

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 2ND COUNCIL MEETING OF THE 15TH MANAGEMENT COUNCIL HELD ON TUESDAY, 25TH NOVEMBER 2025 AT #02-71 MANAGEMENT OFFICE

Present:	Ms Kweh Hui Cheng Catherine	-	Chairperson
	Mr Yoe Tong Hock Dave	-	Secretary
	Mr Tan Yu Jie Antouny	-	Treasurer
	Mr Koh Sheng Wei Alphonsus	-	Member
	Mr Chen XiaoDong	-	Member
	Mr Lim Cheng Hung Jason	-	Member
	Mr Eric Lim	-	Member
In Attendees:	Ms Judith Lee	-	Newman SRE Pte Ltd
	Mr Alfi Theo	-	Managing Agent
	Mr Bron Saw	-	Managing Agent

There being a quorum, the meeting commenced at 2:11pm, 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	To appoint the Auditor for the period until the conclusion of the next Annual General Meeting.	
	MA informed the Council that the quotations will be presented at a later date for the Council's consideration and approval.	MA
2.0	To confirm and adopt the minutes of the following Council Meeting: 1st Council Meeting of the 15th Management Council held on 2nd October 2025.	
	The 1 st Council Meeting Minutes were adopted with no amendments. Proposed by Mr. Dave and Seconded by Mr. Xiao Dong.	INFO
3.0	To adopt the Financial Statements for the months of September and October 2025	
	The Financial Statements for the months of September and October 2025 had been adopted. Proposed by Ms. Catherine and Seconded by Mr. Dave.	INFO
3.1	Arrears Listing	
	MA presented the arrears listing and is tasked to proceed as per the Arrears Management Standard Operating Procedure.	MA
3.2	Fixed Deposits	
	MA presented the current status of the fixed deposits held by the MCST. MA is assigned to contact potential banks to arrange a new fixed deposit placement of \$1,000,000 (fresh funds).	MA
4.0	Management Report for the months of September and October 2025	



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



	MA presented the Management Report for the months of September and October 2025 to the Council. The Council noted the contents of the report with no further comments.	INFO
4.1	Expiring Contracts	
	MA presented 3 quotations for LEW services to the Council. After reviewing the proposals, the Council unanimously approved the LEW services with M/s Aldale Electrical Engineering Pte Ltd for a period of 1 year, commencing from 24 th February 2026.	MA
5.0	To discuss matters arising	
5.1	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
5.2	Periodic Structural Inspection (PSI)	
	MA informed the Council that the Building and Construction Authority (BCA) has tasked MA to investigate three units for non-compliance related to the installed mezzanines. MA is required to engage a Professional Engineer (PE) to conduct the investigation and submit a report to BCA accordingly.	MA
5.3	Review of Temporary Occupancy License (TOLs)	
	MA informed the Council of the arrears owed by tenants operating under the Temporary Occupation Licences (TOLs). MA is tasked to proceed as per the Arrears Management Standard Operating Procedure.	MA
6.	Progress of ongoing projects	
6.1	Lift Matters	
	The Council conducted two interviews with M/s Schindler Lifts Pte Ltd and M/s Otis Elevator Company Pte Ltd. MA will arrange the remaining two interviews with M/s Hitachi Asia Ltd and M/s Kone Pte Ltd at a later date.	MA
6.2	Replacement of Defective Glass Panels at WCEGA Tower Lift Lobby (Level 2)	
	MA informed the Council that the Tower glass panel replacement project is scheduled to be completed before Christmas 2025.	MA
6.3	Window Seepage	
	MA updated the Council that the window seepage rectification works for Stacks #70 and #84 in the Tower have been completed. MA will proceed with the remaining stacks in the Tower before moving on to the Plaza side.	MA



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



7	Litigation case between M/s Edmund Motor and MCST 3564 & WUCA	
	MA highlighted that the litigation case is currently being handled by M/s Lee and Lee.	INFO
8.0	Any Other Matters	
8.1	Date of Fire Drill	
	MA informed the Council that the Fire Drill for the Tower side will be conducted on Friday, 9 th January 2026.	MA
8.2	AXS Contract	
	MA informed the Council that the previous agreement expired on 31 st December 2023. MA has been tasked to verify whether any payment has been made since then before submitting the new contract to the Council for their decision.	MA
8.3	Disbursement of funds for Christmas and Chinese New Year decorations and site staff red packet	
	The Council approved the breakdown for the site staff red packet after MA presented the details. MA is tasked to arrange for the funds to be disbursed in time for Chinese New Year 2026.	MA
8.4	Handicap and Wheel Clamp signage replacement	
	MA highlighted that the wheel clamp release fee signage is not in accordance with IRAS requirements. MA is tasked to obtain quotations for vinyl sticker overlays to update the release fee on the existing signage.	MA
8.5	Issues with OCBC Bank approval limit	
	MA informed the Council that OCBC Bank is unable to update the approval limit for the current type of account being used. As a result, MA proposed that payment vouchers be signed by one Council member before obtaining online approval from two other members. The Council raised no objections to this arrangement.	MA
8.6	Scissor Lift maintenance contract	
	MA informed the Council that there is no existing maintenance contract for the scissor lift, which is required for the renewal of the Ministry of Manpower sticker, and presented quotes for approval. Without further deliberation, the Council agreed to award the contract to M/s Jebesen & Jessen.	MA
8.7	Repair to #16-76 flooring	
	MA highlighted that the internal flooring of Unit 16-76 was damaged due to a recent pipe leak in the common area and presented quotes for approval. The Council approved awarding the job to M/s Interior Design.	MA



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



There being no other business, the meeting was called to end at 430pm 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

18/12/2025

Date

