

**PERSATUAN PENDUDUK KONDOMINIUM SRI
PUTRAMAS KUALA LUMPUR “PPKS”
[NO. BERDAFTAR : 0272- 06- WKL]**

Minutes of Meeting

Series : 02/2007
Date : 16 June 2007

Association : Mr. Gurmit Singh
Mr. Tan Tong Foo
Ms. Preeti J. Shah
Ms. Sheireena Mohd Ibrahim
Mr. Guy Pastors
Mr. Francis C’hng

Mr. Joseph Ryan (observer)

Management : Mr. Jack Leong
Mr. Chua Chee Tiong
Captain Shahar (new Security Manager)

No.	Agenda & Description	Action
1	RA’s aims and objectives in holding monthly meetings	
1.1	<p>Meeting was called to order at 11.20 a.m. by Mr. Gurmit who apologized for his lateness in arriving for the meeting due to an emergency.</p> <p>Mr. Gurmit informed the Management of the RA’s aims and objectives are as follows :-</p> <ol style="list-style-type: none"> 1. To unite and protect interest of housebuyers of Sri Putramas Condominium. 2. To ensure rectification of all buildings, facilities and compound. 3. To highlight short comings and suggest solutions and improvements in the proper maintenance and management of buildings, facilities and compound. 4. To protect welfare and safety of residents of Sri Putramas Condominium 5. To ensure a healthy financial status and review financial matters concerning the maintenance and management of our condominium. <p>The aim of the RA is to establish transparency in the workings of the management so that there are not misunderstandings between the management and residents.</p>	

	Mr. Jack was pleased with the aims and objectives which he said were positive.	
2.	Scope of works / responsibility of management office	
2.1.	<p>Mr. Chua went through the list of the management office's scope of works / responsibility (annexed hereto as Annexure 1) and explained everything briefly. Mr. Chua stressed that their job scope was in relation to common property only.</p> <p>Ms. Preeti enquired whether the management office's scope of work extended to defect / maintenance problems existing within the individual units, in particular the drain pipes. Mr. Jack Leong confirmed that the Developer had already obtained the Architect's Certificate of Making Good of Defects and hence were no longer liable to rectify the defects. Mr. Francis then requested for a copy of the said certificate and Mr. Jack Leong has agreed to produce it.</p> <p>Mr. Jack confirmed that the main drain pipes in the yard, kitchen, both the bathrooms and the water pipe before the water meter are common property and maintenance thereof is the responsibility of the management office. The water pipes after the water meter leading into the individual units is the responsibility of the individual owners.</p> <p>Ms. Preeti also raised the issue of the fungus and window leakage / replacement and rectification works carried out by the 3rd party contractors and enquired whether the management office will continue to make good the same if the rectification had been done earlier and the problem re-occurred. As Mr. Chua and Mr. Jack were not able to confirm on this, Ms. Preeti called up Mr. Gnana who has said that he will approach the Developer on this and obtain their confirmation on the length of the period for which the Developer will continue to rectify such defects. He has agreed to include this matter as an agenda in the next meeting.</p> <p>Ms. Preeti also inquired on the termite problem faced by some unit owners within their units. Mr. Chua confirmed that the management does carry out pest control every month on the common property and hence there should not be any termite problems in the individual units but if there are residents facing such problems, then they should approach the management office about it.</p>	<p>Mr. Jack Leong to produce a copy of the Architect's Certificate of Making Good of Defects</p> <p>Mr. Gnana to revert with the Developer's stand in the next meeting.</p>
3.	Fire Safety Readiness	
3.1	<p>Ms. Shereena has been liaising with Bomba and Mr. Thava (former security manager) on the fire safety aspects of the condominium.</p> <p>Ms. Shereena raised the issue of where the hose reel and fire hose were located. Mr. Jack informed that they are located in the riser on each floor</p>	

	<p>and the keys to the riser are at the guard house. In the event of emergency, residents should call the guard house. Mr Gurmit informed that many of the doors to the riser were open and the contents could be vandalized. Mr. Jack has agreed to look into it.</p> <p>Ms. Shereena also informed that the fire extinguishers on each floor are usually missing from their bracket or used to keep the refuse chamber doors open by the cleaners. Mr. Jack has agreed to look into relocating the fire extinguishers and also to inform the supervisor of the cleaners to check on his cleaners to ensure this is not done.</p> <p>Ms. Shereena also inquired whether the fire alarms located on each corridor were in working order as they seemed to be ringing when there was no fire. Mr. Jack informed that the alarms were sensitive but he will look into ways to overcome this problem. Mr. Jack also informed that the smoke detector is in the lift lobby on each floor and the panic button which can be used to manually activate the fire alarm is located on the staircase. Ms. Preeti informed that many of the panic buttons were broken and Mr. Jack has agreed to look into it.</p> <p>Ms. Shereena also informed that all the fire escape doors in the condominiums and car parks are left open all the time partly by the cleaners and partly because the door closers are all missing. Ms. Preeti informed that Mr. Gnana had earlier informed the RA that the door closers were all stolen by the Indonesian workers who were doing the defect rectification works. Mr. Gnana had informed the RA that the Developer will only replace the door closers once the defect rectification work had been completed. As such, the cost of replacement should be borne by the Developer and not from the management funds. Mr. Jack said that he will revert on this.</p> <p>Mr. Jack and Captain Shahar have agreed to train the guards on the use of the fire equipment and procedure during emergencies.</p> <p>Ms. Shereena will liaise with Captain Shahar to ensure that action is taken to rectify the shortcomings mentioned above.</p>	<p>Mr. Jack to revert with issue of cost on the replacement of the door closers and whether the Developer will bear the cost.</p> <p>Ms. Shereena to report on progress.</p>
4.	Visitor Car Parks	
4.1	<p>Many proposals were discussed to revamp the entire car parking system in our condominium but no conclusion could be reached. As the management office is also not able to change the resident parking areas and visitor parking areas until January 2008, Mr. Chua proposed that a sub-committee be formed to look into this issue in its entirety. The RA has agreed. The sub-committee will consist of Mr. Gurmit Singh and Mr. Guy Pastors from the RA and Mr. Jack and Captain Shahar from the management.</p>	<p>Parties to report on progress at monthly meetings</p>
5.	2006 Audited Accounts	

5.1	Mr. Chua informed that the 2006 audited accounts will be available in August 2007.	To be an agenda for the August meeting
6.	Traffic Solutions	
6.1	<p>Mr. Gurmit informed that there was no response from the MP on the traffic solution promised by DBKL. Mr. Chua also informed that if steps to resolve the traffic is not taken, it may become worse once SP2 is occupied.</p> <p>Mr. Jack made a proposal on steps the management can taken to alleviate the residents problems. He suggested that an exit be created between Blocks A and B. The exit would be open during the morning and a guard would be placed to control the traffic.</p> <p>The proposed exit will be 26 feet wide and will also be useful for Bomba and heavy vehicles to enter the condominium as the front entrance is too narrow. The most reasonable quote obtained to create this exit is RM8,500.00.</p> <p>The RA believes that the proposal is viable. Ms. Preeti suggested that the residents also be given an opportunity to air their comments / suggestions on this. Mr. Jack has agreed to put up the plan for the proposed exit on the notice boards for a period of 2 weeks. Ms. Preeti will inform RA members for their feedback.</p>	RA to revert on the proposed exit.
7.	Adjourn	
7.1	There being no further issues the meeting adjourned at 1.45 p.m.	

Approved by,

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Preeti Shah
Secretary

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Jack Leong
Building Manager