

**MINUTES OF THE FIRST ANNUAL GENERAL MEETING OF  
JAYA ONE MANAGEMENT CORPORATION**

Date: 8<sup>th</sup> October 2016, Saturday

Time: 10.00 am

Venue: The Residence, Function Room, Block J, Level 8, Jaya One

Present: As per the attached Attendance List

**COMMENCEMENT OF MEETING**

As per the *Strata Management Act 2013 (Act 757)*, the number of proprietors eligible to vote as at 30<sup>th</sup> September 2016 is as follows:

Total Parcels:	908
Total Parcels with Strata Titles:	531
Total Eligible to Vote:	531
Quorum Required (50%):	454
Attendance Count:	345
Proprietors:	47
Proxies:	96
Developer:	202

In accordance with the *Second Schedule of Strata Management Act 2013 (Act 757)* under *Section 15 (2)*, if at the meeting a quorum was not present within half an hour after the time appointed for the meeting, those persons entitled to vote who were present shall constitute a quorum.

Thus, Mr. Low Hon Keong (LHK), a representative from Henry Butcher Malaysia (Mont Kiara) Sdn Bhd (HBM), the appointed consultant of this general meeting, had called the meeting to order at 10.30 am. However, the meeting was delayed for another 15 minutes in order to allow a few proprietors to complete their registration. At 10.45 am, the meeting then proceeded accordingly.

LHK (HBM) briefed the floor on the followings:

- i. Formation of a management corporation
- ii. Strata title issuance and the importance to complete the strata title transfer
- iii. Quorum requirements as per *Strata Management Act 2013 (Act 757)*
- iv. Eligibility of proprietors
- v. Voting procedure
- vi. Agenda of the meeting
- vii. Differences between a joint management body and a management corporation

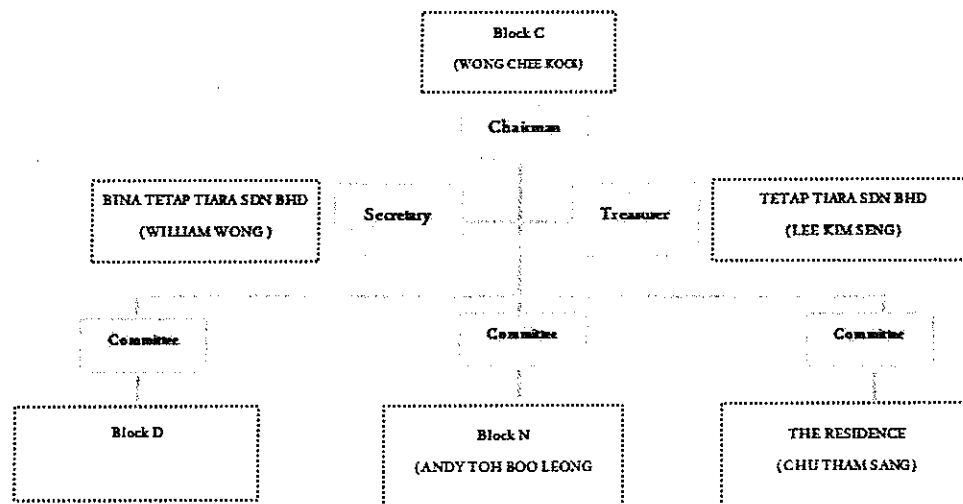
The meeting continued with the opening address from the developer's representative, Mr. Charles Wong (CW).

**AGENDA 1: TO DETERMINE THE NUMBER OF MEMBERS OF THE MANAGEMENT COMMITTEE AND TO ELECT THE MANAGEMENT COMMITTEE WHERE THERE ARE MORE THAN THREE PROPRIETORS**

1.1 LHK (HBM) introduced all 7 qualified nominees listed as follows:

Bil	Nominee	Unit	Representative of:
1	WONG CHEE KOOI	C-33-7 (C-2-9)	The Suites, Offices Ph 1
2	WILLIAM WONG WAI LAM	100-7-031 (S-6-15)	129 Offices
3	ANDY TOH BOO LEONG	N-87-3A (N-2)	The Suites, Phase 1
4	LEE KIM SENG	A-11-7 (A-6-8)	The Suites, Phase 1
5	CHU THAM SANG	R1-29E (T1-25-3A)	The Residence
6	WONG LUEN ONN	R1-09E (T1-8-2)	The Residence
7	VOON KIT KIM	R1-10F (T1-9-3)	The Residence

1.2 CW presented the JMB's formation structure and composition as follows:



- 1.3 Mr. Wong Chee Kooi (C-33-7/C-2-9) enquired on the possibility to elect management committee for a period of two (2) terms (once every two (2) years) instead of annually. LHK (HBM) clarified that as per the Strata Management Act 2013 (Act 757), annual election is compulsory.
- 1.4 Mr. Chong Sin Woo (R1.27A/T1-23-6) suggested on appointed two (2) representatives from The Residence.
- 1.5 Ms. Sheena Melissa Yoganathan (R1.18L/T1-16-8) suggested on opening the nomination to the floor to encourage proprietors who were in the meeting who might be hesitant to submit their nomination prior to the meeting. Mr. Wong Chee Kooi (C-33-7/C-2-9) responded to the suggestion by stating that the proposed composition of MC (then JMB's) has addressed the need to have representatives from each component of the development and extra members would only *bloat* the whole management committee.
- 1.6 CW highlighted to the floor that in respect of The Residence, the Management would conduct a dialogue (involving its occupants, including tenants) once every three (3) months to discuss on operational and financial aspects of the component.

- 1.7 After deliberation, the floor agreed to elect seven (7) management committee as proposed by Ms Chan Yoke Ying (H-91-G (J-5-1) and seconded by Mr Chu Tham Sang (R1-29E (T1-25-3A)).
- 1.8 Since there were seven (7) nominations received, the floor unanimously agreed to elect all of the nominees as the management committee (MC) of Jaya One Management Corporation via *en bloc* method as proposed by Ms Andrea Yap Mei Ling (R1-22G). The newly elected MC listed as per below:

Bil	Nominee	Unit	Representative of:
1	WONG CHEE KOOI	C-33-7 (C-2-9)	The Suites, Offices Ph 1
2	WILLIAM WONG WAI LAM	100-7-031 (S-6-15)	129 Offices
3	ANDY TOH BOO LEONG	N-87-3A (N-2)	The Suites, Phase 1
4	LEE KIM SENG	A-11-7 (A-6-8)	The Suites, Phase 1
5	CHU THAM SANG	R1-29E (T1-25-3A)	The Residence
6	WONG LUEN ONN	R1-09E (T1-8-2)	The Residence
7	VOON KIT KIM	R1-10F (T1-9-3)	The Residence

- 1.9 The floor unanimously agreed to leave it among the new MC to elect office bearers among themselves.

**AGENDA 2: TO CONSIDER THE ANNUAL BUDGET PREPARED BY THE DEVELOPER**

- 2.1 CW briefed the floor on the definition of common property and limited common property in which the former is enjoyed by all proprietors while the latter is used exclusively by the proprietors of a particular component of the development.
- 2.2 CW elaborated that each component of the development has its own individual budget in which the cost to maintain each component's limited common property is being specified. Then, there is another set of budget which has been constructed to specify the cost of maintaining common property in which the cost shall be borne by all components of Jaya One. CW continued to present the latter to the floor as per below:

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**BUDGET 2017 - JAYA ONE MANAGEMENT CORPORATION**

	PER ANNUM RM	PER MONTH RM
<b>INCOME</b>		
Service Charge	7,968,791	664,066
Other Income	989,761	82,480
<b>TOTAL INCOME</b>	<b>8,958,552</b>	<b>746,546</b>
<b>EXPENSES</b>		
<b>DIRECT OPERATING EXPENSES</b>		
Electricity	2,718,461	226,538
Water	17,245	1,437
Insurances	9,500	792
	<u>2,745,206</u>	<u>228,767</u>
Fixed Contract Maintenance		
Lifts & Escalators	909,305	75,775
Security	1,071,381	89,282
Housekeeping	1,072,320	89,360
Others	71,500	5,958
	<u>3,124,506</u>	<u>260,376</u>
<b>REPAIRS &amp; MAINTENANCE</b>		
Building & Maintenance	356,165	29,680
Security	258,472	21,539
Signage & Directories	13,900	1,158
	<u>628,537</u>	<u>52,378</u>
<b>CONSUMABLES</b>		
Building & Maintenance	207,600	17,300
Customer Service Dept	10,900	908
Housekeeping	52,133	4,344
General Operations	102,563	8,547
	<u>373,196</u>	<u>31,100</u>
<b>TOTAL DIRECT OPERATING EXPENSES</b>	<b>6,871,445</b>	<b>572,620</b>
<b>ADMINISTRATIVE EXPENSES</b>		
Managing Agent Fees	480,000	40,000
Staff Salary	1,276,225	106,352
JMB Secretarial / Others - Exec Allow	21,600	1,800
Medical / Insurances / Welfare Allow / OT	30,360	2,530
Bonus / Incentives	140,802	11,734
Office Admin Expenses	138,040	11,503
	<u>2,087,027</u>	<u>173,919</u>
<b>NET SURPLUS / (DEFICIT)</b>	<b>80</b>	<b>7</b>

2.3 CW highlighted the followings to the floor:

- i. Other Income: inclusive of water charges, rentals, advertisement, and events
- ii. Water Expenses: During the early year of the development, the Developer had managed to install rain water recycle plant which has managed to minimize the cost of water consumption of the whole development
- iii. Housekeeping: Inclusive of cleaning, landscaping, pest control, waste management
- iv. Others: Sewerage plant, grease management

- 2.4 CW emphasized to the floor that since day one (for the past five years), the Management of Jaya One always relies on *Other Income* to cushion the need to increase Service Charge. However, with the current condition of the economy in which most operational costs have increased (inflation, electricity tariff, GST, human resource, maintenance, suppliers, etc.), *Other Income* could no longer accommodate to the amount of expenses of the development.
- 2.5 CW highlighted to the floor that the cost of most maintenance contracts has gone up by 10%-15% and this is one of the main reasons why the revision of Service Charge had been proposed. He added that with the current rate of Service Charge, the Management is experiencing cash flow issue and most of the time the Developer needs to provide advance to the monthly payments in order to overcome this issue.
- 2.6 Ms. Valerie Shum Su-Yue (Proxy of R1.27C/T1-23-2) commented that the budget should be separated. CW clarified that the budget for each component has been prepared separately and the one being presented in this meeting was the consolidated budget of all components.
- 2.7 Ms. Valerie Shum Su-Yue (Proxy of R1.27C/T1-23-2) enquired on the definition of *Managing Agent Fee* and the amount of manpower. CW responded that *Managing Agent Fee* is a payment paid to maintain the common property as well as limited common property of Jaya One. The Management team is supported by 80 personnel who are divided into a few departments; finance, account, credit control, customer service, housekeeping, maintenance, and security.
- 2.8 Ms. Valerie Shum Su-Yue (Proxy of R1.27C/T1-23-2) enquired on the significant increase of repair and maintenance expenditure in 2015 compared to 2014. CW justified that in 2014, The Residence and the lifts were not completed yet, hence, no cost of repair and maintenance of the same in 2014.
- 2.9 Ms. Valerie Shum Su-Yue (Proxy of R1.27C/T1-23-2) enquired on whether the Management took some measures to reduce cost. CW confirmed on it.
- 2.10 Ms. Valerie Shum Su-Yue (Proxy of R1.27C/T1-23-2) enquired on the possibility to get a copy of individual account. CW stated that it is possible.
- 2.11 Ms. Chan Yoke Ying (H-91-G (J-5-1) enquired on the debt recovery procedure. Mr. Wong Chee Kooi (C-33-7/C-2-9) stated that one of the possible measures that could be taken by the management corporation is to resort to legal action against the defaulter. CW added that in order to improve collection, the Management has been planning to make payment easier by allowing proprietors to pay via an online portal.
- 2.12 Ms. Leong Chee Wah (R1.10D/T1-9-1) commented that she always experiences billing problem due to separated issuance. She suggested on issuing all charges payable from proprietors to the management corporation in one billing. CW took note on the comment.
- 2.13 Ms. Leong Chee Wah (R1.10D/T1-9-1) enquired on the percentage of collection. CW responded that the percentage is between 89%-95%.

- 2.14 Ms. Shanti Isabelle (100-6-029 (S-5-15) highlighted her concern in respect of gradual approach (from friendly to strategically) of the Management in recovering debt from the defaulters. She opined that there must be a timeline for the Management to follow in the process of recovering debt to ensure the rest of the proprietors who are in compliance are not bearing the cost. CW clarified that the issue that the Management is experiencing due to the amount owed by defaulters is cash flow issue not cost issue. Hence, in respect of defaulter issue, there will be no additional cost to be borne by proprietors who pay on-time. CW further emphasized that the Management have taken all measures under its jurisdiction to recover the debt from defaulters.
- 2.15 Mr. Yee Thien Seng (R1.20K/T1-18-7) enquired on the expiry of Developer Liability Period (DLP). CW responded DLP ended in April 2016.
- 2.16 Mr. Lim Thian Seng (A-15-2/A-8-3) enquired on how HBM came into the picture in Jaya One. CW clarified that HBM had been appointed as the consultant for this general meeting. He added that when it comes to day-to-day operation, Jaya One Management Sdn Bhd is the one in charge.
- 2.17 Mr. Lim Thian Seng (A-15-2/A-8-3) enquired on whether the appointed management committee receive any salary for their service. CW responded that management committee serve on a voluntary basis. Hence, they receive no salary for their service.
- 2.18 Ms. Lee Chin Sze (R1-12B (T1-19-11) enquired on the assumption used to prepare the budget. CW explained that in the process of preparing the budget, two elements had been taken into consideration which were the total maintenance cost of common property and the direct cost of each component. He added that the payment required to be paid by proprietors will be determined by their share unit.
- 2.19 Ms. Lee Chin Sze (R1-12B (T1-19-11) opined that there must be certain measures that the Management could take to cut cost such as opting to paperless billing issuance, purchase operational material in bulk, and conducting bidding to obtain the most competitive price from suppliers. In respect of the paperless billing issuance, CW responded that the Management is planning to issue billing via an online portal in January 2017. In respect of contractors and suppliers to maintain common area, CW responded that this aspect of management is very labor intensive and it is almost impossible to bring down human resource cost because Jaya One is a very complex development. Mr. Wong Chee Kooi (C-33-7/C-2-9) convinced the floor that in order to control the cost incurred, the new elected MC would ensure proper procurement process.
- 2.20 Ms. Leong Fong Chan (A-03-6/A-2-7) highlighted her concern that the meeting was still on Agenda 2 and urged the floor to stick to the agenda.
- 2.21 Mr. Chong Sin Woo (R1.27A/T1-23-6) enquired should the floor adopt this budget, does it mean that the floor would also adopt the proposed increase of the service charge. LHK (HBM) clarified that this budget shall be adopted as a guideline for the elected management committee to work on in the next term. In respect of new proposed rate of service charge, it would be discussed and voted in Agenda 3.
- 2.22 Ms. Kok Swee Mei (D-63-P1 (D-7-2) enquired on the projected increase in expenditure for the year 2017. CW responded that the Management is expecting 10%-20% increase.

- 2.23 The meeting continued with the voting via show of hands to adopt the presented budget as proposed by Mr. Lim Thian Seng (A-15-2/A-8-3) and seconded by Ms Chan Yoke Ying (H-91-G (J-5-1) . The voting result as per below:

	Vote Count
In favor	91
Against	7

- 2.24 LHK (HBM) announced that the floor agreed to adopt the budget via majority vote.

**AGENDA 3: TO DECIDE WHETHER TO CONFIRM OR VARY THE AMOUNT DETERMINED AS CHARGES, OR CONTRIBUTION TO THE SINKING FUND**

- 3.1 CW presented the followings to the floor:

SHARE UNITS			
	NO. OF SHAREUNITS	NO. OF SHAREUNITS (%)	SHARE VALUE (RM PER UNIT)
COMMERCIAL - OFFICES (BLOCK A - N)	167,020	23%	1.13
COMMERCIAL - OFFICES (BLOCK J, 129 OFFICES)	77,564	11%	1.11
COMMERCIAL - RETAIL (BLOCK A - N)	129,461	18%	0.83
COMMERCIAL - RETAIL (BLOCK J, THE SCHOOL)	294,187	41%	0.49
RESIDENCES	33,644	5%	3.85
CAR PARK	23,607	3%	0.43
<b>TOTAL</b>	<b>725,483</b>	<b>100%</b>	<b>7.83</b>

- 3.2 Ms. Valerie Shum (Proxy of R1.27C/T1-23-2) enquired on the calculation of share unit. LHK (HBM) clarified that the calculation of share unit would be based on the built up area of a unit together with its accessory parcel (car park).
- 3.3 Ms. Lee Chin Sze (R1-12B (T1-19-11) enquired why The Residence has the highest share value (RM 3.85 per unit). CW clarified that the reason is because of its low density.
- 3.4 LHK (HBM) explained to the floor that there are two fundamental formulas used by surveyor to calculate the share unit; built up area and purchase price.
- 3.5 Ms. Valerie Shum (Proxy of R1.27C/T1-23-2) opined that the resolution to increase the service charge is unfair to The Residence since the total share of The Residence in Jaya One development is only 5%. She added that it is unfair to use The Residence' contribution to maintain the common area of the whole Jaya One. CW re-clarified on the definition of common property and limited common property. He stated that the service charge paid by The Residence will be used to maintain its limited common property and 5% of that service charge will also be used to maintain the common property of Jaya One which is enjoyed by all components of the Development. He further stated that the more share units a component has in a development, the higher the service charge they need to pay. He added that the basic principle is should a proprietor would like to have more voting rights, the higher service charge he or she needs to pay.

- 3.6 Ms. Valerie Shum (Proxy of R1.27C/T1-23-2) suggested on having a separate voting of each component. CW responded that each component could only conduct individual voting on their limited common property. However, all components in the development are under one entity which is Jaya One Management Corporation. Hence, when it comes to the meeting of the management corporation, all voting shall be conducted collectively involving the whole components.
- 3.7 One of the floor highlighted that the rate of service charge is significantly higher compared to other commercial properties.
- 3.8 LHK (HBM) briefed the floor that the purposes of having share unit are to determine the voting right, amount of service charges to be paid to management corporation, and amount of compensation should one day the management corporation decide to terminate the whole development.
- 3.9 CW briefed the floor on the proposed service charge to be implemented as of January 2017 as per below:

	SERVICE CHARGES			SINKING FUND			TOTAL
	COMMON RM	LIMITED COMMON RM	SUB-TOTAL RM	COMMON RM	LIMITED COMMON RM	SUB-TOTAL RM	
COMMERCIAL - OFFICES (BLOCK A - N)	0.15	0.25	0.40	0.02	0.03	0.05	0.45
COMMERCIAL - OFFICES (BLOCK J, 129 OFFICES)	0.13	0.27	0.40	0.02	0.03	0.05	0.45
COMMERCIAL - RETAIL (BLOCK A - N)	0.20	0.24	0.43	0.02	0.03	0.05	0.48
COMMERCIAL - RETAIL (BLOCK J, THE SCHOOL)	0.38	0.06	0.43	0.02	0.03	0.05	0.48
RESIDENCES	0.03	0.34	0.37	0.02	0.03	0.05	0.42
CAR PARK	0.03	0.00	0.03	0.02		0.02	0.05
<b>TOTAL</b>	<b>0.92</b>	<b>1.15</b>	<b>2.07</b>	<b>0.12</b>	<b>0.15</b>	<b>0.27</b>	<b>2.34</b>

- 3.10 LHK (HBM) summarized the proposed new rate of service charge as per below:

Component	Current Rate (psf)	Proposed Rate (psf)	Increase by
Offices (Block A – N)	0.40	0.45	0.05
Offices (Block J, 129 Offices)	0.40	0.45	0.05
Retail (Block A – N)	0.40	0.48	0.08
Retail (Block J, The School)	0.40	0.48	0.08
The Residence	0.35	0.42	0.07

- 3.11 Mr. Lim Thian Seng (A-15-2/A-8-3) enquired whether the budget presented in Agenda 2 was constructed based on old rate or new rate. CW responded that the budget was constructed based on new rate.
- 3.12 After deliberation, the meeting continued with voting to revise the rate of service charge and sinking fund contribution rate as presented.
- 3.13 The voting was conducted via show of hands. The voting result as per below:

	Vote Count
In favor	308
Against	49



3.14 LHK (HBM) announced that the proposed resolution is carried via majority vote.

**AGENDA 4: TO DETERMINE THE RATE INTEREST PAYABLE BY A PROPRIETOR IN RESPECT OF LATE PAYMENT CHARGES**

4.1 LHK (HBM) briefed the floor that as per the existing practice, the late payment charges/ Interest (LPI) has always been set at 10% per annum which is also the minimum rate allowed under the Strata Management Act 2013 (Act 757). Hence, the same rate was proposed.

4.2 Mr. N. Rajendran (R1.12K/T1-11-7) enquired on when the LPI will be imposed. LHK (HBM) responded that the LPI will be imposed after 14 days from the date of the invoice. Mr. N. Rajendran stated that most of the time, the proprietors would receive the bill a bit later than the invoice date, hence, it is unfair to impose LPI after 14 days from the date of the invoice. LHK (HBM) responded that should any proprietors experience this issue, they can come to the Management to clarify.

4.3 Ms. Valerie Shum (Proxy of R1.27C/T1-23-2) commented that 10% per annum is too high.

4.4 After deliberation, the meeting continued with voting via show of hands. The result as per below:

	Vote Count
In favor	313
Against	6

4.5 LHK (HBM) announced that the proposed resolution is carried via majority vote.

**AGENDA 5: TO CONSIDER THE AUDITED ACCOUNTS OF THE MANAGEMENT CORPORATION**

5.1 CW presented and elaborated the Audited Financial Statements for the Year Ended 31<sup>st</sup> December 2015 in which the followings were highlighted:

- i. Total Income: RM 8.69M
- ii. Other Operating Income: RM 1,936,539
- iii. Summary of expenses incurred in 2015
- iv. Sinking Fund: RM 1.6M
- v. Balance Sheet
- vi. Income and Expenditure
- vii. Statement of Changes in Fund Balances
- viii. Statement of Receipts and Payments

5.2 Ms. Guan Yoke Ching (R1.18K/T1-16-7) enquired on the interest rate of the following items and Ms. Jessica from the Management responded accordingly:

- i. Short term investment: 3.4% - 3.5% (depends on market rate)
- ii. Fixed Deposit: 3.7%

5.3 Mr. Lee Kim Seng enquired on the amount of owed by the MC to the Developer. CW clarified that the amount owed to the Developer is at RM 213,000.

- 5.4 Ms. Guan Yoke Ching (R1.18K/T1-16-7) referred to Note 8 of the account report and highlighted to the floor that instead of Section 22, the note should have quoted Section 24 of the Act.
- 5.5 After deliberation, the floor unanimously agreed to adopt the audited financial statements presented as proposed by Mr. Wong Luen Onn (R1.09E/T1-8-2) and seconded by Ms. Tan Ai Lee (Proxy of B-27-5/ B-3A-6).

**AGENDA 6: TO DECIDE ON WHETHER TO CONFIRM, VARY OR EXTEND THE INSURANCES EFFECTED BY THE DEVELOPER FOR THE MANAGEMENT CORPORATION**

- 6.1 LHK (HBM) stated that it is the duty of the joint management body (JMB) to keep the development insured. Upon the formation of management corporation (MC), the MC shall issue a letter to the insurance company to change the insured party from JMB to MC.
- 6.2 LHK (HBM) further stated that the expiry of the insurance effected under the JMB will be on 31<sup>st</sup> December 2016. The next term will start on 1<sup>st</sup> January 2017.
- 6.3 LHK (HBM) briefed the floor on the followings:

**JAYA ONE JMB  
MPI GENERALI INSURANS BERHAD  
LIST OF INSURANCE FROM 1/1/2016 TO 31/12/2016**

NO	DESCRIPTION	SUM INSURED (RM)	GROSS PREMIUM (RM)	DISCOUNT (RM)	NETT PREMIUM (RM)
1	FIRE INSURANCE FOR COMMERCIAL/LEISURE	140,500,000.00	97,338.73	5,971.57	91,367.16
2	FIRE INSURANCE FOR RESIDENTIAL	68,300,000.00	56,589.04	6,827.12	49,761.92
3	PLATE GLASS	20,000.00	116.00	5.00	111.00
4	PUBLIC LIABILITY	5,000,000.00	1,282.00	60.00	1,222.00
5	PROFESSIONAL INDEMNITY	3,000,000.00	6,370.00	300.00	6,070.00
6	FIDELITY GUARANTEE	30,000.00	129.25	5.63	123.62
7	MONEY INSURANCE	20,000.00	709.68	33.00	676.68
8	BURGLARY	100,000.00	805.00	37.50	767.50
9	MACHINE & EQUIPMENT	100,000.00	434.00	20.00	414.00
	TOTAL				150,513.88

- 6.4 LHK (HBM) announced that this agenda is compulsory to be adopted.

**AGENDA 7: TO MAKE ANY ADDITIONAL BY-LAWS**

- 7.1 LHK (HBM) explained that under the Strata Management Act 2013 (Act 757), the MC has the power to impose penalty at a maximum rate of RM 200 per offence. He added that the Act also allows the MC to deactivate the access card of defaulters.
- 7.2 The floor unanimously agreed to adopt the additional by-laws as proposed by Ms Chan Yoke Ying (H-91-G (J-5-1) and seconded by Ms Yang Mei Fern (100-7-031 (S-6-15).

**AGENDA 8: 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**

- 8.1 LHK (HBM) informed the floor on the proposal to appoint Mazars as the auditor for Jaya One Management Corporation for the financial year 2016 at a total fee of RM 11,000 –RM 12,000.
- 8.2 After deliberation, the floor agreed to appoint Mazars as the appointed auditor of Jaya One Management Corporation for the financial year 2016 as proposed by Ms. Lam Mei Lai (A-19-6 (A-10-7)).

**AGENDA 9: TO CONSIDER ANY OTHER MATTER CONNECTED WITH MAINTENANCE AND MANAGEMENT OF THE COMMON PROPERTY OF THE SUBDIVIDED BUILDING OR LAND**

- 9.1 LHK (HBM) announced that as per the Strata Management Act 2013 (Act 757), any other motions to be discussed in the meeting shall be submitted at least seven days before the meeting. There was none.

**CLOSURE OF MEETING**

There being no further business, the meeting was concluded at 2.15 pm.

Prepared by:

Verified by:

**HENRY BUTCHER MALAYSIA (MONT KIARA) SDN BHD**  
*APPOINTED CONSULTANT OF THE FIRST ANNUAL GENERAL MEETING OF  
JAYA ONE MANAGEMENT CORPORATION*

  
.....  
**TETAP TIARA SDN BHD**

Executive Director

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