

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 4TH COUNCIL MEETING OF THE 13TH MANAGEMENT COUNCIL HELD ON THURSDAY, 22ND FEBRUARY 2024 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 Soo Chee Sern	-	Member
<u>Absent with</u>	Mr Lim Cheng Hung Jason	-	Member
<u>Apology:</u>	Mr Koh Sheng Wei Alphonsus	-	Member
<u>Attendees:</u>	Mr Wong Kwong Chen	-	Newman Property
	Mr Sam Lim	-	Newman Property
	Mr Rayan Lim	-	Managing Agent
	Ms Agnes Lai	-	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 2.10 pm, with quorum. <u>TO CONFIRM MINUTES OF THE 3RD COUNCIL MEETING OF THE 13TH MANAGEMENT COUNCIL HELD ON 26TH JANUARY 2024.</u> The draft minutes of the 3rd Council Meeting of the 13th Management Council held on 26 January 2024 was unanimously confirmed at the meeting. Proposer: Catherine Kweh Seconder: Chen XiaoDong	INFO
2.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>	
2.1	<u>New Management Office</u> Council members commented that the common area beside unit #02-02, WCEGA Plaza is too small to accommodate the new Management office and suggested to construct the new office at the garden area behind unit #02-84, WCEGA Tower. MA proposed to engage an architect to study the appropriate location for the new management office and do the submission for approval from the relevant authority. Council members agreed.	M.A
2.2	<u>Lift Matters</u> MA updated council members on the following works.	M.A.

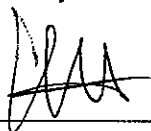
	1. Water proofing works to the lift shaft of PL5, PL6 and PL7. – Contractor will start works on 26 February 2024. 2. To seal up all open ventilation area and install 2 air-conditioners at Tower rooftop lift motor room. – MA has invited contractors to view the site and waiting for them to submit the quotations. Upon completion of the water proofing works to the lift shaft of PL5, PL6 and PL7, MA will inform Sigma Elevator to replace the compensating chain for the above-mentioned lifts.	
2.3	<u>Renew Tenancy Agreement for Plaza Rooftop Parking</u> MA informed members that the rental of WCEGA Plaza rooftop sub-plot 1 by M/s Legend Integrated Logistics Pte Ltd will expire on 29 February 2024 and they wish to extend the lease for one (1) month. Members agreed but the rental will be increased to \$0.70 cents per sq. ft.	M.A.
2.4	<u>Legal Proceedings Against WCEGA Plaza Units for Encroachment</u> MA informed council members that The Management Corporation will be taking Legal Proceeding against one (1) unit at WCEGA Plaza and Lee & Lee is in the process of preparing the court documents.	M.A.
2.5	<u>Restriction on Changes to Normal Season Parking</u> MA informed council members that the IT company has met up with management staff and council member to discuss on the restricted changes to the four (4) normal season parking. The IT company will provide quotation for the above-mentioned works.	M.A.
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR JANUARY 2024</u> MA referred to the financial statements for January 2024 and highlighted the salient points and the summary debtors' aging report as of 31 January 2024. There being no query and the Financial Statement for the month of January 2024 was unanimously adopted. Proposer: Ong Khek Chong Seconder: Catherine Kweh MA proposed to place \$400K cash as fixed deposit with Bank of China. Council unanimously agreed.	M.A.
4.0	<u>MANAGEMENT REPORT FOR JANUARY 2024</u> MA presented the Management Report for January 2024. There being no query and the Management Report for the month of January 2024 was unanimously adopted. Proposer: Ong Khek Chong Seconder: Catherine Kweh	INFO

5.0	<u>ANY OTHER BUSINESS</u>	
5.1	<u>Smoke Protection System at WCEGA Plaza</u> MA informed council members that during the SCDF annual Fire Certificate testing, the smoke protection system installed at WCEGA Plaza is out of order and beyond repair. MA has invited a few contractors to inspect and submit quotation for the repair/replacement works but the Management only received one (1) quotation which was presented to council members for their approval. Members tasked MA to invite more quotations based on the specifications of the submitted quote. As there was a deadline set by SCDF to complete the works, MA will need to update the council on the progress by the end of the month.	M.A.

The meeting ended at 3.20 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

20/3/24
Date

