

PERBADANAN PENGURUSAN VISTA KOMANWEL B (BUKU DAFTAR STRATA 2114)

Minutes of 54th Property Management Committee Meeting

Ref : PPVKB/054/2019

Date : 25/9/2019

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
6.	Mr. Chuai Teck @ Chai Teck (Terrence)	CT	Committee Member
7.	Mr. Teh Teong Khuan @Chris Teh	TTK	Committee Member
8.	Mr. Hoi Kam Fatt @Alan Hoi	HKF	Committee Member

RAINE, HORNE & ZAKI PROPERTY MANAGEMENT (RHZ)

1.	Mr. Selvakumaran P.	SP	Absent with apologies
2.	Mr. Norrol Kamal Bin Md Zainin	KZ	Building Manager
3.	Mr. Barani Kumar	BK	Account

The Chairman welcomed all committee members to the 54th Management Committee meeting of Perbadanan Pengurusan Vista Komanwel B.

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 (PPVKB/053/2019) and was proposed to be adopted by Mdm. Tan Lai Yong and seconded by Mr. Khong Chee Kong.	a) Info.		
2.	2.1 Accounts	<p>a) Income and Expenditure. BK presented Aug'19 income and expenditure statement with surplus of Rm 200,108.00 derived from income of Rm390,393.00 after deducting expenses of Rm162,650.53</p> <p>b) Major expenses i. Accessories, Fitting & Part M2, 190.00.</p> <p>c) New Bank Ac with better FD rate BK proposed few bank with FD Rate, we place the monies in FD account. Committee members agreed with UOB Bank offer 3.8 higher special rate but pending confirmation document from UOB Bank on rates and deposit.</p>	<p>a) Info.</p> <p>b) Info.</p> <p>c) Info.</p>		
	2.2 Tribunal Case	No matters arising.	Info.		
3.	Lift - B Tower (Mitsubishi) Lift Refurbishment & Modernization - B Tower.	<p>a) CYW briefed that he had discussion with Mitsubishi representative and the following was highlighted:</p> <p>1- Delay partly due to our late confirmation to reinstall the access card system.</p>	<p>a) Info.</p> <p>1- Info.</p>		

		<p>2- Difference in drawing at the factory and the lift install at VKB B Tower and as such factory to relook into drawings.</p> <p>3- MC requested to finalize colour to all landing doors and reverts. MC agreed for Mitsubishi to spray Pastel Gray code A106 except for Ground Floor Lobby.</p> <p>4- Mitsubishi has yet to issue letter of undertaking for Lift Lobby Renovation by third party contractor for damages.</p> <p>5- Project tentatively to commence beginning of December 2019 and Mitsubishi to provide all necessary precaution to prevent damages to the lobby area.</p> <p>6- RHZ to issue necessary notice prior to commencement of renovation.</p>	<p>2- Info.</p> <p>3- Info.</p> <p>4- KZ to follow up.</p> <p>5- Info.</p> <p>6- KZ to follow up.</p>		
4.	Lift B1 & B2 (Access Elevator)	<p>a) Following an incident of CT trapped in a lift at B2, the MC instructed all guards to be briefed and trained in the event of any emergency case in the lifts. TC requested the elevator service operator to inspect all lifts for safety and smooth operation.</p> <p>b) RHZ to check contract terms on the estimated response time for main trap/ rescue team.</p>	<p>a) KZ to follow up.</p> <p>b) KZ to follow up.</p>		
5.	SECURITY (Veritas Security)	<p>a) TTK briefed MC that there was a slight improvement by the guards.</p>	<p>a) Info.</p>		

		<p>b) MC requested RHZ to allow only the Security Supervisor to carry handphone while patrolling and all guards are to have walkie talkie while on duty.</p> <p>c) MC requested RHZ to ensure guards check on renovation works and all roro bins are covered.</p> <p>d) RHZ informed MC that a WIFI Camera will be installed at Guard House by the middle of next month. This can be viewed by MC members from their personal handphone. Estimated quotation cost is RM159.</p> <p>e) MC reminded security to clamp any car for non-compliance of parking rules. The MC has noted very low or even zero clamping rate per month, only 11 clamps from Feb to Aug 19.</p>	<p>b) Info</p> <p>c) KZ to follow up.</p> <p>d) KZ to follow up.</p> <p>e) KZ to follow up.</p>		
6.	CLEANER (TWOT Cleaning Services)	<p>a) TTK informed the meeting that the cleaners performance need to be improved their work is getting casual and sloppy instead of properly planned job. RHZ is instructed to monitor and advise the contractor accordingly.</p> <p>b) RHZ to issue notice and source for new quotes on cleaning contractors.</p>	<p>a) KZ to follow up.</p> <p>b) KZ to follow up.</p>		
7.	PEST CONTROL	No matters arising.	Info.		

	(New-Tech Pest Control).				
8.	LANDSCAPING (UVA Trading).	No matters arising.	Info.		
9.	Automation System CCTV, Autogate Access Card Reader.	<p>1) CCTV a) HLW briefed the committee that he had interviewed four companies for the above said project, details are below: 1- Global Security Network RM118,970 2- Securetech RM44,120 3- ECE RM32,420 4- Viva Cerah Sec Tech RM179,883</p> <p>b) RHZ informed the meeting that there will be another two more contractors, scheduled for presentation. 1- Haptom Solutions 2- Holistic Worldwide Resources</p> <p>2) EM Lock @ Guardhouse a) RHZ presented the layout for the EM Lock and Card Reader System for entry and exit for main guard house to the committee.</p> <p>b) RHZ informed the committee that contractors are not keen to carry out relocation of existing swing gate but are proposing that they fabricate new one.</p>	<p>a) Info.</p> <p>b) KZ to make necessary arrangement and inform HLW accordingly.</p> <p>a) Info.</p> <p>b) KZ to look for parties that can relocate.</p>		

		3) Access Card a) RHZ informed the committee that the access card system to both lift and vehicle entry is functioning.	a) Info.		
10.	Other Matters 10.1 E-Community System	a) CYW briefed on the E-community solution package from Time Tec. For the first year, payment is only RM1000 for training expenses to building management, security team and owners/residents. Thereafter, the renewal fee is RM6900 per annum or RM575 per month. However, the only condition is to open a current account with UOB and maintain a minimum float of RM100,000 each month for at least a year as UOB will sponsor the tablet and stand. The committee noted that there are very few UOB branches around this area, the nearest being Puchong branch but on the up side, we may explore a total banking solution to include credit card merchant services and better FD rates. Alternatively, we can also choose to pay the tablet and stand at around RM3500 if we do not open account with UOB. The committee deliberated and agreed E-community system is the way to go but care must be taken to ensure no hidden costs on the terms and conditions.	a) KZ to follow up.		

		<p>b)CYW requested that RHZ compile details of a few service providers that provide E-Community System together with details of system, pricing and other relevant details for presentation.</p> <p>c)The committee discussed to include another payment mode via Touch n Go e-wallet. BK/KZ to study on the feasibility of this proposal.</p>	BK/ KZ to follow up.		
	10.2 Renovations	<p>a) RHZ informed the meeting that there are 9 units that are undergoing renovation.</p> <p>b) CYW raised his concern on the renovation notice put up at unit B-25-07 despite of the completed renovation.</p>	<p>a) Info.</p> <p>b) KZ to ensure removal of the notice upon inspection and deposit refund by him.</p>		
11.	Procurement	<ul style="list-style-type: none"> - You Lin Stationery Enterprise (RM646.30) Supply Stationery - AGE (RM500.00) Roofing Work Unit B1-16-01 - AGE (RM750.00) Roofing Work Unit B1-16-07 - AGE (RM1,050.00) Roofing work Unit B2-18-03 - AGE (RM1,400.00) Repair Outer Wall Leaking Unit B-19-05 - Law Iron Works (RM2,100.00) Supply & Install Awning for Guard House 			

The meeting was adjourned at 10:00pm with a word of thanks from the Chairman and the next meeting is scheduled on Wednesday 30th October 2019 at 7:00pm.

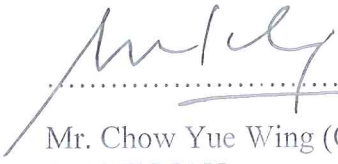
Prepared by,


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

Confirmed by,


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

Approved by,


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

