

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

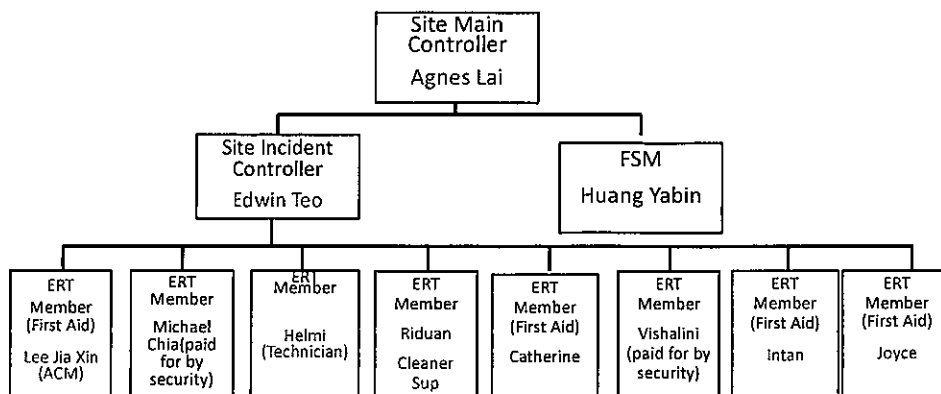
MINUTES OF THE 7TH COUNCIL MEETING OF THE 13TH MANAGEMENT COUNCIL HELD ON THURSDAY, 30 MAY 2024 AT #02-71 MANAGEMENT OFFICE

Present:	Ms Kweh Hui Cheng Catherine	-	Chairperson
	Mr Chen XiaoDong	-	Secretary
	Mr Yoe Tong Hock Dave	-	Treasurer
	Mr Ong Khek Chong	-	Member
	Mr Soo Chee Sern	-	Member
	Mr Lim Cheng Hung Jason	-	Member
	Mr Koh Sheng Wei Alphonsus	-	Member
Absent	with Mr Jason Lim Cheng Hung	-	Member
Apologies :			
Attendees:	Mr David Khoo	-	Newman Property
	Ms Agnes Lai	-	Managing Agent
	Mr Edwin Teo	-	Managing Agent
	Ms Lee Jia Xin	-	Managing Agent

<u>No</u>		<u>Action</u>
1.0	The meeting was called to order at 2.30 pm with the required quorum. TO CONFIRM MINUTES OF THE 6TH COUNCIL MEETING OF THE 13TH MANAGEMENT COUNCIL HELD ON 24TH APRIL 2024. The draft minutes of the 6th Council Meeting of the 13th Management Council held on 24th April 2024 was unanimously confirmed at the meeting without amendment. Proposer: Chen XiaoDong Second: Dave Yoe	INFO
2.0	MATTERS ARISING FROM 6TH COUNCIL MEETING MINUTES.	
2.1	New Management Office The Meeting confirmed that the proposed venue for the new Management Office to be at Tower Garden. After much discussion, it was unanimously approved that the proposed job for the PE submission to URA on the initial planning application to be awarded to M/s CSCE Pte Ltd. For proper recording purpose, Council Member Mr Soo Chee Sern made his declaration to the Council under Section 60 of the BMSMA. The Council cited that Mr Soo is a subsidiary proprietor in WCEGA and will perform his best for the interest of WCEGA. The Council unanimously agreed to Mr Soo to proceed with the initial planning application as the qualified person. Proposer: Dave Yoe Second: Chen XiaoDong	INFO PE INFO

2.2	Lift Matters MA updated Council members on the following works. <u>For PL5, PL6, PL7, PL8, PL9 & PL10</u> M/s Sigma Elevator Singapore Pte Ltd (Sigma) completed the replacement of compensating chains on 25 May 2024. The Meeting noted. <u>Installation Works at Lift Motor Room (LMR)</u> The installation of air-conditioning at Tower Lift Motor-Room had been completed end of April 2024. MA highlighted to Council that the report had shown a reduction of breakdowns for Tower's passenger lifts with the exception of Service Lift 1 (SL1) and Service Lift 2 (SL2). MA will arrange for an on-site meeting with Sigma and M/s Elevating Studio (ES) consultant for the follow-up on the recurrence breakdowns. MA was tasked to update the Council for the next course of action. MA informed Council that the current lift system is about 13 to 14 years and may be due for modernization. This is because lift components such as but not limited to lift drive, controller may have "reach end of useful life". In addition, such components may have reached manufacturing obsolescence.	INFO
2.3	Renew Tenancy Agreement for Plaza Rooftop Parking MA updated Council of the counter proposal rental per square foot by the two tenants of Rooftop Sub-Plot 1 and Sub-Plot 3. After much discussion, Council agreed to MA's suggestion to revise the rental rate based on a tenure period of one (1) year or two (2) years. MA will update Council of the outcome via email or during the next Council Meeting.	INFO INFO MA
2.4	Installation of Solar Panels The Council Member Mr Soo Chee Sern declared that he would recommend a Solar Panel contractor to propose alternatives for all Council Members study. MA will follow up with his recommended Solar Panel contractor and update Council via email or during the next Council Meeting.	INFO MA
2.5	Installation of Bollards at Tower Barrier Gantry The Council noted the installation had been completed.	INFO
2.6	Formation of CERT members MA presented the proposed Company Emergency Response Team. (CERT) organization chart due to recent changes of the Fire Safety Manager (FSM) and the Complex Manager and Assistance Complex Manager.	INFO

CERT Team Structure



INFO/MA

It was noted by Council that the following site staff will need to attend CERT Team course certifications as mandated by the Fire Safety Act of Singapore under MCST cost.

Complex Manager, Ms. Agnes Lai – Site Main Controller Course
 Assistant Manager, Mr. Edwin Teo – Site Incident Controller
 Assistant Manager, Ms. Lee Jia Xin – First Aider
 Technician, Mr. Helmi – First Aider
 Assistant Admin, Ms Intan – First Aider
 Assistant Admin, Ms Joyce – First Aider

INFO

It was further noted by Council that the incumbent security company will need to provide security personnel to form the MCST CERT Team for after office hours.

INFO/MA

2.7 **Basement Carpark Water Seepage**

MA informed Council that since rectification work that was carried out during the last Redecorating & Repainting carried out between 2019 to 2021, the underground water seepage in the basement carpark recurred.

INFO

MA has taken the initiative to contact M/s Bruce James, the last R&R consultant to a site inspection and recommendation to rectify the said underground water seepage.

INFO/MA

2.8 **Installation of Motorcyclist Gantry System**

MA reported that the current service provider, M/s Sun Singapore clarified that it was not advisable for the said installation due to space constraint and traffic safety concerns.

INFO

After much deliberation, the Council agreed to put this item on KIV.

2.9 **To confirm the Financial Policy for Management Council**

The MA proposal was adopted unanimously. Please refer to appendix.

INFO

Proposer: Dave Yoe

Seconder: Chen XiaoDong

	There being no further query and the Management Report for the month of April 2024 was unanimously adopted.	INFO
5.0	<u>ANY OTHER BUSINESS</u>	
5.1	SCDF Advisory of Yellow Box at Common Property	
	MA updated Council that SCDF Officers visited the estate. SCDF officers highlighted to MA of parked cars and motorcycles within yellow line boundaries that are obstructing nearby "Means of Escape" which is against Fire Safety Regulation.	INFO
	MA further highlight to Council that parked vehicles within the yellow line boundaries poses a potential danger to traffic watch next to the upper ramp of the drive way. Photo was presented as supporting document.	INFO
	It was noted by Council that MA has took the initiative to draw "X" within the yellow boundary on level 2 and due to the "X" drawn within the yellow boundary, parked cars and motorcycles were significantly reduced.	INFO
	After much discussion, Council will need time to deliberate on drawing "X" on all yellow boundaries in the estate and will re-convene in the next Council Meeting.	MA

There being no other business, the meeting was called to end at 4.15pm with a vote of thanks to all present.

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

Minutes vetted by: David Khoo (Newman Property Consultants Pte Ltd)

Confirmed by


Secretary



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

CHEN XIAO DONG

27/06/2024
Date

