

# CIRCULAR

REF NO: CMC/2021/CIRCULAR/210512

Wednesday, 12 May 2021

Dear ALL RESIDENTS.

## **Ref: MOVEMENT CONTROL ORDER (CMCO)**

Pursuant to the announcement by the Prime Minister on 10 May 2021 and in compliance with KKM, MKN, KPKT, KKR and KBS SOPs, Regulation 16 PUA 98/2021, Emergency (Prevention and Control of Infectious Diseases) (Amendment) Ordinance 2021 and the SOPs for the Strata Management Sector, for the period **12 May 2021 to 7 June 2021**, the Management will be observing the following:

**1. Manpower at Management Office**

- The management office will be operated with no more than 30% of staff in the office. The rest of the staff will either work from home or on standby.

**2. Office Administration**

- Minimum operations to limit contact with walk-in persons into the management office. Billing and Collections will continue online, and any complaint will be via email and WhatsApp's with a number provided in the notice.

**3. Building Management**

- Monitoring of cleaning and security services and other essential contractors such as Lift service providers, water and electricity supply will be as normal.

**4. Technical**

- Emergency repairs & maintenance work by the technicians of the management office will continue and the technicians will carry out their routine maintenance checks, meter reading, etc., and after that they will be on standby in the management office or at different rooms with no physical or direct close contact and communication with colleagues or residents.

**5. Moving in / Moving out Activities - Applicable for Long Term Tenant only (6 months and above)**

- Moving in / moving out application must be made by the owner or the authorized person / agent appointed by the owner. Covid-19 free health declaration of every member of the family members must be submitted to the Management before move-in / move-out is allowed.

## VPC ALLIANCE (PJ) SDN BHD

Appointed Property Manager for

### CONTESSA CONDOMINIUM

#### **6. Visitors / AirBnB & Homestay Operations**

- NOT Allowed. Please ensure that your respective Airbnb & Homestay agents are duly informed. Emergency situations such as medical help from visitors are allowed subject to documentary evidence to support the situation.

#### **7. All Contractors / Workmen / Vendors / Service Providers – Air Cond, Drinking Water, Wi-Fi-Unifi and Maid / Cleaning servicing**

- All the above activities are only allowed as per the schedule below:

**Monday to Friday: 9.00am to 5.00pm**

**Saturday:9.00am to 1.00pm**

**(Sunday, and Public Holiday: Not Allowed).**

All staff of the contractors MUST show the MITI letter and authorization letter from employer for the staff to carry out the servicing job during the MCO. The movement shall be restricted to only the apartment unit or the intended area where the service is to be attended to only.

#### **8. Repair, Maintenance & Renovation works**

- Repair and maintenance of the common area & the apartment unit is allowed subject to approval by the Management and for emergency and critical situation only. Renovations are allowed in unoccupied/vacant unit only. Continuous noisy works such as hacking are not allowed.

#### **9. Post, Courier, and Delivery Services**

- Allowed to be delivered to the Guardhouse and monitoring by Security Guard.

#### **10. Facilities and Amenities**

- All Facilities such as Swimming Pool, Gym, Multi-purpose Hall etc. will be closed during this period.

#### **11. Staff Meeting, Committee Meeting and General Meeting.**

- All these activities will be on hold during this period.

In the event any visitor or resident still refuses to comply with the rules mentioned above, Management reserves the right to detain those who disobey and report to the PDRM for further action.

*The management is doing its best to protect the Contessa residents from the spread of the COVID-19 epidemic which is very worrying for all parties.*

### **The Management**

Contessa Condominium