

WCEGA PLAZA & TOWER
MCST 3564 Management Office

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MINUTES OF THE 1ST COUNCIL MEETING OF THE 10TH MANAGEMENT COUNCIL HELD ON TUESDAY, 3TH NOVEMBER 2020 VIA ELECTRONIC MEANS AT ZOOM MEETING ROOM.

<u>Present:</u>	Mr Yoe Tong Hock Dave	-	Member
	Ms Kweh Hui Cheng Catherine	-	Member
	Mr Tan Yu Jie Antouny	-	Member
	Mr Tan Eng Hua Ben	-	Member
	Mr Goh Wei Qiang Terry	-	Member
	Mr Koh Sheng Wei Alphonsus	-	Member
	Mr Chen XiaoDong	-	Member
 <u>Absent with Apology:</u>	Mr Ong Khok Chong	-	Member
 <u>Attendees:</u>	Mr Dennis Cheng	-	Newman & Goh
	Mr David Khoo	-	Newman & Goh
	Mr Rayan Lim	-	Managing Agent
	Mr Chow Chee Weng	-	Managing Agent

<u>No</u>		<u>Action</u>
1.0	<p>The meeting was called to order at 2.pm, with quorum.</p> <p><u>DISCLOSURE OF INTEREST BY COUNCIL MEMBERS OF 10TH MANAGEMENT COUNCIL AS STIPULATED IN THE BMSMA UNDER SECTION 60(2).</u></p> <p>All members were given the Disclosure of Interest declaration form beforehand and they will submit the completed form to Management Office.</p>	INFO
2.0	<p><u>TO ELECT OFFICE BEARERS & AUTHORIZED BANK SIGNTORIES OF 10TH MANAGEMENT COUNCIL.</u></p> <p>MA briefed the meeting on the duties and responsibilities of Chairman, Secretary and Treasurer of the Management Council in accordance to the Building Maintenance and Strata Management Act ("BMSMA").</p> <p>It was unanimously agreed that following members be elected as the Office Bearers of the 10th Management Council:-</p> <p>1. Chairman – Mr Yoe Tong Hock Dave</p> <p style="padding-left: 40px;">Proposer: Antouny Tan Seconder: Ben Tan</p> <p>2. Secretary – Ms Kweh Hui Cheng Catherine</p> <p style="padding-left: 40px;">Proposer: Dave Yoe Seconder: Antouny Tan</p> <p>3. Treasurer – Mr Chen XiaoDong</p> <p style="padding-left: 40px;">Proposer: Dave Yoe Seconder: Ben Tan</p>	INFO


	<p>It was unanimously agreed that the above Office Bearers will be appointed as authorized signatories and to operate the MCST's bank accounts will require the following signatory mandate.</p> <p>i. Up to thirty thousand (30,000) dollars will require any two (2) signatories. ii. Above thirty thousand (30,000) dollars will require all three (3) signatories.</p> <p>Council have no objection that the existing bank signatories shall continue to operate the bank accounts till the new signatories are updated with the respective banks of the Management Corporation.</p> <p>Proposer: Ben Tan Second: Terry Goh</p>	
3.0	<p><u>TO APPOINT THE MANAGING AGENT FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u></p> <p>MA presented M/s Newman & Goh Property Consultants Pte Ltd (N&G) proposal for the re-appointment as Managing Agent for MCST 3564. After much discussion, it was unanimously agreed by Council to re-appoint N&G as Managing Agent for MCST 3564 and to delegate all duties and responsibilities to the Managing Agent in accordance to the BMSMA.</p>	INFO
4.0	<p><u>TO APPOINT THE AUDITOR FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u></p> <p>MA presented the incumbent auditor, M/s YWL & Co. quotation for the appointment of auditor for Council's consideration. It was noted by Council that there is no increase in YWL & Co. audit and tax agent fees and has been providing satisfactory service. After some discussion Council unanimously appointed YWL & Co. as the auditor and tax agent for MCST 3564 for the period till the conclusion of the next Annual General Meeting.</p>	INFO
5.0	<p><u>TO CONFIRM MINUTES OF THE 9TH COUNCIL MEETING OF THE 9TH MANAGEMENT COUNCIL HELD ON 18TH MARCH 2020.</u></p> <p>Members informed MA to forward the draft copy of the Minutes of Meeting via email to all members within seven (7) working days after the meeting.</p> <p>The minutes of the 9th Council meeting of the 9th Management Council held on 18th March 2020 was unanimously confirmed at meeting.</p> <p>Proposer: Catherine Kweh Second: Dave Yoe</p>	MA
6.0	<p><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></p>	
6.1	<p><u>Repair and Redecoration Works</u></p> <p>MA informed that R & R contractor is currently painting the lift lobby wall at WCEGA Tower.</p>	INFO
6.2	<p><u>Lift Matters</u></p> <p>MA informed that there is one (1) breakdown reported for the month of October 2020.</p>	INFO

7.0	<p><u>TO ADOPT THE FINANCIAL STATEMENTS FOR MARCH TO SEPTEMBER 2020</u></p> <p>The Statement of Account for the month of March 2020 to September 2020 was unanimously confirmed at the meeting.</p> <p>Proposer: Ben Tan Second: Dave Yoe</p>	CLOSED
8.0	<p><u>ANY OTHER BUSINESS</u></p>	INFO
8.1	<p><u>Security Service Contract</u></p> <p>MA informed members that the current security service vendor, M/s KH Security Agency Pte Ltd, is the sister company of M/s Newman & Goh Property Consultants Pte Ltd under the umbrella of M/s Advancer Global Limited.</p> <p>The current security services contract at \$42,550.00 per month have expired on 31 October 2020 and was extended for two (2) months.</p> <p>KH Security Agency Pte Ltd submitted the new contract price as follows:</p> <ol style="list-style-type: none"> 1) First year from 1/11/2020 to 1/11/2021 at \$42,550.00 per month. 2) Second year from 1/11/2021 to 1/11/2022 at \$44,677.50 per month. <p>Members deliberated and unanimously agreed to continue with M/s KH Security Agency Pte Ltd for two (2) years.</p>	INFO
8.2	<p><u>IRAS – Cash Grant and Rental Waiver for MCST Carpark</u></p> <p>Inland Revenue Authority of Singapore (IRAS) have given a cash grant / rental waiver for MCST 3564 carparks. Management will rebate the amount base on numbers of car park lots lease out to vendors.</p>	MA
8.3	<p><u>Leasing of Plaza Rooftop Car Park Space</u></p> <p>The Tenancy Agreement for leasing of Plaza rooftop car park space with Repoco Agency will expire on 31st January 2021. MA will write to Repoco Agency giving them two (2) months' termination notice upon the expiry of the Tenancy Agreement. Alternatively, they may continue to lease the rooftop car park space at current market rates.</p> <p>Meanwhile, MA will invite three (3) housing agents to quote for marketing the rental of the rooftop car park space. They are to submit the quotations in sealed envelope.</p>	MA
8.4	<p><u>Cleaning Services</u></p> <p>Members feedback that the lift car is dirty and inform MA to get cleaners to clean the lift car twice a day. MA will obtain the cleaning schedule and supervise the cleaning works. Some lift car floor tiles are broken, MA will obtain quotations for replacement of the broken tiles.</p>	MA

The meeting ended at 4.10pm with a note of thanks to all attendees.

Minutes prepared by: Rayan Lim (Newman Goh Property Consultants P/L)

Confirmed by



Secretary
10th Management Council
The Management Corporation Strata Title Plan No. 3564

22/12/20
Date