

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

Minutes of meeting

Series : 04/2007
Date : 18/08/2007

Association : Ms Sheireena
Mr Guy Pastors
Mr Ponnuthorai
Mr Francis
Ms Vimala
Mr Lim Say Onn
Mr Vincent Ngu
Ms Zuriati

Management : Mr Jack Leong
Captain Shahar

No.	Agenda & Description	Action
1	Follow up	
1.1	<p>Meeting was called to order at 11.10 a.m by Ms Sheireena who welcomed everyone to the 04th meeting between Residents Association and the Management.</p> <p style="padding-left: 40px;">a. <u>Proposed 02nd Exit.- Traffic congestion</u></p> <p>Regarding the above issue Mr Jack mentioned that a letter should be written to the Pengarah, Jabatan Pengangkutan Bandar, Dewan Bandaraya, Tkt 19, Jalan Raja Laut , 50350 KL jointly by the management and the residents association to address the issues faced by the residents on traffic congestion.</p> <p style="padding-left: 40px;">b. <u>Car park Solutions</u></p> <p>Captain Shahar informed that he has conducted a survey on visitors and noted that an average of 50</p>	<p>Mr Jack and RA to follow up on this issue.</p>

<p>visitors and 20 contractors are entering into our condominium daily. Mr Jack informed that 100 car parks have been allocated as visitor's car park.</p> <p>Ms Zuriati commented that the present visitor's car park needs to have adequate signage to direct the visitors to the car park. She also emphasized in providing visitors with placard to display in their car to differentiate visitors from residents. Mr.Guy Pastors suggested that visitors shall be provided with different colours of placard on different days, for efficient monitoring. This suggestion has been agreed by all the parties and Mr Shahar agreed that this shall be implemented from Thursday, 23rd August 2007 onwards. Ms Zuriati mentioned that guards should not open the main entrance door for residents those who do not have an access card. She said those who claim that they are residents and yet do not have access card or valid stickers should be directed to the management office. Captain mentioned that it's not possible all the time, as some residents are very rude and they just walk off leaving the car in the middle of the road to create traffic jam. Ms Zuriati mentioned that vehicles have been parked both sides of the road outside our compound and this has been a major cause for traffic congestion at the entrance to Putramas. She asked Captain Shahar to call DBKL to summon those owners who park their vehicles along the road side to Putramas. Mr Jack agreed that the security shall call DBKL twice a day to look into this problem.</p> <p>Ms Sheireena informed the new members that a sub committee has been appointed to study the visitor's car park issues and waiting for further action on relocation of visitor's car park.</p> <p>Mr Jack suggested a joint monitoring of the traffic flow at the guard house by the management and the RA, so that all shall have hands on experience on the problems faced by the security guards. The committee agreed to do the joint monitoring of traffic flow at the guard house on Saturday, 25th August 2007 at 12.00 pm.</p> <p>Mr Thorai mentioned that cars have been scratched</p>	<p>Captain Shahar to follow up.</p>
--	-------------------------------------

<p>by the pedestrians in Block B due to the narrow walking bay between the cars. He suggested closure of this narrow exit, as there are many other ways available for pedestrians. Mr Jack agreed to this suggestion.</p> <p>c. <u>Fire Safety readiness</u></p> <p>Captain Shahar informed that fire extinguishers have been installed in every floor of each Block. Mr Jack said that proposal to appoint qualified fire contractors to check the whole fire fighting system on a quarterly basis have been submitted to Mr Gnana and assured that the appointment shall be done by end of the month. The members requested that a report from the consultant on all aspects of fire safety shall be submitted during the next meeting. Ms Zuriati and Mr Vincent informed their intention of calling Bomba to inspect the whole building two months from now.</p> <p>d. <u>Organisation Chart</u></p> <p>Mr Jack handed over the organisation Chart of the management team at Putramas to RA and assured that he shall put it up in the notice board by Monday, 20th August 2007.</p> <p>e. <u>Cleaning services & schedule</u></p> <p>Mr. Jack informed that cleaners have been briefed on issues highlighted in the last meeting. He said cleaning time has been rescheduled to 10.00 am and 3.00 pm.</p> <p>Ms Zuriati suggested to create a checklist to ensure all the areas have been cleaned and the relevant person shall sign after completion of each shift. Mr Jack agreed to this suggestion and assured that he will implement it soon.</p> <p>Members also highlighted that the cleaners have to drop the garbage trolleys at the entrance of each block and this has caused considerable damage at the entrance. Mr Jack assured to construct a ram at</p>	<p>Mr. Jack to follow up.</p> <p>Mr Jack to follow up.</p> <p>Ms. Zuriati and Mr. Vincent to follow up.</p> <p>Mr Jack to follow up</p> <p>Mr Jack to follow up</p>
--	---

	<p>the same level with the floor in order to avoid this situation.</p> <p>f. <u>Refuse Solution for Ground floor</u></p> <p>It has been agreed to allocate refuse chamber on the other side of the staircase for residents of the ground floor, provided that the place has been kept clean and tidy. Mr Jack agreed to this and refuse chambers shall be allocated to the designated places immediately for trial.</p>	Mr Jack to follow up
	New Issues	
2	<p><u>Audited accounts 2006</u></p> <p>Mr Jack informed that audited accounts for 2006 is in progress and shall be ready by next month. He also mentioned that their financial year ending is in March.</p>	
3.	<p><u>Accounts for rentals collected from common facilities</u></p> <p>Mr Jack explained that rental for common facilities have been deposited in to developer's account, as developers have applied for separate strata title for the common properties. Many questions have been raised by the committee members and to that Mr Jack gave the following explanation.</p> <p>He said the rental shall be reverted back to the Management account if the developers fail to obtain approval from land office for separate strata title for the common properties.</p> <p>The rental for Mini market as at July 2007: RM60,000 (RM 3,600. per month)</p> <p>The rental for café as at July 2007 : RM 60,000(RM 2,800.00 per month)</p> <p>Rental for Saloon as at July 2007: RM 19,000.00.</p> <p>The members asked about the rental for hostels provided to the guards and also about the seven</p>	

	<p>rooms which has been currently occupied by the management staff.</p> <p>Ms Vimala suggested that one of the representatives from Mayland shall attend the next meeting to resolve this problem and Mr Jack agreed to it.</p> <p>4. <u>Status of strata title</u></p> <p>Mr Jack informed that they have already submitted the application of strata title and waiting for the approval from land office.</p> <p>5. <u>Table installed around swimming pool.</u></p> <p>Ms Sheireena commented that the glass table installed by the pool side is beautiful, but could turn out to be very dangerous if broken or damaged. She suggested that management should consult with RA before purchasing or installing any new items in the premise.</p> <p>Mr Jack agreed to this and assured that he shall check with the vendor whether the glass is breakable, and if so he shall replace it with some other material and shall consult with RA before doing so.</p> <p>Ms Vimala mentioned that the management should make it a practice to consult with the owners as we are moving towards forming JMC.</p> <p>6. <u>Working of CCTV</u></p> <p>Mr Thorai informed that CCTV in Block B car park is not functioning. Many complaints have been raised by the members on faulty CCTV. Members commented that CCTV should be in working order and should be monitored regularly to ensure that it's been functioning all the time. Captain Shahar agreed to it and mentioned that quality of our CCTV is very poor; hence recording can't be viewed clearly. Ms Vimala and other members suggested that representative from MM Service and Distribution who are contractors for the CCTV should be called in for the next meeting.</p>	<p>Mr Jack to inform Mayland.</p> <p>Mr Jack and Captain Shahar to follow up to make appointment with MM Services and Distribution.</p>
--	---	---

<p>7.</p> <p>8.</p>	<p>Mr Thorai suggested that CCTVs shall be installed in strategic places in order to capture unpleasant incidents and to utilize the maximum benefit of installing CCTVs.</p> <p><u>Othe issues</u></p> <p>Captain Shahar reported the following security issues.</p> <ol style="list-style-type: none"> 1. Some one has broken into Block D on the 10th of August 2007 and fled with jewelry worth RM 15,000.00. A police report has been made by the owner and investigation has been going on currently. 2. A spoiler of a car has been stolen when a resident's car was parked overnight at the car park and the owner did not make any official complain about it. 3. Some Bangladeshi workers have been staying in Block B and verbal warning has been issued to the owner to vacate these people immediately. <p><u>Complaints from Block E</u></p> <p>Following complaints have been raised by Ms Zuriati, Mr Vincent, Mr Francis and Mr. Lim.</p> <p><u>Rectification of defects</u></p> <ol style="list-style-type: none"> 1. Leaking: Water seeping through newly installed windows/ louvers in the common property and this has caused certain damages to the lift 2. Watermarks on the wall and the slabs near to the garbage room. 3. To check on garbage rooms for water proof. 4. Crack on staircase. 5. Rainwater discharge pipe broken. <p>Ms Zuriati urged Mr Jack to rectify all these problems within two months.</p> <p>Mr Jack emphasized that the residents who have any complains or issues shall go through the right</p>	<p>Captain Shahar to tighten the security</p> <p>Mr Jack to follow up closely on all the matters and rectify within two months from now.</p>
---------------------	---	--

	<p>channel to bring forward their grievances to the management. Ms Vimala and Ms Sheireena supported his view.</p> <p><u>Insurance Policy</u></p> <p>Ms Zuriati enquired about the coverage of insurance policy and the areas that have been covered under the policy. Mr Jack has to revert on this by next meeting.</p> <p>Ms Vimala enquired about the refurbishment of building and Mr Jack suggested to come out with our wish list. Mr Francis suggested to include installation of Decorative Architectural light weight mouldings as one of the wish list, as this may benefit to prevent water seeping through the windows.</p> <p>On behalf of RA Ms Sheireena asked permission to MR Jack to organize events such as health check, Safety talk and family day for the residents. Mr Jack agreed to this and asked to inform him in advance on the dates of these events.</p>	<p>Mr Jack to revert on Insurance policy</p>
9.	Adjourn	
	The next meeting has been fixed on 15 th September 2007, Saturday at 11.pm. There being no further issues the meeting adjourned at 2.00pm.	

Approved By:

Sheireena Mohd Ibrahim

Jack Leong
Building Manager