

GRAND SUBANG SS13
MANAGEMENT CORPORATION

MINUTES OF
2ND ANNUAL GENERAL METTING
JUNE 17, 2022

Minutes of the 2nd Annual General Meeting (AGM) of Grand Subang SS13 Management Corporation held on June 17, 2022 at 9.00am at Tower 2 Level 5, Multipurpose Hall, 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	1-06-16	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
3	1-07-07	Lee Siau Kin @ Lee Siew Kian	By Proxy – Lee Wee Shing
4	1-07-16	Lyn Associate Sdn Bhd	By Representative – Lin You Nan
5	1-11-12	Margaret Heng Siew Lee/ Diane Goh Ee Ling	By Proxy – Choo Choon Tatt
6	1-11-13	Goh Siew Ying	By Proxy – Low Ooi Sun
7	1-11-15	Chai Suit Ping	By Proxy – Calvin Tham
8	1-12-13	Seong Kai Wah	By Proxy – Ng Lee Peng
9	1-12-15	Ang Thong Huat/ Veronica Fong Sook Theng	By Proxy – Alicia Cheah Xin Ying
10	1-16-13	Joanna Tay Ying Phin	By Proxy – Khor Weng Heng
11	1-17-17	Kim Tien Yuen	By Proxy – Sabrina Chan Li-Lian
12	1-18-15	KBP Multipurpose Machinery Sdn Bhd	By Representative – Lim Teck Weng
13	1-18-16	KBP Multipurpose Machinery Sdn Bhd	By Representative – Lim Teck Weng
14	1-18-17	KBP Multipurpose Machinery Sdn Bhd	By Representative – Lim Teck Weng
15	1-19-13A	Siow Chin How	By Proxy – Che Jefri Bin Che Hussin
16	1-20-11	Gan Kong Leong	By Proxy – Byran Tham Weng Jun
17	1-20-15	Gan Kong Leong	By Proxy – Byran Tham Weng Jun
18	1-21-01	Chin Siew Teen	In Person
19	1-22-12	ST Perintis Sdn Bhd	By Representative – Saw Su Ee
20	2-06-16	Mulia Berkah Sdn Bhd	By Representative – Heng Kay Swee
21	2-12-10	Chang Swee Wah	In Person
22	2-13A-05	Gan Mee Ling	In Person
23	5-01	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai
24	5-02	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai
25	5-03	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai
26	5-3A	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai
27	5-05	LCOS Realty Sdn Bhd	By Representative – Ung Heng Tai
28	G01	Onlim Sdn Bhd	By Representative – Lee Mun Chum
29	G05	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
30	G06	Cinta Subang Development Sdn Bhd	By Representative – Tia Yi Hong
31	G07	Lim Bee Bee/ Lim Thye Hern/ Teoh Chooi Hwa	By Proxy – Mohd Fadzly Bin Sarip
32	G08	Lim Bee Bee/ Lim Thye Hern/ Teoh Chooi Hwa	By Proxy – Mohd Fadzly Bin Sarip
33	G10	Onlim Sdn Bhd	By Representative – Lee Mun Chum
34	G11	Onlim Sdn Bhd	By Representative – Lee Mun Chum
35	G12	Onlim Sdn Bhd	By Representative – Lee Mun Chum
36	G13	Cheah Suan Lee	By Proxy – Fazlur Rizal Bin Abdul Manan
37	G13A	Cheah Suan Lee	By Proxy – Fazlur Rizal Bin Abdul Manan
38	G15	Lim Bee Bee	By Proxy – Mohd Fadzly Bin Sarip

(B) In Attendance

No.	Name	Company
1	Sunthara Lingam	Building Manager
2	Tracy Wong Lok Hee	Management office staff
3	Nur Fariha Binti Azhar	Management office staff
4	Thanaraj A/L Murugan	Management office staff
5	Dinesh	Management office staff
6	Khalil Naeem Lee	NJL Enterprise (Co-facilitator)
7	Veronica Fong Sook Theng	Messrs W.K.Lee & Co.
8	Ivy	Allianz General Insurance Company (Malaysia) Bhd

At 9.00am, Sunthara Lingam 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 : 401

Quorum Needed : 200

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.

Choo Choon Tatt of Parcel 1-11-12 proposed the voting to be carried out by poll. There was no objection from the floor.

Agenda (a) To elect a chairman to preside over the AGM

- (i) Naeem Lee explained the floor that chairman shall be elected from amongst those persons entitled to vote who are present at the AGM and the elected chairman shall preside over the AGM until its conclusion. Khor Weng Hong of Parcel 1-16-13 proposed Ung Heng Tai to be elected as chairman of the meeting and seconded by Ng Lee Peng of Parcel 1-12-13.

Since there was no more proposal, the floor was asked to close the nomination for the election of the chairman to preside over the AGM.

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

Secunder : Calvin Tham (1-11-15)

There was no objection from the floor.

- (ii) Ung Heng Tai of Parcel 5-01 had elected as Chairman of the meeting, and he welcomed all the attendees of the meeting.

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

- (i) For the determination, the floor was invited to propose any number between three (3) to fourteen (14) for the members of the management committee.

Low Ooi Sun of Parcel 1-11-13 proposed five (5) management committee members and was seconded by Bryan Tham Weng Jun of Parcel 1-20-15.

As there was no more proposal on the number of members for the management committee from the floor, the number of management committee members shall be determined as five (5).

Proposer : Tia Yi Hong (G05)
Seconder : Heng Kay Swee (2-06-16)

There was no objection from the floor.

- (ii) For the election of management committee, Naeem Lee had presented to the floor the four (4) nominees submitted to the Management Office seven (7) days prior to the AGM, they were as follows: -

No.	Name	Parcel No.	Proposer (Parcel No.)	Seconder (Parcel No.)
1	Ung Heng Tai	5-01	1-07-16	1-16-13
2	Tia Yi Hong	G05	G01	G07
3	Lim Teck Weng	1-18-15	1-11-15	1-12-13
4	Heng Kay Swee	2-06-16	1-22-12	1-20-11

The floor was invited to nominate candidates because there were only four (4) nominations for five (5) positions in the management committee. Ung Heng Tai of Parcel 5-01 proposed Sabrina Chan Li-Lian of Parcel 1-17-17 as nominees and seconded by Saw Su Ee of Parcel 1-22-12. Ms. Sabrina Chan informed the floor that she acts as a proxy for her husband, Kim Tien Yuen, who is the registered proprietor and has expressed his wishes to stand for election.

Since there was no more proposal from the floor, Kim Tien Yuen of Parcel 1-17-17 and the four (4) nominees listed in the table above were elected as management committee for Year 2022/2023.

Proposer : Chin Siew Teen (1-21-01)
Seconder : Fazlur Rizal Bin Abdul Manan (G13)

There was no objection from the floor.

NOTE: -

After the conclusion of the AGM, it was found that Kim Tien Yue although had appointed his wife as a proxy, but he did not give his written consent to be nominated and elected as a member of the management committee in accordance with the provision stated in Sub-section 2(13), Second Schedule of Strata Management Act 2013. Thus, Kim Tien Yuen of Parcel 1-17-17 was disqualified as a member of the management committee.

Agenda (c) Confirmation of the minutes of 1st Annual General Meeting of Grand Subang SS13 Management Corporation held on 28th April 2021.

The floor unanimously agreed to confirm the minutes of 1st Annual General Meeting of Grand Subang SS13 Management Corporation held on 28th April 2021 as proposed by Choo Choon Tatt of Parcel 1-11-12 and seconded by Fazlur Rizal Bin Abdul Manan of Parcel G13.

There was no objection from the floor.

Agenda (d) To consider the annual budget for financial year 2022 to 2023.

Sunthara Lingam had presented the floor the annual budget for year 2022 to 2023 as follows:

1. Total maintenance charges receivable :RM1,563,888 (RM130,324 per month)

2. Total budgeted other income receivable :RM262,800 (RM21,900 per month)
3. Total budgeted operating expenditure :RM1,688,100 (RM140,675 per month)
4. Total budgeted surplus :RM138,588 (RM11,549 per month)

He 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 :RM336,000
3. Electricity charges :RM300,000
4. Cleaning fee :RM180,000
5. Maintenance of lift :RM72,000

The annual budget was received.

Proposer : Che Jefri Bin Che Hussin (1-19-13A)

Seconder : Mohd Fadzly Bin Sarip (G07)

There was no objection from the floor.

Agenda (e) 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 : Tia Yi Hong (G05)

Seconder : Lee Mun Chum (G01)

There was no objection from the floor.

Agenda (f) To adopt the audited accounts of management corporation for the period from 1st April 2021 to 31st March 2022.

As there was no question from the floor thus the floor unanimously agreed to adopt the audited accounts of Grand Subang SS13 Management Corporation.

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

Seconder : Calvin Tham (1-11-15)

There was no objection from the floor.

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

Ms. Ivy was invited to present the insurance summary and brief the floor on the insurances for the period from 05/12/2021 to 04/12/2022 and explained that the amounts insured would be subjected to review.

Ms. Ivy had explained on the reason why the premium was reduced to RM42,458.30 is due to implementation of de-tariffication announced by Bank Negara.

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

Proposer : Choo Choon Tatt (1-11-12)

Seconder : Tia Yi Hong (G05)

There was no objection from the floor.

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.

Ung Heng Tai of Parcel 5-01 advised that since the floor has elected the incoming management committee, he proposed that the latter shall be entrusted (by the floor), with the responsibility of inviting relevant accounting companies to quote, assess and appoint a suitable accounting company to be the auditor for the accounts of Grand Subang SS13 Management Corporation.

The floor unanimously agreed on it and there was no objection from the floor.

Agenda (i) To discuss motion submitted in accordance to subparagraph (13)(1), Schedule 2, Strata Management Act 2013.

None.

Agenda (j) To consider any other matter connected with maintenance and management of the common property within Grand Subang SS13.

As there were no questions from the floor, the meeting was adjourned at 10:08am with a note of thanks to all who were present.

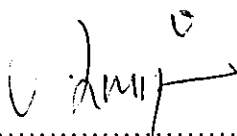
Proposer : Saw Su Ee (1-22-12)

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

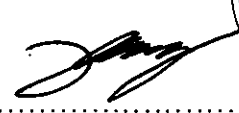
There was no objection from the floor.

Minutes were recorded by Tracy Wong.

Minutes read as true record by:


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Sunthara Lingam
Building Manager

Confirmed By:


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Ung Heng Tai (Chairman of the meeting)
Grand Subang SS13 Management Corporation

