

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/046/2018

Date : 30/1/2019

Time : 8.00PM

Venue : Management Office – Meeting Room

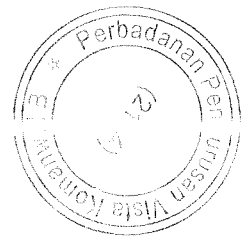
Attended by:

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
8	Mr. Teh Teong Khuan	TTK	Absent with Apology

PERBADANAN PENGURUSAN VISTA PROPERTY MANAGEMENT (PVM)

1	Mr. Selvakumaran P.	SP	Operation Manager
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 46th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B, held on the 30th January 2019 and the minutes of the last Meeting was deliberated (PPVKB/045/2018) and was proposed to be adopted by Mr. Stanley Keith Rodgers and seconded by Mr. Ho Lee Wah without amendments.

1

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 45th MC Meeting.	Info		
1.2	To adopt and approve last MC meeting minutes.	The minutes of the last Meeting was deliberated (PPVKB/045/2018) and was proposed to be adopted by Stanley Keith Rodgers and seconded by Ho Lee Wah without amendments.			
3.	Accounts.	<p>a) Income and Expenditure. BK presented the I&E to members present with no major issues.</p> <p>b) Major Expenses BK presented the major Expenses.</p> <p>c) Special Painting Fund ("SPF") KCK asked how much of the SPF has been put into FD and reminded BK that all monies collected for the SPF is to be placed in the FD account with the longest tenor.</p>	<p>a) Info</p> <p>b) Info</p> <p>KCK's note: A review of the Dec mgt report obtained after CNY shows that none of the SPF has been placed into FD.</p>		
4.	VKB Website – To make Payment online more secured.	a) KCK mentioned to MC members that a unit owner in VKB Ms. Penny Ng, a software professional working overseas, had complained about the current online credit card payment arrangement. She has also volunteered to help oversee	a) MF to furnish KCK with the contract between PBB and VKB. Update note: checked archives and unable to locate. Requested Andres Fourdy to furnish a copy.	MF	ASAP

2

		modification and improvement of the online credit card payment system whereby credit card details will only be submitted to Public Bank's secured webpage. KCK requested RHZ to forward the contract between PBB and VKB for him to follow up on this matter with Ms. Penny. MC members have no objection to this idea. KCK will take the lead on this matter.			
5.	GYM	<p>a) Gym Maintenance MC members deliberated on the 2 quotations submitted by MF.</p> <p>1. Health Stream (who also services IMC's gym/physio equipment)</p> <p>2. M&N Gym. CHC mentioned that the current contractor MN Gym did not turn up to service the equipment due to the fact that his contract was not renewed by Management. CYW said that if there is no objection from members present to decide on changing to Health Stream based on the reason that Health Stream services all equipment during each visit unlike MN Gym who only services certain equipment's for each visit. There was no objection and a decision was made to hire Health Stream to service VKB's Gym Equipment's.</p>	<p>a) MF to prepare the contract for MC to approve. Update note: being prepared by RHZ HQ.</p> <p>Notice issued to MN Gym for non-renewal of contract.</p>	MF	MF

		At the following rates 4 times servicing / year RM 582.50 per visit x 4 Per year RM 2,330.00 (compared to M&N's quote of RM3,000)			
6.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	<p>1. Work as per schedule</p> <p>a) Card Reader System. SP informed that Mitsubishi will start work onsite in May and has submitted the drawing for the upgrading works for approval. MT suggested getting our current visiting electrical consultant Mr. Chock who would be more competent, to verify the drawings before CYW signs off on behalf of the MC. Members present agreed to this with no objection.</p>	<p>a) MF to make arrangements for the drawings to be viewed and verified. Updated notes: appointment fixed for 2nd week of March 2019</p>	MF	By next MC meeting.
7.	Lift B1 & B2 (Access Elevator)	SP advised that the contracts with Access Elevator are due for renewal. To CYW's question, SP said that rates have been increased by RM50 per lift per month.			
8.	CLEANER (TWOT Cleaning Services)	No issues			
9.	PEST CONTROL (New-Tech Pest Control).	No issues			
10.	LANDSCAPING (UVA Trading).	No issues			

11.	Visitors Car Exit Lane barrier	MF informed that the replacement has been ordered.	a) info Updated note: new barrier arm installed.	MF	
12.	Rubber Humps.	a) MF reported that the supplier came and taken final measurements for the rubber humps and a new quotation will be submitted for approval. CYW stressed that the Humps should be installed pillar to pillar to ensure that bikes slow down at the mentioned locations.	a) MF to act accordingly. Update notes: pending 2 more quotes.	MF	
13.	Handy man	a) MF reported to MC that the handy man Akhtar had reported to work on the 2 nd January 2019. CYW commented that the 4ft lights installed by him were done very neatly.	a) Info		
14.	Speed Limit Signage	MF reported that the quotations will be submitted by 2 suppliers. MC deliberated and agreed on the following speed limit. 1) Open Air speed limit 20km/hr. 2) Inside Basement Car Park Areas speed limit 10km/hr. CYW asked for the proposed locations of the signages be drawn on the premise's plan & emailed to MC members for approval.	a) MF to order the signage and install at strategic area. Update notes: Pending quotations.	MF	

15.	E-Waste Bins	a) ER informed members present, that an external waste Management contractor will be forwarding his proposal on Waste Management and he will update MC members in the next MC meeting.	a) MF to make arrangements for the presentation by the Waste Management company.	MF	By Next MC meeting
16.	Commercial Outlets	a) MF reported that letters have been issued to all outlets informing them on the new rates which will take effect 1 st January 2019. MF also mentioned that all outlets are in agreeable to the new rates.	a) Info.		
17.	B1 Lobby Renovation	CYW questioned Management if the B1 lobby renovation final payment has done. MF reported all works are completed for B1 Lobby. MF mentioned the balance 25% payment is being processed and payment will be issued. The balance 5% retention will be paid after 3 months from date of completion/ handover. CYW asked when the works under the original renovation contract was completed.	MF to follow upon the payment.	MF	
18.	Downpipes for Tower Block	a) MF mentioned that 2 contractors came and did a site visit and quotes will be submitted. KCK requested MF to chase for the quotes.	MF to follow up. Updated notes: contractors have done site visit and will follow up with quotes.	MF	ASAP
19.	New notice boards for all 3 blocks	a) MF forwarded to MC the 2 quotes received in wood or aluminum type frame. After much deliberation	MF to follow up on the Purchase Order. Update note: all installed.	MF	ASAP

		(including refurbishing existing wooden units) MC decided on the Aluminum frame with sliding glass type at the lowest quote of RM1,980.00 For 6 sets. 2 sets per lobby.			
20.	Inter-Floor-Leakage. Tribunal Hearing.	a) MC deliberated on the outcome of the case for units B1-B1-04 and B1-B2-04. HLV who attended the case with MF mentioned that the court has instructed Management to do the repairs and bill the cost for the repair works to the unit B1-B1-04 which was contributing to the leakage. KCK mentioned that it would be a good idea to inform all residents that it's their duty to resolve the Inter-Floor-Leakage without any further delays and to avoid cases being brought to Tribunal court. MC instructed MF to put up a notice to all residents in regards to Inter-Floor-Leakage. MF informed the MC that there were 3 cases in progress but not to the stage of Tribunal. MC members requested for the identification of which unit is leaking onto which unit in future reports.	a) MF to put up notice to all residents stating the Strata Act, in regards to Inter-Floor-Leakage. Updated notes: New case filed by unit B1-B2-05 against B1-B1-05. Hearing fix on 21 March 2019.	MF	ASAP
21.	Next AGM - 2019	a) KCK asked MC members when they would want to have the next AGM. SP mentioned that the AGM must be	a) RHZ to make arrangements for the AGM. KCK's note: Wesak day public	MF	18 th May 2019

		held within 15 months from the last AGM, which should be in July 2019. KCK suggested having it in April 2019. After much deliberation it was agreed to have the next AGM on 18 th May 2019 as suggested by CYW.	holiday is on Monday 20 May		
22.	Building Insurance 2019	a) The meeting was informed that all the insurance policies for 2019 has been taken up with Allianz General Insurance at a total premium of RM59,176.73	a) Info		
23	Chinese New Year Celebration - Get Together with Residents	a) MC Members decided to have the dinner gathering on the 2 nd March 2019 (5pm Saturday). Based on past events organized by MC, MT mentioned that he asked MF to limit the total number of pax to 150 pax and 1 parcel 2 adults and 1 child FOC- and any additional will be charged RM25/pax. MT also mentioned that a lion dance will be organized at a cost of RM1088. MT mentioned that for the "Loi Sang" it will cost RM300 in addition to the cost to cater for the food. The event will be held in the Club House Hall. MF to make arrangements for the rental of Table and chairs. All members present agreed without objections. The caterer for this event will be Imagine Café. At a cost of 25/pax. MT mentioned that all resident will	a) MF to make arrangements for the CNY function. Updated notes: as of 27/2/19 133 pax have RSVP (Owners).	MF	2 nd March 2019

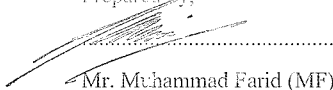
		be required to RSVP at management office and the maximum pax will be 150 pax. Total budget approximately RM3,000 (excluding tables & chairs rental)			
24.	Dengue Project	a) MF said that he will be attending another meeting with IMU on 31 Jan 2019. MF to brief committee at next meeting.	Info		
25.	Minutes of MC Meetings	a) KCK said that he had visited the website and found that the recent minutes for past few meetings had not been uploaded. He reminded MF to ensure that minutes of MC meetings are promptly uploaded to the website as a permanent record. They should also be posted onto notice boards and replaced as and when new minutes are available.	a) MF to check and ensure all previous MC meeting minutes are uploaded to the VKB website. Updated notes: Oct 2018 till Dec 2018 updated in website.	MF	
26.	Turnstiles	a) CYW wanted quotations to be updated & presented to MC at next meeting.	a) MF to get new quotations for next meeting.	MF	By next meeting
27.	IMU Parking Bays	a) MF said that IMU had written in to request renewal of their rental contract for 50 bays at RM80pmth 7:30am-6pm Mon-Fri (excluding public holidays). The MC agreed to renew the contract but did not agree to IMU's request for CCTV monitoring	a) MF to get IMU to acknowledge the new contract Updated notes: IMU have signed the contract.	MF	ASAP
28.	Units doing renovations	a) MF presented his list comprising 8 units. CYW requested that RHZ enforce a requirement for mats to be made	a) MF to ensure compliance.	MF	

		available by unit owners outside their units and that contractors must clean their shoes and not leave dirt/debris on the floors & lifts			
29.	B1 Car Park (Cigarette butts problem)	a) ELW raised the issue of the owner whose car had been a victim of cigarette butts. MF said that he had been given a temporary white car park which HLW said is not right. KCK asked when the MC had given approval for this arrangement because he does not remember discussing this. MT explained that the actual parking lot is within the building while the uncovered "parking lot" is actually NOT a parking lot ie not owned by any of the units. Only a little bit of the actual parking lot extends beyond the cover of the balcony above. To CYW's suggestion, it was explained and agreed that installing a canopy for the aggrieved owner is out of the question.	a) info		
30	Defaulters List	a) List to be put up after CNY. KCK suggested one last warning and informing defaulters about implementation of defaulters list on 1 st April 2019. RHZ was also instructed to quote the Act and to print the relevant section of the Act when informing the defaulters.	a) MF to ensure compliance	MF	After CNYe
	Procurement	1) Associated Geo Engineering Sdn			

		<p>Bhd – Proposed water proofing, supply & inject P.U grout leaking to slab Unit B2-15-02 - RM 400.00</p> <p>2) KP PPS Sales Sdn Bhd – Supply CPU Mother Board (Servicing – onsite labour & System Board) - RM 1,116.30</p> <p>3) Aida Selenggara Resources – Repair current fire door system B Tower - RM2,550.00</p> <p>4) PK Electrical Wiring & Aircond Services – Supply & replace faulty parts on 300kva AMF board – RM 4,764.00</p> <p>5) Access Elevators Sdn. Bhd. – Monthly Charges - RM 6,300.00</p>			
--	--	---	--	--	--

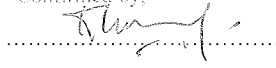
Date of next meeting was agreed to be Wednesday 27th February 2019 at 8:00pm, MC meeting was adjourned at 10:00pm with a word of thanks from the Chairman.

Prepared by,



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

Confirmed by,



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

Approved by,



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