

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 2ND COUNCIL MEETING OF THE 11TH MANAGEMENT COUNCIL HELD ON WEDNESDAY, 22ND DECEMBER 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 Ong Khek Chong	-	Member
	Mr Koh Sheng Wei Alphonsus	-	Member
	Mr Tan Yu Jie Antouny	-	Member
 <u>Absent with Apology:</u>	 Mr Lim Cheng Hung Jason	 -	 Member
 <u>Attendees:</u>	 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 2.10 pm, with quorum.</p> <p><u>TO CONFIRM MINUTES OF THE 1ST COUNCIL MEETING OF THE 11TH MANAGEMENT COUNCIL HELD ON 11TH NOVEMBER 2021.</u></p> <p>The draft minutes of the 1st Council Meeting of the 11th Management Council held on 11th November 2021 was unanimously confirmed at meeting.</p> <p style="text-align: center;">Proposer: Catherine Kweh Second: Chen XiaoDong</p>	INFO
2.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>	
2.1	<p><u>Repair and Redecoration Works</u></p> <p>MA informed that the contractor has completed replacing the lift lobby floor tiles at WCEGA Tower from level 29 to level 10. Members query on the additional floor tiles that need to be replaced against the original number of tiles as in the original quotation. MA will inform contractor to provide the report.</p>	M.A.
2.2	<p><u>Inspection of Common Area Openable Windows</u></p> <p>Contractor has completed the inspection of common area openable windows at WCEGA Plaza & Tower. They are tabulating the figures and will submit the inspection report to Management office.</p>	M.A.

2.3	<p><u>Inspection of Lightning Protection System</u></p> <p>MA informed that only one (1) contractor submit the quotation for inspection of lightning protection system. M.A has called for quotes and is waiting for contractor's submission.</p>	M.A.
2.4	<p><u>Best Electricity Terminated Contract to Supply Electricity</u></p> <p>MA informed that M/s Best Electricity (BE) has compensated MCST No. 3564 for the DAS conversion cost. The amount has been credited into MCST's account.</p>	INFO
3.0	<p><u>TO ADOPT THE FINANCIAL STATEMENTS FOR NOVEMBER 2021</u></p> <p>MA briefed the meeting on the number of units and the amount of arrears owned. The Statement of Account for the month of November 2021 was unanimously confirmed at the meeting.</p> <p>Proposer: Chen XiaoDong Seconder: Antouny Tan</p>	INFO
4.0	<p><u>ANY OTHER BUSINESS</u></p>	
4.1	<p><u>Encroachment Legal Proceedings</u></p> <p>MA informed members that legal letter for encroachment of common property has been served to one (1) Subsidiary Proprietor who owns several units at Plaza level 7. Despite that, the units continue to work at the common driveway causing obstruction and posed a danger to heavy traffic at the driveway.</p> <p>The Management consulted the MCST appointed lawyer and he proposed that the Proceedings can be taken either to State Courts or Strata Title Board. Council deliberated and agreed to take the Proceeding to State Courts. MA will inform lawyer accordingly.</p>	M.A.
4.2	<p><u>Tower Canteen-Apply Epoxy Paint on TOL Flooring</u></p> <p>The tenant of Tower canteen requested to apply a coat of epoxy paint on the common area cement flooring which they have applied TOL on a yearly basis. The epoxy paint will be of similar colour (grey) to the existing cement screed.</p> <p>Members deliberated and agreed to the proposed work subjected to Terms and Conditions. MA will write to them and the tenant will sign the undertaking letter.</p>	M.A.
4.3	<p><u>Waiver of Wheel-Clamped Fees</u></p> <p>MA informed that the following units write in to request for waiver of wheel-clamped fees:</p> <ol style="list-style-type: none"> 1. #06-75 – Parked inside yellow box at Tower basement. 2. #15-71 – Parked at Tower basement blocking fire extinguisher. 3. #03-40 – Parked at Plaza handicap lot beside unit. <p>Members deliberated and agreed to waive the wheel-clamped fees for one (1) time only and will not entertain any future request for waiver of car parking infringement.</p>	M.A.

4.4	<p><u>Management Staff Performance Bonus</u></p> <p>Newman & Goh Associate Director, Mr. David Khoo presented to Council on the MA site staff appraisal for year 2021/2022.</p> <p>As agreed with Council, AWS and salary adjustments will be covered by Newman & Goh while variable bonuses will be covered by the Management Corporation. For Council's information, the current site team have not received variable bonuses in the past three (3) years since year 2018 to 2020.</p> <p>Insofar, the whole site team has shown intimate knowledge of its day-to-day operations of the building under the leadership of the Complex Manager. Mr. Khoo commented that the current team is one of the most coherent and efficient site team. Council has shared the same opinion during the 1st Council Meeting held on Thursday, 11th November 2021.</p> <p>He then proposed a one (1) month variable bonus to be given in January 2022 in appreciation of the site team's continuous effort and as an incentive to keep up their good effort and evoke loyalty to the MCST. In the Management Fund Budget Forecast in the last AGM, the one (1) month variable bonus for the site staff has also been appropriated.</p> <p>Council deliberated and majority of the members agreed to give one (1) month variable bonus to the management staff on site.</p>	M.A
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The meeting ended at 4.50 pm with a note of thanks to all attendees.

Minutes prepared by: Rayan Lim (Newman Goh Property Consultants Pte Ltd)

Confirmed by



 Secretary
 11th Management Council
 The Management Corporation Strata Title Plan No. 3564

24/1/22

 Date