocated was also part of our consideration when works were implemented.*
- 6 Q : Intercom system:  
This important safety feature has not been functioning since 5 years now. This was discussed more than 3 years ago but to date, there is no action taken to rectify. What is the plan of action and timeframe to fix?  
A : *The intercom system is more than 20 years old and we had a few contractors to check the system and have tried to make good on many occasions but keeps on being faulty. To replace current system is very expensive and we have to look into other alternative other online applications.*
- 7 Q : Rotting wood in clubhouse  
What is the plan of action and timeframe to fix?  
A : *We take note and will get the property manager to address.*





MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.

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No. ➤ **Question from Mr. Eeswaran A/L Nallasegaram Pillay (proprietor of unit no. B2-05-06)**

- 1 Q : **The Lift access card should be programmed to automatically select the floor to which access is allowed. At present, after the card is swiped, the respective floor switch has to be pressed. I have seen the switches being pressed many times before it lights and can damage the switches. Moreover, it allows for contactless operation, which is encouraged due to the Covid-19 threat. Saves time and maintenance.**  
A : *The design of the lift access card system is such where you need to tap on the buttons to indicate the level you intend to go to. Nevertheless, we will discuss with the lift service provider on this matter.*
- 2 Q : **The card readers at the vehicle exit and entry points are not sensitive enough. For the new models, a person need not wind down the car window to operate the card reader. Request to look into upgrading to the more sensitive models.**  
A : *The current system is a short-range reader where you are required to wind down your window screen and this system will enable the CCTV to capture the image of the driver. This image can be used by the police or any other enforcement agency in the event there are reports of theft or cars being removed from the premises by unauthorized personal or other perpetrators.*
- 3 Q : **Registered Letter for notice of AGM**  
A : *This is part of the standing instruction by the Commissioner of Building (COB) of DBKL where all notices have to be sent by AR Registered mail. As for the ordinary mail send out by the property manager, the Chairman of the Meeting stressed that they will not be paying for charges incurred for this expenses including printing, postage and certificate.*
- 4 Q : **The closure of wall with shutter at Ground Floor Parking area caused the dim light for the area and etc. what is the action taken?**  
A : *This section of the opening was installed with aluminium louvers as to prevent rain water from splashing into the car park thus resulting in water ponding at certain sections of the car park which can pose dangers to pedestrians walking in this section of the car park as there is a possibility they could and fall especially during the night. We will install more light to brighten this area. This section of the car park will also be installed with additional lights to make it brighter and some section of the car park will be lighted up 24 hours.*

12.0 **Other Matters from Members of the Floor Present.**

- 1 Q : **Madam Tan Siew Lee (proprietor of unit no: B1-01-01) raise her concern on the access card being remove from the guard and visitors have to be greeted at the lobby by the units owner or tenant which is troublesome especially you have children and old people staying in the unit.**  
A : *The management committee took the decision to remove the cards in view that many visitors are going up without being screened and there has been some incident of attempted break in. It was suggested that residents can inform the securities officer in*

MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.

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*charge to make necessary arrangement to send the visitor up namely senior citizens or handicap visitors. Similarly they can also communicate with the management office to advise the security officers accordingly. Nevertheless the new committee will deliberate of this matter during their meeting.*

- 2 Q : **Some members of the floor enquired when will the cold water pipe project commence and how is pipe line is going to be replaced.**
- A : *The chairman of the meeting informed the floor that they have carried out preliminary discussion with some SPAN register contractor for the said replacement works. He said the incoming committee will look into the final details namely on the cost, type of pipe to be used and other details. He also told the floor that they intend to replace current pipe after water filter and all the way to the respective meter room at each level. This will include upgrading of the meter stand to meet the requirement of Syabas. He also informed the floor the management has receive notices from Syabas to carried out migration work and they have been advise that we intend to carry out pipe upgrading works and will advise them upon completion of our project. Syabas will set up a registration counter for owners to sign new contracts with them as part of their meter migration project.*

There being no further questions, the meeting ended at 4.15 pm with a word of thanks to all members present including the property managers for their coordination of the Annual General Meeting.

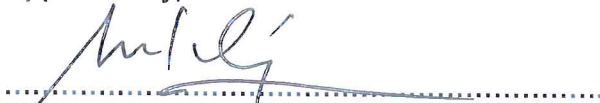
Prepared by,  
Raine, Horne & Zaki Property Management Sdn Bhd  
Name: Cik Noor Aqilah binti Yusoff  
Date:

Verified By:



Loh Mei Sin  
Secretary  
Annual General Meeting on 5th September 2020  
Date : 2/10/2020

Approved by,



Name : Chow Yue Wing  
The Chairman of The Meeting  
Annual General Meeting on 5th September 2020  
Date : 2/10/2020

**MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.**

**PERBADANAN PENGURUSAN VISTA KOMANWEL B**

Minutes of the Subsequent Management Committee Meeting held after the Annual General Meeting of Perbadanan Pengurusan Vista Komanwel B.

<u>PRESENT</u>	<u>UNIT NO.</u>
Chow Yue Wing	B-25-08
Tan Siew Ling	B1-18-04
Tan Lai Yong	B2-13-05
Ho Lee Wah	B1-09-05
Hoi Kam Fatt	B2-07-07
Chong Siew Han	B1-06-03
Henry Lee Sin Fook	B-01-06
Amarjit Kaur Dhamy A/P Pieara Singh	B2-15-01

<u>REPRESENTATION FROM OTHER PARTIES</u>	
P. Selvakumaran	Raine, Horne & Zaki Property Management Sdn Bhd (RHZPM)
Norrol Kamal Bin Md Zainin	Raine, Horne & Zaki Property Management Sdn Bhd (RHZPM)

**Meeting Minutes:**

This meeting was held in accordance to clause 22 of the Strata Management Act 2013 (Act 757):

Item	Agenda	Matters Discussed																	
1.0	<b>Election of Office Bearers for Perbadanan Pengurusan Vista Komanwel B (Term 2020/2021)</b>	<p>Election of office bearers were conducted immediately after the conclusion of the 9<sup>th</sup> Annual General Meeting and as per named below:</p> <p><b>Chairman</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>No.</u></th> <th style="text-align: center;"><u>Candidate</u></th> <th style="text-align: center;"><u>Proposer</u></th> <th style="text-align: center;"><u>Seconder</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Hoi Kam Fatt (B2-07-07)</td> <td>Tan Lai Yong (B2-13-05)</td> <td>Ho Lee Wah (B1-09-05)</td> </tr> </tbody> </table> <p>As there were no other nominations, Hoi Kam Fatt was elected as the Chairman of Perbadanan Pengurusan Vista Komanwel B for term 2020/2021.</p> <p><b>Secretary</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;"><u>No.</u></th> <th style="text-align: center;"><u>Candidate</u></th> <th style="text-align: center;"><u>Proposer</u></th> <th style="text-align: center;"><u>Seconder</u></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>Tan Lai Yong (B2-13-05)</td> <td>Chow Yue Wing (B-25-08)</td> <td>Tan Siew Ling (B1-18-04)</td> </tr> </tbody> </table> <p>As there were no other nominations, Tan Lai Yong was elected as the Secretary of Perbadanan Pengurusan Vista Komanwel B for term 2020/2021.</p>		<u>No.</u>	<u>Candidate</u>	<u>Proposer</u>	<u>Seconder</u>	1.	Hoi Kam Fatt (B2-07-07)	Tan Lai Yong (B2-13-05)	Ho Lee Wah (B1-09-05)	<u>No.</u>	<u>Candidate</u>	<u>Proposer</u>	<u>Seconder</u>	1.	Tan Lai Yong (B2-13-05)	Chow Yue Wing (B-25-08)	Tan Siew Ling (B1-18-04)
<u>No.</u>	<u>Candidate</u>	<u>Proposer</u>	<u>Seconder</u>																
1.	Hoi Kam Fatt (B2-07-07)	Tan Lai Yong (B2-13-05)	Ho Lee Wah (B1-09-05)																
<u>No.</u>	<u>Candidate</u>	<u>Proposer</u>	<u>Seconder</u>																
1.	Tan Lai Yong (B2-13-05)	Chow Yue Wing (B-25-08)	Tan Siew Ling (B1-18-04)																

MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 9<sup>TH</sup> ANNUAL GENERAL MEETING HELD ON 5<sup>TH</sup> SEPTEMBER 2020, 2.00 PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.

**Treasurer**

No.	Candidate	Proposer	Secunder
1.	Chong Siew Han (B1-06-03)	Tan Lai Yong (B2-13-05)	Henry Lee Sin Fook (B-01-06)

As there were no other nominations, Chong Siew Han was elected as the Treasurer of Perbadanan Pengurusan Vista Komanwel B for term 2020/2021.

There was no objection raised for all three positions as detail above and as such the nomination was confirmed and accepted.

There being no other matters the meeting ended at 4.35 pm.

Minutes Recorded By:  
Raine, Horne & Zaki Property Management Sdn Bhd  
Date :

Minutes Verified By:



Tan Lai Yong  
Secretary

Perbadanan Pengurusan Vista Komanwel B Term 2020/2021

Date : 29/9/2020

Minutes Approved By:











Hoi Kam Fatt  
Chairman

Perbadanan Pengurusan Vista Komanwel B Term 2020/2021

Date : 29/9/2020

MAKLUMAT JMB/MC VISTA KOMANWEL B MANAGEMENT CORPORATION BERDASARKAN MESYUARAT AGUNG TAHUNAN (AGM)/  
MESYUARAT AGUNG LUAR BIASA (EGM) BERTARIKH 5 SEPTEMBER 2020

No	NAMA PENUH	NO. K/P	NO. UNIT	BANKRAPS / TIDAK	TANDATANGAN	JAWATAN
1	HOI KAM FATT	640922-08-5895	B2-07-07	TIDAK		CHAIRMAN
2	TAN LAI YONG	630404-10-7768	B2-13-05	TIDAK		SECRETARY
3	CHONG SIEW HAN	570927-06-5083	B1-06-03	TIDAK		TREASURER
4	HO LEE WAH	630607-10-7215	B1-09-05	TIDAK		COMMITTEE MEMBERS
5	TAN SIEW LING	720222-14-5084	B1-18-04	TIDAK		COMMITTEE MEMBERS
6	AMARJIT KAUR DHAMY A/P PIEARA SINGH	730906-14-5316	B2-15-01	TIDAK		COMMITTEE MEMBERS
7	CHOW YUE WING	470206-08-5895	B-25-08	TIDAK		COMMITTEE MEMBERS
8	HENRY LEE SIN FOOK	530710-05-5363	B-01-06	TIDAK		COMMITTEE MEMBERS

Nota :Perenggan 2 (1) Jadual Kedua Akta Pengurusan Strata 2013 (Akta 757) memperuntukan bahawa bilangan anggota jawatankuasa JMB/MC hendaklah terdiri daripada apa-apa bilangan orang sebagaimana ditentukan dalam AGM/EGM, tetapi tidak kurang daripada tiga (3) dan tidak lebih daripada empat belas (14) orang sebenar.