WCEGA PLAZA & TOWER MCST 3564 Management Office

MCST 3564 Management Office
21 Bukit Batok Crescent #02-71, Singapore 658065
Tel: 6561 7759/60 Fax: 6562 6252 Email: enquiry@sgwcega.com

MINUTES OF THE 1ST COUNCIL MEETING OF THE 11TH MANAGEMENT COUNCIL HELD ON THURSDAY, 11TH NOVEMBER 2021 AT #02-71 MANAGEMENT OFFICE.

Present:	Mr Yoe Tong Hock Dave	-	Member
	Ms Kweh Hui Cheng Catherine	-	Member
	Mr Tan Yu Jie Antouny	-	Member
	Mr Ong Khek Chong	-	Member
	Mr Lim Cheng Hung Jason	_	Member
	Mr Koh Sheng Wei Alphonsus	-	Member
	Mr Chen XiaoDong	-	Member
Absent with Apology:	Mr Tan Eng Hua Ben	-	Member
Attendees:	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

<u>No</u>		<u>Action</u>
1.0	The meeting was called to order at 2.20 pm, with quorum. DISCLOSURE OF INTEREST BY COUNCIL MEMBERS OF 11 TH MANAGEMENT COUNCIL AS STIPULATED IN THE BMSMA UNDER SECTION 60(2).	
	All members were informed that under Section 60(2) of the BMSMA, Council Members elected at an Annual General Meeting are required to declare if they have any pecuniary interest, direct or indirect, in any contract with the Management Corporation.	INFO
	All Members present indicated that they do not have any interest in contracts, property, and office of MCST 3564 and duly signed the Disclosure of Interest form.	
2.0	TO ELECT OFFICE BEARERS & AUTHORIZED BANK SIGNTORIES OF 11 TH MANAGEMENT COUNCIL.	
	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").	
	It was unanimously agreed that following members be elected as the Office Bearers of the 11th Management Council:-	
	1. Chairman – Mr Yoe Tong Hock Dave	
	Proposer: Catherine Kweh Seconder: Alphonsus Koh	

2. Secretary - Ms Kweh Hui Cheng Catherine

Proposer: Dave Yoe

Seconder: Chen XiaoDong

3. Treasurer - Mr Chen Xiao Dong

Proposer: Antouny Tan

Seconder: Ong Khek Chong

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.

INFO

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.

Proposer: Chen XiaoDong

Seconder: Antouny Tan

Council has 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.

INFO

3.0 TO APPOINT THE MANAGING AGENT FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING

MA presented M/s Newman & Goh Property Consultants Pte Ltd (N&G) proposal for the re-appointment as Managing Agent for MCST 3564

MA

INFO

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 with the BMSMA.

4.0 TO APPOINT THE AUDITOR FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING

MA presented the incumbent auditor, M/s YWL & Co. quotation for the appointment of auditor for Council's consideration noting that there is no increase in YWL & Co. audit and tax agent fees, and they have been providing satisfactory service.

MA also highlighted to Council that during the 11th Annual General Meeting held on 22 October 2021, it was resolved by a poll that the financial year ending month of MCST

3564 be changed from 30 April to 30 June with immediate effect.

Council has noted that MA written to inform BCA and IRAS of the matter. IRAS has

Council has noted that MA written to inform BCA and IRAS of the matter. IRAS has replied informing the MA on the necessary preparation of accounts and tax computation as follows:-

Year of Assessment	Basis Period
2022	1 January 2021 to 30 June 2021 (6 months)
2023	1 July 2021 to 30 June 2022 (12 months)

MA is in the opinion that the interim audit report from 1 January to 30 June 2021 was prepared by M/s YWL & Company (YWL) the incumbent appointed auditor, it is recommended that YWL to be re-appointed for continuity.

INFO

Council has no objection to MA's recommendation and 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.

	Proposer: Dave Yoe Seconder: Antouny Tan		
5.0	TO CONFIRM MINUTES OF THE 8 TH COUNCIL MEETING OF THE 10 TH MANAGEMENT COUNCIL HELD ON 17 TH AUGUST 2021.		
	The draft minutes of the 8 th Council Meeting of the 10 th Management Council held on 17 th August 2021 was unanimously confirmed at meeting.		
	Proposer: Dave Yoe Seconder: Chen XiaoDong		
6.0	TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.		
6.1	Repair and Redecoration Works		
	MA informed that the contractor has completed replacing the lift lobby floor tiles at WCEGA Tower from level 29 to level 17.		
6.2	Inspection of Common Area Openable Windows		
	MA presented the quotations for inspection of common area openable windows and council agreed to proceed with the lowest quote. MA to also obtain quotation for inspection of unit's openable window base on per window rate. The standard rate will be provided to unit that wishes to have their window inspected and they will liaise with the contractor directly.		
6.3	Inspection of Lightning Protection System		
	MA presented the quotations for inspection of lightning protection system. Members informed MA to obtain more quotations for review.	MA	
7.0	TO ADOPT THE FINANCIAL STATEMENTS FOR OCTOBER 2021		
	MA briefed the meeting on the number of units and the amount of arrears owned. The Management office will follow up to serve reminder letters to this units. The Statement of Account for the month of October 2021 was unanimously confirmed at the meeting.		
	Proposer: Dave Yoe Seconder: Chen XiaoDong		
8.0	ANY OTHER BUSINESS		
8.1	Cleaning Service Performance		
	M/s World Clean Facility Services Pte Ltd (WCFS) management staff were present at the meeting. Council Members queried on the age group of the cleaners stationed in the estate. Contractor replied that the age group range from 25 years old to 78 years old. Members also highlighted the following points:	M.A	
	 a. The lift car is dirty with stain marks and sticky. b. The lift lobby and staircase are dirty with litters and urine smell. c. Lift internal surface is blur and need to be polished. d. WCEGA Plaza rooftop is full of litters. e. Safety of cleaners on site i.e. to provide luminous vest and wear proper shoes. 		
	WCFS noted the above and will submit weekly reports of the works done to the Management starting from 15 th November 2021.		

8.2	Security Service Performance	
	M/s KH Security Agency Pte Ltd (KH) management staff were present at the meeting. Counci Members highlighted the following:	M.A
	Security staff must respond timely to council members' feedbacks in the security chat group.	
	b. To inspect, issue notices and follow up with MA on encroachment in the estate.	
	 To do night inspection of illegal parking and also collect data of vehicles parked at the common area. 	
	d. Follow Standard Operation Practice (SOP) and do not deviate from the procedure. e. To inspect Plaza rooftop nightly.	
	It was agreed by Council Members to purchase an additional fifteen (15) number of wheel clamps.	
8.3	Vehicle Speeding In The Estate	
	Council Members feedback that there are vehicles speeding and ramming the engine loudly at Plaza driveway. MA informed that the vehicle caught was blacklisted in the EPS parking system and cannot enter the estate.	M.A
8.4	Encroachment of Common Property	
	MA informed council members that a unit located at Plaza Level 8 was served legal letter for encroachment at the common area. As they did not remove the items after the due date, the Management have written a final letter reminding them that MCST will go ahead with legal proceeding	M.A
	A Council Member has volunteered to speak to the occupier of the said unit concerning the encroachment. Council also agreed to purchase a digital camera with date stamp to facilitate photo evidence for legal case that may arise.	
8.5	Purchase Monthly Season Parking at Plaza Rooftop	
	There is an enquiry by Plaza occupant to purchase twenty additional monthly season parking at Plaza rooftop. Members concluded the following:	M.A
	 For car, van & pickup - \$45.00 (excluding 7% GST) per vehicle per month. For lorry (non-VPC) - \$90.00 (excluding 7% GST) per vehicle per month. Not applicable for heavy vehicle (VPC) above 5,000 kg (unladen). Additional season parking renewed on a monthly basis. Minimum additional season parking to purchase is fifteen (15) nos. for small vehicle and eight (8) nos. for lorry. 	
8.6	Best Electricity Terminated Contract to Supply Electricity	
	M/s Best Electricity (BE) written to inform MCST 3564 that they are terminating the contract to sell electricity to the estate and will transfer the account back to Singapore Power. The Management Corporation have engaged a lawyer to claim for compensation due to early termination of the contract.	M.A
	MA presented the calculation on how BE derive at the amount to compensate MCST 3564. Members agreed to attempt to claim back the full amount spent for DAS conversion. If it is not possible, will then fall back on the amount that was proposed by the lawyer. MA will inform the lawyer accordingly.	

8.7	Leasing of Plaza Rooftop		
	Members discussed on the rental rate and noted that there is still no tenant to lease Plaza rooftop. MA was tasked to find out if it could be converted for food & beverage (F&B).	M.A	

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

11th Management Council

The Management Corporation Strata Title Plan No. 3564

5

 $\frac{22/12/202}{\text{Date}}$

5 con