



LEGUNDI RESIDENSI ASSOCIATION (LRA)

COMMITTEE MEETING MINUTES

Date: 11 August 2020

Time: 9.00pm

Venue: 18, Jalan Seri Putra 2/2G, Legundi Residensi, Bandar Seri Putra.

Attendance:

1. Hussein (President)
2. Khairus (Secretary)
3. Sazlina (Treasurer)
4. Najib (Committee Member)
5. Nazrin (Hornet Security Manager)

Agenda:

1. Removal Of Hornet Security Supervisor Hassan From His Position

Hassan has been removed from his position as the supervisor due to some problems and issues. Nazrin is fully in charge now replacing Hassan until further notice.

2. Adding SOP For The Guards

An SOP has been added for the guards during patrol. Guards must also make a visual inspection on the condition of the fence to check for any damage, hole or defect.

3. Maintaining Cleanliness For The Guard House

Sazlina highlighted about the cleanliness of the guard house. Guards must be responsible in maintaining the cleanliness of the guard house. In recent event, due to the guard house not well taken care of, a lizard was stucked and died in one of the CPU which lead to the damage of the CPU. It costed a significant amount of money to get the CPU fixed.

4. New LRA Website Design

Hussein proposed for us to make a new LRA website design. We will hire a web designer and Hussein, Khairus and Najib will be in charge in managing the website.

Minutes prepared by:
KHAIRUS AMBIA PUTRA
(LRA SECRETARY)