

**GRAND SUBANG SS13**  
**MANAGEMENT CORPORATION**

**MINUTES OF**  
**1<sup>ST</sup> ANNUAL GENERAL MEETING**  
**APRIL 28, 2021**



Minutes of the 1<sup>st</sup> Annual General Meeting of Grand Subang SS13 Management Corporation held on April 28, 2021 at 9.00am at Lot No. G10, Grand Subang SS13, Jalan SS13/3, SS13, 47500 Subang Jaya, Selangor Darul Ehsan.

**(A) Parcel Proprietors/Proxies who were present at the AGM**

No.	Unit No.	Name of Registered Proprietor	In Person / By Proxy
1	1-06-12	Lyn Associates Sdn Bhd	By Representative – Lin You Nan
2	1-07-11	Chai Min Chin	By Proxy – Choong Wan Chen
3	1-07-15	Chai Min Chin	By Proxy – Choong Wan Chen
4	1-07-16	Lyn Associates Sdn Bhd	By Representative – Lin You Nan
5	1-11-12	Margaret Heng Siew Lee/ Diane Goh Ee Ling	By Proxy – Loh Zi Yang
6	1-11-13	Goh Siew Ying	By Proxy – Timothy Lau Shi Sheng
7	1-11-15	Chai Suit Ping	By Proxy – Muhammad Amirul Zaqwan Bin Jeffree
8	1-11-16	Ung Heng Tai @ Karven Ung	By Proxy – Tham Lin Lin
9	1-12-13	Seong Kai Wah	By Proxy – Chua Zhuo Yue
10	1-18-15	KBP Multiprocess Machinery Sdn Bhd	By Representative – Khor Weng Hong
11	1-18-16	KBP Multiprocess Machinery Sdn Bhd	By Representative – Khor Weng Hong
12	1-18-17	KBP Multiprocess Machinery Sdn Bhd	By Representative – Khor Weng Hong
13	1-19-13A	Siow Chin How	By Proxy – Yue Yeik Chan
14	1-20-01	Colin Chan Quok Meng/ Charles Chan Quok Leong	In Person
15	1-20-11	Gan Kong Leong	By Proxy – Rebecca Yong Wen Yi
16	1-20-13A	Siow Chin How	By Proxy – Yue Yeik Chan
17	1-20-15	Gan Kong Leong	By Proxy – Rebecca Yong Wen Yi
18	1-20-16	Siow Chin How	By Proxy – Yue Yeik Chan
19	1-20-17	Siow Chin How	By Proxy – Yue Yeik Chan
20	1-21-13	Tan Wei Shen	In Person
21	1-22-12	ST Perintis Sdn Bhd	By Representative – Saw Su Ee
22	2-09-05	Ng Yong Fatt/ Leong Sze Ming	In Person
23	2-11-10	Soh Chiaw Min	In Person
24	2-13A-05	Gan Mee Ling	In Person
25	2-21-09	Lo Chee Sheong/ Amy Chang	In Person
26	5-01	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai @ Karven Ung
27	5-02	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai @ Karven Ung
28	5-03	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai @ Karven Ung
29	5-3A	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai @ Karven Ung
30	5-05	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai @ Karven Ung
31	G01	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
32	G3A	Ung Heng Tai @ Karven Ung/ Saw Su Ee	By Proxy – Choong Wan Yee
33	G05	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
34	G06	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong

35	G07	Lim Bee Bee/ Lim Thye Hern/ Teoh Chooi Hwa	By Proxy – Ng Lee Peng
36	G08	Lim Bee Bee/ Lim Thye Hern/ Teoh Chooi Hwa	By Proxy – Ng Lee Peng
37	G09	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
38	G10	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
39	G11	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
40	G12	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
41	G13	Cheah Suan Lee	By Proxy – Yeo Jian Wei
42	G13A	Cheah Suan Lee	By Proxy – Yeo Jian Wei
43	G15	Lim Bee Bee	By Proxy – Ng Lee Peng

**(B) In Attendance**

No.	Name	Company
1	Mark Choo Choon Tatt	Cinta Subang Development Sdn Bhd
2	Khalil Naeem Lee	NJL Enterprise
3	Heng Kay Swee	Cinta Subang Development Sdn Bhd
4	Veronica Fong Sook Theng	Messrs W.K.Lee & Co.
5	Yap Jiun Kei	Allianz General Insurance Company (Malaysia) Bhd
6	Romson Gan	Asiastar Property Management
7	Andy Lee Soon Onn	Management office staff
8	Kuek Chen Soon	Management office staff
9	Tracy Wong Lok Hee	Management office staff
10	Angel Ho Seet Wah	Management office staff
11	James Sinnappan A/L Chinapan	Management office staff

**(C) Observer**

No.	Unit No.	Name of Registered Proprietor	In Person / By Proxy
1	2-18-07	Lee Chun Leong	In Person
2	2-18-07	Darren Lee	In Person

At 9.00am, Naeem Lee informed the floor that he has been tasked to conduct and act as the facilitator for this AGM. He further informed that as at 9.00am there was no quorum to commence the AGM and advised the floor to wait for 30 minutes.

**Total number of eligible proprietors** : 233  
**Quorum Needed** : 117  
**Present as at 9.00am** : 22

At 9.30am, the general meeting commenced, and the number of eligible proprietors present were 22.

Naeem Lee briefed the floor that for every resolution there must be a proposal and seconder, and if there is any objection or variation to the resolution, the said resolution must be put to a vote, either by show of hands or by poll if a poll is demanded. Parcel proprietor who wishes to speak on issue pertaining to the Agenda may do so by stating his or her name and parcel number so that it may be recorded in the AGM minutes.

The following persons were being introduced to the floor: -

No.	Name	Company	Remarks
1	Mark Choo Choon Tatt	Cinta Subang Development Sdn Bhd	Developer's Representative
2	Heng Kay Swee	Cinta Subang Development Sdn Bhd	Account's Representative
3	Veronica Fong Sook Theng	Messrs W.K.Lee & Co.	Auditor
4	Yap Jiun Kei	Allianz General Insurance Company (Malaysia) Bhd.	Insurance agent

**Agenda (a) To determine the number of members of the management committee and to elect the management committee where there are more than three (3) proprietors.**

- (i) For the determination, the floor was invited to propose a number or numbers.

Saw Su Ee of Parcel 1-22-12 proposed five (5) management committee members and was seconded by Khor Weng Hong of Parcel 1-18-17.

Soh Chiaw Min of Parcel 2-11-10 proposed seven (7) management committee members and was seconded by Ng Yong Fatt/ Leong Sze Ming of Parcel 2-09-05.

Saw Su Ee of Parcel 1-22-12 proposed the voting to be carried out by poll.

There was no objection from the floor.

**Poll voting results**

The counting of poll result as follows was witnessed by Tan Wei Shen (1-21-13):

Five (5) management committee members : 5,378 share units

Seven (7) management committee members : 292 share units

The poll results determined that there would be five (5) management committee members. There was no objection from the floor.

- (ii) For the election of management committee, the nomination for election was opened to the floor to propose and nominate candidates for the election. The following candidates were nominated: -

No.	Name	Parcel No.	Proposer (Parcel No.)	Secunder (Parcel No.)
1	Lin You Nan	1-06-12	1-22-12	G07
2	Khor Weng Hong	1-18-17	1-20-17	G13
3	Ung Heng Tai @ Karven Ung	5-01	1-18-17	G3A
4	Saw Su Ee	1-22-12	1-06-12	1-20-11
5	Tia Yi Hong	G05	G07	1-07-11
6	Tan Wei Shen	1-21-13	2-11-10	1-20-11

Saw Su Ee of Parcel 1-22-12 proposed the voting to be carried out by poll.

There was no objection from the floor.

#### **Poll voting results**

The counting of poll result as follows was witnessed by Soh Chiaw Min (2-11-10).

No.	Name	Parcel No.	Number of share units garnered
1	Lin You Nan	1-06-12	5597
2	Khor Weng Hong	1-18-17	5744
3	Ung Heng Tai @ Karven Ung	5-01	5722
4	Saw Su Ee	1-22-12	5744
5	Tia Yi Hong	G05	5688
6	Tan Wei Shen	1-21-13	504

The poll result determined that the following five (5) proprietors would form the management committee: -

No.	Name	Parcel No.
1	Lin You Nan	1-06-12
2	Khor Weng Hong	1-18-17
3	Ung Heng Tai @ Karven Ung	5-01
4	Saw Su Ee	1-22-12
5	Tia Yi Hong	G05

There was no objection from the floor.

#### **Agenda (b) To consider the annual budget prepared by the developer.**

Accountant was invited to present and brief the floor on annual budget.

Accountant presented the floor the annual budget for year 2022 (01/01/2020 to 31/12/2022) as follows:

1. Total maintenance charges receivable :RM1,563,888 (RM130,324 per month)
2. Total budgeted other income receivable :RM319,200 (RM26,600 per month)
3. Total budgeted operating expenditure :RM1,626,125 (RM135,510 per month)
4. Total budgeted surplus :RM256,963 (RM21,414 per month)

Accountant also briefed the floor the few major operating expenditure to be incurred annually as follows:

1. Property management fee & staff cost :RM402,420
2. Security guards expenses :RM300,000
3. Electricity charges :RM300,000
4. Cleaning fee :RM180,000
5. Maintenance of lift :RM72,000

- (i) Ng Yong Fatt/ Leong Sze Ming (2-09-05) raised a question on whether lift maintenance service contract is comprehensive or non-comprehensive.

Developer answered that the lift maintenance service contract is non-comprehensive with amount of RM6000 per month. He is still in negotiation with Mitsubishi to lock in this price for five (5) years period.

- (ii) Soh Chiaw Min (2-11-10) raised a question of what constitutes office welfare with a budgeted amount of RM200 per month.

Accountant answered that the office welfare is for rental of water dispenser and beverage/toiletries expenses for visitors also.

- (iii) Soh Chiaw Min (2-11-10) raised a question of what constitutes upkeep of management office with a budgeted amount of RM100 per month.

Accountant answered that the upkeep of management office is for repair of office equipment, lightings, stationery & etc. to upkeep management office in good condition.

- (iv) Soh Chiaw Min (2-11-10) raised a question of what constitutes the budgeted amount of RM250 per month for bank charges.

Developer answered that bank charges are payable to United Oversea Bank (UOB). It is because UOB provides the special arrangement of bank account for Grand Subang SS13 in which each owner will have their exclusive bank account number to transfer the payment. This results in reduction in administrative works.

- (v) Soh Chiaw Min (2-11-10) raised a question on the AGM costs with a budgeted amount of RM3000 per year.

Developer answered that AGM cost including the cost of print relevant AGM document, purchase registered post, stamp, envelope and A4 paper. But the cost imposed for first AGM will be borne by developer and for subsequent AGM the cost will be borne by Management Corporation.

- (vi) Soh Chiaw Min (2-11-10) raised a question on why property management and staff cost are included in annual budget report.

Developer answered that the property management and staff cost are included in annual budget report because these are expenses pay for property management company to manage the building in future.

The annual budget was received.

Proposer : Ng Lee Peng (G07)

Seconder : Lin You Nan (1-06-12)

There was no objection from the floor.

**Agenda (c) To decide on whether to confirm or vary the amount determined as Charges, or contribution to the sinking fund.**

Naeem Lee informed the floor that the current Charges is RM 3.23/share unit and the contribution for Sinking Fund is RM 0.323/share unit.

As there was no proposal to vary the amount of the Charges and Sinking Fund, the existing Charges and contribution for Sinking Fund were maintained.

Proposer : Saw Su Ee (1-22-12)

Seconder : Choong Wan Chen (1-07-11)

There was no objection from the floor.

**Agenda (d) To determine the rate of interest payable by a proprietor in respect of late payment charges.**

Naeem Lee informed the floor that the current rate of interest payable for late payment charges is 10% and invite the floor to propose an alternate rate if the floor sees fit.

There was no proposal from the floor and the current interest rate of 10% for late payment charges was confirmed.

Proposer : Lin You Nan (1-06-12)

Seconder : Lo Chee Sheong/ Amy Chang (2-21-09)

There was no objection from the floor.

**Agenda (e) To consider the audited accounts of management corporation.**

Accountant was invited to present and brief the floor on the audited accounts. He tabled 3 audited report for the following period:

1. 1<sup>st</sup> set audited report from 1<sup>st</sup> December 2019 to 31<sup>st</sup> August 2020.
2. 2<sup>nd</sup> set audited report from 1<sup>st</sup> September 2020 to 30<sup>th</sup> November 2020, and
3. 3<sup>rd</sup> set audited report from 1<sup>st</sup> December 2020 to 31<sup>st</sup> March 2021.

Accountant explained that audit was carried out three (3) times because proposed date of AGM was postponed twice due to Movement Control Order (MCO).

Accountant has summarized the follow balance sheet items as follow: -

1. The management office has achieved 95% collection rate as at 31/03/2021.
2. As at 31/03/2021, deposits amounted to RM236,640 paid to Tenaga Nasional Berhad (TNB) and Air Selangor.
3. As at 31/03/2021, the sinking fund account reported RM195,509 balance and current bank balance reported RM447,207.
4. No outstanding sum owing to supplies except RM60,000 owing to TNB due to electricity bill over charged.
5. As at 31/03/2021, the Management received various type of deposits amounted to RM699,165.

Accountant also summarized the following income & expenditure items: -

1. Total management fee receivable from day 1 till 31/03/2021 was RM1,954,860.
2. Total other income receivable from day 1 till 31/03/2021 was RM445,576.

3. Total operating expenditure incurred from day 1 till 31/03/2021 was RM2,383,424.
4. The surplus/ deficits from three (3) audited report tabled as below: -
  - a) Audited report (01/12/2019 to 31/08/2021) reported surplus of RM74,619
  - b) Audited report (01/09/2020 to 30/11/2020) reported deficits of RM171,249
  - c) Audited report (01/12/2020 to 31/03/2021) reported surplus of RM113,642
5. Accountant also briefed the floor the few major operating expenditure incurred from day 1 till 31/03/2021: -
 

a) Electricity bill	:RM808,640
b) Security guards	:RM412,034
c) Staff cost	:RM262,885
d) Cleaning fee	:RM213,488
e) Property management fee	:RM159,525
f) Insurance	:RM101,679

- (i) Ng Yong Fatt/ Leong Sze Ming (2-09-05) requested an explanation of high electricity bills.

Developer explained that TNB did not segregate the electricity bills between strata units and common area for the master meter which resulted in double charged of electricity bill by TNB for common areas from January 2020 until November 2020. Management has clarified and resolved this matter with TNB in July 2020 and segregation of strata units' meters from common areas was completed in November 2020. Hence, the electricity bills were reverted to normal rate in December 2020. Management has submitted relevant documents to TNB to justify for refund of overpayment.

- (ii) Tan Wei Shen (1-21-13) raised a question whether the electricity supply of common kitchen (food court area) is from common area.

Developer explained that the electricity supply of common kitchen is from the strata unit 5-01.

- (iii) Soh Chiaw Min (2-11-10) request an explanation why there is a double payment for the property management fee at amount of RM27,000 and staff cost at amount of RM56,673 which reported in audited report from period of September 01, 2020 to November 30, 2020.

Developer explained that there is no double payment for the property management fee and staff cost. He explained that property management fee is paid for the licensed consultancy and staff cost is paid for management staff.

- (iv) Soh Chiaw Min (2-11-10) request an explanation why telephone and internet fees of RM2,794 (for 15 months) is so high.

Accountant explained that there is one (1) fixed line for office, one (1) internet line for office daily operation, one (1) mobile phone to security guard for tenants to contact if there is any emergency happen and one (1) mobile phone to management office for tenant to message and contact management.

- (v) Soh Chiaw Min (2-11-10) request an explanation why audit fee of RM9,600 (for 15 months) is so high.

Accountant explained that audit fee RM9,600 is included three (3) audit report from period of December 01, 2019 to August 31, 2020, September 01, 2020 to November 30, 2020 and December 31, 2020 to March 31, 2021. The reason three (3) audit report was conducted was



due to postponement of Annual General Meeting caused by MCO. Hence, the average audit fee for three (3) audited report was RM3,200.

- (vi) Soh Chiaw Min (2-11-10) request an explanation on what CSS system service fee is.

Developer explained that CSS system is a property management software specifically programmed for property management. Management is using CSS web-based systems because it is more cost saving and efficient in processing daily business operation (i.e., issue invoices), all data are automatically backup and, etc. The fee also includes software licensing and coaching.

The audited accounts of Grand Subang SS13 Management Corporation were received.

Proposer : Choong Wan Yee (G3A)

Seconder : Saw Su Ee (1-22-12)

There was no objection from the floor.

**Agenda (f) To decide on whether to confirm, vary or extend the insurances effected by the developer for the management corporation.**

Mr. Yap Jiun Kei was invited to present the insurance summary and brief the floor on the insurances for the period from 05/12/2020 to 04/12/2021 and explained that the amounts insured would be subjected to review.

- (i) Ng Yong Fatt/ Leong Sze Ming (2-09-05) raised a question on the sum insured of RM136,304,893.14 is it the cost to claim for reinstatement of the building.

Mr. Yap answered that the if the building collapse due to catastrophe/ disasters, then the sum insured RM136,304,893.14 is the cost of rebuilding from scratch including any professional fees could be claimed from insurance.

In addition, he also confirmed:

- Fire insurance cover construction of building only, not including furniture, fitting & fixture within each unit.
- Smart Shield package insurance cover incident that happened/occured within common area only.

- (ii) Soh Chiaw Min (2-11-10) questioned if short-circuit happen in strata unit, can this accident be claimed from fire insurance.

Mr. Yap answered that it cannot be claim from building fire insurance as it is happened in the individual unit. Strata owner is advised to purchase insurance for your own individual unit so that it can be insured or claimed.

The insurances effected by the developer for Grand Subang SS13 Management Corporation were accepted.

Proposer : Khor Weng Hong (1-18-17)

Seconder : Tia Yi Hong (G01)

There was no objection from the floor.

**Agenda (g) To make additional by-laws.**

None.

**Agenda (h) To appoint an approved company auditor to carry out the audit to the maintenance account and the sinking fund account of the management corporation, for the period fixed by this general meeting.**

Naeem Lee briefed the floor that the auditor company that carried out and prepared the submitted Audited Accounts and Report for Grand Subang SS13 Management Corporation was Messrs W.K.Lee & Co. and the company has submitted a quotation/fee of RM4,000.00 to carry out the audit for the current financial year.

The floor decided to defer the appointment of Messrs W.K.Lee & Co.

The elected management committee was entrusted (by the floor), with the responsibility of inviting relevant accounting companies to quote, to assess and appoint a suitable accounting company to be the auditor for the accounts of Grand Subang SS13 Management Corporation.

Proposer : Lo Chee Sheong/ Amy Chang (2-21-09)

Secunder : Ung Heng Tai @ Karven Ung (5-01)

There was no objection from the floor.

**Agenda (i) To consider any other matter connected with maintenance and management of the common property of the subdivided building or land.**

Naeem Lee invited the floor to field questions pertaining to matter concerning the maintenance and management of the common property of Grand Subang SS13.

- (i) Tan Wei Shen (1-21-13) raised a question that the parcel area for common kitchen located at level 5 is it under common area.

Developer explained that originally the parcel area was designated as food court. So, it is a common area. Commune Mysewa proposed to developer to rent the parcel area and renovate it as a common kitchen with the purpose of maximize occupancy rate of the building at a rental rate of RM600 per month instead of leaving it empty with no income.

- (ii) Ng Yong Fatt/ Leong Sze Ming (2-09-05) raised a question that carpark located at basement and ground floor is it free for public to park and is it belong to management.

Developer answered that carpark lots located at basement (excluding the parking lot that had been allocated as accessory parcel to strata unit) is belonging to Management. The carpark is temporarily opened to public for free until a car park operator is engaged. As for open air carpark lots located on ground floor, they are accessory parcel belong to strata unit G06.

- (iii) Tan Wei Shen (1-21-13) requested a clarification on the reason why developer invite Commune Mysewa as rental agency services to base at Grand Subang SS13.

Developer answered that Mr. Zach of Encore, the top performer on sale of Grand Subang SS13 units (about 200 units), has approached developer to provide rental agency services at Grand Subang SS13. In view of Mr. Zach track record, developer has decided to collaborate with Mr. Zach and his team, Commune Mysewa to maximize the occupancy rate of Grand Subang SS13 for the benefits of owners. With good occupancy, owners are financially more capable to pay maintenance charge and sinking fund on time. Hence, Grand Subang SS13 can be better managed and maintained. Well managed and maintained building leads to good demand and rental return. As a result, better valuation of the property.

- (iv) Colin Chan Quok Meng/ Charles Chan Quok Leong (1-20-01) raised a question that barrier gate is always malfunction.

Developer explained that anti-pass back system is installed at the carpark. Even though the boom gate at ground floor entrance is opened, vehicle users must scan car park access card to register entry so that they can exit smoothly.

- (v) Soh Chiaw Min (2-11-10) raised a question that are there any rental collection for the advertisement on the shuttle bus and advertisement board in the lift.

Developer explained that every advertisement inside the lift is chargeable. The shuttle bus is an asset of developer, not belonging to the management. All the cost of providing the shuttle bus such as driver, repair and maintenance including fuel are borne by developer for the period of 3 years.

- (vi) Ng Yong Fatt/ Leong Sze Ming (2-09-05) raised a question that the due date of Defect Liabilities Period (DLP) will it be extended for another three (3) months due to the enforcement of Movement Control Order from March 18, 2020 – August 31, 2020.

Developer answered that the due date of DLP is officially ended in August 2021. But he will discuss with contractor to extend the DLP until end of the year 2021.

- (vii) Ng Yong Fatt/ Leong Sze Ming (2-09-05) request an explanation why developer providing a multipurpose hall with inadequate furniture and fixings for instance, chairs and table.

Developer proposed to let newly elected committee to propose number of chair and table required for multipurpose hall. The cost is to be borne by developer.

- (viii) Ng Yong Fatt/ Leong Sze Ming (2-09-05) raised a question why the roof garden is not located at roof as in the literal sense instead of at level 5 facilities floor and why there is only artificial grass installed at garden.

Developer explained that according to the building plan approved by MPSJ, the garden located on top of car park podium roof is named roof garden. Anything on the ground that will be stepped on will be artificial grass because of cleanliness, ease of maintenance and low maintenance cost. Real plants are already above ground. However, Mr. Ng was still not satisfied with the answer. Developer then explained that there is insufficient sunlight for some area which results in wilting of the plants. Nevertheless, developer promised to provide plants once more. Incoming MC member to decide on the location to plant.

- (ix) Colin Chan Quok Meng/ Charles Chan Quok Leong (1-20-01) questioned the status of leaking issue at swimming pool and the reason of installing artificial grass at swimming pool wall.

Developer explained that he will get up-to-date swimming pool leaking status from contractor and defect team before he updates to the floor.

- (x) Ng Yong Fatt/ Leong Sze Ming (2-09-05) raised a question that are the defects of common area being recorded.

Developer answered that all the defects of the common area have been documented and action are taken to resolve the defect.

As there were no further questions from the floor, the meeting was adjourned at 12.30 pm with a note of thanks to all who were present.

Proposer : Saw Su Ee (1-22-12)

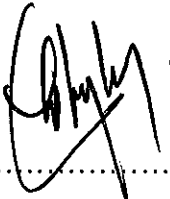
Secunder : Ng Lee Peng (G07)

There was no objection from the floor.

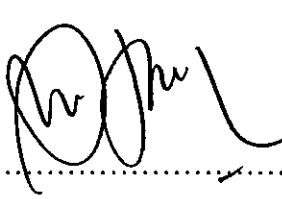
Minutes were recorded by Tracy Wong.

Minutes read as true record by:

Confirmed By:



Khalil Naeem Lee  
Meeting Facilitator



Cheah Suan Lee (Director)  
Cinta Subang Development Sdn Bhd