

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

## Minutes of 59th Property Management Committee Meeting

Ref : PPVKB/059/2020

Date : 26/02/2020

Time : 7.00PM

Venue : Management Office – Meeting Room

Attended by:

MANAGEMENT COMMITTEE (MC)

1.	Mr. Chow Yue Wing	CYW	Chairman
2.	Mdm. Loh Mei Sin @Vivien Loh	LMS	Secretary
3.	Mr. Ho Lee Wah @Daniel Ho	HLW	Treasurer
4.	Mr. Khong Chee Kong	KCK	Committee Member
5.	Mdm. Tan Lai Yong @Melissa Tan	TLY	Committee Member
6.	Mr. Teh Teong Khuan @Chris Teh	TTK	Absent with apologies
7.	Mr. Hoi Kam Fatt @Alan Hoi	HKF	Committee Member
8.	Mr. Chuai Teck @ Chai Teck (Terrence)	CT	Absent with apologies

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

1.	Mr. Selvakumaran P.	SP	Operation Manager
2.	Mr. Norrol Kamal Bin Md Zainin	KZ	Building Manager
3.	Mr. Barani Kumar	BK	Absent with apologies

The Chairman welcomed all committee members to the 59<sup>th</sup> Property Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.



Item	Agenda	Matter Discussed	Action to be Taken	PIC	Dateline
1.	To adopt and approve last MC meeting minutes.	a) The minutes of the last Meeting was deliberated (PPVKB/058/2020) and was proposed to be adopted by HLW and seconded by TLY.	a) Info.		
2.	2.1 Accounts	a) BK was not present to report the accounts. b) MC noted the top 6 units from the defaulters list and requested RHZ to {bar their access cards}. c) MC was informed that defaulters amount reduced from RM59,514.20 month of Dec 19 to RM37,289.23 Jan 2020. d) MC has agreed to top up additional petty cash to RM3000 for purchase of sundry items (stationery, hardware and tools).	a) To update at next meeting. b) KZ to follow up. c) Info. d) Approved by MC		
	2.2 Tribunal Case	a) MC was informed that the hearing date for the tribunal court will be 27 <sup>th</sup> Feb 2020 - Case for Mr Mr Ang Chin Yun (B-19-01) and VKB for outstanding charges RM25,086.32 (Maintenance fee RM9,779.72 and Interest RM15,306.60 since 2009).	a) Info.		
3.	Lift - B Tower (Mitsubishi) Lift Refurbishment &	a) MC was informed that B Tower stretcher lift upgrading works are in progress and a progress report via slide presentation was	a) Info.		

	Modernization - B Tower.	done by RHZ.  b) Issue on the optimum temperature and air-conditioning in the motor room. SP to check out with Mitsubishi on how much heat generated, operating temperature of the equipment and the options to address the issue if required.	b) SP to update		
4.	<b>SECURITY (Veritas Security)</b>	a) MC was informed that the security service providers are being monitored for the performance and they have improved.  b) Daily briefing carried out by Supervisor to KZ and non-compliance notices are issued as and when required.  c) MC was informed that the total no of 15 vehicles was clamped as at 26 <sup>th</sup> February 2020 and RM750.00 was collected.  d) MC was advised that all visitors' cars are given a visitor's pass each to be displayed on the car dashboard.  e) Walk-in visitors are to register themselves at the guard post and each will be given a visitor's tag to wear.  f) Visitors are also required to record their names, IC, mobile numbers and the units they are visiting, in the Visitors' Register at the lobby of the respective blocks. The main	a) Info.  b) Info.  c) Info.  d) Info  e) SP/KZ to implement.  f) SP/KZ to follow up and update		



		guard post will use walkie talkie to communicate with the guard at lobby.  g) MC was requested from the daily visitors logbook, to analyse the number of visitors to the units vs those visiting the café, so as to facilitate building management to work with security company to improve the security system.	g) KZ to follow up.		
5.	<b>CLEANER (TWOT Cleaning Services)</b>	a) MC was informed that daily briefing are carried out with the Cleaning Supervisor including work around the site and random checks are carried out.  b) MC was inform and noted that the disposal of bulky items eg. mattresses, cupboards, furniture etc. are currently handled by the building management and disposal costs borne by VKB, not the respective owners or residents. CYW has asked RHZ to propose an efficient solution to manage such disposal.	a) Info.  b) SP/KZ to update		
6.	<b>PEST CONTROL (New-Tech Pest Control).</b>	No matters arising.	a) Info.		
7.	<b>LANDSCAPING (UVA Trading).</b>	a) MC was informed that a site inspection was carried out with TLY and UVA Trading to identify areas for further enhancement i.e pool deck, building perimeter, entrance, clubhouse area etc. MC agreed to allow	a) Info.		



		<p>TLY to buy plants and get contractor to place them at identified locations.</p>			
8.	<p><b>System CCTV, Autogate Access Card Reader.</b></p>	<p>a) MC agreed to proceed with Holistic Worldwide Resources (Holistic) to install balance of CCTV System in view that there was no issue during the trial period.</p> <p>b) RHZ to circulate the quotation for MC's approval and get contractor to provide the layout for the overall installation area and other necessary details.</p>	<p>a) Info.</p> <p>b) KZ to follow up.</p>		
9.	<p><b>Other Matters</b></p> <p><b>9.1 B Tower Lobby Renovation.</b></p>	<p>a) MC was presented with slide work on work-in-progress by Intron.</p> <p>b) MC agreed on the colour of wall panelling of the lobby with White/Silver/White.</p> <p>c) MC agreed on the floor tiles as below.</p> <ol style="list-style-type: none"> <li>1. Code A5 for overall area</li> <li>2. Code A3 for the edge border of the raised platform.</li> <li>3. Code 6 main entrance.</li> </ol> <p>d) Floor trap at lobby to remain but to place over it a tile that can be removed.</p> <p>e) 3 panel windows to be sealed.</p>	<p>a) KZ to monitor work progress.</p> <p>b) Info</p> <p>c) Info</p> <p>d) Info</p> <p>e) Info</p>		

		<p>f) Letter boxes at current location to remain.</p> <p>g) Main entrance grill - to get more designs for consideration.</p>	<p>f) Info.</p> <p>g) KZ to follow up.</p>		
	<p><b>9.2 Replacement of Cold Water Pipe</b></p>	<p>a) MC was informed that a number of SPAN (SURUHANJAYA PERKHIDMATAN AIR NEGARA) registered contractors visited the site and will provide the necessary quotation before 31<sup>st</sup> March 2020.</p>	<p>a) KZ to follow up.</p>		
	<p><b>9.3 IMU parking time.</b></p>	<p>a) RHZ informed MC that IMU has written in to renew the contract for rental of 50 car park lots and requested to extend the parking hours from 7.30am to 7.00pm instead of 7.30am to 6.30pm. MC deliberated on this matter and agreed on the renewal and time extension at revised rental charges of RM100 per month from RM80 per month, with effect from 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021.</p> <p>b) MC requested RHZ to review the process on how IMU staff enter VKB when they pick up their cars in the evening.</p> <p>c) MC has advised RHZ to set up a calendar reminder for renewal of contracts or other recurring matters, so that we can initiate any revision in terms if need be.</p>	<p>a) SP to issue reply letter to IMU</p> <p>b) SP/KZ to note</p> <p>c) SP/KZ to note</p>		

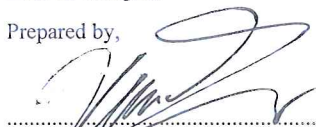
10.	<b>Renovation Listings</b>	<p>a) MC was informed that 16 units are currently undergoing renovation.</p> <p>b) MC requested that corridor floor must be covered with canvas during renovation by the contractor including the ro Robin.</p>	<p>a) Info.</p> <p>b) Info.</p>		
11.	<b>Online purchases</b>	a) CYW commented that certain items eg stationeries, hardware items, LED lights etc. may be cheaper to buy online than direct from retail stores. RHZ is advised to consider online purchasing if cheaper but not less inferior, especially for generic products.	a) SP/KZ to note		
12.	<b>Insurance for security guards</b>	a) KCK highlighted an incident in which a security guard has injured himself in the course of his work but his medical expenses were not reimbursed by his employer, ie the security company. MC agreed that the security company should be responsible for the insurance cover of the security team. CYW has asked to check out the employment terms of the security guards in respect of insurance cover. This will be of due interest to VKB as the guards are engaged to work within VKB compound.	a) SP/KZ to follow up		
13.	<b>Procurement</b>	<p>1) Rida Selenggara Resources (RM3,600.00)</p> <p>- Supply &amp; Replace Fire Rated Door at B Tower Ground Floor</p>	-		

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		<p>2) Suhana Binti Sa'aya (RM3,000.00) – Additional Petty Cash to Purchase Sundry Item such as Stationery, Hardware and Tools.</p> <p>3) Mid Marvel Engineering Sdn Bhd (RM2,880.00) – Supply, Labour &amp; Material for Wet Riser System at Basement, B Tower</p> <p>4) Associated Geo Engineering Sdn Bhd (RM 1,500.00) – Repair Leaking at Unit B-21-05, Management Box Up</p> <p>5) Associated Geo Engineering Sdn Bhd (RM 900.00) – Repair Leaking Rain Water Pipe Unit B1-16-01</p> <p>6) S&amp;S Global Rank (RM 400.00) – Collect Bulk Waste Disposal Block B1 &amp; B2 (Feb'20)</p>			
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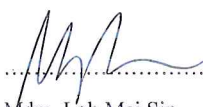
The meeting was adjourned at 11:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 25<sup>th</sup> March 2020 at 7:00pm.

Prepared by,



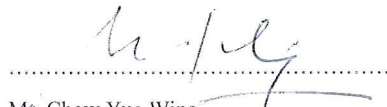
Mr. Norrol Kamal Bin Md Zainin  
RAINE, HORNE & ZAKI (RHZ)  
Property Management Sdn. Bhd.

Confirmed by,



Mdm. Loh Mei Sin  
SECRETARY  
Perbadanan Pengurusan Vista Komanwel B

Approved by,



Mr. Chow Yue Wing  
CHAIRMAN  
Perbadanan Pengurusan Vista Komanwel B