

**PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)****Minutes of the 71<sup>st</sup> Property Management Committee Meeting**

Ref : PPVKB/071/2021

Date : 29/05/2021

Time : 10.00AM

Venue : Zoom meeting

Attended by:**MANAGEMENT COMMITTEE (MC)**

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

**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	Senior Account Executive

**Minutes of 71st MC Meeting @VKB – 29th May 2021**

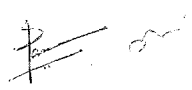
The Chairman welcomed all committee members to the 71<sup>st</sup> Property Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.

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/70/2021) were deliberated and was proposed to be adopted by TLY and seconded by CSH.	Info.		
2.0	2.1 Accounts	2.1.1 BK presented the April 2021 management report as below: Income - RM 160,990.88, Expenses – RM 167,396.12 Deficit- (RM6,405.24).  2.1.2 MC was informed that non-contractual expenses for the month is RM 12,520.90 and major non-contractual expenses and general repair maintenance expenses for RM9,685.00. Major expenses include: a) Repair hydrant valve leaking at block B2 – RM3,700 b) Repair UPVC waste water down pipe car park at clubhouse – RM2,500 c) Repair gym equipment - RM1,520  2.1.3 MC requested BK to update the future project list with cost estimates taking into account completed projects and urgent task and present at next meeting.	Info.  Info.	BK	
	2.2 Defaulter	2.2.1 KZ reported on the defaulters list for parcel owners outstanding above RM1,000.00 as per detail below: B Tower - 3 units (RM14,421.57) B1 - 2 units (RM3,203.07) B2 - 5 units (RM14,292.19)	BK update to present  Info.	BK  KZ	Next meeting

	<b>2.3 Tribunal Case</b>	2.3.1 MC was informed that Strata Tribunal is currently closed due to MCO and submission can be done after lifting of MCO.	Info.		
3.0	<b>3.1 Lift - B Tower (Mitsubishi) Lift Refurbishment &amp; Modernization - B Tower</b>	<p>3.1.1 MC was informed that comments during lift inspection with Mitsubishi and Rida Selengara are below:</p> <ol style="list-style-type: none"> <li>1. Install new timer for ventilation fans.</li> <li>2. Replace smoke detector.</li> <li>3. Replace Keluar sign</li> </ol> <p>3.1.2 MC was informed that a new lift control panel for electrical supply to the lighting and others accessories in the lift motor room will be installed at a new location outside of the lift motor room by RHZ team.</p> <p>3.1.3 MC was informed that Mitsubishi has agreed to extend defect liability period (DLP) as discussed during the meeting chaired by AK from 24 months to 30 months and will provide a confirmation letter to this effect.</p> <p>3.1.4 MC was also informed that during the said meeting chaired by AK, Mitsubishi has also requested extension of time (EOT) for delay due to MCO and others logistic problems. After much deliberation MC agreed to their request to grant EOT.</p> <p>3.1.5 HLW reminded KZ to follow up with Mitsubishi to obtain letter confirming that all rectification works will be addressed including the quality of lifts operation and others defect identified within a time line to be provided by them.</p>	<p>KZ to update.</p> <p>Info</p> <p>Info</p> <p>KZ to act.</p> <p>KZ to update.</p>	KZ	Mid of June 21.



		3.1.6 MC requested KZ to follow up for necessary quotation towards installation of dedicated lifts access card reader.	KZ to act		July 2021
4.0	<b>4.1 Lift - B1 and B2 Access Elevator</b>	4.1.1 MC was informed that Access Elevator will replace the faulty grouping cards for level indicator for B2 lifts 1 & 2 tentatively by next week.	KZ to update.		Before next MC meeting.
5.0	<b>5.1 SECURITY (Veritas Security)</b>	<p>5.1.1 MC was informed that the poor services currently provided by Veritas is not satisfactory due to poor supervision and constant change of guards.</p> <p>5.1.2 MC was advised by KZ that he has issued a showcase letter to them, but have yet to receive any reply from them and also have failed to turnup for a meeting arranged at site on 17<sup>th</sup> May 2021 at 11am.</p> <p>5.1.3 MC requested KZ to advice security service provider to ensure compliance to the Malaysia immigration law on employment and remove the two guards one with red IC and the other without work permit and issue a show cause letter to Veritas.</p> <p>5.1.4 MC was briefed on the collection for roro bin rental and penalty for clamping as at 27<sup>th</sup> May 2021 as detail below:</p> <p>5.1.5 Car clamping RM50.00 X 12 = 600.00</p> <p>5.1.6 Roro Bin RM100 X 3 = 300.00</p> <p style="text-align: center;"><b>Total RM = 900.00</b></p>	<p>KZ to ensure compliance.</p> <p>Info.</p> <p>KZ to act.</p> <p>Info.</p>		Before next MC meeting



6.0	6.1 CLEANER (TWO' Cleaning Services)	6.1.1 No matters arising.	Info.		
7.0	7.1 PEST CONTROL (New-Tech Pest Control)	7.1.1 MC was informed that our contractor carry out fogging works every Wednesday evening after 6pm similar to VKA.	Info		
8.0	8.1 LANDSCAPING (UVA Trading)	8.1.1 MC raised their concern on the current services provided as the workers are not following work schedule, supervisor not on site and inconsistent in carrying out the work on site.  8.1.2 TSL informed the MC she will assist to relook into current work schedule and RHZ to provide similar work schedule implemented at other works site.	Info.  KZ to act.		
9.0	9.1 FIRE FIGHTING SYSTEM (Rida Selenggara)	9.1.1 MC was informed that Bomba has issued a notice for site inspection on 8 <sup>th</sup> May 2021 and KZ will arrange preliminary inspection with all parties concerned before date of inspection.  9.1.2 MC requested KZ to check on all fire door and replace faulty door closer and door knobs to ensure this door are kept closed at all time and Rida Selenggara to provide a list damaged door recommended for replacement.  9.1.3 MC advised KZ to inform all service provider not to leave fire door open by inserting plywood or cupboard under the door.	Info.  Info.  KZ to act.		
10.0	10.1 SUPERVICING ENGINEER (K.L.Chock)	10.1.1 No matters arising.	Info.		

11.0	11.0 Building Automation 11.1 Access Card (lift) 11.2 Access Card (vehicle) 11.3 Access Card (Pedestrian) 11.4 CCTV Holistic Resource	11.1.1 No matters arising.  11.2.1 No matters arising.  11.3.1 No matters arising.  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 also, and the contractor has been notified.	Info.  Info.  Info.  KZ to follow up.		
12.0	12.1 Renovation Works / Listing	12.1.1 MC was informed that a total of 9 units are currently undergoing renovation as detail:  <b>BT 4 units:</b> <ul style="list-style-type: none"> <li>B-18-06 (06/04/2021-06/05/2021)</li> <li>B-05-06 (09/04/2021-31/05/2021)</li> <li>B-13A-05 (19/05/2021-19/06/2021)</li> <li>B-22-07 (25/05/2021-10/06/2021)</li> </ul> <b>B1 2 units:</b> <ul style="list-style-type: none"> <li>B1-11-06 (04/05/2021-21/05/2021)</li> <li>B1-16-07 (05/05/2021-11/05/2021)</li> </ul> <b>B2 3 units:</b> <ul style="list-style-type: none"> <li>B2-02-05 (29/09/2020-31/05/2021)</li> <li>B2-3A-5 (06/11/2020-31/05/2021)</li> <li>B2-13A-08 (04/01/2021-25/05/2021)</li> </ul>	Info.		

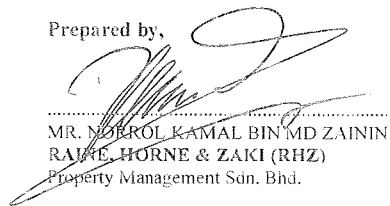
		12.1.2 MC was informed location for placement of Roro bins have been finalised. MC requested KZ to provide location (Visual) in the meeting minutes.	Info.		
13.0	13.0 Other Matters				
	13.1 Covid-19 case	13.1.1 MC was informed that there were no reported covid-19 or and others quarantine cases.	Info.		
		13.1.2 MC was informed that SP has discussed with IMU on the SOP for student/employee detected on covid 19 or quarantine cases whereby IMU will notify the management office via email on the details of the person and parcel no to enable management office to issue notice to make arrangement for sanitizing work place at common areas and assist during food delivery or others items.	Info.		
		13.1.3 MC requested KZ to ensure relevant notices on SOPs and best practice are sent out to residents periodically.	KZ to act		
	13.2 Upgrading Works (Cold Water Pipe)	13.2.1 KZ presented the works progress for cold water pipe upgrading works and informed the meeting that two mock up meter stand as per requirement by Air Selangor has been installed. Aras Bina will make the necessary appointment with Air Selangor for inspection and will follow up on the approval letter.	KZ to follow up.		Email by 29 <sup>th</sup> May 2021
		13.2.2 MC requested KZ to email to all residents on the work progress and also notify on the migration process, application form and the detail of deposit in the write up notice.	KZ to act		
		13.2.3 MC discussed on the deposit needed to be collected as per detail below:	Info.		

		Deposit to Air Selangor RM70.00 New Connection Fee RM40.00 Contract with Air Selangor Stamping Fee RM20.00 Processing Fee by Air Selangor RM2.08 Total: <u>RM132.10</u>			
		MC deliberated on the said payments and all present agreed that above sum be collected all parcel owners and the current deposit paid to developer will table during AGM.			
		13.2.4 MC requested KZ to provide progress report based on the work programme accompanied by photos taken by him to be include complaints from residents and action taken to address them. KZ to compile list of parcels that have submitted to the management for migration and report during the monthly meeting.	KZ to act.		At every next MC meeting
	13.4 Roof top issue	13.4.1 MC was informed that the external wall crack was done for 3 units by KPS Roof Specialist need monitor during raining: B-28-03 B-18-06 B2-17-03	Info.		
		13.4.2 MC deliberated on roof replacement works to all blocks and agreed to put on hold to this project until further notice and allow the incoming committee 2021/22 to deliberate on this matter including repainting.	Info.		
	13.5 Water tank	13.5.1 KZ informed the meeting that domestic supply water tank is leaking and proposed repair to be carry out after completion of b Tower cold water piping.	KZ to source for quotation.		
	13.6 AGM	13.5.1 MC proposed that forth coming annual general meeting be tentatively on 16th October 2021.	Info.		July

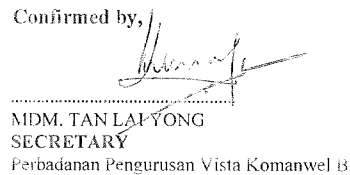
	<b>13.6 Complaints</b>	<p>13.6.1 HKF advice KZ to ensure all complaints from residents are duly recorded in the log book, CSS complaint and VKB website accordingly and was requested that action to be take base on this official line of complaints and not others wise.</p> <p>13.6.2 HKF advice KZ to ensure monthly inspection carry out with contractor and they are to compile all findings recording and submitted to KZ for deliberation during monthly meeting.</p>	Info.		
14.0	<b>14.1 Procurement</b>	14.1.1 Supply and makegood external wall crack (KPS Roof Specialist Ent) for units B-28-03, B-18-06 & B2-17-03. RM12,440.00.00	Info.		

The meeting was adjourned at 1:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Saturday 26<sup>th</sup> June 2021 at 10:00am.

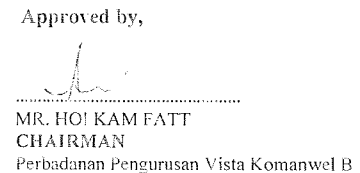
Prepared by,

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

Confirmed by,

  
 MDM. TAN LAI YONG  
 SECRETARY  
 Perbadanan Pengurusan Vista Komanwel B

Approved by,

  
 MR. HOI KAM FATT  
 CHAIRMAN  
 Perbadanan Pengurusan Vista Komanwel B