

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/048/2018

Date : 27/3/2019

Time : 8.00PM

Venue : Management Office – Meeting Room

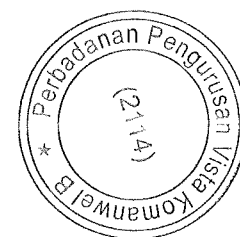
Attended by:

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	Committee Member

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

1	Mr. Selvakumaran P.	SP	Operation Manager
2	Mr. Muhammad Farid	MF	Building Manager
3	Mr. Barani Kumar	BK	Absent with apologies



The Chairman welcomed all committee members and Property Manager to the 47th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B, held on the 27th March 2019 and the minutes of the last Meeting was deliberated (PPVKB/047/2018) and was proposed to be adopted by Mr. Chong Siew Han and seconded by Madam Loh Mei Sin without amendments.

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Minutes of 48th MC Meeting @VKB – 27th March 2019

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 48th MC Meeting.	Info		
1.1	To adopt and approve last MC meeting minutes.	The minutes of the last Meeting was deliberated (PPVKB/047/2018) and was proposed to be adopted by Mr Chong Siew Han and seconded by Madam Loh Mei Sin without amendments.			
2.	2.1 Accounts.	a) Income and Expenditure. b) Major Expenses c) Opening Special Painting Fund FD Account. All MC members present agreed to open a new bank account at Public Bank Berhad, Bukit Jalil Branch for the purpose of depositing into fixed deposit the special painting fund collected. The authorised signatories will be: GROUP A Mr Chow Yue Wing Ms Loh Mei Sin Group B Mr Ho Lee Wah	a) To be deliberated in the next meeting. b) To be deliberated in the next meeting. c) The Chairman requested MF to ensure that all documents prepared to be submitted to bank and comply with bank requirement.	MF	ASAP

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	(New-Tech Pest Control).				
7.	LANDSCAPING (UVA Trading).	No matters arising.	Info		
7a.	HANDYMAN	<p>CYW again asked what the handyman was paid. The meeting was informed that he was "outsourced RM2, 400" but SP said he was not sure and will have to check.</p> <p>CYW said he had spoken to the handyman and was told that he was only paid RM1, 500. SP said that the agent pays for his passport, accommodation & renewal of permit.</p> <p>CYW said the handyman told him otherwise, that he has been in Malaysia 10 years, paid RM4,800 yearly for his own visa and also his own accommodation.</p> <p>Comparing what we paid to the agent (RM2, 400) and what the handyman received (RM1, 500). CYW said that "somebody had taken a big swipe." SR and SP said "it is normal" but CYW said it was "too much".</p> <p>CYW asked why RHZ could not</p>	MC to reconsider this issue after receiving breakdown from RHZ		



		<p>employ the handyman directly. SP said he would need to check because of "permit issue" which CYW said the permit was not from the agent. SP said he will check again.</p> <p>CYW again asked for the breakdown of the staff expenses (see item 8c in February MC meeting minutes) and why it takes one month to do it. SP said he will email it the next day.</p>			
8.	Other Matters 8.1 Annual General Meeting 2019/2020 (AGM)	<p>a) SP informed the meeting that the said AGM has been fixed on 29th June 2019 at 2.00pm.</p> <p>b) KCK asked when the audited accounts would be ready. He said that last year, the AGM was held in April & the audited accounts were ready. CYW requested that the audited accounts be presented at the next MC meeting in April.</p> <p>c) CYW reminded RHZ to update the Strata Roll and owners' email databases. He also instructed that the owners be informed of the 29th June AGM date by including a message in the next billing statements</p>	<p>a) MF to ensure notice displayed at the LED board, notice board and VKB website.</p>	MF	



8.2 VKB Signage		<p>a) MF presented the art work for the propose sign board and after much deliberation it was agreed that a said sign board is to be located on the roof top of the main guard house. KCK reminded the meeting that CYW had proposed installing a retractable canopy and that it might block the signage. He also asked if the signage will be in the form of a light box or individual letters with backlighting.</p> <p>b) CYW instructed RHZ to prepare and email a proper proposal to all members of the MC, taking into account the placement of the signage on the concrete roof slab, proper font, backlighting and sturdy construction.</p>	<p>a) MF to check with contractor on feasibility of location and follow up on quotes. MF to also check with IMU on their contractor.</p>	MF	
8.3 CCTV		<p>MF said that RHZ's CCTV contractor, ECE Electronics, had submitted a quote of RM13K and had started working on repairing some of the connections "which he is not charging us". CYW asked if MF had found out who IMU's CCTV contractor was as instructed at the February MC meeting. He also asked if other quotes were obtained to compare with ECE's.</p>	<p>MF to do the necessary as decided by the meeting</p> <p>KCK's note: Was informed by MF after the meeting that:</p> <p>a) ECE's quote was dated 10 Jan 2019</p> <p>b) Contractor had carried out some of works namely</p>		

		<p>The issue of whether fiber optic cables would solve the problem and whether to go ahead with ECE was discussed. Primarily, the MC needed to be sure that ECE's proposal would solve the problem of lightning strikes and stormy weather.</p> <p>In conclusion, the MC decided to go ahead with ECE Electronics subject to:</p> <p>a) negotiating for a lower price, especially the RM1,600 for testing & commissioning;</p> <p>b) upfront payment of RM5K and balance after 2 months if the images at the guardhouse are restored and survives lightning strikes;</p> <p>c) refund of the RM5K if the images at the guardhouse are not restored</p> <p>HLW also requested MF to arrange for a meeting with the said contractor before commencement.</p>	<p>replacing AV converter, BNC connectors and some wiring.</p>		
8.4 Turnstile project		<p>MF informed that options for a weather-proof turnstile was limited and expensive. He suggested installing electro-magnetic (EM) locks to existing stainless steel gates. The system would be linked to the management office's access card system wherein existing</p>	<p>MF to obtain quote(s) and email to all MC members</p>		

		<p>access cards would be used to open the EM lock</p> <p>MF explained that the system could be similar to B Tower's EM-locked gates where the link to the access card system was via wireless receiver. However, he said that the wireless receiver's IC had failed before as a result of lightning strikes.</p> <p>CYW said that his experience with the EM lock at B Tower was satisfactory and instructed MF to go ahead without getting 3 quotes. CSH said if the amount was less than RM2, 000, RHZ had the authority to commit.</p> <p>KCK requested that MF email the quote obtained to all MC members.</p>			
	8.5 Renovations.	<p>a) Renovation List MF presented renovation list and currently there are 3 units and there is no changes.</p> <p>b) SR informed the meeting that unit B2-15-03 has boxed up the yard, filled in the ventilation blocks and installed a shower. MF to check on this as there is water stains marks at the corridor wall.</p> <p>c) Renovation / Illegal partition</p>	<p>a) Info</p> <p>b) MF to investigate and take pictures, if illegal renovation has been done, an official letter to be sent to unit B2-15-03's owner. MF to inform if renovation deposit has been refunded yet</p>	<p>MF</p> <p>MF</p> <p>MF</p>	

		<p>MF informed the meeting one unit has written in to get approval to install additional rooms. CYW requested MF to reply to the unit owner that it's against the house rules to do so.</p> <p>d) MF informed that a lorry with materials for building partitions had been refused entry. He informed that this was for a unit in B Tower undergoing renovations.</p> <p>CYW instructed MF to write to the owner of the unit informing what happened and that putting up partitioned rooms is against the rules. MF said that the owner had signed a lease agreement with an agent whereby the owner agreed that the agent can "add rooms". SR said that the new renovations form included prohibition of partitions and therefore the applicant had lied.</p>	<p>c) MF to follow up with a notice and refer to house rules.</p> <p>d) MF to inform which unit this was and whether the renovation deposit has been refunded</p>		
	8.6 Trees Trimming	<p>a) MF informed the meeting that trees trimming are in progress and expected to be completed by the following week.</p> <p>b) CYW commented that the trees leading up to B1 looked bare and asked if that was normal. MF & SP assured that the trees were trimmed to a height of 20-25ft and would grow back nicely.</p>	a) Info		

8.7 B Tower Lobby Renovation		<p>a) CYW informed that the project will have to be put on hold until the lift refurbishment is completed. He said Mitsubishi will start 1st May and is expected to hand over by 1st June 2020.</p> <p>CYW instructed MF to write to Intron the lobby renovation contractor about the suspension of the project.</p> <p>To KCK's question, SR said that the lift works will damage the lobby and therefore the suspension of the project.</p> <p>b) TTK said that a delay of one year will mean that the cost of the B Tower lobby renovation cannot be expected to stay the same ie will be higher next year. KCK asked how do we hedge against that. CYW suggested that the matter be brought up at the AGM. KCK said that he had suggested earlier that B Tower's lobby renovation be done before the other blocks but the suggestion was not considered.</p> <p>c) With regards the B Tower lifts, KCK brought up the issue of dropping the access card to individual floors feature. He said that this meant that B Tower's lifts are at a disadvantage to B1 and B2 which had the feature.</p>	<p>a) MF to write to Intron the lobby renovation contractor about the suspension of the project</p> <p>b) For info</p> <p>c) KCK's note: The lift modernisation for all 3 blocks was approved at the AGM in 2013. Surely, the specs for all 3 blocks should have been the same ie access card to individual floors.</p> <p>And now with the security issue brought up by TTK (see 8.16) iro food delivery boys etc going up B</p>		
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		<p>d) CYW instructed RHZ to inform B Tower residents about the decision to suspend the lobby renovation. KCK said that management should email all B Tower owners.</p>	<p>Tower, restriction of access to individual floors should be prioritised</p> <p>d) MF to inform ALL B Tower owners via email and such other practical means.</p>		
8.8 Bulk Waste – B2 Block Garbage House		a) MF reported that 2 contractors have made a site visit and will follow up with quotations. The indicative quote given by one contractor was RM7,000	a) MF to get 1 more quotation.	MF	
8.9 Dengue Project		a) MF mentioned that the service provider only can provide one month fogging schedule. CYW said to just submit a schedule base on the fogging trend, which is done on every Tuesday.	<p>a) MF forward to IMU VKB's one year fogging schedule.</p> <p>Updated note: One year schedule send by email to IMU.</p>	MF	
8.10 E – Waste Management		KCK asked where were the slides requested at the last meeting	a) MF to e-mail all MC members the waste Management slides and contact the contractor to start doing his survey.	MF	
8.11 Car Clamping for Traffic Offenders.		<p>a) Clamping of Cars</p> <p>The Committee advised RH to relook into the clamping of RM50.00 per offence. SP mentioned that base on the Strata Management Act a maximum penalty of RM200.00 can be collected for each offence. MC then propose d that RM50.00 be imposed per day and</p>	<p>a) MF to act accordingly.</p> <p>KCK's note: In the House Rules adopted at the 2017 AGM, item 2.3.5(c) already specifies "a holding charge of RM50.00 per day"</p>	MF	

		the maximum of RM200.00 and also ensure that the necessary notices are placed accordingly. KCK suggested that this matter be table at the AGM 2019.			
	8.12 Cigarette Butts Issue B1-16-08	<p>MF said that based on the strata roll and the parking lot plan, B1-16-08 owns both the covered car park and the tandem exposed car park Lot47 which is the subject of the cigarette butt complaint.</p> <p>SP said that he will get the Pelan Akuan Bangunan from JUPEM which will conclusively confirm ownership of the lot.</p> <p>Lot48, the adjacent tandem exposed car park, is owned by a non-resident owner who has not made any complaint. None of the other exposed lots are owned by any proprietor ie common property.</p> <p>KCK suggested letting B1-16-08 submit his plan for his proposed canopy and posting it up for objections by other owners, if any. Except HLW, this was not acceptable to the other MC members as they feared having to deal with other similar custom requests by other owners.</p>	<p>MF to write to the owner of B1-16-08 informing him of MC's proposal and to get his agreement to the conditions attached</p> <p>KIV</p>		

		<p>CYW suggested letting B1-16-08 use a designated white lot as there were many available at the moment but subject to:</p> <ol style="list-style-type: none"> 1. the complainant not using Lot 47 ie he can't park there while he is given a designated white lot; 2. the designated white lot will be painted yellow; and 3. the MC has the right to retract the designated white lot for whatever reason in the future. <p>The proposal was put to a vote - majority voted for the proposal.</p> <p>LMS asked what we will do with the other exposed tandem lots which are not owned by any owners. CYW suggested that the parking lot lines and car park numbers be removed after SP confirms that they are common property.</p>	KIV		
	8.13 White Car Park Lots	a) MC instructed RH to ensure that any owner found to be abusing white lot car park privilege to be black listed and no stickers are to be issued.	a) MF to act accordingly.	MF	

8.14 Speed Limit and Humps	a) MC agreed to install additional humps at B2 drive way and also install 20km per hour speed limit signage at VKB compound.	a) MF to act accordingly.	MF	
8.15 Downpipes for Tower Block	a) MF informed the meeting that estimated cost for installation the down pipe is about RM75K and has obtain 1 quote.	a) MF to follow up for more quotes.	MF	
8.16 Role of Committee Members & RHZ	<p>SR said that there were a few cases of committee members giving instructions directly to RHZ staff. He said that this was not right as all decisions must be collectively made by the committee.</p> <p>a) TTK explained that SR was referring to him where he had instructed security guards not to allow food delivery boys to go up to individual units. He said that whoever ordered food should collect them at the lobby as he was of the opinion that allowing delivery boys to go up posed a security threat. KCK agreed, especially for B Tower where there is no card access system to restrict access to specific floors.</p> <p>SR said that any decision to implement anything must be a committee decision. CYW agreed and admitted that TTK had informed him but he also said that the matter should be best brought up at the AGM.</p>	All MC members and RHZ to bear in mind		

	<p>The discussion then veered off topic on the pros & cons of allowing delivery boys to go up to the units. CYW stopped the discussion and suggested discussion in detail at a future meeting.</p> <p>b) SR also said that besides HLW, KCK was also involved in the tree pruning issue over whatsapp. He implied that KCK had unilaterally instructed MF to contact another contractor to do the job.</p> <p>Except KCK and HLW, all the other committee members believed that the decision to award the contract had been decided in the February MC meeting. KCK said that there was **no decision made at that meeting. And that was why HLW had posted his numerous questions in the whatsapp group and why KCK had given MF a contractor's contact for an additional quote from a contractor who thought that the job could be done for 10-15% less. ** refer item 14.4 in February MC meeting minutes</p> <p>CYW said that he mistakenly thought that a decision had been made at the February meeting and since the additional quote obtained was higher and the tree pruning was urgent, he therefore unilaterally signed off the Approval Request awarding the job.</p> <p>MT said that the committee members were</p>			
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		<p>informed for approval by MF but KCK said that information only came AFTER the decision had been made by CYW. KCK said that was not for approval but for ratification of a decision made unilaterally.</p> <p>MT said that it was unfair for KCK to pinpoint MF for not remembering what was decided during meetings. KCK said that he referred to RHZ and not MF, and that he did not care who because it was RHZ whom we had a contract with. CYW said RHZ meant SP and MF.</p> <p>The meeting agreed that:</p> <ol style="list-style-type: none"> 1. All decisions made to implement anything should be made collectively by the committee. No committee member is to give instructions to implement anything without a collective decision 2. Unless a collective decision has already been made at an MC meeting or via e-mail, RHZ should inform & circulate proposals and all quotes received to ALL committee members and not just one or two committee members, BEFORE <ol style="list-style-type: none"> (a) any proposal is implemented; or (b) any contractor is given the go-ahead to do a job 			
	8.17 Food Delivery	a) TTK brought up the issue of food delivery being sent to the respective unit in B Tower and this matter to be discuss further. Meanwhile MF to	a) Info		

		instruct guard to register the delivery boy at the guard house.			
	8.18 Tenants Data	a) MC members requested RH to maintain tenants register based on nationality for record purpose. Details should be comprehensive	a) Info		
	8.19 Owners not paying Special Painting Fund (SPF)	a) MF informed that the list of owners not paying SPF came to 31 units totalling RM21K. CYW and KCK asked if these owners are considered defaulters under Act757. MF said that any "hutang" (amount due and unpaid) owing to the management is considered defaulter. SP said that the SPF was adopted in the last AGM and approved by the floor, therefore considered defaulter. KCK said we must be sure lest the MC gets sued.	SP to check & confirm legal definition of "defaulters"		
	8.20 Amendment of past minutes	<p>KCK said that he was troubled by CYW's comment on the MC's Whatsapp group which CYW confirmed he wrote and read out at the meeting:</p> <p>"I am in the office to sign the circular resolution for opening of FD acc at PBB Bukit Jalil. However, I noticed that the circular resolution has a statement stating 'Certified True Extract of Minutes.... held on 12 Mar 2018'. I checked through the minutes</p>	RHZ to take note.		

		<p>of that MC meeting and was informed that the minutes have been amended to include 'Bukit Jalil branch' under para 2 (f) only a couple of weeks ago to enable us to open an acc there. As the PBB Bukit Jalil branch did not exist then in Mar 2018 when the MC meeting was held I do not want to be a party to false representation to sign the resolution. Let us pass a new resolution at the coming MC meeting to rectify this flaw to so that we can open a new FD acc."</p> <p>KCK said while we appreciated initiative by the building managers, it should not be at risk of losing our reputations and credibility. He said that minutes of MC meetings are specifically governed in the Strata Management Act 757.</p> <p>He said that it was unacceptable to amend any minutes of past meetings which had been signed off by the relevant officers.</p>			
	8.21 Gym contractor	CSH said that the previous contractor complained to him about payments withheld. MF said he had withheld 2 cheques because the contractor "owed"			

		<p>us 2 services. He confirmed that one of the cheques was for services that had been fulfilled and the other included payment for fulfilled & unfulfilled services.</p> <p>KCK said that the first cheque should be released & the other replaced to only pay for fulfilled services. No objections were recorded.</p>			
	8.22 SSL certificate	CSH asked why the website does not show https ie why the SSL certificate has not been installed. MF confirmed that payment had already been made. KCK said that Anderes Fourdy should be reminded to install it since payment has been made.			
	8.23 Resident contact list	MT informed the meeting that she had instructed MF to update the list and to include the residency status of the owner.			
	8.24 Lighting at B2 corridors	MT said that the luminance of the LED lights were rather low. When they were first installed, one LED light was installed for every 2 lighting points. She suggested installing lights at the other existing points.			

	8.25 B Tower roof damage	MT asked & MF confirmed that the damage had been repaired at RM5,700			
	8.26 PBB Credit Card & e-commerce facility	HLW informed that PBB had reviewed and revised their charges for the facility: 1. waiver of the RM1,000 maintenance fee; and 2. downward revision of transactional e-commerce fee from 2% to 1.2% wef Mar 2019 The e-commerce facility will enable entry of credit card details directly onto PBB's secure site. The meeting agreed that KCK will liaise with PBB & Penny/Anderes Fourdy to implement the integration.			
9.	Procurement	<ul style="list-style-type: none"> - JS Setia Building Services (RM5,750.00) Supply and Install Roofing Sheets to Roof Top at Water Tank Area B Tower. - JS Setia - B1 Bollards – MF was asked why the amount stated in the February minutes was RM1,400 and not RM1,200 	Insurance Claim		
			MF to check & confirm		

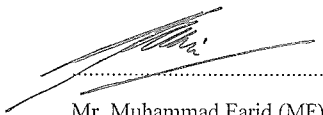
The meeting was adjourned at 11:10pm with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 24th April 2019 at 8:00pm.



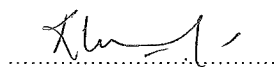
Prepared by,

Confirmed by,

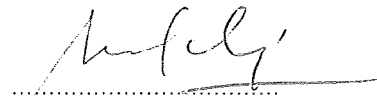
Approved by,



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



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



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