

# 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](mailto:enquiry@sgwcega.com)



## **MINUTES OF THE 3<sup>RD</sup> COUNCIL MEETING OF THE 15<sup>TH</sup> MANAGEMENT COUNCIL HELD ON THURSDAY 18<sup>TH</sup> DECEMBER 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 Lim Cheng Hung Jason	-	Member
	Mr Eric Lim	-	Member
Absent with Apologies:	Mr Koh Sheng Wei Alphonsus	-	Member
	Mr Chen XiaoDong	-	Member
In Attendees:	Ms Judith Lee	-	Newman SRE Pte Ltd
	Mr Alfi Theo	-	Managing Agent
	Ms Lee Jia Xin	-	Managing Agent
	Mr Bron Saw	-	Managing Agent

There being a quorum, the meeting commenced at 2:15pm, 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	<b>To appoint the Auditor for the period until the conclusion of the next Annual General Meeting</b>	
	MA presented three quotes to Council, and with unanimous approval, Council resolved to retain M/s YWL & Co at a cost of \$2,200.	INFO
2.0	<b>To confirm and adopt the minutes of the following Council Meeting: 2<sup>nd</sup> Council Meeting of the 15<sup>th</sup> Management Council held on 25<sup>th</sup> November 2025</b>	
	The 2 <sup>nd</sup> Council Meeting Minutes were adopted with no amendments.  Proposed by Mr. Dave and Seconded by Mr. Antouny.	INFO
3.0	<b>To adopt the Financial Statements for the month of November 2025</b>	
	The Financial Statements for the month of November 2025 were not ready and will be presented at the next meeting.	MA
3.1	<b>Arrears Listing</b>	
	MA presented the arrears listing and is tasked to proceed as per the Arrears Management Standard Operating Procedure.	MA
3.2	<b>Fixed Deposits</b>	
	MA presented the current status of the fixed deposits held by the MCST.  MA presented various banks and their interest rates for the placement of a new fixed deposit amounting to \$1,000,000. Council unanimously agreed to place the deposit with Bank of China for a period of six months.	MA

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<b>4.0</b>	<b>Management Report for the month of November 2025</b>	
	MA presented the Management Report for the month of November 2025 to the Council. The Council noted the contents of the report with no further comments.	<b>INFO</b>
<b>4.1</b>	<b>Expiring Contracts</b>	
	MA highlighted that the lift contract is due to expire on 31 December 2025. MA further informed Council that they are awaiting M/s Sigma Elevator Singapore Pte Ltd to include certain termination clauses related to the lift replacement exercise before the contract is signed.	<b>MA</b>
<b>5.0</b>	<b>To discuss matters arising</b>	
<b>5.1</b>	<b>Basement Carpark Water Seepage</b>	
	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.	<b>INFO</b>
<b>5.2</b>	<b>Periodic Structural Inspection (PSI)</b>	
	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 informed Council that the Professional Engineer (PE) has completed the investigation and is in the process of finalizing the report.	<b>MA</b>
<b>5.3</b>	<b>Review of Temporary Occupancy License (TOLs)</b>	
	MA informed Council that a new tenant will commence tenancy at the rooftop sub-plot on 1 January 2026.	<b>INFO</b>
<b>6.</b>	<b>Progress of ongoing projects</b>	
<b>6.1</b>	<b>Lift Matters</b>	
	The Council conducted two interviews with M/s Kone Pte Ltd and M/s Hitachi Elevator Asia Pte Ltd.  MA was tasked to engage the consultant, M/s Elevating Studio, to negotiate the final pricing with the four lift companies prior to further shortlisting to the final two companies.	<b>MA</b>
<b>6.2</b>	<b>Replacement of Defective Glass Panels at WCEGA Tower Lift Lobby (Level 2)</b>	
	MA informed Council that the Tower glass panel replacement project has been completed and is pending final handover.	<b>MA</b>
<b>6.3</b>	<b>Window Seepage</b>	
	MA updated the Council that the window seepage rectification works for Stacks #70, #79, #80 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.	<b>MA</b>



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7	<b>Litigation case between M/s Edmund Motor and MCST 3564 &amp; WUCA</b>	
	MA highlighted that the litigation case is currently being handled by M/s Lee and Lee.	INFO
8.0	<b>Any Other Matters</b>	
8.1	<b>Site Staff Bonus</b>	
	Council unanimously agreed to award all site staff under M/s Newman SRE Pte Ltd a one-month performance bonus, prorated according to their respective employment commencement dates on site, with payout on end January 2026.	MA
8.2	<b>Handicap and Wheel Clamp signage replacement</b>	
	MA updated Council that vinyl sticker overlays had been used to update the release fee on all existing signage, in accordance with IRAS requirements.	INFO
8.3	<b>Installation of additional CCTVs</b>	
	MA highlighted the need to install additional CCTVs outside Plaza Lobby 2, at the Roundabout, and at the Airwell. Council unanimously agreed to proceed with the installation at a cost of \$6,585 before GST.	MA
8.4	<b>Closure of Management Office during Public Holiday eve.</b>	
	MA requested half-day operational hours on the following eves of Public Holidays: Christmas, New Year, and Chinese New Year. Council unanimously agreed that the Management Office will close at 12:30 p.m. on 24 December 2025, 31 December 2025, and 16 February 2026.	MA

There being no other business, the meeting was called to end at 530pm 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  
15<sup>th</sup> Management Council  
The Management Corporation Strata Title Plan No. 3564

27/01/2026  
Date

