

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 211-4)**Minutes of the 72nd Property Management Committee Meeting**

Ref : PPVKB/072/2021
 Date : 26/06/2021
 Time : 10.00AM
 Venue : Zoom meeting

Attended by:

MANAGEMENT COMMITTEE (MC)

1.	Mr. Hoi Kam Fatt @Alan Hoi	Alan	Chairman
2.	Mdm. Tan Lai Yong @Melissa Tan	Melissa	Secretary
3.	Mr. Chong Siew Han	Chong	Treasurer
4.	Mdm. Tan Siew Ling @Michelle Tan	Michelle	Committee Member
5.	Mr. Ho Lee Wah @Daniel Ho	Daniel	Committee Member
6.	Mr. Henry Lee Sin Fook @Henry Lee	Henry	Committee Member
7.	Mdm. Amarjit Kaur	Amarjit	Committee Member

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

1.	Mr. Selvakumaran P.	Selva	Absent with apologies
2.	Mr. Norrol Kamal bin Md Zainin	Kamal	Building Manager
3.	Mr. Barani Kumar	Barani	Senior Account Executive

The Chairman welcomed all committee members to the 72nd Property Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.

Item	Agenda	Matter Discussed	Action	PIC	Deadline
1.0	1.1 To adopt the last MC meeting minutes.	1.1.1 The minutes of the last Meeting (PPVKB/71/2021) were deliberated and proposed to be adopted by Melissa and seconded by Amarjit.	Info.		
2.0	2.1 Accounts	2.1.1 Barani presented the May -2021 management report as below: Income - RM161,179.90, Expenses - RM180,785.49 Deficit-(RM19,605.59).	Info.	Barani	
		2.1.2 MC was informed that non-contractual expenses for the month is RM 24,015.05 and major non-contractual expenses being general repair maintenance expenses for RM 19,570.00 Major expenses include: a) External wall crack repair waterproofing for unit B-28-03, B2-17-03 & B-18-06 – RM12,440.00 b) Supply & install jockey pump for wet riser system - RM 6,500.00	Info.	Barani	
		2.1.3 MC requested to update the future project list with cost estimates taking into account completed projects and urgent task and present at next meeting.	Kamal update to present	Kamal	Next MC meeting
		2.1.4 MC requested Barani to prepare and present 2021/2022 budget for review of current service charge.	Barani to present.	Barani	Next MC meeting

	2.2 Defaulter	2.2.1 Kamal reported on the defaulters list for parcel owners outstanding above RM1,000.00 as follows: B Tower - 3 units (RM14,990.29) B1 - 2 units (RM3,238.32) B2 - 4 units (RM10,076.44)	Info.		
	2.3 Tribunal Case	2.3.1 MC was informed that Strata Tribunal is currently closed due to MCO and submission can be made after lifting of MCO.	Info.		
3.0	3.1 Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower	3.1.1 MC was informed that Keluar sign at B Tower lift motor room will be install by end of the month. 3.1.2 MC was informed that Mitsubishi will provide a letter upon completion of all defect that was raised during joint inspection.	Kamal to update. Kamal to update.		28th June 2021. 18th July 2021.
4.0	4.1 Lift - B1 and B2 Access Elevator	4.1.1 MC was informed that Access Elevator will check the hall call button at level 7, rectify the light reflection and also the uneven lift landing in every floor. 4.1.2 MC was informed that Access Elevator will carry out monthly service on site and adjustment to the landing doors, Levels, Buttons, oil top up and others works will carry out between 2 or 3 days per month as per the service schedule.	Kamal to update. Info.		
5.0	5.1 SECURITY (Veritas Security)	5.1.1 MC requested Kamal and Mr Selva to arrange for virtual meeting with Veritas since the security company's owner is unable to attend site meeting and that MC members can join the meeting if interested.	Kamal to act		



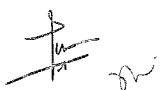

		5.1.2 MC requested Kamal to source for 5 quotation for new security service provider. 5.1.3 MC was informed that there are 3 local security personnel one male and 2 female. 5.1.4 MC was informed there were no collection for car clamping and Roro bin as at 26 th June 2021.	Kamal to act. Info. Info.		Before next MC meeting
6.0	6.1 CLEANER (TWOT Cleaning Services)	6.1.1 MC was informed that shrubs growing on the roof top at B1 and B2 will be cleared by cleaner and landscapers as special arrangement is needed to gain access to this section in view of the narrow space and height of the building.	Kamal to act		
7.0	7.1 PEST CONTROL (New-Tech Pest Control)	7.1.1 Michelle briefed MC during RA meeting held at IMU. VKA & VKC agreed that fogging exercise will be scheduled on every Wednesday evening after 6pm.	Info.		
8.0	8.1 LANDSCAPING (UVA Trading)	8.1.1 Michelle informed the MC she will assist to monitor the landscape works based on new schedule for next 3 months and in the event if there is no improvement in their performance, Kamal will look into replacing the service provider. 8.1.2 MC requested Kamal to issue notice to all residents to remove all plants at herb garden section soonest possible because a new location is being identified.	Kamal to act. Kamal to act.		
9.0	9.1 FIRE FIGHTING SYSTEM	9.1.1 MC was informed that Bomba has postponed their schedule inspection due to MCO and new date will be arranged.	Kamal to act.		




	(Rida Selenggara)	<p>9.1.2 MC requested Kamal to follow up with fire fighting contractor to come up with proposals on avoiding damage to emergency exits from misuse by people such as installing one way lock and ensure compliance with Bomba requirement</p> <p>9.1.3 MC advised Kamal ensure that all firefighting riser room are not locked.</p> <p>9.1.4 MC requested Kamal to communicate with residents on legal requirements with regards to emergency exits and implications of misuse and damage to any fire prevention installations.</p>	<p>Kamal to act.</p> <p>Kamal to act.</p> <p>Kamal to act.</p>		
10.0	10.1 SUPERVICING ENGINEER (IR K.L.Chock)	10.1.1 No matters arising.	Info.		
11.0	11.0 Building Automation				
	11.1 Access Card (Lift B1 & B2)	11.1.1 No matters arising.	Info.		
	11.2 Access Card (vehicle)	11.2.1 No matters arising	Info.		
	11.3 Access Card (Pedestrian)	11.3.1 No matters arising.	Info.		



	11.4 CCTV Holistic Resource	11.4.1 MC was informed that 2 cameras are faulty, one facing garden area and the other at parking clubhouse. The monitors at management office have also no image, and the contractor has been notified and they will repair after lifting of MCO as they do not have MITI approval.	Kamal to follow up.		
12.0	12.1 Renovation Works / Listing	<p>12.1.1 MC was informed that all as below are put on hold due to MCO and can only resume after lifting of MCO</p> <p>BT 4 units:</p> <ul style="list-style-type: none"> • B-18-06 (06/04/2021-06/05/2021) • B-05-06 (09/04/2021-31/05/2021) • B-13A-05 (19/05/2021-19/06/2021) • B-22-07 (25/05/2021-10/06/2021) <p>B1 2 units:</p> <ul style="list-style-type: none"> • B1-11-06 (04/05/2021-21/05/2021) • B1-16-07 (05/05/2021-11/05/2021) <p>B2 3 units:</p> <ul style="list-style-type: none"> • B2-02-05 (29/09/2020-31/05/2021) • B2-3A-5 (06/11/2020-31/05/2021) • B2-13A-08 (04/01/2021-25/05/2021) <p>12.1.2 MC was briefed by Kamal on the location of the Roro bin for B1, B2 and BT that are allocated to renovation contractor.</p>	<p>Info.</p> <p>Info.</p>		



13.0	13.0 Other Matters				
	13.1 Covid-19 case	13.1.1 MC was informed that there were no reported covid-19 or and others quarantine cases.	Info.		
	13.2 Upgrading Works (Cold Water Pipe)	13.2.1 Kamal presented work progress report for cold water upgrading work carry out by Aras Bina and briefed all that contractor is ahead of schedule and has completed BT and currently is laying the external pipe for B1 and B2.	Info.		
		13.2.2 MC requested Kamal to follow up with consultant on work progress for entire work programme based on percentage and also send a brief review of weekly progress report.	Kamal to act		
		13.2.3 MC requested KZ to get TNLE to check on the meter stand cost between stainless steel vs PPR	Kamal to follow up		
		13.2.4 MC was briefed on the submission for meter migration works to Air Selangor collected by management office as below:	Kamal to act.		Reminder 1 st July 2021.
		<p>Completed submissions Incomplete submission</p> <p>BT 29 BT 07</p> <p>B1 15 B1 06</p> <p>B2 19 B1 06</p> <p>Total 63 Total 19</p>			
		Pending submission 441 units. Deadline for submission end June 2021. Kamal to issue reminder notice to owners to submit application form and extend date line end July 2021.			




		13.2.5 MC was briefed by Kamal that contractor will monitor water pressure for the incoming water supply to the unit and all adjustment need to be monitor to avoid sudden increase in pressure that can result in bust pipe in unit.	Kamal to issue notice.		
	13.4 Roof top issue	13.4.1 MC was informed that 2 owners have reported roof leak as below: B-06-03 B2-18-03 Kamal presented the quotation for repair and MC approve to proceed and Kamal to prepare the necessary document for MC endorsement	Kamal to act.		
		13.4.2 MC was informed that the owner of B-28-03 has requested that the plaster ceiling damage during rain in his unit be repaired by the management and Alan request Kamal to get the necessary proposal in details for MC approval.	Kamal to act		
	13.5 External wall crack / box up areas	13.5.1 MC was brief by Kamal that owners of lower unit at Block B1 facing the garden area have complaint water leak into their unit during heavy rain. Kamal to seek water proofing contractor opinion on cause of leak and rectification needed including at some of the box up area at BT.	Kamal to act.		
	13.6 Water tank	13.6.1 MC was informed that 2 contractors have visited the water tank leak at BT roof top and Kamal to follow up for repair proposals.	Kamal to act.		
	13.7 AGM	13.7.1 MC requested RHZ to get detail including cost to host virtual AGM in the event MCO is extended when VKB AGM is due on the propose date by MC on 16 th Oct 2021.	Selva/Kamal to act		



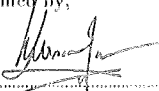
	13.8 Service Provider	13.8.1 MC requested Kamal to present summarized service provider report during MC meeting.	Kamal to act.		
	13.9 Bank signatory	13.9.1 MC members present deliberated on the replacement for authorized bank signatory to replace Chow Yue Wing who resigned earlier and Michelle proposed Henry as the replacement but he declined the proposal. Committee decided to status quo.	Info.		
14.0	14.1 Progress Payments (Aras MS Bina)	14.1.1 MC was informed that the first progress payment for works carry out at the site amounting to RM107,552.00 together with the progress work certificate by consultant was approved for payment by MC.	Info.		
	14.2 Procurement	Nil			

The meeting was adjourned at 1:40pm with a word of thanks from the Chairman and the next meeting is scheduled on **Saturday 24th July 2021** at 10:00am.


Prepared by,


 MR. NORROZ KAMAL BIN MD ZAININ
 RAINE, HORNE & ZAKI (RHZ)
 Property Management Sdn. Bhd.

Confirmed by,


 MDM. TAN LAI YONG
 SECRETARY
 Perbadanan Pengurusan Vista Komanwei B

Approved by,


 MR. HOI KAM FATT
 CHAIRMAN
 Perbadanan Pengurusan Vista Komanwei B

