

WCEGA PLAZA & TOWER

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 2ND COUNCIL MEETING OF THE 13TH MANAGEMENT COUNCIL HELD ON THURSDAY, 21ST DECEMBER 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 Ong Khok Chong	-	Member
	Mr Koh Sheng Wei Alphonsus	-	Member
	Mr Lim Cheng Hung Jason	-	Member
<u>Absent with Apology:</u>	Mr Soo Chee Sern	-	Member
<u>Attendees:</u>	Ms Sim Kai Li	-	Newman Property
	Mr Sam Lim	-	Consultants Pte Ltd
	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	The meeting was called to order at 2.10 pm, with quorum. <u>TO CONFIRM MINUTES OF THE 1ST COUNCIL MEETING OF THE 13TH MANAGEMENT COUNCIL HELD ON 10TH NOVEMBER 2023.</u> The draft minutes of the 1st Council Meeting of the 13th Management Council held on 10 November 2023 was unanimously confirmed at the meeting. Proposer: Catherine Kweh Seconder: Jason Lim	INFO
2.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>	
2.1	<u>New Management Office</u> MA presented the floor plan and photos of the handicap lot beside #02-01, WCEGA Plaza. Council members deliberated on the feasibility of constructing the new Management office on the location. For further discussion.	M.A
2.2	<u>Lift Matters</u> The lift consultants from M/s Elevating Studio Pte Ltd attended the meeting and briefed Council members on the lift defects discovered during their audit check. 1. Lifts PL5, PL6 and PL7 – Lift shaft water seepage.	M.A.

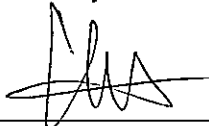
	2. Tower rooftop motor room very hot – To install air-conditioner. 3. Lifts PL5 to PL10 – To replace compensating chains. The lift consultants will also assist MA to reveal the quotations submitted by Sigma Elevator.	
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR NOVEMBER 2023</u> MA referred to the financial statements for November 2023 and highlighted the salient points and the summary debtors' aging report as of 30 November 2023. There being no query and the Financial Statement for the month of November 2023 was unanimously adopted. Proposer: Jason Lim Seconder: Chen XiaoDong	INFO
4.0	<u>MANAGEMENT REPORT FOR NOVEMBER 2023</u> MA presented the Management Report for November 2023. MA informed council members that the security staff have been monitoring illegal dumping and encroachment activities at the common area. There being no query and the Management Report for the month of November 2023 was unanimously adopted. Proposer: Jason Lim Seconder: Chen XiaoDong	INFO
5.0	<u>ANY OTHER BUSINESS</u>	
5.1	<u>Legal Proceedings Against WCEGA Plaza Units for Encroachment</u> MA presented the summary of units that despite legal letters served to them, they did not rectify the encroachment at the common area. Council members deliberated and agreed to take Legal Proceeding against four (4) units at WCEGA Plaza if they do not rectify the encroachments by 26 December 2023.	M.A.
5.2	<u>Variable Bonus for Management Staff</u> MA staff were excused from the meeting for the council members to discuss with the Managing Director of Newman Property Consultants Pte Ltd on the renewal of Managing Agent contract. MA staffs rejoined the meeting and were informed that Council members agreed to give one (1) month variable bonus to Management staff for year 2023. Council has also agreed to appoint Newman Property Consultants Pte Ltd as the managing agent.	M.A.
5.3	<u>SOP for Encroachment</u> Both the day and night security supervisors attended and MA briefed the meeting on the Standard Operating Procedure (SOP) for encroachment of common property.	M.A.

5.4	MA will update Council members every Thursday via email on the progress of the encroachment in the estate. <u>Restriction on Changes to Normal Season Parking</u> Council members noted that there are frequent abuses on the change make to the four (4) nos. of normal season parking and suggested to restrict the change of normal season parking to three (3) months per vehicle." MA will check with the IT company if such restriction can be input into the Electronic Parking System. For further discussion and pending approval from Council.	M.A.
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The meeting ended at 4.40 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

26/1/24
Date

