

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

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**MINUTES OF THE 1<sup>ST</sup> COUNCIL MEETING OF THE 12<sup>TH</sup> MANAGEMENT COUNCIL HELD ON THURSDAY, 3<sup>RD</sup> NOVEMBER 2022 AT #02-71 MANAGEMENT OFFICE.**

Present:

Ms Kweh Hui Cheng Catherine	-	Member
Mr Chen XiaoDong	-	Member
Mr Yoe Tong Hock Dave	-	Member
Mr Ong Khek Chong	-	Member
Mr Lim Cheng Hung Jason	-	Member
Mr Tan Yu Jie Antouny	-	Member
Mr Soo Chee Sern	-	Member

Absent with Apology: Mr Koh Sheng Wei Alphonsus - Member

Attendees:

Mr Michael Lee	-	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 2.10 pm, with quorum.</p> <p><b><u>DISCLOSURE OF INTEREST BY COUNCIL MEMBERS OF 12<sup>TH</sup> MANAGEMENT COUNCIL AS STIPULATED IN THE BMSMA UNDER SECTION 60(2).</u></b></p> <p>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.</p> <p>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.</p>	INFO
2.0	<p><b><u>TO ELECT OFFICE BEARERS &amp; AUTHORIZED BANK SIGNATORIES OF 12<sup>TH</sup> MANAGEMENT COUNCIL.</u></b></p> <p>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").</p> <p>It was unanimously agreed that following members be elected as the Office Bearers of the 12<sup>th</sup> Management Council:-</p>	INFO  INFO

	<p>1. Chairperson – Ms Kweh Hui Cheng Catherine  Proposer: Dave Yoe                      Seconder: Ong Khek Chong</p> <p>2. Secretary – Mr Chen XiaoDong  Proposer: Catherine Kweh              Seconder: Soo Chee Sern</p> <p>3. Treasurer – Mr Yoe Tong Hock Dave  Proposer: Catherine Kweh              Seconder: Chen XiaoDong</p> <p>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.</p> <p>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.</p> <p>Proposer: Chen XiaoDong              Seconder: Dave Yoe</p> <p>Council members has no objection that the existing bank signatories shall continue to operate the bank accounts with the respective banks of the Management Corporation.</p>	INFO
3.0	<p><b><u>TO APPOINT THE MANAGING AGENT FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u></b></p> <p>MA presented M/s Newman &amp; Goh Property Consultants Pte Ltd (N&amp;G) proposal for the re-appointment as Managing Agent for MCST 3564 with no increase in the monthly managing agent fee.</p> <p>After much discussion, it was unanimously agreed by Council to re-appoint M/s Newman &amp; Goh Property Consultants Pte Ltd as Managing Agent for MCST 3564 and to delegate all duties and responsibilities to the Managing Agent in accordance with the BMSMA.</p>	INFO
3.1	<p>Associate director (N&amp;G) proposed a one (1) month variable bonus same as last year to be given in December 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.</p> <p>Council deliberated and agreed to give one (1) month variable bonus to the management staff on site.</p>	MA
4.0	<p><b><u>TO APPOINT THE AUDITOR FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u></b></p> <p>MA presented the incumbent auditor, M/s YWL &amp; Co. quotation for the appointment of auditor for Council's consideration noting that they have been providing good service.</p> <p>Council has no objection to MA's recommendation and unanimously appointed YWL &amp; Co. as the auditor and tax agent for MCST 3564 for the period till the conclusion of the next Annual General Meeting.</p> <p>Proposer: Dave Yoe                      Seconder: Chen XiaoDong</p>	MA

5.0	<p><b><u>TO CONFIRM MINUTES OF THE 9<sup>TH</sup> COUNCIL MEETING OF THE 11<sup>TH</sup> MANAGEMENT COUNCIL HELD ON 21<sup>ST</sup> SEPTEMBER 2022</u></b></p> <p>The draft minutes of the 9<sup>th</sup> Council Meeting of the 11<sup>th</sup> Management Council held on 21<sup>st</sup> September 2022 was unanimously confirmed at meeting.</p> <p style="text-align: center;">Proposer: Dave Yoe                      Seconder: Chen XiaoDong</p>	INFO
6.0	<p><b><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES</u></b></p>	
6.1	<p><b><u>Encroachment Legal Proceedings</u></b></p> <p>MA inform Council that on 5 October 2022, the defendants will be withdrawing their Appeal and MCST solicitor will be writing to the Court informing of this development. Meanwhile MCST solicitor will also write to the defendants to claim cost.</p>	INFO
6.2	<p><b><u>Replacement of CCTV System</u></b></p> <p>MA updated members on the progress of the CCTV installation. The contractor has completed installing the cameras at WCEGA Plaza lift lobbies and is laying cables at Tower common corridor.</p>	M.A
7.0	<p><b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR SEPTEMBER 2022</u></b></p> <p>MA referred to the financial statements for September 2022 and highlighted the salient points and the summary debtors' aging report as of 1 October 2022.</p> <p>There being no query and the Financial Statement for the months of September 2022 were unanimously adopted.</p> <p style="text-align: center;">Proposer: Chen XiaoDong                      Seconder: Ong Khek Chong</p>	INFO
7.1	<p>MA informed that there are Fixed Deposits (FDs) with MayBank and Bank of China and proposed to terminate the current FDs and placed it with banks that offer the highest interest rates. Members agreed and also proposed to place another \$1 million for FD.</p>	M.A
8.0	<p><b><u>ANY OTHER BUSINESS</u></b></p>	
8.1	<p><b><u>Improvement Works at WCEGA Tower</u></b></p> <p>During the 12<sup>th</sup> AGM held on 14 October 2022, a subsidiary proprietor proposed some improvement works at WCEGA Tower.</p> <p><b><u>1. To Install Grilles on Corridor Parapet Wall.</u></b></p> <p>Members commented that the height of the parapet wall confine to BCA's requirement. The installation of grilles at the common corridor parapet wall is very costly, it also encourages occupants to place and stack their goods causing obstruction at the corridor which is also the fire escape route. Thus, it is not necessary to install grilles.</p>	INFO

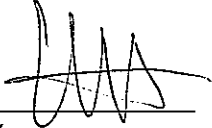
	<p><b>2. <u>To Install Waterproof Ceiling Panels at Common Corridor.</u></b></p> <p>There are many facilities at the common corridor ceiling i.e. electrical wirings, internet cables and water piping. Contractors constantly do installation and maintenance of these facilities and the false ceiling will deter such works. The Repair &amp; Redecoration (R&amp;R) of the estate was complete recently and the rusty cable tray will be painted in the next R&amp;R exercise.</p> <p><b>3. <u>To Do Landscape Feature Behind the Lift Air Well.</u></b></p> <p>Members commented that there is no need for any landscape feature but to do water jetting of the area more frequently.</p> <p><b>4. <u>To Lay Floor Tiles at the Common Corridor for All Levels.</u></b></p> <p>The installation and maintenance cost of laying floor tiles at the common corridor is very costly. As such, there is no need for the improvement works.</p> <p><b>5. <u>To Paint or Lay Wall Tile on the Lift Lobby Walls.</u></b></p> <p>MA will inform contractor to paint the lower part of the patchy lift lobby walls.</p>	<p>INFO</p> <p>INFO</p> <p>INFO</p> <p>M.A</p>
<p>8.2</p>	<p><b><u>Motorcycle Parking Matters</u></b></p> <p>MA informed that during the 12<sup>th</sup> AGM held on 14 October 2022, the special resolutions on motorcycle parking and charges were adopted.</p> <p>Members deliberated and confirmed the following matters.</p> <ol style="list-style-type: none"> <li>1. Each unit may purchase two (2) additional motorcycle monthly season parking at \$30.00 each.</li> <li>2. The grace free period after 12.00 midnight entry is thirty (30) minutes and per entry is at \$10.00 thereafter.</li> <li>3. For units dealing in motorcycle related trade i.e. sales / repair etc. they are eligible to purchase the current exit tickets.</li> </ol>	<p>M.A</p>
<p>8.3</p>	<p><b><u>Waterproofing to WCEGA Plaza Level 4 External Concrete Ledge</u></b></p> <p>MA received a few complaints of window water seepage from units at WCEGA Plaza level 4. Our joint inspection with the contractors revealed that the external wall and concrete ledge is cracked.</p> <p>MA presented four (4) quotations from the following contractors.</p> <ol style="list-style-type: none"> <li>1. Framework Building Services Pte Ltd.</li> <li>2. OCL Building Services Pte Ltd.</li> <li>3. Buildspec Construction Pte Ltd.</li> <li>4. KSL Resources Pte Ltd.</li> </ol> <p>Members deliberated and agreed to award the repair works to M/s Framework Building Services Pte Ltd as they submitted the most competitive quote and tasked MA to get discount from the contractor too.</p>	<p>M.A.</p>

8.4	<p><b><u>Install Humps at WCEGA Plaza Driveway</u></b></p> <p>Members feedback that there are many incidents of vehicle speeding at WCEGA Plaza driveway and proposed to install humps at all the driveways to curb the speeding. There were suggestions to install concrete humps and/or speeding strips. Mr. Anthouny Tan is tasked to study the feasibility and the most suitable locations to install humps/speeding strips.</p>	MEMBER
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The meeting ended at 4.45 pm with a note of thanks to all attendees.

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

Confirmed by



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

8/12/22  
 Date

