

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

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**MINUTES OF THE 6TH COUNCIL MEETING OF THE 10TH MANAGEMENT COUNCIL HELD ON
FRIDAY, 16TH APRIL 2021 AT #02-71 MANAGEMENT OFFICE.**

Present:

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 Ong Khek Chong	-	Member

Absent with Apology

Mr Koh Sheng Wei Alphonsus	-	Member
Mr Goh Wei Qiang Terry	-	Member

Attendees:

Mr David Khoo	-	Newman & Goh
Mr Rayan Lim	-	Managing Agent
Mr Chow Chee Weng	-	Managing Agent
Ms Tan Ee Min	-	Managing Agent

1.0	<p>The meeting was called to order at 2.00 pm, with quorum.</p> <p><u>TO CONFIRM MINUTES OF THE 5TH COUNCIL MEETING OF THE 10TH MANAGEMENT COUNCIL HELD 23RD MARCH 2021.</u></p> <p>The minutes of the 5th Council meeting of the 10th Management Council held on 23rd March 2021 was unanimously confirmed at meeting.</p> <p>Proposer: Antouny Tan Seconder: Ben Tan</p>	INFO
2.0	<p><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></p> <p><u>Repair and Redecoration Works</u></p>	
2.1	<p><u>Replace Wall Tiles at Tower Level 2 Lift Lobby and Deboned Floor Tiles at All Levels of Tower Lift Lobby</u></p> <p>R&R contractor has provided the sample floor tile to the supplier and is waiting for their reply. The wall tiles for Tower level 2 lift lobby is scheduled to arrive on 2nd week of May 2021 and contractor will then provide the work schedule.</p>	CONTR
2.2	<p><u>Water Seepage at Plaza Lift Lobby 1</u></p> <p>R&R contractor hacked a hole on the wall at Plaza lift lobby 1 at level 1 and discover that there are debris and uneven floor inside the concealed drainage line. It was discussed to construct a scupper drain along the lift lobby wall to drain off water to the existing open area scupper drain. Building surveyor and members agreed on the dimension of the scupper drain and contractor will provide quotation for the works.</p>	CONTR

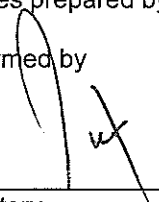
2.3	<p><u>11th AGM</u></p> <p>Members discussed and agreed to set the tentative date for the 11th AGM on 22 October 2021 (Friday) at 2.00 pm in the last Council Meeting. MA informed members that the COVID-19 temporary measures for alternative electronic arrangement for meetings has been extended until further notice by BCA. Due to the mandatory safe distancing requirements to hold a physical meeting, members agreed to engage I-Condo to conduct the 11th AGM. MA will obtain quotation from I-Condo for council's approval.</p>	MA
3.0	<p><u>TO ADOPT THE FINANCIAL STATEMENTS FOR MARCH 2021</u></p> <p>The Statement of Account for the month of March 2021 was unanimously confirmed at the meeting.</p> <p>Proposer: Chen XiaoDong Seconder: Dave Yoe</p> <p>MA informed members that there is a fixed deposit with UOB which will expire on 29 April 2021. Members agreed to continue the fixed deposit with UOB for another six (6) months upon expiry.</p>	INFO
4.0	<p><u>ANY OTHER BUSINESS</u></p>	MA
4.1	<p><u>Performance of Lifts</u></p> <p>Due to frequent breakdowns of lifts at WCEGA Tower which is unacceptable, a meeting was arranged with Sigma Elevator Management staff. MA presented the breakdown records for year 2019,2020 and 2021 and the type of replacement works carried out and their action plans.</p> <p>MA highlighted the high frequency of lift breakdowns and mantraps and that the Management received many negative feedbacks from Tower occupants as it is affecting their business operation.</p> <p>MA enquired on the benchmark for lift breakdown in industrial building and lift contractor replied that it is not more than seven (7) breakdowns per lift per year. For mantrap, the respond time is 30 to 45 minutes.</p> <p>Due to the poor maintenance of the lifts, it was proposed that MCST imposed liquidated damages (LD) based on each lift breakdown after it exceed the benchmark. Lift contractor replied that they need to study the lift contract and consult their higher management and will revert back.</p> <p>The lift contractor has to carry out the following:</p> <ol style="list-style-type: none"> 1. To carry out the replacement works in their action plan before 30 June 2021 i.e. replace AVR and door sensor mechanism. 2. Engaged a Qualified Person (QP) to do a health audit to all the twelve (12) lifts and submit the audit report to MA by 30 June 2021. 3. Based on the health audit, to recommend the parts to be repaired, replaced and upgrade. 4. Provide the price lists (SOR rates) for parts and components not inclusive in the comprehensive maintenance contract to MA by 23 April 2021. 	CONTR

4.2	<p>Lift contractor presented quotations for the following:</p> <ol style="list-style-type: none"> 1. Upgrade to AMDC1 car door operator for SL1 & SL2. 2. Replace lift car ceramic tiles to mid-range vinyl tiles for PL1 to PL10. <p>Members queried lift contractor if the upgrading of car door operator will improve the performance of the service lift and decided to do the upgrading for SL2, then monitor its performance before deciding whether to upgrade SL1. Lift contractor to revised the quotations and submit to MA by 19 April 2021.</p> <p>After the lift contractor left, members discussed on a backup plan to do a full lift modernization i.e. replace with new lifts should the lift contractor failed in their duties to maintain the operating standard of the existing lifts. Members tasked MA to obtain quotations from reputable lift suppliers.</p> <p><u>Leasing of Plaza Rooftop Carpark</u></p> <p>As there is still no new tenant for leasing of Plaza rooftop carpark, members proposed to engage a contractor to manage the parking of de-registered vehicles for export purposes (EPZ). MA to obtain quotations in sealed envelope to be opened and witness by council members.</p>	<p>CONTR</p> <p>MA</p> <p>MA</p>
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The meeting ended at 5.00 pm 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

29/6/21

 Date