

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

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**MINUTES OF THE 5TH COUNCIL MEETING OF THE 12TH MANAGEMENT COUNCIL HELD ON
THURSDAY, 16TH MARCH 2023 AT #02-71 MANAGEMENT OFFICE**

<u>Present:</u>	Ms Kweh Hui Cheng Catherine	-	Chairperson
	Mr Chen XiaoDong	-	Secretary
	Mr Yoe Tong Hock Dave	-	Treasurer
	Mr Tan Yu Jie Antouny	-	Member
	Mr Ong Khek Chong	-	Member
<u>Absent with</u>	Mr Lim Cheng Hung Jason	-	Member
<u>Apology:</u>	Mr Soo Chee Sern	-	Member
	Mr Koh Sheng Wei Alphonsus	-	Member
<u>Attendees:</u>	Mr Michael Lee	-	Newman & Goh
	Mr Rayan Lim	-	Managing Agent
	Mr Chow Chee Weng	-	Managing Agent
	Ms Lee Jia Xin	-	Managing Agent

<u>No</u>		<u>Action</u>
1.0	<p>The meeting was called to order at 2.00 pm, with quorum.</p> <p><u>TO CONFIRM MINUTES OF THE 4TH COUNCIL MEETING OF THE 12TH MANAGEMENT COUNCIL HELD ON 16TH FEBRUARY 2023.</u></p> <p>The draft minutes of the 4th Council Meeting of the 12th Management Council held on 16 February 2023 was unanimously confirmed at the meeting.</p> <p style="text-align: center;">Proposer: Antouny Tan Seconder: Chen XiaoDong</p>	INFO
2.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>	
2.1	<u>New Management Office</u>	
2.2	<p>The architect from M/s 103 East Architects apply to purchase some drawings from URA and the authority has yet to provide the drawings to the architect.</p> <p><u>Draw Double Yellow Zig-Zag Lines at Plaza Driveway</u></p> <p>MA informed members that the contractor is busy and will start drawing the double zig-zag lines and complete the job by end of March 2023.</p>	INFO M.A.

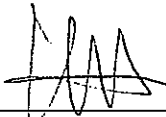
<p>2.3</p>	<p><u>Lift Matters</u></p> <p>MA invited Sigma Elevator Singapore Pte Ltd management staff to attend the council meeting.</p> <p>During the meeting, the Management of MCST 3564 highlighted the frequent mantrap and breakdown of the lifts at WCEGA Tower which is not acceptable. Sigma staff also presented the causes and breakdown records.</p> <p>Council members proposed to install stop-bar inside the passenger lift car at WCEGA Tower to prevent trolley from entering.</p> <p>The lift company informed council members that they will do a thorough inspection of all the lifts in the estate.</p> <ol style="list-style-type: none"> 1. To submit an inspection schedule for all the 12 nos of lifts and to be completed by 1st week of April 2023. 2. To check with authority if stop bar can be installed inside passenger lift. 3. To provide specification and quotation of the stop bar. 4. To submit quotation for modernization of all the lifts. <p>MA highlighted that there are five (5) industrial fans and three (3) exhaust fans inside Tower lift motor room to lower the room temperature and inform the lift company to clear away the unwanted spare parts/rubbish kept inside the lift motor room.</p> <p>They are to submit the above-mentioned and update Management on the progress of the lift inspection and rectification works.</p>	<p>CONTR</p>
<p>3.0</p> <p>3.1</p>	<p><u>TO ADOPT THE FINANCIAL STATEMENTS FOR FEBRUARY 2023</u></p> <p>MA referred to the financial statements for February 2023 and highlighted the salient points and the summary debtors' aging report as of 28 February 2023.</p> <p>There being no query and the Financial Statement for the month of February 2023 was unanimously adopted.</p> <p style="text-align: center;">Proposer: Catherine Kweh Seconder: Antouny Tan</p>	<p>INFO</p>
<p>4.0</p>	<p><u>MANAGEMENT REPORT FOR FEBRUARY 2023</u></p> <p>MA presented the Management Report for February 2023.</p> <p>There being no query and the Management Report for the month of February 2023 was unanimously adopted.</p> <p style="text-align: center;">Proposer: Catherine Kweh Seconder: Antouny Tan</p>	<p>INFO</p>
<p>5.0</p>	<p><u>ANY OTHER BUSINESS</u></p>	
<p>5.1</p>	<p><u>Renew Repoco Agency Tenancy Agreement</u></p> <p>MA informed council members that the Tenancy Agreement for WCEGA Plaza rooftop sub-plot 2 is on a monthly basis. Members deliberated and proposed to fix the monthly rental at \$0.34 per sq ft and Repoco Agency to sign the Tenancy Agreement for one year with the option to renew another one (1) year. MA will write to inform them.</p>	<p>M.A.</p>

5.2	<p><u>Renew TOL for GT Café Pte Ltd</u></p> <p>The TOL for GT Café Pte Ltd will expire on 31 May 2023. Members deliberated and proposed to fix the TOL fee at \$1.50 per sq. ft. for one (1) year with the option to renew another one (1) year. MA will write to inform them.</p>	M.A.
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The meeting ended at 4.10 pm with a note of thanks to all attendees.

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

Confirmed by



Secretary
 12th Management Council
 The Management Corporation Strata Title Plan No. 3564

20/4/23

Date

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