

# WCEGA PLAZA & TOWER

## MCST 3564 Management Office

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### MINUTES OF THE 1<sup>ST</sup> COUNCIL MEETING OF THE 14<sup>TH</sup> MANAGEMENT COUNCIL HELD ON TUESDAY, 29<sup>TH</sup> OCTOBER 2024 AT #02-71 MANAGEMENT OFFICE.

|                    |                             |   |                     |
|--------------------|-----------------------------|---|---------------------|
| <u>Present:</u>    | Ms Kweh Hui Cheng Catherine | - | Member              |
|                    | Mr Chen XiaoDong            | - | Member              |
|                    | Mr Yoe Tong Hock Dave       | - | Member              |
|                    | Mr Koh Sheng Wei Alphonsus  | - | Member              |
| <u>Absent with</u> | Mr Lim Cheng Hung Jason     | - | Member              |
| <u>Apology:</u>    | Mr Soo Chee Sern            | - | Member              |
|                    | Mr Tan Yu Jie Antouny       | - | Member              |
| <u>Attendees:</u>  | Mr Eldric Tan               | - | Newman Property     |
|                    | Mr Agnes Lai                | - | Consultants Pte Ltd |
|                    | Mr Edwin Teo                | - |                     |
|                    | Ms Lee Jia Xin              | - |                     |

| <u>No</u> |                                                                                                                                                                                                         | <u>Action</u> |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
|           | The meeting was called to order at 2.15 pm, with quorum.                                                                                                                                                |               |
| 1.0       | <b><u>DECLARATION OF INTEREST BY COUNCIL MEMBERS OF THE 14<sup>TH</sup> MANAGEMENT COUNCIL AS STIPULATED IN THE BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT (BMSMA) UNDER SECTION 60(2)</u></b>      |               |
|           | Council present declared that they have no pecuniary interest directly or indirectly to the property and contracts of MCST 3564.                                                                        | INFO          |
|           | All members present have duly signed the Declaration/Disclosure of Interest form.                                                                                                                       | INFO          |
| 2.0       | <b><u>TO ELECT OFFICE BEARERS &amp; AUTHORIZED BANK SIGNATORIES OF 14<sup>TH</sup> MANAGEMENT COUNCIL.</u></b>                                                                                          |               |
| 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"). | INFO          |
|           | It was unanimously agreed that following members be elected as the Office Bearers of the 14 <sup>th</sup> Management Council:-                                                                          | INFO          |
|           | 1. Chairperson – Ms Kweh Hui Cheng, Catherine                                                                                                                                                           | INFO          |
|           | Proposer: Dave Yoe    Seconder: Chen XiaoDong                                                                                                                                                           |               |
|           | 2. Secretary – Mr Yoe Tong Hock, Dave                                                                                                                                                                   | INFO          |
|           | Proposer: Dave Yoe    Seconder: Chen XiaoDong                                                                                                                                                           |               |

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|     | 3. Treasurer – Mr Lim Cheng Hung, Jason                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | INFO                        |
|     | Proposer: Kweh Hui Cheng    Second: Alphonsus Koh                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                             |
| 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.                                                                                                                                                                                                                                                                                                                                                                                                  | INFO                        |
|     | <ul style="list-style-type: none"> <li>i. Up to thirty thousand (30,000) dollars will require any two (2) signatories.</li> <li>ii. Above thirty thousand (30,000) dollars will require all three (3) signatories.</li> </ul>                                                                                                                                                                                                                                                                                                                                                              | INFO                        |
| 2.3 | It was unanimously agreed that the existing bank signatories shall continue to operate the bank accounts with the respective banks of the Management Corporation.                                                                                                                                                                                                                                                                                                                                                                                                                          | INFO                        |
|     | MA is to follow up with the bank update of the newly appointed Treasurer Mr Jason Lim, as new bank signatory. As for Mr Chen XiaoDong, the ex-Secretary will remain as backup bank signatory.                                                                                                                                                                                                                                                                                                                                                                                              | INFO/MA                     |
| 3.0 | <b><u>TO APPOINT THE MANAGING AGENT FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                             |
|     | Council members excused the site MA team for discussion.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | INFO                        |
| 3.1 | It was unanimously concluded that M/s Newman Property Consultants Pte Ltd will be reappointed as the Managing Agent for the period until the conclusion of the next AGM with slight increased fee.                                                                                                                                                                                                                                                                                                                                                                                         | INFO                        |
| 3.2 | The MA noted to improve on the following items: <ul style="list-style-type: none"> <li>i) To ensure the site technicians to carry out the routine checks in line with the building check list.</li> <li>ii) To ensure the site cleaners upkeep the standard of cleanliness for both Plaza &amp; Tower</li> <li>iii) To expedite the replacement of glass panels at Tower Lobby Level 2. <ul style="list-style-type: none"> <li>- M/s Tenon Construction Pte Ltd yet to submit quotation</li> <li>- MCST's insurer required reevaluate of the new/optional proposals</li> </ul> </li> </ul> | MA<br>MA/<br>Cleaners<br>MA |
| 4.0 | <b><u>TO APPOINT THE AUDITOR FOR THE PERIOD UNTIL THE CONCLUSION OF THE NEXT ANNUAL GENERAL MEETING</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                             |
|     | MA presented the quotation submitted by the incumbent auditor, M/s YWL & Co with slight increased fee of \$50/= from \$2,180 (before GST) to \$2,230 (before GST) and the pocket fee remain the same of \$180.                                                                                                                                                                                                                                                                                                                                                                             | INFO                        |
|     | MA recommended to re-appoint M/s YWL & Co for providing good services for the past since year 2018.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | INFO                        |
|     | The Council had no objection on the recommendation and it was unanimously concluded to re-appoint 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.                                                                                                                                                                                                                                                                                                                                                          | INFO/<br>MA                 |
|     | Proposer: Kweh Hui Cheng    Second: Dave Yeo                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                             |
| 5.0 | <b><u>STANDARD OPERATING PROCEDURES ON FINANCIAL MATTERS</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                             |
| 5.1 | <b><u>Petty Cash</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                             |
|     | It was unanimously approved that the site MA office to continue with the same \$1,000 petty cash float for reimbursement minor purchases/claims upon submission of receipt and verified by Complex Manager.                                                                                                                                                                                                                                                                                                                                                                                | INFO                        |

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| 5.2 | <p><b><u>Term Contractor Payment</u></b></p> <p>MA presented the previous financial policy passed during 13<sup>th</sup> Management Council.</p> <p><u>Adhoc Expenditure :-</u></p> <ul style="list-style-type: none"> <li>- To authorize expenditure of up to \$2,000.00 per transaction with frequency of not more than 4 times within a calendar month for any required urgent/repair works which are waived from obtaining more than one (1) quotation.</li> <li>- In any case of emergency work that needs to be carried out urgently (life and/or threatening or disruption of critical services, one (1) quotation to be obtained and to inform Council via GroupChat i.e. Whatsapp</li> <li>- Any regular and ongoing plumbing repair works related to common pipes which do not exceed \$2,000 are not required to obtain comparison quote.</li> </ul> <p><u>Procedure for invitation of quotations:-</u></p> <ul style="list-style-type: none"> <li>- For expenditure exceeding \$2,000.00, a minimum of three (3) quotations to be obtained with cost evaluations for 14<sup>th</sup> Management Council's approval via either email or Council Meeting.</li> <li>- The requirement to obtain three (3) quotations may be exempted/waived if the works to be carried out are - i.e. not exhaustive: <ul style="list-style-type: none"> <li>i) Property equipment</li> <li>ii) Contracted party is the only approved contractors and/or possess the Required qualification to be recognized by the relevant authorities of Singapore.</li> <li>iii) Or scope of works called will create conflict of interest with any appointed building professional/contractor – i.e. but not exhaustive, Licensed Electrical Worker (LEW), Fire Safety Manager (FSM).</li> <li>iv) Current term contractors seeking renewal of contract who have served MCST 3564 with satisfactory performance and with no or reasonable increment in contract fees (+/-5%) unless otherwise.</li> </ul> </li> </ul> | INFO |
| 5.3 | <p><u>To operate fixed deposits.</u></p> <ul style="list-style-type: none"> <li>- The hierarchy of signatories remains the same as in Paragraph 1 stated above.</li> <li>- Terms and conditions of placement, renewing or terminating of fixed deposits require approval from the majority of the 14<sup>th</sup> Management Council. Approvals can be obtained via email or during council meetings.</li> <li>- Any document by the bank that requires signatories shall follow the hierarchy of signatories as per item no. 2.0, unless stated otherwise by the bank.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | INFO |
|     | <p>It was unanimously adopted without amendments that MA to maintain the same financial policy. This will serve as a guideline which the 14<sup>th</sup> Management Council or appointed MA may review the applicability of the guidelines from time to time.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | INFO |
| 5.4 | <p><b><u>Arrears Management</u></b></p> <p>The Council had no objection to maintain the same SOP as recommended by MA. Please refer to the Appendix 2.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | INFO |

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| 6.0 | <p><b><u>LEGAL LETTER FROM M/S EDMUND MOTOR PTE LTD AND M/S EDMUND VEHICLE RENTAL PTE LTD</u></b></p> <p>The Council had appointed M/s Lee &amp; Lee as the legal advisor on behalf of MCST to respond to the ongoing legal correspondence/s issued by M/s Goh JP &amp; Wong LLC representing M/s Edmund Motor Pte Ltd and M/s Edmund Vehicle Rental Pte Ltd.</p> | INFO |
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There being no other matters and the meeting ended at 4.20 pm with a note of thanks to all attendees.

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

Confirmed by



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

26/11/2024  
Date