

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of Meeting of Perbadanan Pengurusan Vista Komanwel B

Ref : PPVKB/045/2018

Date : 19/12/2018

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	Senior Accounts Executive (absent with apology)

The Chairman welcomed all committee members and property manager to the 45th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B, held on the 19th December 2018 and the minutes of the last Meeting was deliberated (PPVKB/044/2018) and was proposed to be adopted by Tan Siew Ling and seconded by Loh Mei Sin without amendments.

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Minutes of 45th MC Meeting @VKB – 19th December 2018

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 45th MC Meeting.	Info		
1.2	To adopt and approve last MC meeting minutes.	The minutes of the last Meeting was deliberated (PPVKB/044/2018) and was proposed to be adopted by Tan Siew Ling and seconded by Loh Mei Sin without amendments.			
2.	Accounts.	<p>a) Income and Expenditure. Will be discussed during the next meeting.</p> <p>b) Major Expenses Will be discussed during the next meeting.</p> <p>c) Special Painting Fund ("SPF") MF presented to MC members the list of Residents whom are not paying the SPF. MF mentioned that about 80% of VKB Residents are paying and that outstanding SPF was RM27K. After much deliberation CYW requested MF to send out reminders to those who are</p>	<p>a) Info</p> <p>b) Info</p> <p>c) MF to follow up.</p>	MF	

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3.	Defaulter List	<p>not paying for the SPF AND Maintenance Service Charges and to state the course of action that will be taken by Management in the following order:</p> <p>a) warning of impending water disconnection b) Barring of access card c) Reducing water pressure d) Shame list -- Unit number and Amount.</p> <p>d) Water disconnection LMS asked, is it legally allowed to disconnect water. SP mentioned only reduction of water pressure is allowed by the act.</p> <p>a) CT proposed the implementation of a "shame list" showing unit number and amount. To SR's question, he said the criteria would be outstanding of RM500 (Special Painting Fund) and/or RM1,000 (Maintenance Service Charge + Sinking Fund)</p> <p>b) To LMS' question, SP mentioned Management will normally issue "internal" Notice of Demand to defaulters every month and "external" Letter of Demand involving solicitors. He explained that if the matter goes to</p>	a) MF to ensure compliance.	MF	
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4.	GYM	<p>the Tribunal, a member of the MC must attend.</p> <p>a) Defaulters List. MF presented the defaulters' list. a) MC deliberated on the units owing above 2K. Management to take measures for proper credit control and to issue LOD to units with default in payments above 2K. RHZ to also enforce water disconnection for defaulters with tenanted units.</p> <p>a) Gym Maintenance MC members deliberated on the current billing, frequency of maintenance and the amount billed if it's too expensive for RM 1025.00 for 3 months which means RM 300 per month. SR suggested to MC to MF to find out who is maintain the gym equipment's at IMU. CYW agreed and instructed MF to follow up with IMU.</p>	a) MF to source for new service provider and get quotes.	MF	By next MC Meeting
5.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	<p>1. Work as per schedule a) Card Reader System. MF reported in the meeting that Management had written to Mitsubishi to omit the card reader system and a total of RM49, 200.00 will be saved as been agreed to in the last 45th MC</p>	a) For info	MF	ASAP

		meeting. b) Work schedule MF mentioned Mitsubishi will be starting work onsite in May 2019.			
	Lift B1 & B2 (Access Elevator)	a) No issues reported.			
7.	SECURITY (Veritas Security)	1. Work as per schedule a) SR questioned why was Veritas issued a penalty and deduction was done as reported by MF. SR disagrees to the deduction and asked for an explanation. SP mentioned that from the time they were awarded the contract, they have had always had manpower shortage problems and had numerous times made their workers work extended shifts (MF informed that in November, there were 96 cases) KCK asked who negotiated the contract. SP mentioned that the contract was negotiated, agreed and signed by the contractor, RHZ and tender committee, and it is stated clearly in the contract guards caught working more than 12 hours a penalty will be imposed. KCK mentioned if the contract was vetted by previous tender committee, than it should be borne by the contractor. CYW concurred. SR mentioned that if in future there is any deduction to be done the reasons	a) MF to ensure compliance.	MF	

		for the deduction must be made known to the MC.			
8.	CLEANER (Twot Cleaning Services)	No issues		MF	
9.	PEST CONTROL (New-Tech Pest Control).	No issues		MF	
10.	LANDSCAPING (UVA Trading).	No issues		MF	
11.	Building Generators	KCK asked for an update on the quotation for the testing of the Gen Set Load Test. MF said that this will be done by RHZ Chargeman. Auto test – Weekly Load test – Quarterly.	For info	MF	
12.	White car Park lots	a) MC deliberated on the list forwarded by MF. And no major issues reported.	a) MF to monitor on the issuance of white lots car stickers.	MF	
13.	VKB Website	a) MC member deliberated on the VKB website in regards of making it more secured. MT mentioned that Anderes Fourdy (current web developer) had set up the webpage in close collaboration with PBB. MT mentioned if MC decide to pay the service provider RM300 the web page will be secured and residents will be more confident in doing	a) MF to make arrangements for the payment to Anderes Fourdy. KCK's Note: As of 28 /1/2018, vistakomanwelb.com is still shown as "not secure" ... Has the payment been made and when? If paid, why has it not been installed? An owner, Penny Ng, a software professional working overseas, has	MF	

		payments online. MC members cast their votes and 7 MC members agreed excluding KCK who is against it for reasons given in the previous meeting.	also complained and agrees that owners should not be submitting any banking details in any webpages other than the bank's or payment gateway's		
14.	Units Doing Renovations in Oct/Nov 2018	a) MF presented the list of units doing renovations for the month of December 2018. CYW requested MF to include an extra column for date of inspection by MF.	a) MF to act accordingly.	MF	
	Visitors Car Exit Lane barrier	MF informed that the replacement has been ordered	MF to follow up	MF	
14.	Rubber Humps.	a) SR requested MC to reconsider and approve his request to install rubber humps to B2 block at areas where bikes are caught to be speeding which is endangering children's and that are walking across when coming out of the lobby. MC deliberated at length and decided for it by majority vote and instructed MF to get 3 quotes. MF to liaise with SR on the location for the humps to be installed.	a) MF to act accordingly.	MF	
15.	Handy man	a) MF reported to MC that one handy man will be hired in January 2019.	a) Info		
16.	Speed Limit Signage	SR briefed the meeting about the issue of delivery riders speeding in the vicinity of B2. KCK suggested implementing a policy that delivery riders should not be allowed to enter the	a) MF to order the signage and install at strategic area.	MF	

		compound. Instead, residents should pick up their orders from the deliverers at the guardhouse. After extensive discussions, CYW proposed to put new signage for the following: 1-Open Air speed limit is 20km/hr. 2-Inside Basement Car Park speed limit is 10km/hr			
17.	E-Waste Bins	a) MC deliberated on the need to have the bins for proper disposal of electrical waste as proposed by SR. MC voted against putting the bins at the lobbies. It will be better to put it at the garbage house. After much deliberation no decision was made. CSH proposed that in the meantime, anyone who wants to dispose of e-waste should send them to the management office. CYW also suggested to MC Members to discuss further that issue in another meeting.	a) KIV		
	Commercial Outlets	MF presented the built-up areas occupied by the various outlets and proposals for their final all-in rentals. The final decisions were: Taska Mama – RM1200 Minimarket – RM700 Car wash – RM600 Stationery shop – RM1200 Imagine Café – RM1400 All rentals to be valid for one year.	MF to follow up	MF	

	B1 Lobby Renovation	MF presented the 2 choices for the canopy color and material as narrowed down by Terrence Chai. The MC members voted for the option that had a neutral color and brighter outlook. As for the material, the MC members voted for the solid textured option over the hollow option for durability.	MF to follow up	MF	
18.	Dengue Project	a) CYW asked MC Members when they would like to do the Gotong Royong Campaign. MC Members decided to do it in March 2019 and to get DBKL involved. KCK suggested that management work with IMU on an "Awareness" brochure and attach it with our monthly water bills. This is to create awareness among the residents and tenants. CT also suggested posting the information on the website	a) MF to work with IMU on the awareness brochure.	MF	
	Downpipes for Tower Block	KCK said that MF had been instructed to get quotations for this a few meetings ago and asked for the status. MF said a few contractors had been contacted but yet to submit quotes.	MF to follow up	MF	
	Taska Mama dispute with client (IMU lecturer)	KCK asked for the status of this case. MF said that it had been settled and does not implicate VKB / the MC	For info		
	Minutes of MC meetings	KCK reminded MF that the minutes should be posted on notice boards and uploaded to the website as soon as possible after approval	MF to ensure compliance	MF	

	New notice boards for all 3 blocks	MT asked for visuals of these for MC consideration. MF said he had received quotations and designs and will email to the MC	MF to follow up	MF	
	Time fiber dataplan upgrade	MT said VKB's plan had been upgraded to 150Mbps and asked if ours have been upgraded similarly. KCK said that the plan was given to VKB FOC for allowing Time to offer their services at VKB. MF said the upgrade had been effected.	For info		
	Attendance at court / Tribunal hearings	MT suggested allowance and reimbursement of expenses for attending such cases	MF to note		
	Next AGM	KCK asked when is the latest date for the next AGM. SP said July based on the 15month rule. KCK suggested April which CYW said he will not be around.	KIV next meeting		
	Insurance quotations	MT said that her friend had submitted quotations (Great Eastern & Zurich) in early Dec and reminded MF to include those for consideration	MF to follow up	MF	
19.	CNY Get Together with Residents	a) MC Members decided to have the gathering on the 2 nd March 2019 (Saturday).	a) MF to get a menu proposal from our Café Operator.	MF	
20.	Procurement	1) Access Elevators Sdn. Bhd. – Supply & Install main sheave & 75meter Hoist Rope Ø12mm in B2 Block, Lift Number 1, which was due to wear and tear. and JKKP's instruction- RM33,050.00			

		<p>2) Lightningtech Engineering Sdn Bhd – Citel Lighting Surge Protection for Tower B and Management Office, Antenna Converter to CPU Protection for VKB - RM3,024.00</p> <p>3) ECE Electronic & Security System – To Repair Door Access Control System at B Tower – RM1,950.00</p> <p>4) Makmur Pressure Solution Ent – To Replace Submersible Pump Sub Basement below club house – RM2,700.00</p> <p>5) Mid-Marvel Engineering Sdn Bhd – Fire Protection System – RM6,488.00</p> <p>6) Mid-Marvel Engineering Sdn Bhd – Fire Alarm System at Club House, Blok B Tower, B1 & B2– RM6,256.00</p> <p>7) Renewal of Property Management Agreement with RHZ RM10,500 pmth exl SST Staff cost RM18,685 pmth</p>			
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Date of next meeting was agreed to be Wednesday 30th January 2018 at 8:00pm, MC meeting was adjourned at 10:00pm with a word of thanks from the Chairman.

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