

MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 8TH ANNUAL GENERAL MEETING HELD ON 29th June 2019, 2.00PM 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
BLOCK B					
1	B-01-03	Koon Poh Wah	Koon Poh Wah (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-11-05	Tan Teng Boo & Sit Poh Yoke	Tan Teng Boo (Mr.)	Proprietor	1
6	B-12-04	Wong Hua Wouk	Wong Hua Wouk (Mr.)	Proprietor	1
7	B-15-03	Ong Woei Min & Ong Sing Wee	Ong Woei Min (Ms.)	Proprietor	1
8	B-18-01	Woon Lee Ching	Wong Weng Ming (Mr.)	Proprietor	1
9	B-21-05	Wan Heng Wah & Cheong Sow Yoke	Wan Heng Wah (Mr.)	Proprietor	1
10	B-21-08	Ooi Chai Huat & Ang Jit Suan	Ooi Chai Huat (Mr.)	Proprietor	1
11	B-22-02	Khong Chee Kong	Khong Chee Kong (Mr.)	Proprietor	1
12	B-23-04	Ooi Chai Huat & Ang Jit Suan	Ooi Chai Huat (Mr.)	Proprietor	1
13	B-24-07	Teh Teong Khuan	Teh Teong Khuan (Mr.)	Proprietor	1
14	B-25-08	Chow Yue Wing	Chow Yue Wing (Mr.)	Proprietor	1
15	B-27-06	Choo Sau Ching	Choo Sau Ching (Mrs.)	Proprietor	1
16	B-28-08	Chia Sia Tack	Chia Sia Tack (Mr.)	Proprietor	1
BLOCK B1					
17	B1-01-07	Shukhen Dutt A/L Pankaj Kumar Dutt	Shukhen Dutt A/L Pankaj Kumar Dutt (Mr.)	Observer	0
18	B1-03-08	Ng Chee Yap	Ng Chee Yap (Mr.)	Proprietor	1
19	B1-3A-01	Chuai Teck @ Chai Teck	Tan Siew Ling (Ms.)	Proxy	1
20	B1-06-03	Chong Siew Han	Chong Siew Han (Mr.)	Proprietor	1
21	B1-06-05	Chan Kim Choo & Chong Hon Sang	Chong Hon Sang (Mr.)	Proprietor	1
22	B1-07-01	Leung Wan Choong & Leung Wan Yaan	Leung Shing Fook (Mr.)	Proxy	1
23	B1-09-03	Wong Wai Kong & Doh Lee Peng	Wong Wai Kong (Mr.)	Proprietor	1
24	B1-09-04	Ho Li Chin	Ho Li Chin (Mrs.)	Proprietor	1
25	B1-09-05	Ho Lee Wah & Yap Suat Giok	Ho Lee Wah (Mr.)	Proprietor	1
26	B1-10-08	Choo Soo Yin & Chin Hin Fan	Choo Soo Yin (Mrs.)	Proprietor	1
27	B1-13A-8	Chan Fuan Cheang	Ang Kong Jin (Mr.)	Observer	0
28	B1-18-04	Tan Siew Ling	Tan Siew Ling (Ms.)	Proprietor	1

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Block B2					
29	B2-01-03	Khoo Kim Hong & Khoo Siew Wah	Khoo Kim Hong (Mr.)	Observer	0
30	B2-01-08	Loke May Lan	Fong Yoong Fatt (Mr.)	Observer	0
31	B2-02-02	Tham Chun Wah @ Lau Chang Wah & Wong Pik Kuan	Tham Chun Wah (Mr.)	Observer	0
32	B2-03-01	Wee Kok Chiang	Wee Kok Chiang (Mr.)	Proprietor	1
33	B2-05-03	Lok Kar Lim & Low Wee Ling	Lok Kar Lim (Mr.)	Proprietor	1
34	B2-05-06	Eeswaran A/L Nallasegaram Pillay & Vigneswari	Eeswaran A/L Nallasegaram Pillay (Mr.)	Proprietor	1
35	B2-07-07	Hoi Kam Fatt & Lee Wan Yee	Hoi Kam Fatt (Mr.)	Observer	0
36	B2-13-05	Tan Lai Yong	Tan Lai Yong (Mrs.)	Proprietor	1
37	B2-18-05	Loh Mei Sin	Loh Mei Sin (Mrs.)	Proprietor	1
TOTAL REGISTERED VOTERS					37 (29 Proprietors + 2 Proxies + 6 Observers)

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

No.	Name	No.	Name
1.	Mr. P. Selvakumaran	4.	Mr. Norrol Kamal Bin Md Zainin
2.	Mr. Barani Kumar	5.	Puan Suhana Binti Sa'aya
3.	Ms. Suhashini Demudu	6.	Cik Nurzatul Syahira Binti Mohd Yamin

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 proprietor required to achieve the quorum were 185 (representing 25,938 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 29 proprietors, 2 proxies and 6 observers (2,376 share units).

2.0 To appoint the Chairman to conduct the Meeting

2.1 The floor unanimously agreed to appoint Mr. Chow Yue Wing (proprietor of unit no. B-25-08) as the Chairman of the Meeting and no objections was 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 The Chairman extended his welcome to all present and thanked them for taking the time to attend the AGM. He then introduced the Committee members to the floor. At this juncture, he informed the meeting of the recent demise of a Committee member, the late Mr. Stanley Keith Rodgers, who had also served as a Committee Member in previous VKB Management Committees. The Chairman wanted to put on record the contributions by Mr. Rodgers through his active participation in the committees over the years towards the improvement of VKB as a whole. As a mark of respect he requested the meeting to observe a minute of silence in memory of the late Mr. Stanley Rodgers before proceeding on with the rest of the AGM agenda. He then thanked the Committee Members for doing their part in making suggestions and proposals for improvements to the condo and working well throughout their term. He then explained on the list of major works and subsequently invited the various sub-committees to explain the development and works carried out based on their portfolios:

3.2 List of major works:

- I. Renewed Licenses and replaced Expired Fire Extinguishers.
- II. Calibration and service Protection Relays at Electrical V Boards.
- III. Installation Hand Rails at Blocks B1 and B2 end lot stairway.
- IV. Replaced EBOPS Batteries and Traction machine Oil Seal and Bearing for Lifts at Block B1 and B2.
- V. Repaired Slope Erosion at B1 Elevated Car Park Area.
- VI. Replaced Swimming Pool pump and Electrical Control Panel.
- VII. Repaired Fire Fighting System panels and replaced related accessories.
- VIII. Carried out trees trimming at VKB perimeters.
- IX. Carried out upgrading of lift lobbies at Block B1 and B2.

Subcommittee Reports (Operation) – Mr. Chris Teh

1. CLEANING SERVICES- TWOT CLEANING SERVICES

A. Cleaning & Housekeeping

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

2. BULK RUBBISH DISPOSAL- AS AND REQUIRED

A. Domestic issue

- I. Cleaners found rubbish was not properly packed. Some residents not disposing rubbish into bins and also residents found to be disposing bulk items at corridor.

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B. Bulk waste on call basis

- I. Bulk waste collection 2 to 3 trips per month.

C. Recyclable items

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

3. PEST CONTROL-NEW TECH PEST CONTROL

A. Pest Control

B. Mosquito, Rodent, Cockroach & Cats.

- I. Weekly fogging and monthly residual spraying, Lavarcing and other treatment and status remain unchanged.
- II. DBKL has provided services to catch stray cats.

4. SWIMMING POOL MAINTENANCE- C.M. POOLTHOLOGY

A. Pool Cleaning

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

5. LANDSCAPING –UVA TRADING

A. Landscaping

- I. Watering of plants
- II. Weeding
- III. Trimming
- IV. Grass Cutting
- V. Apply fertilizer
- VI. Loosening of soil
- VII. Apply pesticides

6. GYM SERVICES – HEALTHSREAM

A. Gym Services

- I. Routine servicing
- II. Lubrication service
- III. Alignment
- IV. Parts replacement if any requires
- V. Calibration as and when required
- VI. Tightening of bolts and belts
- VII. Configuration of electronic panels.

7. ELECTRICAL SUPERVISION ENGINEER-KL CHOCK

- I. LV Room
- II. Electrical risers
- III. Earthing chambers
- IV. Standby generator
- V. Submission of monthly reports to Jabatan Bekalan Elektrik (Energy Commission).

Subcommittee Reports (Health, safety & Environment) – Mr. Chong Siew Han

1. Fire Fighting equipment
 - Duty and standby pump are in good condition
 - Wet riser nozzles replaced.
 - Fire alarm panels in operational mode
2. Fire doors – 20 units replaced with new ones.
3. CCTV in operation
4. Fire Extinguishers- License renewed.
5. "Keluar sign" – Defective Keluar signs being replaced progressively to LED energy saving type.

1. SECURITY SERVICES - VERITAS SECURITY SERVICES

- I. Number of guards: seven (7) guards day shift and six (6) guards Night shift including one (1) Security Supervisor.
- II. Number of Vehicle clamped : 36 (Jan 2018-May 2019)
- III. Number of clocking points: 137 points consist of all floors at all blocks and surrounding areas.
- IV. Attempted Break In / Break In : NIL
- V. In – place security features :
 - CCTV installed inside all lifts and lobbies, clubhouse, main entrance and exit and common area.
 - Access Card System to B Tower. (Grilled Entrance)
 - Access card system to lift B1 and B2. (Access card Reader inside lifts)

2. FIRE FIGHTING EQUIPMENT- SERVICE AND MAINTENANCE – MID MARVEL ENGINEERING

- Fire Alarm Panels
- Sprinkle System
- Wet & Dry Comer system
- CO2 System
- Hose Reel system
- Hydrant System
- Standby & Jockey pumps
- Emergency lights and "Keluar/Exit" sign
- Portable Fire Extinguisher (Visual Inspection)
- Smoke Detectors

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.
- III. Solar street lights-install 2 nos on Trial basis
Location- 1 main garden
1 corner of B2

Subcommittee Reports (FACILITIES) – Mr. Chong Siew Han

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

- 3.3 During the presentation on Pending Projects 2019/2020, Mr. Tham Chun Wah (proprietor of unit no. B2-02-02) said that the painting works (RM1mil) is not urgent. He also said that based on his discussion with Commission of Buildings, he felt that to collect a Special Painting Fund is not correct. He said that the COB told him that no other fund other than the Maintenance Fund and the Sinking Fund can be collected. He said he did not pay the Special Painting Fund and felt it is "ridiculous" to be charged interest for the arrears.

The Chairman explained that painting of the buildings is not a special project but an ongoing thing. Though presented as pending for 2020, it did not mean it has to be done then; depending on the condition, the painting could be done in 2021 or 2022. He said that the condo had only been repainted once 15 years after it was completed in 1998. As for the Special Painting Fund, he said that it had been approved in the previous year's AGM and if Mr. Tham had strong objections, he should submit a proposal or resolution for discussion.

4.0 **Agenda 2 – To receive and to approve and adopt the minutes of the Annual General Meeting held on 21st April 2018; (copies can be obtained from the management office or viewable on the website as follows : www.vistakomanwelb.com)**

- 4.1 The Chairman 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. Eeswaran A/L Nallasegaram Pillay (proprietor of unit no. B2-05-06) proposed that the minutes of the last Annual General Meeting held on 21st April 2018 be confirmed with no amendments and this was seconded by Mr. Henry Lee Sin Fok (proprietor of unit no. B-01-06). 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 2018; (copies can be obtained from the management office or viewable on the website as follows : www.vistakomanwelb.com)**
- 5.1 The Chairman 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 December 2018 (FY2018).
- 5.2 Mr. Barani Kumar made a comparison between two (2) audits periods respectively being between FY2018 against FY2017. He explained that for FY2018 total income is RM2,103,210.00 and total expenses being RM2,034,883.00 resulting in the net surplus of RM68,327.40. However, for FY2017, income was RM2,117,569.00 with total expenses of RM2,276,048.00, resulting in a deficit of RM 158,479.00.
- 5.3 Total expenditure for apartment maintenance in 2018 has slightly decreased from RM1,221,871.00 to RM1,085,524.00. Utilities expenses including electricity, water, telephone and internet charges in 2018 decreased to RM370,168.00 from RM396,192.00 in 2017. Total office/administrative expenses in 2018 also decreased to RM116,639.00 from RM151,404.00 in 2017. Overall total expenditure for 2018 decreased to RM2,034,883.00 from RM2,276,048.00 in 2017.
- 5.4 Based on the balance sheet, property plant and equipment has slightly increased from RM115,653.00 in December 2017 compared to RM218,874.00 December 2018. This is due to renovation of lift lobby and CCTV at swimming pool, guard house, resident out lane & B1 open car park. Besides that, amount due from the owners has increased from RM29,147.00 in December 2017 to RM69,846.00 in December 2018. Total cash in bank being increased from RM150,205.00 in December 2017 to RM369,733.00 in December 2018. Sinking fund balance during December 2018 is RM798,432.00 whereas December 2017 was RM366,825.00. Retained surplus of December 2018 is recorded at RM907,411.00.
- 5.5 There were several questions raised in regards to this agenda. An owner questioned on another owner Mr. Hoi Kam Fatt (proprietor of unit no. B2-07-07) who owes RM26,000.00 and our methods of recovering the said amount. Mr. Barani explained the said owner is a bankrupt and the Management has filed the claim in court to proceed further. There was also a question on high bank balance of which Mr. Barani explained that usually once there is sufficient amount of bank balance to pay creditors, the balance will be placed under fixed deposit to generate income.
- 5.6 The Chairman requested the floor if there were any further questions and in view there was no questions raised from the floor he requested for a proposer and seconder to adopt the audited accounts. Mr. Ooi Chai Huat (proprietor of unit no. B-23-04) proposed to adopt the audit report for the period ended 31 December 2018 and this was seconded by Mr. Chong Hon Sang (proprietor of unit no. B1-06-05). There were no objections recorded.

- 6.0 Agenda 4 – To adopt the purchase of fire insurance coverage 2019/2020 and seek approval to mandate the Management Committee to obtain insurance coverage for the term of 2020/2021 for Vista Komanwel B.
- 6.1 The Chairman invited Mr. P. Selvakumaran to explain on the details of fire policy insurance purchased from Allianz General Insurance. He explain that coverage period is from 15 January 2019 till 14 January 2020 and policy covers impact damage, strike, riot, pipe, water tank burst, storm and many others and the insured sum amount is RM120,000,000.00 and the premium was RM58,576.63.
- 6.2 The Chairman requested the floor if there were any further questions and in view there was 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 following year. 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 Mr. Chia Sia Tack (proprietor of unit no. B-28-08). 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)
- 7.1 The Chairman once again invited Mr. Barani Kumar to explain on annual budget for 2019/2020. Mr. Barani Kumar explained that the existing service charge and sinking fund rate, the accounts should be able to sustain and result in a surplus account. The current service charge is RM1.955/share unit and sinking fund being 10% equivalent of that total sum.
- 7.2 Mr. Barani Kumar proceeded to brief on the budget for year 2019/2020, on a monthly basis. Current total monthly income includes service charge, car park income (IMU) and rental is RM151,312.98. This is expected to be slightly more in 2019/2020 with RM152,706.78. Budget for administrative expenses in 2019/2020 remains more or less the same for current period 2018/2019 at RM35,890.40.
- 7.3 All other contractual services remain the same for 2019/2020 proposed budget except for cleaning services which increased from RM16,500.00 to RM17,490.00 due to 6% SST. Other than that for non-contractual services, current budget is RM19,044.87 and slightly increased to RM19,115.00 for 2019/2020 budget. Total surplus for current budget is RM2,465.25 and being RM1,930.54 for proposed budget in 2019/2020.

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- 7.4 Mr. Tham Chun Wah (proprietor of unit no. B2-02-02) again brought up the issue of Special Painting Fund as he felt that funds for painting should accumulated via the Sinking Fund. He repeated his earlier contention that any fund other than the Maintenance Fund and Sinking Fund is not right and implied that the funds for painting should be raised by varying the rate of Sinking Fund. The Chairman explained that payments by proprietors for SPF was not 100% and assured that every sen was accounted for. Mr. Ang Kong Jin (B1-13A-08) said that the Special Painting Fund was approved at last year's AGM and the current discussion was not about the SPF. He urged the meeting to get back to the current agenda item.
- 7.5 The Chairman requested the floor if there were any further question with regards to the budget for the service charge and sinking fund and in view there were no further question he requested for a proposer and seconder to adopt this agenda. Mr. Eeswaran A/L Nallasegaram Pillay (proprietor of unit no. B2-05-06) proposed to maintain the existing rate and this was seconded by Mr. Ooi Chai Huat (proprietor of unit no. B-23-04) .There was 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 explained that the existing interest rate is 10% per annum and the payment term thirty (30) days from date the billing. The Chairman of the Meeting requested the floor if there were any further question with regards to the interest rate payable for late charges.
- 8.2 Mr. Henry Lee Sin Fook (proprietor of unit no. B-01-06) proposed to adopt the existing interest rate and payment term and this was seconded by Mrs. Tan Lai Yong (proprietor of unit no. B2-13-05). 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), for term 2019/2020.
- 9.1 The Chairman invited Mr. P. Selvakumaran to conduct this agenda. Mr. P. Selvakumaran thanked the committee members for term 2018/2019. He explained to the floor on the eligibility to be a committee member which includes one can only be nominated to be in the Management Committee should he/she be a proprietor and all outstanding payments as at May 2019 should be fully settled. The election of the Management Committee shall consist of not less than three (3) and not more than fourteen (14) parcel proprietors for the term 2018/2019.

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- 9.2 Mrs. Tan Lai Yong (proprietor of unit no. B2-13-05) suggested 7 members but withdrew her proposal when it was explained that the Chairman of the Management Committee has a casting vote in the event of a tie. Mr. Tham Chun Wah (proprietor of unit no. B2-02-02) proposed 6. Mr. Ooi Chai Huat (proprietor of unit no. B-23-04) suggested 8 members.
- 9.3 Ms. Suhashini Demudu (Raine, Horne & Zaki) said that Mr. Tham's proposal cannot be accepted & voted on because he is a defaulter. Ms. Tan Siew Ling said that defaulters did not have a right to vote and agreed with the Chairman that they could make proposals. Mr. Ang Kong Jin (proprietor of unit no. B1-13A-08) said that the Strata Management Act should be followed strictly. Thereafter the Chairman called for a 10 minute break to resolve the issue.
- 9.4 After consultation with Raine, Horne & Zaki's representatives, the Chairman resumed the meeting and explained that Mr. Tham's proposal cannot be accepted as he is not eligible to make proposals because of late payment as per the rules. Mr. Tham said that late payment applied to Maintenance and Sinking Fund and questioned if it applied to Special Painting Fund. The Chairman said that as far as he is concerned, all outstanding funds that have been approved at the AGM have to be considered. Mr. Tham protested and questioned the legitimacy of the Special Painting Fund.
- 9.5 Mr. Ooi Chai Huat's (proprietor of unit no. B-21-08) proposal for the committee members to consist of eight (8) members was unanimously agreed by all members of the floor. There were no objections recorded. The candidates are:

No.	Candidate	Proposer	Secunder
1.	Chow Yue Wing (Unit no : B-25-08)	Khong Chee Kong (Unit no : B-22-02)	Loh Mei Sin (Unit no : B2-18-05)
2.	Tan Lai Yong (Unit no : B2-13-05)	Tan Siew Ling (Unit no : B1-18-04)	Khong Chee Kong (Unit no : B-22-02)
3.	Hoi Kam Fatt (Unit no : B2-07-07)	Loh Mei Sin (Unit no : B2-18-05)	Tan Siew Ling (Unit no : B1-18-04)
4.	Ho Lee Wah (Unit no : B1-09-05)	Chow Yue Wing (Unit no : B-25-08)	Tan Siew Ling (Unit no : B1-18-04)
5.	Loh Mei Sin (Unit no : B2-18-05)	Chong Siew Han (Unit no : B1-06-03)	Chow Yue Wing (Unit no : B-25-08)
6.	Khong Chee Kong (Unit no : B-22-02)	Loh Mei Sin (Unit no : B2-18-05)	Chong Siew Han (Unit no : B1-06-03)
7.	Teh Teong Khuan (Unit no : B-24-07)	Ho Lee Wah (Unit no : B1-09-05)	Tan Siew Ling (Unit no : B1-18-04)

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8.	Chuai Teck @ Chai Teck (Unit no : B1-3A-01)	Khong Chee Kong (Unit no : B-22-02)	Chow Yue Wing (Unit no : B-25-08)
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9.3 As the proposed number of members were eight (8) and in view there were sufficient nomination submitted, the 8 nominated proprietors were elected to form Management Committee for term 2019/2020. There were no objections recorded.

10.0 Agenda 8 (a) Special Resolution – 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 2019/2020 and seek approval to mandate the Management Committee to obtain similar coverage for the term of 2020/2021 for Vista Komanwel B.

10.1 The Chairman 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 January 2019 till 14 January 2020 and policy covers as per details below together with insured sum and the premium to be paid:

No	Policy	Sum Insured (RM)	Sum Premium (RM)
1	Fire & Lightning	120,000,000.00	58,576.63
2	Money Insurance; 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
3	Burglary - Extension Full Theft Policy	10,000.00 20,000.00	
4	Plate Glass Insurance	100,000.00	
5	Fidelity Guarantee	50,000.00	
6	Machinery Breakdown Insurance	200,000.00	
7	All Risk Insurance	200,000.00	
8	Public Liability Insurance	2,000,000.00	
9	Group Personal Accident	30,000.00	
10	Error and Omission Insurance	2,000,000.00	
Total premium net of rebate, inclusive SST 6%		59,176.73	

- 10.2 The Chairman requested the floor if there were any further questions and in view there was 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 following year. 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 Mr. Eeswaran A/L Nallasegaram Pillay (proprietor of unit no. B2-05-06). There were no objections recorded.
- 11.0 Agenda 8 (b) Special Resolution – To seek approval and mandate the Management Committee to carry out replacement to the existing G.I cold water pipe at common area B Tower, B1 and B2 to high density polyethelene pipe (HDPE) estimated to cost around RM500,000.00.
- 11.1 The Chairman invited Mr. P. Selvakumaran to explain on the details of the current plumbing system. He explained to the floor that the current piping are G.I. Pipes and these pipes were there since the day the buildings were constructed more 21 years. The pipes that are visible can be seen corroding and similarly the internal pipes should also be corroded and propose that these pipes be changed to HDPE pipes which are better in quality. However this job will be carried out in phases.
- 11.2 Mr. Wong Hua Wouk (proprietor of unit no. B-12-04) questioned on the source of funding of which Mr. P. Selvakumaran explained that it will be from sinking fund.
- 11.3 The Chairman requested the floor if there were any further questions and in view there was no questions, he requested for a proposer and seconder to adopt and the floor unanimously agreed by members of the floor to carry out this exercise. There were no objections recorded.
- 12.0 Agenda 8 (c) Special Resolution – To seek approval and mandate the Management Committee to replace the current metal deck roofing to UPVC multi layered roofing estimated to cost around RM120,000.00 for B Tower, B1 and B2 including Club House.
- 12.1 The Chairman invited Mr. P. Selvakumaran to explain on the details of the current plumbing system and explained to the floor on the current roofing structure and the condition. He explained that the current roofing structure is also more than 21 years and many sections of the roof is leaking and sometimes may cause damages to owners' properties. As such he proposed that we replace the current metal deck roofing to UPVC multi layered roofing. The Chairman requested the floor if there were any further questions and in view there was no questions, he requested for a proposer and seconder to adopt and the floor unanimously agreed by members of the floor to carry out this exercise. There were no objections recorded.

13.0 Agenda 8 (d) Special Resolution – To include additional clauses to the existing By-laws, in relation to the following :

13.1 The Chairman moved to the next agenda and explained that several amendment needs to be carry out to the existing house rules as below:

1) Storage at Utilities Riser Room.

The common areas such as the corridors, lobbies, stairways, walkways, MATV, electrical and cold water risers and other areas designated as common areas are not to be used as storage areas. In the event any item is found stored in these areas, the management shall remove the said item without any notice and a removal fee of RM200.00 shall be billed into the proprietor's account accordingly.

The floor was informed that some residents are using the utilities riser room to store personal items such as old newspaper, clothing and other unused items. As such, it was proposed that the risers are not to be used as storage room and all items shall be dispose by the management and a penalty shall be impose to parties who infringe this this policy.

➤ *It was unanimously agreed to proceed with this term. The Chairman declared the motion carried.*

2) Penalty on Parking , Minimum RM50.00 per day and Maximum of RM200.00

The wheel clamp will only be removed after the payment of a charge of RM50.00 per day up to a maximum charge of RM200.00 as provided for in the Strata Management Act 2013.

The Chairman explained to the floor that there have been incidence of haphazard parking by some residents and also vehicles with expired stickers and even no stickers in some cases are parked at white lots. As such, the Chairman proposed to the floor that a minimum of RM50.00 per day and maximum of RM200.00 shall be imposed for the said infringement.

➤ *There was one (1) objections recorded with regards to this proposal but majority of the parcel owners agreed to enforce this proposal. The Chairman declared the motion carried.*

3) Alteration to Internal Unit.

Proprietors are to submit to the Management Office a set of renovation drawings for review and approval. Wherever deemed necessary, the proprietors may be required to obtain approval from the relevant authorities including but not limited to Akta Jalan, Parit, Bangunan 1974/Undang-Undang Kecil Bangunan (WPKL) 1985. Work shall not commence without Management's approval. Any violation of the renovation rules will be reported to the relevant authorities and proprietors will be required to re-instate to the original design.

MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 8TH ANNUAL GENERAL MEETING HELD ON 29th June 2019, 2.00PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.

The Chairman informed the floor that there were some request from owners to carry out alteration to the apartments namely putting up additional rooms, alteration to the existing yard and also boxing up the balcony area. Some of this action can be a fire hazard in the event there is a fire and also there could be a possibility of overloading to the building columns which can have adverse on the structure itself. As such, it was proposed all renovations should get the relevant approval from the authorities prior to commencement of works and the management shall only approve application with the relevant authorities approval.

➤ *It was unanimously agreed to proceed with this term. The Chairman declared the motion carried.*

14.0 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 21st June 2019 which is to be deposited at the Management Office of Vista Komanwel B.

14.1 There was a notice send to secretary of the management corporation by a parcel owners Mr. Henry Lee Sin Fook (proprietor of unit no. B-01-06) which reads as below:

1. Lobby renovation of Tower B

The funds for renovations of the lobby for Tower B was already approved with budget set aside by MC 2 years ago and RM10k have been spent in the design competition. The renovation design was also approved after the design competition.

1Q. What is the plan of action and timeframe to complete?

1A. *The floor was informed that renovation works has been completed for Blocks B1 and B2 whereas for B Tower, the said works has been differed and will commence upon completion of the lift modernization exercise.*

2. Cleanliness of VKB

Over the past year, there was progressive deterioration of the cleanliness of VKB. I am aware a worksheet for the total cleanliness management of VKB was set up by MC 3 years ago. It is obvious this worksheet has been abandoned as there is a need to constantly remind/highlight to the Building Office on long left unclean/unswept areas within VKB.

2Q. What is the plan of action to put an end to such fire fighting and timeframe to ensure no more such tardiness?

2A. *The floor was informed that cleaning supervisor has been given the task sheet together with work schedule and brief the Building Manager on works carried out daily and the Building Manager is carrying out frequent spot checks based on the previous day task sheet and also on his observation.*

3. Security guards constantly playing with their mobile phones while on duty

Again, 3 years ago, a policy was adopted that all guards are NOT ALLOWED to play with their Mobile phones.

3Q. What is the current policy of the MC on this?

3A. *The floor was informed that the policy remain the same and hand phone will be confiscated if guards are found using hand phone and notice will be issued to the company.*

4. Neglect in upkeep within VKB

Signs of neglect in upkeep of VKB. e.g. Damages & disrepair within VKB . Ill-fitting drain covers of Tower B have highlighted to Building office a year ago.

4Q. What is the plan of action and timeframe to rectify?

4A. *The floor was informed that an action plan is already in place and the Building Manager is sourcing the necessary quotes for drain cover fittings and also replacement of old street lighting and other upgrades when necessary.*

5. Intercom system : Homes to Security

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.

5Q. What is the plan of action and timeframe to fix?

5A. *The floor was informed that the intercoms in some units are not working due to missing handset and some have connection problem. The system was also repaired a number of occasion but sometimes we encounter user problem. The system itself is more than 20years old and Management will look into coming up with some alternative, application that can help resolve this matter.*

6. Replacement of Emergency doors in Tower B

This was also approved with budget set aside by MC 3 years ago but do date, very little have been done to ensure VKB meet Bomba laws.

6Q. What is the new plan of action and timeframe to comply?

6A. *The floor was informed that the budget approved was to replace only doors which are beyond repairs and site personnel will repair damaged door closer and other accessories as part of the maintenance up keep. So far, 20 damaged doors have been replaced at Block B1 & B2 and the Management is looking into progressively changing for other blocks as well.*

7. Rotting wood in clubhouse

7Q. What is the plan of action and timeframe to fix?

7A. *The floor was informed that this job will be done together with the roofing replacement work.*

8. Suspect Air-condition being turned on for badminton sessions at Badminton Hall.

8Q. Please investigate if this is indeed true.

8A. *The floor was informed that only fans are used during badminton sessions.*

9. Fans missing and not operating optimally in gym

One fan missing for 6 months and 2 fans not functioning properly.

9Q. What is the plan of action and timeframe to rectify this?

9A. *The floor was informed that all the faulty fan has been replaced.*

10. Menace of stray cats

The number of stray cats had increasing over the past 2 years causing a nuisance to resident with their howling at wee hours of the morning.

10Q. What is the plan of action and timeframe to get rid of all of them?

10A. *The floor was informed that the problem faced by the management is many residents are still feeding the cats despite notices being placed to this effect on notice boards. Another problem is the hawkers who are operating along a perimeter of VKB feeding the cats. Nevertheless the management has place traps at certain location and the cleaners and the guards also helping to trap this cats where possible.*

11. Haphazard/dangerous parking of delivery motorbikes & trucks.

There is a need to establish a fixed area in each building a more organised parking of these Vehicles.

11Q. What is the plan of action and timeframe to rectify this?

11A. *The floor was informed that Management will locate a suitable site to park motorbike specially delivery boy.*

12. Timeframe for such dumpsters to be placed in VKB

12Q. What is the time frame given to dumpsters to remain in VKB.

This photo shows that dumpsters are probably left there so long that streaks of stains from the dumpsters even left unsightly stains on our premises.

MINUTES OF PERBADANAN PENGURUSAN VISTA KOMANWEL B 8TH ANNUAL GENERAL MEETING HELD ON 29th June 2019, 2.00PM AT THE CLUBHOUSE PARCEL B, VISTA KOMANWEL B, BUKIT JALIL, 57700, KUALA LUMPUR.

12A. *The floor was informed that notices have been issued to all bins remove where once they are full and can only remain on site during the duration of renovation.*

14.2 There were several other questions raised in regards to this agenda as well, being:

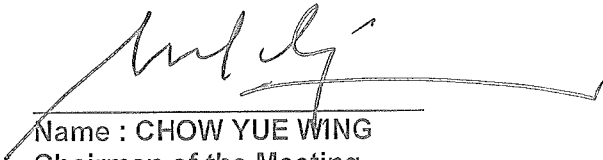
- i. Possibility in creating an owners whatsapp chat group;
- ii. Insufficient parking bays as second car parks are rented to IMU staffs;
- iii. Increasing security level in blocks and each level;

The Chairman informed parcel owners present that this matters will be discussed during the committee meeting for their further deliberation.

There being no further question, the meeting was adjourned at 5.30pm with a word of thanks to all present.

Prepared by,
Raine, Horne & Zaki Property Management Sdn Bhd
Date: 15.07.2019

Verified/Approved by,



Name : CHOW YUE WING
Chairman of the Meeting
Annual General Meeting on 29.06.2019
Date : 15/7/2019

