

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

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**MINUTES OF THE 8TH COUNCIL MEETING OF THE 10TH MANAGEMENT COUNCIL HELD ON
TUESDAY 17TH AUGUST 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 Yu Jie Antouny	-	Member
	Mr Tan Eng Hua Ben	-	Member
	Mr Ong Khek Chong	-	Member
 <u>Absent with Apology</u>	 Mr Koh Sheng Wei Alphonsus	 -	 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
	Ms Tan Ee Min	-	Managing Agent

1.0	<p>The meeting was called to order at 2.00pm, with quorum.</p> <p><u>TO CONFIRM MINUTES OF THE 7TH COUNCIL MEETING OF THE 10TH MANAGEMENT COUNCIL HELD 29TH JUNE 2021.</u></p> <p>The draft minutes of the 7th Council meeting of the 10th Management Council held on 29th June 2021 was unanimously confirmed at meeting.</p> <p>Proposer: Ben Tan Seconder: Antouny 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>Deboned Floor Tiles at All Levels of Tower Lift Lobby</u></p> <p>Contractor has placed order for the floor tiles for all levels of Tower lift lobby flooring and is waiting for shipping confirmation from the tile supplier.</p>	CONTR
2.2	<p><u>Performance of Lifts</u></p> <p>The meeting was arranged with the management staff of M/s Sigma Elevator Singapore Pte Ltd to follow-up on the lift health check report and action plan submitted by Sigma after the meeting on 16 April 2021.</p> <p>MA presented the summary of lift breakdown records and highlighted that the frequency of lift breakdown is still high and unacceptable.</p> <p>MA informed Sigma that liquidated damage (LD) of \$100.00 per lift breakdown will apply after the 7th breakdown for individual lifts in a year. The Management will write</p>	M.A. MA

	<p>to Sigma to provide credit note for the amount of LDs.</p> <p>Sigma will carry out the following:</p> <ol style="list-style-type: none"> 1. To submit an updated master action plan before end of September 2021 and carry out the rectification works accordingly and to be completed by the first week of October 2021. 2. To submit reports on works carried out with before and after photographs to the Management. 3. To submit Meantime Between Failure (MTBF) report for lift parts. 4. To confirm that an LD of \$100.00 per incident (not due to user fault) to be levied on Sigma after the 7th breakdown within a year. 5. To provide the Standard of Rate (SOR) for parts and components not inclusive in the comprehensive maintenance contract. 6. To carry out yearly health checks for all lifts and to submit the health check report to the Management. The next inspection will be in April 2022. 7. To provide a list of parts that may be obsolete and to confirm if there are spare parts kept for the Management Corporation. 8. To provide a revised quotation for replacing door operators at Service Lifts 1 and Service Lift 2 (SL1 & SL2) by 23 August 2021. 9. To submit lift modernization proposal for Management consideration. 10. To provide template for proper lift usage signages and door protection items. <p>Sigma requested to extend the exhaust fans timing as the motor room is hot and will consult higher management with regards to LD.</p>	<p>CONTR</p> <p>MA</p>
2.3	<p><u>MCST Purchase Property</u></p> <p>MA shared with Council the opinion of the MCST lawyer concerning the matter. After some discussion, Council unanimously agreed to keep the matter in view.</p>	<p>INFO</p>
2.4	<p><u>Leasing of Plaza Rooftop Carpark</u></p> <p>MA updated Council that there are only a few enquires on the rental of plaza rooftop carpark with no firm offer. Members proposed to lower the per square foot rental cost to attract more tenants.</p>	<p>INFO</p>
3.0	<p><u>TO ADOPT THE FINANCIAL STATEMENTS FOR JULY 2021</u></p> <p>The Statement of Account for the month of July 2021 was unanimously confirmed at the meeting.</p>	<p>MA</p>

	Proposer: Antouny Tan Seconder: Chen XiaoDong	
4.0	<u>ANY OTHER BUSINESS</u>	
4.1	<u>Encroachment of Common Property</u> One unit at WCEGA Plaza level 7 requested to attend the Council Meeting concerning encroachment of common property. MA briefed on the letters served to the unit including a legal letter asking them to stop encroaching the common driveway as it causes obstruction and is a safety hazard for heavy vehicle traffic. The unit will write in their request for council's consideration.	INFO
4.2	<u>Inspection of Windows</u> MA informed members that there is an incident of a falling window in another estate and SCDF including The Police is investigating the case respectively. Falling windows are a serious matter and the subsidiary proprietor of the strata lot will be liable and may be fine up to \$10,000 and / or a jail term of up to twelve (12) months. The Management will be sending out letters via Certificate of Posting to all subsidiary proprietors reminding them that proper maintenance of all movable windows within the strata lot is solely the responsibility of the occupant / subsidiary proprietor. They are to engage an Approved Window Contractor (AWC) to check and carry out regular inspection of the movable windows. Take note it's mandatory that the works are to be carried out and certified by the AWC. MA will also call quotations from AWC for: 1. To inspect all common property windows (fixed & movable). 2. To inspect all common property windows including cladding.	MA
4.3	<u>Lightning Protection System</u> MA informed that building lightning protection system has to be inspected once every year and will call for quotations for the inspection works.	MA

The meeting ended at 5.10 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

11/11/21

 Date

