

THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3564

WCEGA Plaza & Tower Management Office
21 Bukit Batok Crescent, #02-71, Singapore 658065
Tel: 65617759/60 Email: enquiry@sgwcega.com



MINUTES OF THE 1st COUNCIL MEETING OF THE 15TH MANAGEMENT COUNCIL HELD ON THURSDAY, 2nd OCTOBER 2025 AT #02-71 MANAGEMENT OFFICE

Present:	Ms Kweh Hui Cheng Catherine	-	Member
	Mr Yoe Tong Hock Dave	-	Member
	Mr Tan Yu Jie Antouny	-	Member
	Mr Koh Sheng Wei Alphonsus	-	Member
	Mr Chen XiaoDong	-	Member
Absent with Apologies:	Mr Lim Cheng Hung Jason	-	Member
	Mr Eric Lim	-	Member
Attendees:	Mr Darren Cheng	-	Newman SRE Pte Ltd
	Ms Judith Lee	-	Newman SRE Pte Ltd
	Mr Alfi Theo	-	Managing Agent
	Mr Bron Saw	-	Managing Agent
	Mr Mickel Chua	-	Managing Agent
Observer:	Mr Moses Lim	-	#04-84
	Mr Xavier Lau	-	#17-84

There being a quorum, the meeting commenced at 2:00pm, in accordance with paragraph 2(1) of the Second Schedule of the Building Maintenance and Strata Management Act (BMSMA), with the Management Council (MC)

S/N	Description	Action
1.0	Declaration of Interest by Council Members of the 15th Management Council as stipulated in the Building Maintenance and Strata Management Act (BMSMA) under Section 60(20).	
	The Council declared that none of its members have any pecuniary interest, whether directly or indirectly, in the property or contracts of MCST 3564. All members present confirmed this by duly signing the Declaration/Disclosure of Interest form.	INFO
2.0	To elect Office Bearers & Authorised bank signatories of the 15th Management Council.	
	MA briefed the Council on the duties and responsibilities of the Chairperson, Secretary, and Treasurer in accordance with the provisions of the Building Maintenance and Strata Management Act (BMSMA). Following the briefing, it was unanimously agreed that the following members be elected as Office Bearers of the 15th Management Council: <ul style="list-style-type: none">• Chairperson: Kweh Hui Cheng Catherine• Secretary: Yoe Tong Hock Dave• Treasurer: Lim Cheng Hung Jason It was further unanimously agreed that the following members be appointed as authorised signatories for the operation of the MCST's bank accounts, subject to the following signatory mandate: Authorised Signatories: <ul style="list-style-type: none">• Kweh Hui Cheng Catherine• Yoe Tong Hock Dave• Lim Cheng Hung Jason• Chen XiaoDong	INFO

NEWMAN SRE PTE LTD

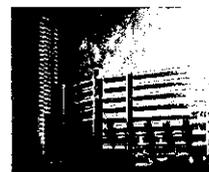
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NEWMAN SRE
The Property People 

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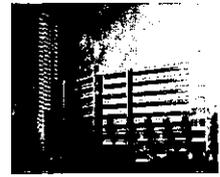


	<p>Signatory Mandate:</p> <ul style="list-style-type: none"> For amounts up to and including SGD 30,000 – any two (2) authorised signatories are required. For amounts exceeding SGD 30,000 – any three (3) authorised signatories are required. 	
3.0	To appoint the Managing Agent for the period until the conclusion of the next Annual General Meeting.	
	<p>The Council members excused the on-site MA team from the meeting to deliberate on the appointment of the Managing Agent.</p> <p>After due discussion, it was unanimously resolved that M/s Newman SRE Pte Ltd be reappointed as the Managing Agent for the estate, for a term until the conclusion of the next AGM with a slight increase in the management fee.</p>	INFO
4.0	To appoint the Auditor for the period until the conclusion of the next Annual General Meeting.	
	The MA informed the Council that the quotations will be presented at a later date for the Council's consideration and approval.	MA
5.0	Standard Operating Procedures on Financial Matters	
5.1	Petty Cash	
	<p>MA informed the Council that the current petty cash float of \$1,000, used for the reimbursement of minor purchases and claims — upon submission of valid receipts and verification by the Complex Manager — is inadequate to meet ongoing minor expenses.</p> <p>After due consideration, the Council unanimously approved an increase of the petty cash float to \$2,000.</p>	INFO
5.2	Term Contractors Payment	
	<p>MA informed the Council that the current provision — allowing for urgent or necessary repair works of up to \$2,000.00 per transaction, with a frequency of no more than four (4) times per calendar month and exempted from the requirement of obtaining more than one (1) quotation — is inadequate to address the estate's ongoing minor repair and maintenance needs.</p> <p>After due deliberation, the Council unanimously approved the removal of the frequency limit, while retaining the transaction limit of \$2,000.00 per case. All such expenditures must continue to be properly justified and documented.</p>	INFO
5.3	Approved Financial Limits	
	The Council unanimously approved the following financial limits for the Management Council's operations:	INFO



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	Amount	Current	Proposed Changes	
	Up to \$1000	No limit	No change	
	Up to \$2000	4x per month, 1x quote	No limit	
	Above \$2000	3x quotes	2 quotes	
	Above \$3000	N/A	3 quotes	
5.4	Arrears Management			
	The Council unanimously approved the following arrears management for the Management Council's operations:			
	Amount	Current	Proposed Changes	
	More than \$2000	Demand Letter	No change	
	More than \$3000	Lodge Charge	No change	
	More than \$10,000	Writ Of Summon	No change	
6.0	To confirm and adopt the minutes of the following Council Meeting: 11th Council Meeting of the 14th Management Council held on 21st August 2025.			
	The 11 th Council Meeting Minutes were adopted with no amendments. Proposed by Mr. Antouny and Seconded by Mr. Xiao Dong.			INFO
7.0	To adopt the Financial Statements for the months of August 2025			
	The Financial Statements for the month of August 2025 had been adopted. Proposed by Mr. Dave and Seconded by Mr. Antouny.			INFO
7.1	Arrears Listing			
	MA presented the arrears listing and is tasked to proceed as per the Arrears Management Standard Operating Procedure.			MA
7.2	Fixed Deposits			
	MA presented the current status of the fixed deposits held by the MCST. The Council noted the availability of \$1,000,000 in fresh funds for new fixed deposit placement. The MA was tasked to obtain several competitive fixed deposit rates from various banks for the Council's consideration prior to placement.			MA
8.0	Management Report for the month of August 2025			
	MA presented the Management Report for the month of August 2025 to the Council. The Council noted the contents of the report with no further comments.			MA
8.1	Expiring Contracts			
	MA presented 3 quotations for refuse disposal services to the Council. After reviewing the proposals, the Council unanimously approved the renewal of the contract with M/s Cora Environment Pte Ltd for a period of 1 year, commencing from 1 st November 2025. MA informed the Council of the underperformance of the current contractor, M/s Idelux Engineering Pte Ltd, in the provision of generator maintenance services. In view of this, the MA presented 3 alternative quotations for generator maintenance services for the Council's consideration. After reviewing the proposals, the Council unanimously approved to award the contract with M/s ADA Electrical Engineering Pte Ltd for a period of 1 year, commencing from 1 st November 2025.			MA
9.0	To discuss matters arising			

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9.1	Basement Carpark Water Seepage	
	MA updated the Council that rectification works for the water seepage issue in the basement carpark are currently in progress, carried out by M/s Summerfix Pte Ltd.	INFO
9.2	Periodic Structural Inspection (PSI)	
	MA updated the Council that the Periodic Structural Inspection (PSI) has been completed and the report was submitted to the Building and Construction Authority (BCA) on 19 th September 2025.	MA
9.3	Review of Temporary Occupancy License (TOLs)	
	MA informed the Council that an appeal has been received from Sub Plot 2, requesting a reduction in the rental size for the upcoming contract renewal commencing 1 st January 2026. After due deliberation, the Council approved setting a deadline of 31 st October 2025 for Sub Plot 2 to accept the proposed terms.	MA
10.	Progress of ongoing projects	
10.1	Lift Matters	
	The consultant, M/s Elevating Studio, presented a summary of the evaluation of the 7 submitted tenderers. After thorough deliberation, the Council shortlisted the following companies for further consideration: <ul style="list-style-type: none"> • Schindler • Hitachi • Kone • Otis 	MA
10.2	Replacement of Defective Glass Panels at WCEGA Tower Lift Lobby (Level 2)	
	MA informed the Council that the tower glass panel replacement project is currently pending approval from the Building and Construction Authority (BCA).	MA
10.3	Window Seepage	
	MA updated the Council that the window seepage rectification works are tentatively scheduled to commence around the end of October 2025. The Council tasked the MA to issue a circular to all units requesting residents to report any window seepage issues for proper documentation and follow-up.	MA
11.0	Litigation case between Edmund Motor and MCST 3564 & WUCA	
	MA highlighted that the litigation case is currently being handled by M/s Lee and Lee.	INFO
12.0	Strata Title Board case with Edmund Motor	
	MA highlighted that Edmund Motor has withdrawn the application with Strata Title Board (STB) on 26 th September 2025.	INFO
13.0	Any Other Matters	
13.1	Buggy repair works	
	MA presented a quotation of \$3,862 before GST for the rectification of the buggy.	MA



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	The Council reviewed the quote and raised no objections.	
13.2	Deposit Refund for #02-85	
	MA informed the Council that the ownership of Unit #02-85 has changed hands, and the previous owner has requested a refund of their security deposit. The Council noted that the new owner must first pay the security deposit before the refund can be released to the previous landlord.	MA
13.3	Water tank control panel repair works	
	MA presented 3 quotations for the repair of the water tank control panel. After thorough deliberation, the Council resolved to award the contract to Red Power Engineering Pte Ltd at a cost of \$3,750 before GST.	MA
13.4	Lobby 2 broken canopy glass replacement	
	MA presented 3 quotations for the replacement of the broken canopy glass at Lobby 2. After thorough deliberation, the Council resolved to award the contract to M/s Summerfix at a cost of \$2,000, conditional upon their agreement to reduce the price to \$1,500 to avoid filing a claim with MCST's insurance company.	MA
13.5	Installation of road hump at Level 4 Plaza driveway	
	MA highlighted to Council that due to several feedbacks, MA proposed to install a road hump along Level 4 Plaza driveway to prevent motorists from speeding. Council unanimously agreed to award to M/s Summerfix Pte Ltd at \$1300.	MA

There being no other business, the meeting was called to end at 4pm with a vote of thanks to all present.

Minutes prepared by : Alfi Theo (Newman SRE Pte Ltd)
Minutes vetted by : Judith Lee (Newman SRE Pte Ltd)

Confirmed by:

Secretary
15th Management Council
The Management Corporation Strata Title Plan No. 3564

25/11/2025
Date