

	<p align="center">9 Bukit Utama Condominium Record of JMB Meeting No. 2</p>	<p align="right">Page 1 of 4 Date: 6.01.2015</p>
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Subject: Record of JMB Meeting No. 2

Date: 6th Jan. 2015

Place: Sales Office, 9 BU

Attendees: Refer to Attachment 1

Apologies: Andrew Low

Attachments:-

Attachment 1. Attendance List

Ref	Description	Action	Date
1	Confirmation of last MoM		
1.1	Last meeting minutes was confirmed. Peter proposed, SK Ng seconded.	INFO	
2	Letter to Developer on rectification works and defects on common areas		
2.1	Peter requested that developer should respond to the letter sent officially. Benedict to check with developer for reply.	Benedict	9 th Jan 15
	Ben informed that developer can't be bothered to reply to such letter since they are doing the defects anyway.		Updated 10 th Feb 15
	To send another letter to BUDSB requesting a reply to this letter.	Teoh	
2.2	Benedict suggested that developer will provide a list of completed rectification works so that JMB can inspect.	INFO	
2.3	FM team to follow up with Mohan on status of rectification.	SK Ng	On-going
2.4			
3	Procedures of residents' feedback and communication		
3.1	Peter suggested to create a common JMB mailbox for resident to communicate to JMB for any issues in addition to filling up complaint form with management office. Gmail account and Google group will be created by Choo Siang.	Choo Siang	9 th Jan 15
3.2	It was suggested that resident's complaint and incident reports should be made available to JMB. Peter to follow up with Management to follow up on this issue. It was agreed that incident report is important to be shared within JMB.	Peter	10 th Feb 15

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3.3	Benedict advised that there is a complaint report system whereby resident fill in forms with running numbers for tracking purposes. Forms are kept in file. It seems that these complaints are not keyed in to the computer. Benedict to check and revert.	Benedict	9 th Jan 15
	Benedict confirmed that the records were keyed in to the computer. The summary will be sent to FM group.		Updated 10 th Feb 15
	Benedict to provide incident report to Peter.	Benedict	Next meeting
	Benedict to arrange a meeting with all personnel in charge		
3.4	It was agreed that resident shall report to management before raising the issue with JMB. Issues raised will be discussed on the following JMB meeting.	INFO	
3.5			
4	Guard Patrol System		
4.1	Peter reported that 19 guards are available on morning shift while 14 guards on night shift.	INFO	
4.2	Patrolling is done every 2 hours.	INFO	
4.3	Patrolling system to be checked and verified. It should be part of the SOP.	Peter	10 th Feb 15
4.4	Quotation for Guard patrol tagging system for common areas to be obtained for consideration. Poon to check with Chia Nam Liang.	Poon	9 th Jan 15
5	Air conditioner ledge safety issue		
5.1	Benedict has spoken to the director and advised that developer will discuss with the consultant. Benedict to check and provide updates.	Benedict	9 th Jan 15
5.2			
6	Sub-Committee Issues		
6.1	Facilities Management		
6.1.1	It was clarified that JMB will work as a team for all facilities and maintenance issues.	INFO	
6.1.2	Teoh mentioned that sofa around swimming pool looks dirty. Benedict advised that canopy will be cleaned every 3 months. Sofa should be removed from the bench as they are hard to maintain.	INFO	
6.1.3	SK Ng mentioned that granite base of BBQ area canopy are rusty. Management will try to rectify the issue. Benedict to follow up with management.	Benedict	9 th Jan 15
	Done		Updated 10 th Feb 15
6.1.4	BBQ area sofa is changed every month.	INFO	
6.1.5	It was agreed that spaces in front of main lobby should be designated as "waiting area" and not "parking area". Signage should be changed to "15 minutes waiting area".	Management	31 st Jan 15

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	Done		Updated 10th Feb 15
6.1.6	Costing for tiling up B4 to be done so that it can be discussed during the next meeting. Tiles similar to lobby should be considered. Benedict to check with tiling contractors.	Benedict	10 th Feb 15
6.2	Security and House Rules		
6.2.1	Peter is compiling a useful phone numbers including emergency numbers, contractors etc.	Peter	On-going
6.2.2	House rule to be changed related to parking in front of lobby during the next AGM.	Peter	Next AGM
6.2.3	Peter obtained a copy of SOP to be studied and report to JMB during the next February meeting.	Peter	10 th Feb 15
6.2.4	Housekeeping on guard house intercom wiring to be improved.	Management	31 st Jan 15
	Done		Updated 10th Feb 15
6.2.5	Toilet inside guardhouse is dirty. Management to clean up.	Management	9 th Jan 15
	Done		Updated 10th Feb 15
6.2.6	Basin inside guardhouse to be replaced.	Management	31 st Jan 15
	Done		Updated 10th Feb 15
6.2.7	SK Ng mentioned that walk-in through back entrance are not properly controlled. Proper SOP is that guard should check resident card before admitting walk-in. Contractors should not be walking in through back entrance. Benedict to discuss with them to make sure that they come in through front entrance.	Benedict	9 th Jan 15
	Done		Updated 10th Feb 15
6.2.8	Steven mentioned that cleaners and guard should be easily identified. Benedict to inform management to make sure that worker wearing their respective badge. This should include contractors from developer.	Benedict	9 th Jan 15
	Done		Updated 10th Feb 15
6.2.9	Peter mentioned that lobby intercom not showing the view of lobby but showing the guardhouse instead. Benedict to check and revert.	Benedict	9 th Jan 15
	To be completed by 20th Feb.		Updated 10th Feb 15

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6.2.10	Access to village shops through B1 should be limited to middle entrance. Other entrances should be locked. Notice should be put up to notify residents.	Benedict	1 st Feb 15
	Done		Updated 10 th Feb 15
6.2.11	Signage to The Club should be obvious to visitors so that they will not turn in to 9BU instead. Benedict to check with The Club for implementation. Banner for The Club advertisement should be removed as it is blocking the view of on-coming traffic.	Benedict	1 st Feb 15
6.2.12			
6.3	Landscaping and Greening		
6.3.1	Choo Siang to check the herb garden and suggest improvement. Issues to be discussed during next meeting.	Choo Siang	10 th Feb 15
6.3.2	Budget to be allocated to add plants and improve the herb garden.	INFO	
6.3.3	Fish in the pond are getting lesser. Benedict explained that some fish dies and some were moved to the pond inside golf course.	INFO	
6.4	Legal and General Affairs		
6.4.1	Andrew Tan reported that 3 sub-committee members were recruited to help looking at the legal issues.	INFO	
7	AOB		
7.1	Mohan the manager from management office should join the JMB meeting from Feb 15 onwards. Mohan phone number is 012 3849231.	INFO	
7.2	Benedict mentioned that swimming pool filters need to be changed (2 for each swimming pool, 4 in total). They should be changed progressively. FM Team to check and revert while Benedict to obtain some quotation.	SK Ng / Benedict	10 th Feb 15
8	Meeting Adjourned		
8.1	Meeting adjourned at 10.30pm.		

Teoh
Secretary