

CIRCULAR

REF NO: CMC/2020/CIRCULAR/201013

Tuesday, 13th October 2020

Dear Owner and Residents

Ref: CONDITIONAL MOVEMENT CONTROL ORDER (CMCO) FROM 14 OCTOBER TO 27 OCTOBER, 2020.

Due to the Conditional Movement Control Order (under the Prevention and Control of Infectious Diseases Act 1988 and the Police Act 1967) effective from 14 October to 27 October 2020 arising from the recent spikes in the COVID-19 cases, the operations will continue as follows:

Management Working Hour

1. Operation from 9.00am to 5.00pm (Mondays-Fridays) & 9.00am to 1.00pm (Saturdays).
2. All staff will be on standby in the building. However, they will not be in the same room at all times during operation hours.
3. Billing and collection will continue online. There will be no direct contact with the management office staff and any complaint can be directed to the email and/or WhatsApp's number provided in the notice.

Meeting

Staff briefing, Committee Meeting and General meeting will be in online.

Facilities and Amenities

All facilities such as Swimming pool, Gym, Squash court, Function room etc. will be closed during the period.

Visitor/Contractor/Service Provider Registration

1. Details such as name, IC number, phone number, address & temperature reading to be recorded. Any visitor/contractor/mover etc having a body temperature of 37.5 degrees Celsius and higher will not be permitted to enter Contessa premises.
2. Visitors are only allowed to go to the designated unit that they are registered for.
3. Maximum visitors to a unit at a time is restricted to 5 individuals
4. Maximum total visitors per unit in a day would be 20 individuals
5. Purposes of visit allowed by Kementerian Perumahan:
 - If the resident is an elderly, requires medical intervention (not COVID-19 related) or a patient that requires constant monitoring (not COVID-19 related) – Only children or siblings
 - Death (not COVID-19 related) - Only children or siblings
 - Provision of basic daily necessities
 - Festive season that is approved by government.

VPC ALLIANCE (PJ) SDN BHD

Appointed Property Manager for

CONTESSA CONDOMINIUM

Courier/Post and Delivery

Only be allowed up to the guard house. For any bulky or large delivery, application has to be made to the management office where an appropriate location will be assigned.

Renovation Works and Moving In/Out

1. Allowed but application has to be made to Management Office and approval has to be obtained from the Management Office.
2. The number of workers used should be minimal based on necessity.
3. Individuals are only allowed to go to the designated unit that they are registered for
5. Renovation works and moving in/out time
 - 9am – 5pm for renovation works and moving in/out
 - 9am-1pm for loud renovation works (drilling, hacking etc)

We seek utmost cooperation from all Owners/Residents in assisting to eradicate Covid-19. Should you have future clarifications, you may WhatsApp's at number (018-2831353) and Email (contessamanagementoffice@gmail.com)

Thank you.



Yours faithfully
The Building Management