

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

Minutes of 55<sup>th</sup> Property Management Committee Meeting

Ref : PPVKB/055/2019

Date : 23/10/2019

Time : 7.00PM

Venue : Management Office – Meeting Room

Attended by:

**MANAGEMENT COMMITTEE**

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 Yong	TLY	Committee Member
7.	Mr. Teh Teong Khuan @Chris Teh	TTK	Committee Member
8.	Mr. Hoi Kam Fatt @Alan Hoi	HKF	Committee Member
9.	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	Account

The Chairman welcomed all committee members to the 55th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.



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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 ( <b>PPVKB/054/2019</b> ) and was proposed to be adopted by Mr. Teh Teong Khuan @Chris Teh and seconded by Mr. Hoi Kam Fatt @Alan Hoi.	Info.		
2.	2.1 Accounts	<p><b>a) Income and Expenditure.</b> BK presented Sep'19 income and expenditure statement with deficit of Rm 13,203.37 derived from income of Rm 170,671.64 after deducting expenses—of Rm 183,875.01</p> <p><b>b) New FD</b> BK proposed that to open new FD Account at UOB and he will make necessary arrangement with the bank officer to visit VKB premises to facilitate the opening of account. MC agreed to this proposal accordingly.</p>	<p>Info.</p> <p>BK to follow up.</p>		
	2.2 Tribunal Case	a. MC was informed that another rehearing at tribunal for inter-floor leakage case between Mr Ong Khai Yang B1-B2-05 and Mdm. Tai Lye Houn B1-B1-05 on 20 <sup>th</sup> Nov 2019 Wed 9am due to dispute.	Info.		
3.	<b>Lift - B Tower (Mitsubishi)</b> Lift Refurbishment & Modernization - B Tower.	a) MC was informed that undertaking / indemnity letter for lobby renovation works to the contractor for damages during upgrading works has be submitted and acknowledged by Mitsubishi.	Info.		

		<p>b) Project tentatively to commence mid December 2019. Mitsubishi to provide the necessary schedule.</p> <p>c) RHZ to issue all the necessary notices prior to commencement of upgrading works including the progressive work schedule.</p>	<p>Info.</p> <p>KZ to follow up.</p>		
5.	<b>SECURITY (Veritas Security)</b>	<p>a) MC requested RHZ to ensure guards check on renovation works at the units under renovation and all roro bins are covered.</p> <p>b) RHZ informed MC that a WIFI Camera has been installed at Guard house. CYW requested 4 MC members to be included to have access to this system. 1. KCK 2. TTK 3. TLY 4. HKF.</p> <p>c) MC reminded security to clamp any vehicle for non-compliance of parking rules.</p> <p>d) MC raise the concern on night shift supervisor not carrying out patrolling. MC requested to relook into overall non performance of service provider. RHZ has handed over a set of SOP to them for briefing to their down line.</p>	<p>Info.</p> <p>Info</p> <p>KZ to follow up.</p> <p>KZ to follow up.</p> <p>KZ to follow up.</p> <p>KZ to relook into quotation and prepare summary.</p> <p>KZ to follow up.</p>		



6.	<b>CLEANER (TWOT Cleaning Services)</b>	<p>a) MC advised RHZ to monitor performance of cleaner, including a daily work schedule.</p> <p>b) MC advise RHZ to speak to TWOT manager on their service and get them to follow the work schedule and SOP and handover copy to them.</p> <p>c) RHZ to issue warning letter to TWOT and list down all short comings.</p> <p>d) RHZ to put up work schedule on all notice boards and ensure cleaner stores are locked and keys are kept with the security and only opened during tea break (10am-10.30am), and lunch break (1pm-2pm) and after 5pm for storage.</p>	<p>Info.</p> <p>KZ to follow up.</p> <p>KZ to follow up.</p> <p>KZ to follow up.</p>		
7.	<b>PEST CONTROL</b> (New-Tech Pest Control).	No matters arising.	Info.		
8.	<b>LANDSCAPING</b> (UVA Trading).	<p>a) MC raise their concern on the performance of landscaper who was found using hand phone while working.</p> <p>b) No proper pruning and trimming of plant carried out including loosening of soil.</p>	<p>KZ to follow up.</p> <p>KZ to follow up.</p>		



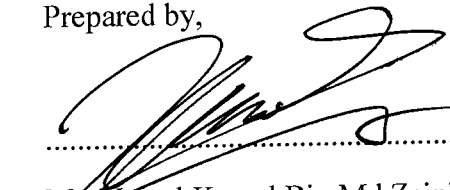
9.	<b>Automation System CCTV, Autogate Access Card Reader.</b>	<p><b>1) CCTV</b> a) CYW briefed the committee that he had interviewed two companies for the above said project, details are below. Closing date to revise the quotation 15<sup>th</sup> Nov 2019:</p> <p>1- Global Security Network RM118,970 2- Securetech RM44,120 3- ECE RM32,420 4- Viva Cerah Sec Tech RM179,883 5- Haptom Solutions RM46,4100.00 6- Holistic Worldwide RM82,500.00</p> <p>b) CYW informed the committee the 2 short listed companies are Haptom Solutions and Holistic Worldwide. And they are to revert with new price quotes.</p> <p><b>2) EM Lock @ Guardhouse</b> a) RHZ presented the layout for the EM Lock and Card Reader System for entry and exit for main guard house to the committee. Additional handrill to be installed at the exit gate for disabled person.</p>	<p>a) Info.</p> <p>b) KZ to look for parties for fabricates.</p>		
10.	<b>Other Matters</b>  <b>10.1 E-Community System</b>	<p><b>1) E-community System.</b> CYW suggested that this project be put on hold.</p>	<p>a) Info.</p>		



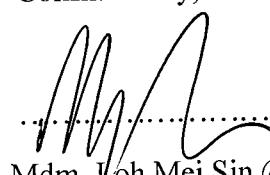
	<b>10.2 Renewal of Insurance</b>	2). MC requested RHZ to get two additional quotations and present at the next MC meeting.	B) KZ to follow up.		
11.	<b>Renovations</b>	a) RHZ informed the meeting that there are 16 units that are currently undergoing renovation.	a) Info.		
12.	<b>Procurement</b>	<ul style="list-style-type: none"> <li>- ANDERES FOURDY SDN BHD (RM548.00) Renewal Hosting &amp; Domain VKB Website.</li> <li>- HEALTHSTREAM (M) SDN BHD (RM1,720.00) Replace &amp; Change Tension Control, Pedal Strap, Gym Cable, Pulley, Welding Part &amp; Cap Sponge.</li> <li>- Perniagaan Kualiti Kem (RM3455.00) Vehicles Sticker (January – December 2020)</li> <li>- Law Iron Works (RM 10,300.00) Supply and Install Hand Railing &amp; Drain Covers.</li> </ul>			

The meeting was adjourned at 10:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 27<sup>th</sup> November 2019 at 7:00pm.

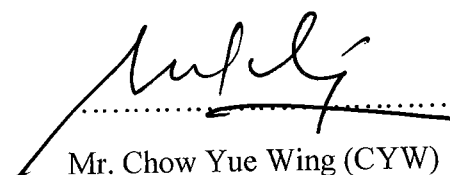
Prepared by,

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

Confirmed by,

  
 Mdm. Loh Mei Sin @ Vivien Loh  
**SECRETARY**  
 Perbadanan Pengurusan Vista Komanwel B

Approved by,

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

