

PERBADANAN PENGURUSAN KONDOMINUM TIARA FABER

(“PPKTF”)

MINUTES OF THE HANDOVER MEETING BETWEEN JMB AND PPKTF

DATE: 13th August 2011

TIME: 3.30 p.m.

VENUE: Library

Tiara Faber Condominium. 456, Jalan Desa Utama

Taman Desa, 58100 Kuala Lumpur

Present :

Representatives from PPKTF

Cheph Chaang – Chairman

Loke Hau Pei – Council Member

Lu Lee Chu – Secretary

Kelly Soo – Council Member

Benjamin Poh – Treasurer

Ang Kar Heng - Council Member

Shanthi V. Balakrishanan – Council Member

Paul Hiru– Sub-Council Member

Khairul Azli Khalid – Council Member

Wong Woon Yee – Sub-Council Member

Representatives from JMB

Kent Loo – Secretary, JMB

Saw Kok Hooi – Treasurer, JMB

Ganasegaran – JMB Committee Member

Yan Huey Jian – JMB Committee Member

Sherene Lee – S H Lee & Associates (outsourced accounting services)

Vally A/P Kanniappan – SPS Management

Ricky Chow – SPS Management

Absent :

Dr. Adrian Chung – Council Member

Vincent Chua – Sub-Council Member

Adeline Lo – Sub-Council Member

Observers by Invitation :

Mohan – Block C

Paul Hiru – Block C

Rahim Hadi – Block C

Minutes taken and prepared by: Wong Woon Yee (Vice Secretary – Sub-Council Member)

No.	Description	Action
	Meeting commenced with the handing over of accounts under the responsibility of Sherene Lee (SH Lee & Associates) and Yan Huey Jian (JMB Committee Member). A handover checklist prepared by JMB is used to facilitate the handover process.	Info.
1.0	Handing over of historical financial reports from year 2008 to 2010 which were as follows :-	
1.1	Management Account updated as at 9 th August 2011 (which is the cut off date for all transactions on receipts and payments to/from JMB to be stopped).	Info.
1.2	Audited Accounts for Year Ended 31 December 2010	Info.
1.3	Audited Accounts for Year Ended 31 December 2009	Info.
1.4	Audited Accounts – 15 March 2008 (Date of registration) to 31 December 2008	Info.
1.5	Audited Accounts –1 January to 31 August 2008 (furnished by Faber Facilities Sdn Bhd)	Info.
1.6	Audited Accounts –1 October 2006 to 31 December 2007 (furnished by Faber Facilities Sdn Bhd)	Info.
1.7	Letter from Faber Facilities Sdn Bhd dated 30 November 2009 confirming that an of RM224,985 has been utilized from Sinking Fund deposits to pay maintenance expenses due to insufficient fund available in Maintenance Account. <i>(NOTE: JMB has never followed up nor pursued the wrongful usage of the funds by Faber Facilities till to-date).</i>	Info.
1.8	Accounting records for 2008 provided by Faber Facilities.	Info.

	<p>copies of the said letter of offers in his records to submit to PPKTF.</p> <p>➤ Invoices submitted to reflect monthly maintenance charges were :-</p> <ul style="list-style-type: none"> a) SPS Management at RM31,556 per month (building management) b) SRN Cleaning Services at RM10,000 per month (cleaning services) c) ThyssenKrupp Elevator M'sia S/B at RM6,615 per mth (lift maintenance) d) Mesua Ferrea Plantation Landscape S/B at RM3,850 per mth (landscaping) e) Uptown Pools Services at RM800 per mth (swimming pool maintenance) f) Pestco Management Sdn Bhd at RM350.00 per mth (general pest & fogging) g) NK Engineers at RM200 per mth (electrical installation and mobilization) h) S H Lee & Associates at RM2,200 per mth (Accounting services) 	Info.
3.1	TOTAL (a) to (h) which accounts for committed maintenance and services above amounts to RM55,571 per month.	Info.
4.0	<p>Insurance Policy</p> <p>Copies of Debit Notes and Renewal Certificates were submitted for</p> <ul style="list-style-type: none"> ▪ Fire – Private Dwelling ▪ Public Liability ▪ Business Machine and Equipment ▪ Furniture & Fittings located at management office 	Info.
4.1	Total premium is RM52,298.21	
5.0	Photocopies of PPKTF Certificate and Tiara Faber JMB were submitted	Info.
6.0	<p>In-House Rules and Regulations</p> <p>JMB submitted a copy of the booklet written by FM Property Management Sdn Bhd. (release date is unknown).</p>	Info.
7.0	<p>Operations Manual</p> <p>JMB informed in writing that the copies of the operations manual for lift, sauna, swimming pool, telephone and gen set are kept in the management office.</p> <p>NOTE : Has to confirm with Ricky Chow, (representative of JMB & SPS) on this.</p>	Ricky Chow
8.0	<p>Rental Parking Bay List</p> <p>A list of 58 bays with names of the residences who are renting.</p>	Info.
9.0	<p>Keys for Common Areas</p> <p>JMB submitted a list of 13 keys for common areas and 8 keys for management office. There is no acknowledgement on the list on who is having the keys. Ricky has to check and verify this.</p>	Ricky Chow

10.0	Maintenance Tool Listing JMB submitted a list of 18 items. There is no acknowledgement on the list on who is having the items. Has to be checked and verified.	Ricky Chow
11.0	Stock Listing – electrical items JMB submitted a list of 11 items. There is no acknowledgement on the list on who is having the items. Has to be checked and verified	Ricky Chow
12.0	KDN Licence for Expert Security Services Sdn. Bhd. Photocopy of the said license and a one-page company data were submitted.	Info.
13.0	Building layout plan Verbally informed that the copy of the plan is in the management office. Has to check and verify if this is the case.	Ricky Chow
14.0	List of Complains by residents List of 9 complaints with the longest item outstanding since 27 th April 2011 and latest 5 th August 2011. <u>Note that PPKTF only acknowledges receipt of the documents handed over by JMB for items 2.0 to 14.0. This DOES NOT conclude the entire handover process of the accounts nor acceptance of the accounts BY PPKTF. PPKTF reserves the rights to scrutinize the accounts at greater length and if necessary to appoint an external auditor to assist in the process.</u>	Ricky Chow
15.0	Other Matters	
15.1	Intercom system repair Recapped on what happened few years back with the intercom system. Raymond, former resident in Block C was appointed as the contractor for the system and he in turn sub-contracted the project. It was discovered later that malpractices involving switching and cannibalizing of encoders between one block with another block was done by Raymond and the sub-contractor and ended up with the project being abandoned till now. Cheph requested contact details from JMB (ie. Ganasegaran) for the sub-contractor involved in the project during that period.	Info. JMB (Ganasegaran)
15.2	Bank Account JMB had two separate bank accounts with Public Bank Berhad. One is for the management of the operating fund and another for the sinking fund.	Info.
15.3	Payment of Legal Fees Khairul asked about the nature of some legal fees paid by JMB and it was informed by JMB that the fees were incurred as part of the cost to pursue the formation of MC. Lawyer back then was a resident by the name of Benjamin.	Info.

15.4	Credit Card Merchant JMB will be serving a notice to HSBC (Global Payments) to inform them that JMB will be dissolved and as such to have the merchant agreement terminated. PPKTF to work with them on a new agreement or source for another bank.	Info. PPKTF
15.5	Provision of Tax Taxes provided for rental income since JMB took over from Faber in 2008 till 2011 is still not been paid. The tax agents, Wai & Co., has to ensure that Tiara Faber does not get a penalty from IRB for the many years of delay. (MC shall follow up with a letter address to Wai & Co as well SH Lee & Associate & cc. a copy to SPS & JMB, about this IRB matter) Sherene and Yan informed that the submission of taxes is in progress. However no work-in-progress documentation to prove that the tax has been followed up or being processed can be provided by Sherene and Yan.	JMB JMB
15.6	Accounts Receivables Cases No action has ever been taken against residents who do not pay their maintenance fees. JMB informed that they are not in the capacity to take action in view of the “legality” of the body.	Info.
15.7	UBS Accounting System It would be best to retain the usage of UBS for the building management system and accounting purposes. To check with UBS if PPKTF can be created in the existing system as a new company and have all the data migrated onto the new company as soon as possible. Currently, the only two users of the system are Sherene and Kien Ling.	Info. PPKTF
15.8	Issuance of Cheques by JMB CJMB has issued 3 cheques for the transfer of funds from its account to PPKTF’s. The details of the cheques are as follows :- <ol style="list-style-type: none"> 1. PBB 071102 – RM757,648.60 (Being sinking fund collected up to June 2011) 2. PBB 071103 – RM9,286.71 (Being sinking fund collected for July & Aug 2011) 3. PBB 311918 – RM8,000.00 (Being partial building maintenance fund) MC shall open 2 bank accounts too. One for sinking funds & one for operation/maintenance funds. Note: MC have to decide quickly to amend bank signatories as Dr Chung has expressed his concern about his availability to present himself to the bank to have PPKTF’s bank account open & activated by tomorrow, Monday August 15 th . 2011. Currently the cheques are kept by Chairman, Cheph Chaang. She has expressed that after tomorrow, she will not be taking the huge responsibilities to safeguard the cheques,	Info. Info. Info.

	<p>unless our Treasurer or one of the MC members is willing to do it.</p> <p>Final Note from Cheph Chaang :-</p> <p>She suggested MC should appoint external CPA/legal advisor/building management companies to audit and supervise the Final Handover by JMB/SPS, to avoid mistakes or negligence due to inexperience of current MC on handling such matters.</p>	
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With no further issues for discussion, the meeting was adjourned at 6.00pm.

Mdm Lu Lee Chu

Secretary

Chaang Foong Yee

Chairman