

**VISTA KOMANWEL B DATED 28TH NOVEMBER 2015 AT 2.00PM AT
MULTIPURPOSE HALL, VISTA KOMANWEL B**

Registered Attendees

No.	Unit No.	Name of Registered Proprietor	Name of Attendee	Attendee Status	Voting Rights
1	B1-01-07	Shukhen Dutt a/l Pankaj Kumar Dutt	Shukhen Dutt a/l Pankaj Kumar Dutt (Mr)	Proprietor	1
2	B1-3A-01	Chuai Teck @ Chai Teck	Chuai Teck @ Chai Teck	Proprietor	1
3	B1-06-03	Chong Siew Han	Chong Siew Han (Mr)	Proprietor	1
4	B1-07-01	Leung Wan Choong & Leung Wan Yaan	Leung Wan Choong (Mr)	Proprietor	1
5	B1-18-04	Tan Siew Ling	Tan Siew Ling (Ms)	Proprietor	1
6	B2-3A-08	Nora Lee @ Nora Chen @ Wong Ka Min	Nora Lee @ Nora Chen (Ms)	Proprietor	1
7	B2-05-06	Eeswaran Pillay & Vigneswary Nadarajah	Eeswaran Pillay (Mr)	Proprietor	1
8	B2-07-08	Nalla Sundran a/l Suguna Sundran	Nalla Sundran a/l Suguna Sundran (Mr)	Proprietor	1
9	B2-13-05	Tan Lai Ycong	Tan Lai Yong, Melissa (Madam)	Proprietor	1
10	B2-15-01	Stanley Keith Rodgers	Stanley Keith Rodgers (Mr)	Proprietor	1
11	B-01-06	Henry Lee Sin Fook	Teh Teong Khuan (Mr)	Proxy	1
12	B-06-05	Peter Wong & Rita	Wong Ka Min (Mr)	Proxy	1
13	B-08-07	Lee Kong Thai & Lee Pih Choo	Lee Pih Choo (Ms)	Proprietor	1
14	B-10-08	Aisah binti Saidin & Mohd Supian bin Osman	Mohd Supian bin Osman (En)	Proprietor	1
15	B-11-05	Tan Teng Boo & Sit Poh Yoke	Tan Teng Boo (Mr)	Proprietor	1
16	B-15-08	Soo Choi Lin	Soo Choi Lin (Ms)	Proprietor	1
17	B-24-07	Teh Teong Khuan	Teh Teong Khuan (Mr)	Proprietor	1
18	B-25-02	Yew Kok Onn	Yew Kok Onn (Mr)	Proprietor	1
19	B-25-08	Chow Yue Wing	Chow Yue Wing (Mr)	Proprietor	1
20	B-27-03	Than Choon Wei	Than Choon Wei (Mr)	Proprietor	1
21	B-27-06	Choo Sau Ching	Choo Sau Ching (Ms)	Proprietor	1
22	B-29-08	Gan Teck Long	Gan Teck Long (Mr)	Proprietor	1
TOTAL REGISTERED VOTERS				22 (20 Proprietors + 2 Proxy)	

Representative from Raine, Horne & Zaki Property Management Sdn Bhd

No.	Name
1.	Mr. P. Selvakumaran
2.	Mr. Kumar Kanthan
3.	Mr. Chandran
4.	Ms. Suhashini Demudu

1.0 To establish the quorum for the meeting and call the meeting to order :

1.1 On the meeting at 2.30pm, a total of twenty-two (22) attendees were present with twenty (20) of them being proprietors, and two (2) being proxies. The meeting was called to order to transact all business according to the agenda and the proceedings were conducted in accordance to Strata Management Act 2013 (Act 757).

2.0 To appoint the Chairman for the meeting and adoption of agenda:

2.1 It was unanimously agreed that Mr. Chow Yue Wing (unit no. B-25-08) be elected as the Chairperson of the meeting. There were no objections recorded.

2.2 The agenda based on the notice dated 7th November 2015 was adopted as read. This was unanimously agreed by the floor and there were no objections 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 Chairman's Address

The Chairman of Perbadanan Pengurusan Vista Komanwel B, Mr. Chow Yue Wing of unit no. B-25-08 welcomed all members to the meeting.

He started off his speech by introducing all committee members and the departments head. He also thanked all members, proprietors and management staff for their continuous support. He also thanked the management staff for successfully bringing down the amount of debts as much as 90%. He mentioned that each sub-committee will deliberate further on their report and this will give the members a better understanding on the matters taken up in the past term. He then requested to proceed with the next agenda.

3.2 Annual Report 2014/2015 – Summary by Chairman

The Chairman explained that the 4th term of Management Committee was elected in October 2014 and since then they have conducted several projects for the benefit of all residents. Among which are:

- a) Completion on lift upgrading of lifts B1 and B2;
- b) Completion of water bulk meter migration from developer to Management Corporation;
- c) Installation of LED lights at common area;
- d) Completion of electronic sensor monitoring system for cold water supply tanks at pump room;
- e) Replacement of top hung window handles and hinges as lift lobbies at all blocks;
- f) Establishment of community communication and quarterly meeting with IMU;
- g) Installation of Emergency Battery Operated Power Supply (EBOPS) and lift car locking device for B Tower Lifts.

He then invited the other subcommittee heads to explain on their report.

3.3 Annual Report 2014/2015 – Reports by Head of Sub-committee (Facilities Subcommittee)

This department was represented by Mr. Shukhen Dutt. He explained that there are no changes in service providers (contractual) compared to the previous year. Most contractors have been appointed on month to month basis. He also explained on the major project that were conducted based on the proposal made in the last Annual General Meeting (AGM) which included those which were explained earlier by the Chairman as well as installation of lift access oard system at B1 and B2, installation of door access system at B Tower, installation of new vertical pumps for cold water supply at pump room, relocation of fire hose reel and other accessories at parking bays as well as rectification of underground pipe leak near visitors car park bay.

3.4 Annual Report 2014/2015 – Reports by Head of Sub-committee (Operations Subcommittee)

This report was presented by Mr. Chong Siew Han. He explained on four (4) major service providers which are security services, cleaning services refuse disposal and pest control services.

(a) Security Services

Mr. Chong Siew Han explained that there are seven (7) guards on duty during the day and six (6) at night. The contract sum is RM6.50/hour which sums to an estimate of RM33,200.00/month. The total number of clocking points in the premise of Vista Komanwel B is 156 points.

He also proceeded to explain that there were three (3) attempted break in during the term and police reports were lodged accordingly. Mr. Chong Siew Han proceeded to explain that several security features are in-place in Vista Komanwel B namely security using bicycles for ground patrolling, CCTV installed inside all access, implementation of new access card system at B tower, and implementation of access card system for lifts B1 and B2.

(b) Cleaning Services

Twot Services & Enterprise were awarded beginning July 2014 their contract amount is RM15,000.00 with eleven (11) cleaners and one (1) supervisor. The jobs that they have carried out incudes water jet cleaning at car park bays, compound drains, clubhouse area; floor scrubbing at swimming pool deck, lift lobbies and lift car panel polishing.

(c) Refuse Disposal

Recycling bins were placed at the main lift lobby at Tower B, B1, B2 and the playground for the convenience of all residents. The recycling items are sorted out by the cleaners.

(d) Pest Control Services (General Pest Control)

This services is provided by New Tech pest control with a contract amount of RM750.00/month. DBKL has provided services to catch stray cats.

- 3.5 **Annual Report 2014/2015 – Reports by Head of Sub-committee (Health, Safety & Environment Subcommittee)**
Mr. Stan Rodgers explained that one of the key issues are the firefighting equipment of which he explained that the duty and standby pump are in good condition. The emergency doors have been changed to one (1) way operation and fire hose reel has been relocated at parking bays for higher visibility and access.
- 4.0 **Agenda 2 ~ To receive and if approved, to adopt the minutes of the Annual General Meeting held on 18 October 2014;**
Mr. Eeswaran Pillay (unit no. B2-05-06) proposed for the minutes to be adopted with no amendments and this was seconded by Mr. Gan Teck Long (unit no. B-29-08). There were no objections recorded.
- 5.0 **Agenda 3 ~ To receive and if approved, to adopt the audited accounts for the financial year ending 31st December 2014;**
- 5.1 Mr. Kumar Kanthan reported on the audited accounts as at 31st December 2014. He explained that the based on the audited report for the period ending December 2014, the surplus of the year is a deficit of RM52,211.00 whereas based on the management accounts the net surplus is RM221,375.00.
- 5.2 However amount due from owners have reduced from RM165,935.00 in year 2013 to RM19,245.00 in year October 2015. The total cash in bank has increased from RM1,141,046.00 in year 2014 to RM1,409,460.00 in October 2015. The major assets owned by Perbadanan Pengurusan Vista Komanwel B are construction of guard house, installation of access cards, barrier gate and CCTV and gym equipments.
- 5.3 Madam Choo Sau Ching (unit no : B-27-06) questioned why has the rental income reduced tremendously from RM116,676.00 in year 2013 to RM24,170.00 in year 2014 of which Mr. Kumar Kanthan explained that the previous amount was higher due to insurance claims. Mr. Leung Wan Choong (unit no. B1-07-01) questioned if car wash pays rental for their area of which Mr. Kumar Kanthan explained a total of RM600.00 is paid by the operators per month.
- 5.4 As there were no further questions raised with regards to this agenda, Mr. Gan Teck Long (unit no. B-29-08) proposed to adopt the audited accounts and this was seconded by Mr. Teh Teong Khuan from unit no. B-24-07. There were no objections recorded.
- 6.0 **Agenda 4 ~ To appoint an approved company auditor to carry out the audit to the maintenance account and the sinking fund account of the Perbadanan Pengurusan Vista Komanwel B for the period fixed by this General Meeting and the floor to mandate the Council Members to obtain company auditor to carry out the audit.**
- 6.1 The Chairman of the meeting explained that the current auditor is Douglas Loh and Associates and the committee would like to propose for the same auditor to carry out the

MINUTES OF THE ANNUAL GENERAL MEETING OF PERBADANAN PENGURUSAN
VISTA KOMANWEL B DATED 28TH NOVEMBER 2015 AT 2.00PM AT
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audit for the following term. This was proposed to be adopted by Mr. Gan Teck Long (unit no. B-29-08) and seconded by En. Mohd Supian bin Osman (unit no. B-10-08).

7.0 **Agenda 5 ~ To review and decide on the insurance coverage for Vista Komanwel B; to seek approval from the floor to mandate the Council Members to obtain insurance coverage for the term 2016/2017.**

The Chairman preceded with the next agenda and explained to all that they may choose to continue with the existing policy or to terminate and suggest a new insurer. The current insurer is Overseas Assurance Corporation (M) Berhad and the coverage is from 15th January 2015 till 14th January 2016. He briefly explained on the types of insurance purchase as below:

a. **Fire Insurance Policy**

Sum insured is for a total of RM120,000,000.00 and the total premium is RM80,074.00. This policy covers impact damage, strike, riot, pipe and water tank burst, and many others. The premium amount is billed to the owners based on the built up area respectively.

b. **Error & Omission Insurance policy**

This policy covers the Management Council should there be any suit or allegation against them. The total sum insured is RM2,000,000.00 and the sum premium is RM1,510.00.

c. **All Risk Insurance Policy**

This policy covers the below mentioned with a total sum premium of RM1,210.00.

<i>Policy</i>	<i>Sum Insured (RM)</i>
<u>Money</u>	
Money in transit	RM30,000.00
Money in Premises	RM30,000.00
Money in Safe	RM5,000.00
Burglary	RM100,000.00
Plate Glass	RM100,000.00
Fidelity Guarantee	RM50,000.00
Machinery Breakdown	RM200,000.00
All Risks	RM200,000.00
Public Liability	RM2,000,000.00
Group Personal Accident	RM50,000.00

There were no questions raised with regards to this matter and as such it was unanimously agreed by all members to adopt the existing insurance. This was proposed to be adopted by Mr. Gan Teck Long (unit no. B-29-08) and seconded by Mr. Than Choon Wei (unit no. B-27-03). There were no objections recorded.

- 8.0 **Agenda 6 ~ To consider the budget and to decide whether to confirm or vary the amount determined as service charge and sinking fund;**
- 8.1 The Chairman of the meeting explained that based on the existing budget against the expenditure, the accounts seem healthy and there is no necessity to increase the service charge.
- 8.2 As such, the maintenance fee shall be maintained at RM0.20 per square feet / RM1.96 per share unit. This motion was proposed to be adopted by Mr. Gan Teck Long (unit no. B-29-08) and seconded by Madam Tan Lai Yong, Melissa (unit no: B2-13-05). There were no objections recorded.
- 9.0 **Agenda 7 ~ To determine the rate of interest payable by a proprietor in respect of late payment charges.**
- 9.1 The Chairman explained that the current interest rate is charged at 10% per annum for a term of thirty (30) days. All members of the floor unanimously agreed to maintain the said interest at the existing rate.
- 10.0 **Agenda 8 ~ To present, deliberate, adopt all amendments and omissions to the existing House Rules and By-Laws.**
- 10.1 The Chairman explained that the by-laws based on the Strata Management Act has been included into the existing House Rules. This is just to inform all proprietors as it is compulsory for the rules to be adhered to as is it stated in the Act.
- 10.2 Mr. Teh Teong Khuan (unit no. B-24-07) questioned why no moving in/out are allowed on a Sunday as the said date is sometimes convenient for residents. The Chairman explained that the said date is normally a leisure day for all and as such no works shall be conducted on a Sunday to ensure no disturbance to residents. He also explained that the management office will not be operating on the said date to attend to should there be any problem during the process. Nonetheless, should there be any request from residents, it should be placed in writing to the Committee and they will certainly consider the request.
- 10.3 As there were no further questions raised, Mr. Gan Teck Long (unit no. B-29-08) proposed to adopt the House Rules and this was seconded by Mr. Teh Teong Khuan (unit no. B-24-07). There were no objections recorded.
- 11.0 **Agenda 9 ~ To deliberate and decide by the members of the floor on the disputed insurance claims on the 2 vehicles damaged by roof falling incident.**
- 11.1 The Chairman explained that on 1st August 2015, heavy rain storm at the area of Vista Komanwel B had caused the water tank roof to be detached and this caused damage to two (2) motorized vehicles parked in the vicinity of the Condominium. This claim was brought to the Insurance Company however they have declined the case stating that this

cannot be settled due to the cause of damage lies under 'Act of God' which is not claimable.

- 11.2 The agenda proposed is to gain consent from members of the floor to pay the claimant as the cost of damage incurred was close to RM35,000.00. There were several point of opinions from the members of the floor of which the final suggestion from the floor was to pay the claimant first from the maintenance fund but at the same time proceed to claim from the insurer and other authorities should there be a dispute from the insurer. Members of the floor were requested to cast their votes and the results were as follows:

<i>Details</i>	<i>Number of Votes</i>
Proceed to pay the claimant first from the maintenance fund but at the same time proceed to claim from the insurer and other authorities if required	9
Disagree to pay the claimant and solely rely on the decision of the insurer	8
Abstain	5

- 11.3 Fetching majority vote, members of the floor decided to proceed to pay the claimant first from the maintenance fund but at the same time proceed to claim from the insurer and other authorities if required.
- 12.0 **Agenda 10 ~ Presentation of future vision by the Management Committee.**
- 12.1 The Chairman deliberated on several projects that the committee would like to work on in the coming year. In the near future, the committee would like to install additional CCTV, construct a disable friendly walk ramp, place a clubhouse stand-alone water tank, relocation of Surau and Taska as well as construction of additional pedestrian access entrance system be placed at the guard house and basement.
- 12.2 In three (3) years' time, the committee has planned to install a new VKB signage, upgrading the clubhouse complex as well as look into ventures in reducing water and energy use. In five years' time, the committee would like to repaint all blocks and common property.
- 13.0 **Agenda 11 ~ To determine the number of members and to elect the management committee which shall consists of not less than three (3) and not more than fourteen (14), for term 2015/2016.**
- 13.1 Members of the floor were requested to determine the number of members that should be elected. En. Mohd Supian bin Osman (unit no. B-10-08) proposed for eight (8) number of committee members and this was unanimously agreed by all members of the floor.

There were several nomination forms received by proprietors as below:

**VISTA KOMANWEL B DATED 28TH NOVEMBER 2015 AT 2.00PM AT
MULTIPURPOSE HALL, VISTA KOMANWEL B**

No.	Candidate	No.	Candidate
1	Henry Lee Sin Fook (Unit no. B-01-06)	7.	Chuai Teck @ Chai Teck (Unit no. B1-3A-01)
2	Chow Yue Wing (Unit no. B-25-08)	8	Tan Siew Ling (Unit no. B1-18-04)
3	Thian Choon Wei (Unit no. B-27-03)	9	Mohd Supian bin Osman (Unit no. B-10-08)
4	Shukhen Dutt (Unit no. B1-01-07)	10	Stanley Keith Rodgers (Unit no. B2-15-01)
5	Yew Kok Onn, Johny (Unit no. B-25-02)	11	Gan Teck Long (Unit no. B-29-08)
6	Chong Siew Hwa (Unit no. B1-06-03)		

- 13.2 As there were eleven (11) nominations, members of the floor were requested to vote and the eight (8) candidates who received the highest number of votes will be elected as the committee members of Perbadanan Pengurusan Vista Komanwel B term 2015/2016 are as below:

No.	Name	Unit No.
1	Chong Siew Hwa	B1-06-03
2	Thian Choon Wei	B-27-03
3	Chuai Teck @ Chai Teck	B1-3A-01
4	Yew Kok Onn, Johny	B-25-02
5	Gan Teck Long	B-29-08
6	Shukhen Dutt	B1-01-07
7	Tan Siew Ling	B1-18-04
8	Mohd Supian bin Osman	B-10-08

- 12.0 **Agenda 12 ~ To transact any other business of which due notice shall be given in writing addressed to the Hon. Secretary on or before 19 November 2015.**

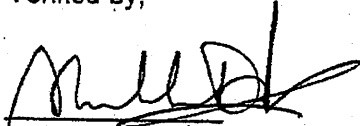
There were no written notices forwarded to the Secretary of Perbadanan Pengurusan Vista Komanwel B with regards to this agenda.

There being no other matter, the meeting ended at 5.00pm with a word of thanks to all present.

VISTA KOMANWEL B DATED 28TH NOVEMBER 2015 AT 2.00PM AT
MULTIPURPOSE HALL, VISTA KOMANWEL B

Minuted by, *Subhashini Perumadu*
Raine, Horne & Zaki Property Management Sdn Bhd.
Date : 15.12.2015

Verified by,



Secretary

Name : *Shukken Dutt*
Perbadanan Pengurusan Vista Komanwel B
Date : *21/12/15*

Approved by,



Chairman

Name : *Aewene Chai*
Perbadanan Pengurusan Vista Komanwel B
Date : *21/12/15*

