

# WCEGA PLAZA & TOWER

## MCST 3564 Management Office

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### MINUTES OF THE 6<sup>TH</sup> COUNCIL MEETING OF THE 13<sup>TH</sup> MANAGEMENT COUNCIL HELD ON WEDNESDAY, 24<sup>TH</sup> APRIL 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          |
|                       | Mr Lim Cheng Hung Jason     | - | Member          |
|                       | Mr Koh Sheng Wei Alphonsus  | - | Member          |
|                       | Mr Jason Lim Cheng Hung     | - | Member          |
| <br><u>Attendees:</u> | Mr David Khoo               | - | Newman Property |
|                       | Mr Sam Lim                  | - | Newman Property |
|                       | Ms Agnes Lai                | - | Managing Agent  |
|                       | Mr Chow Chee Weng           | - | Managing Agent  |
|                       | Ms Lee Jia Xin              | - | Managing Agent  |
|                       | Mr James Kho                | - | M/s CEG Tech    |

| <u>No</u> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <u>Action</u>                  |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|
| 1.0       | <p>The meeting was called to order at 2.15 pm with the required quorum.</p> <p><b>TO CONFIRM MINUTES OF THE 5<sup>TH</sup> COUNCIL MEETING OF THE 13<sup>TH</sup> MANAGEMENT COUNCIL HELD ON 20<sup>TH</sup> MARCH 2024.</b></p> <p>The draft minutes of the 5<sup>th</sup> Council Meeting of the 13<sup>th</sup> Management Council held on 20 March 2024 was unanimously confirmed at the meeting.</p> <p style="text-align: center;">Proposer: Catherine Kweh                      Seconder: Jason Lim</p> | INFO                           |
| 2.0       | <b>MATTERS ARISING FROM 5<sup>TH</sup> COUNCIL MEETING MINUTES.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                |
| 2.1       | <p><b>New Management Office</b></p> <p>The Council noted that the Professional Engineer (PE) is now waiting for URA to reply on the plot ratio before he can further advise thereafter.</p> <p>MA will follow up with the PE and update accordingly.</p>                                                                                                                                                                                                                                                       | INFO/PE<br><br>MA              |
| 2.2       | <p><b>Lift Matters</b></p> <p>MA updated council members on the following works.</p> <p><u>For PL5, PL6, PL7, PL8, PL9 &amp; PL10</u></p> <p>Sigma has yet to confirm on the work schedule for the replacement of compensating chain due to the delay of their overseas shipment. The replacement work is targeted</p>                                                                                                                                                                                         | INFO<br><br><br>INFO/<br>SIGMA |

|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |
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|     | to be carried out in mid of May 2024.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | INFO/<br>SIGMA |
|     | <u>Installation Works at Lift Motor Room (LMR)</u><br>The installation of air-conditioning at Tower Lift Motor room still in progress and should be in order by next week.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MA             |
|     | MA reported that the Tower lifts breakdown had reduced but yet not in satisfactory performance. The existing liquidated damages (LD) term will be reviewed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | MA             |
|     | MA will request Sigma to submit the list of Schedule Of Rate (SOR) for those items excluded from the comprehensive term of agreement.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | INFO/MA        |
| 2.3 | <b>Renew Tenancy Agreement for Plaza Rooftop Parking</b><br><br>MA updated the Council on the following :-<br><br><u>Rental of WCEGA Plaza Rooftop Sub-Plot 1 (Vacant)</u><br>1. M/s ST Engineering Mobility Services Pte Ltd has yet confirm on the acceptance of the rate/s as proposed for :-<br>a) 1 yearly rental period at \$0.65 per sq ft<br>b) 2 yearly rental period at \$0.55 per sq ft<br><br><u>Rental of WCEGA Plaza Rooftop Sub-Plot 3</u><br>MA reported that M/s Skylink Auto Pte Ltd, the current tenant requested for the renewal of their existing contract at the same previous rate of \$0.30 per sq ft. Their existing lease contract is expiring on 31/10/2024.<br><br>The Council emphasized that the new lease rates will apply the same for WCEGA Plaza rooftop as indicated on item no. 1(a) & (b).<br><br>MA noted the new lease rates and will follow up to check the existing lease agreement of M/s Skylink Auto Pte Ltd on the term for Option for further Lease. | INFO/MA        |
| 2.4 | <b>Legal Proceedings Against WCEGA Plaza Units for Encroachment</b><br><br>MA reported that all previously mentioned units had all cleared the encroachment with the legal action against them. M/s Lee & Lee will follow up the legal proceeding accordingly.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | INFO           |
| 2.5 | <b>Smoke Protection System at WCEGA Plaza</b><br><br>MA reported that the replacement work had been completed and all in order as endorsed by PE during the re-conduct of fire testing on 20/04/2024.<br><br>This re-conduct of fire testing was due to the follow up action as required by SCDF for the conditional renewal of Fire Certification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | INFO           |
| 2.6 | <b>Install Solar Panel</b><br><br>The representative from M/s CEG Tech presented the revised proposal for installation of solar panels at the rooftops of WCEGA Plaza & Tower. The slides to be forwarded to Council for their further review. MA to follow up with this matter via email.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MA             |

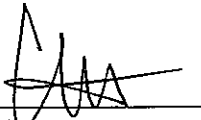
|     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                            |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|
|     | MA is tasked to retrieve and forward the demarcation of the car park lots at WCEGA Plaza rooftop to M/s CEG Tech for their further study.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MA/CEG                     |
|     | After much discussion, M/s CEG Tech has to list out the individual breakdown cost for the shelter and solar system and update Council.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MA/CEG                     |
|     | MA was also tasked to check with the second Solar panel contractor for their quotation.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MA                         |
| 2.7 | <b>Installation of bollards at Tower barrier gantry</b><br><br>After much deliberation, the Council had approved MA to install the bollards at the mentioned area to prevent further illegal exit by motorcyclists. The cost of the installation will be forwarded to Council via email.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | INFO/MA                    |
| 2.8 | <b>Convert Plaza driveway to one-way traffic</b><br><br>After much deliberation, this matter will be on KIV.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | INFO                       |
| 3.0 | <b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR MARCH 2024</u></b><br><br>MA referred to the financial statements for March 2024 and highlighted the salient points and the summary debtors' aging report as of 30 March 2024.<br><br>The Council queried on those few units that owed more than 3 quarters in arrears which due to billing month.<br><br>In respond to Council query, MA reported that demand letters had been sent out to those SPs and the next course of action will be lodge of caveat. MA will follow up the arrears according to the SOP and update Council accordingly. The Council noted.<br><br>There being no further query and the Financial Statement for the month of March 2024 was unanimously adopted.<br><br>Proposer: Chen Xiao Dong      Seconder: Dave Yoe | MA<br>INFO<br>INFO<br>INFO |
| 4.0 | <b><u>MANAGEMENT REPORT FOR MARCH 2024</u></b><br><br>MA presented the Management Report for March 2024.<br><br>MA informed Council that the format for reporting the lifts breakdown will be reviewed for some changes. The Council noted.<br><br>There being no query and the Management Report for the month of March 2024 was unanimously adopted.                                                                                                                                                                                                                                                                                                                                                                                                                                      | MA<br>INFO/MA<br>INFO      |
| 5.0 | <b><u>ANY OTHER BUSINESS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                            |
| 5.1 | <b>Formation of CERT members</b><br><br>MA informed the Council on the re-appointment of CERT members and will email Council for the proposed site staffs to attend related courses as required by SCDF. The Council noted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | MA                         |
| 5.2 | <b>Possible Water seepages from underground</b><br><br>MA reported there are significant water stagnant/s at Level 1 that required necessary rectification.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | INFO                       |

|     |                                                                                                                             |    |
|-----|-----------------------------------------------------------------------------------------------------------------------------|----|
| 5.3 | MA to retrieve building past PE or surveyor records for further study and propose recommendation to Council.                | MA |
|     | <b>Installation of Motorcyclist Gantry system</b><br>MA is to follow up with quotation and update for next Council meeting. | MA |

There being no other business, the meeting was called to end at 4.35pm with a vote of thanks to all present.

Minutes prepared by: Agnes Lai (Newman Property Consultants Pte Ltd)

Confirmed by



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

30/5/24  
Date