

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 1ST COUNCIL MEETING OF THE 13TH MANAGEMENT COUNCIL HELD ON FRIDAY, 10TH NOVEMBER 2023 AT #02-71 MANAGEMENT OFFICE.

Present:

Ms Kweh Hui Cheng Catherine	-	Member
Mr Chen XiaoDong	-	Member
Mr Yoe Tong Hock Dave	-	Member
Mr Ong Khok Chong	-	Member
Mr Koh Sheng Wei Alphonsus	-	Member
Mr Soo Chee Sern	-	Member

Absent with Apology:

Mr Lim Cheng Hung Jason	-	Member
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Attendees:

Mr Darren Cheng	-	Newman Property
Mr Sam Lim	-	Newman Property
Mr Rayan Lim	-	Managing Agent
Mr Chow Chee Weng	-	Managing Agent
Ms Lee Jia Xin	-	Managing Agent

No		Action
1.0	The meeting was called to order at 2.00 pm, with quorum. <u>DISCLOSURE OF INTEREST BY COUNCIL MEMBERS OF 13TH MANAGEMENT COUNCIL AS STIPULATED IN THE BMSMA UNDER SECTION 60(2).</u> 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. 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.	INFO
2.0	<u>TO ELECT OFFICE BEARERS & AUTHORIZED BANK SIGNATORIES OF 13TH MANAGEMENT COUNCIL.</u>	
2.1	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 13th Management Council:-	INFO

	1. Chairperson – Ms Kweh Hui Cheng Catherine Proposer: Dave Yoe Second: Chen XiaoDong 2. Secretary – Mr Chen XiaoDong Proposer: Soo Chee Sern Second: Dave Yoe 3. Treasurer – Mr Yoe Tong Hock Dave Proposer: Chen XiaoDong Second: Soo Chee Sern	
2.2	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. 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: Dave Yoe Second: Cheng XiaoDong	INFO
2.3	Council members have no objection that the existing bank signatories shall continue to operate the bank accounts with the respective banks of the Management Corporation.	INFO
3.0	<u>TO APPOINT THE MANAGING AGENT FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u> Council members excused the Managing Agent to have their discussion.	
3.1	MA rejoined the meeting and was informed by members that M/s Newman Property Consultants Pte Ltd to include the following in the MA contract for council's review. 1. Supply relief staff to cover duty of MA staff on leave.	M.A.
3.2	Council members informed MA to write a circular to all occupants of WCEGA Plaza on clearing of items placed at the common area and to complete the clearing exercise by thirty (30) days i.e. 10 December 2023.	M.A.
3.3	Council members advised MA and security guards to wear the body camera before approaching the occupiers.	INFO
4.0	<u>TO APPOINT THE AUDITOR FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u> MA presented the summary of quotations for auditors and informed members that the incumbent auditor, M/s YWL & Co. have been providing good service for the past few years. Council has no objection to MA's recommendation and unanimously appointed M/s 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 Second: Chen XiaoDong	M.A.

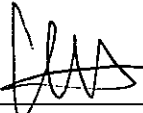
5.0	<u>TO CONFIRM MINUTES OF THE 11TH COUNCIL MEETING OF THE 12TH MANAGEMENT COUNCIL HELD ON 28TH SEPTEMBER 2023</u> The draft minutes of meeting of the 11th Council Meeting of the 12th Management Council held on 28th September 2023 was unanimously confirmed at meeting. Proposer: Chen XiaoDong Second: Catherine Kweh	INFO
6.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES</u>	
6.1	<u>New Management Office</u> MA has written to BCA to query about any CSC approval for an increase in GFA for 2 units at WCEGA Tower. BCA replied that there was no record found for one unit. For the other unit, there was a submission done but it was not approved and hence no TOP/CSC issued. MA to write to URA to take back the GFA. Members proposed that the common area beside unit #02-01, WCEGA Plaza to be used as the new management office location and requires further study into it.	M.A.
6.2	<u>Lift matters</u> Members informed MA to invite the lift consultant to attend the next council meeting for queries on lift matters.	M.A.
6.3	<u>Construct Humps at WCEGA Plaza Driveway</u> The construction works have been awarded to M/s Buildspec Construction Pte Ltd. They have completed the humps for WCEGA Plaza level 9 to level 5 and schedule to complete all the works by end of November 2023.	M.A.
7.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR OCTOBER 2023</u>	
7.1	MA referred to the financial statements for October 2023 and highlighted the salient points and the summary debtors' aging report as of 1 November 2023. There being no query and the Financial Statement for the month of October 2023 was unanimously adopted. Proposer: Catherine Kweh Second: Chen XiaoDong	INFO
8.0	<u>MANAGEMENT REPORT FOR OCTOBER 2023</u>	
8.1	MA presented the Management Report for October 2023. There being no query and the Management Report for the month of October 2023 was unanimously adopted. Proposer: Catherine Kweh Second: Chen XiaoDong	INFO

9.0	<u>ANY OTHER MATTERS</u>	
9.1	<u>Install Solar Panels at WCEGA Plaza Rooftop</u> Council members tasked MA to continue to source for contractors to install solar panels at WCEGA Plaza rooftop. Council members tasked the MA to get contractors to give some numbers for discussion e.g. savings amount and how much power supply can be generated. MA explained to council that the above items are subjected to what the contractors can provide.	M.A.

The meeting ended at 4.10 pm with a note of thanks to all attendees.

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

Confirmed by



Secretary

13th Management Council
The Management Corporation Strata Title Plan No. 3564

21/12/23
Date