

**WCEGA PLAZA & TOWER**  
**MCST 3564 Management Office**

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**MINUTES OF THE 3<sup>rd</sup> COUNCIL MEETING OF THE 10<sup>TH</sup> MANAGEMENT COUNCIL HELD ON TUESDAY, 19<sup>TH</sup> JANUARY 2021 AT #02-71 MANAGEMENT OFFICE.**

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

<u>No</u>		<u>Action</u>
1.0	<p>The meeting was called to order at 2.pm, with quorum.</p> <p><b><u>TO CONFIRM MINUTES OF THE 2<sup>ND</sup> COUNCIL MEETING OF THE 10<sup>TH</sup> MANAGEMENT COUNCIL HELD 22<sup>ND</sup> DECEMBER 2020.</u></b></p> <p>The minutes of the 2<sup>nd</sup> Council meeting of the 10<sup>th</sup> Management Council held on 22<sup>nd</sup> December 2020 was unanimously confirmed at meeting.</p> <p style="text-align: center;">Proposer: Ben Tan                      Seconder: Chen XiaoDong</p>	INFO
2.0	<p><b><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></b></p> <p><b><u>Repair and Redecoration Works</u></b></p>	
2.1	<p><b><u>Water Seepage at Unit #04-58/59/60/61</u></b></p> <p>R&amp;R contractor carry out water spray test in the presence of the Building Surveyor and MA staff and confirmed that the water seepage occurs at the joint between the cement ledge and the aluminium frame.</p> <p>Contractor presented the quotation at the price of \$27,602.00 for installation of polyfoam backer rod and waterproofing works at the external cement ledge from units #04-40 to #04-61. The contractor will provide a three (3) years warranty for the waterproofing works.</p> <p>Members deliberated and agreed to proceed with the repair works at a lump sum of \$27,000.00.</p>	CONTR

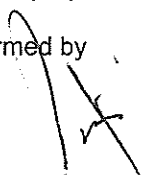
2.2	<p><b><u>Replace Wall Tiles at Tower Level 2 Lift Lobby and Deboned Floor Tiles at All Levels of Tower Lift Lobby</u></b></p> <p>MA informed members that there are some feedbacks on the damaged floor tiles at Tower lift lobby area that no repair work has been carried out for a long period. R&amp;R contractor presented the quotation of \$95,000.00 to replace Tower level 2 lift lobby wall tiles and Tower all levels lift lobby deboned floor tiles. Members deliberated and inform contractor to re-look at the costing. Contractor will revert on the revised quotation within one week.</p>	CONTR
2.3	<p><b><u>Water Seepage at Staircase SB-2</u></b></p> <p>Members informed that there is repeated water seepage at staircase SB-2 and the staircase next to unit #02-47. R&amp;R contractor will inspect together with the Building Surveyor and provide repair method statement together with quotation.</p>	CONTR
2.4	<p><b><u>Water Seepage at Plaza Level 1 Carpark Area</u></b></p> <p>There are water seepages at the retaining wall and flooring of Plaza level 1 carpark. The Building Surveyor proposed to install PVC pipes into the discharge holes on the retaining wall to allow water to drain into the scupper drain instead of flowing from the wall which is very unsightly. To core more holes on the retaining wall where there are signs of water seepage and to construct scupper drain on the carpark floor expansion joints where there is underground water coming out and direct the water into existing scupper drain.</p>	CONTR
3.0	<p><b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR DECEMBER 2020</u></b></p> <p>The Statement of Account for the month of December 2020 was unanimously confirmed at the meeting.</p> <p style="text-align: center;">Proposer: Catherine Kweh                      Seconder: Chen XiaoDong</p>	INFO
4.0	<p><b><u>ANY OTHER BUSINESS</u></b></p>	
4.1	<p><b><u>Plaza Rooftop Car Park Area</u></b></p> <p>Repoco Agency requested to park one hundred (100) cars at Plaza rooftop area for a lump sum of \$5,000.00 per month (exclude 7% GST) starting from February 2021 on a month-to-month basis.</p> <p>MA presented the cost for per square feet against the occupied area. Members then deliberated and proposed that Repoco Agency lease sub-plot 3 (58,125 square feet) at \$0.40 per month with a total sum of \$23,250.00 per month. MA will inform Repoco Agency accordingly.</p>	MA
4.2	<p><b><u>Web-Portal Phase 2 and Additional Season Parking</u></b></p> <p>MA informed that the web-portal Phase 2 is completed and presented the vehicle parking data for discussion. Members deliberated and set the limit for unit's vehicle stock list and number of changes allowed per month. MA to obtain quotation from web-portal contractor to include a user declaration clause for not misusing the car parking system.</p>	MA

4.3	<p><b><u>Containers Damaged Water Sprinkle Point at Plaza Driveway</u></b></p> <p>MA informed that there are a few incidents where forty (40) feet containers due to the height, damaged the fire protection water sprinkle points at Plaza driveway. After much discussion, members tasked MA to engage a Fire Protection System PE to study and propose improvement to the water sprinkle points at Plaza driveway.</p>	MA
4.4	<p><b><u>Data Protection Officer</u></b></p> <p>MA informed Council that it is a requirement by PDPC for MCSTs to appoint a Data Protection Officer (DPO) as indicated under the Personal Data Protection Act (PDPA). M/s Newman and Goh Property Consultants Pte Ltd (N&amp;G) being the managing agent for MCST 3564, is not able to be appointed as Data Protection Officer (DPO) on behalf of MCST 3564 due to the potential conflict of interest.</p> <p>Council directed the MA to seek competitive price information from a Data Protection Agency (DPA) for a review.</p> <p>MA declared that M/s SRE Global Pte Ltd (SRE), a sister company of N&amp;A provides DPA services and if there are any objection from Council for SRE to provide their quotation. Council has no objection for SRE to quote.</p>	MA
4.5	<p><b><u>11<sup>th</sup> AGM</u></b></p> <p>MA informed Council that the tentative date of the 11<sup>th</sup> Annual General Meeting to be held either in July or October 2021 needs to be confirmed no later than the 1<sup>st</sup> week of March 2021.</p> <p>Reason being is that if the 11<sup>th</sup> AGM is to be held in July 2021, then the interim audit has to be prepared by the auditor for the period of 1<sup>st</sup> January to 31<sup>st</sup> March 2021 by beginning of April 2021.</p> <p>If the 11<sup>th</sup> AGM is to be held in October 2021, then the interim audit has to be prepared by the auditor for the period of 1<sup>st</sup> January to 30<sup>th</sup> June 2021 by the beginning of July 2021.</p>	INFO

The meeting ended at 4.45pm with a note of thanks to all attendees.

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

Confirmed by



Secretary  
10<sup>th</sup> Management Council  
The Management Corporation Strata Title Plan No. 3564

24/2/21  
Date