

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 1st COUNCIL MEETING OF THE 2nd MANAGEMENT COUNCIL HELD ON FRIDAY, 25 MAY 2012 AT #03-84, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Tan Ah Huat	- Member
	Mr Ang Chin Kok	- Member
	Mr Koh Sheng Wei	- Member
	Mr Tan Chuan Hong	- Member
	Mr Goh Geok Kiat	- Member
	Mr Lee Soon Kiong	- Member
	Mr Tok Yong Khoon	- Member
<u>Absent with Apologies:</u>	Mr Fan Zhi Ping	- Member
	Mr Lee Wee Buang	- Member
	Mr Poo Chang Hee	- Member
	Mr Chew Teck Fatt	- Member
<u>In Attendance:</u>	Mr Frederick Loi (FL)	- Exceltec Property Management Pte Ltd as Managing Agent
	Mr Alvin Seng (AS)	
	Mr Jack Lee (JL)	
	Mr Alan Lim (AL)	

<u>S/No</u>		<u>Action</u>
1.0	The meeting was called to order at 2.15pm ELECTION OF OFFICE BEARERS	
1.1	The following Council Members were elected for their respective Offices:- Chairman – Mr Tan Ah Huat (#03-01) Secretary – Mr Ang Chin Kok (#02-33) Treasurer – Mr Koh Sheng Wei (#04-62)	For Info
2.0	APPOINTMENT OF BANK SIGNATORIES TO OPERATE THE BANK ACCOUNT OF THE MANAGEMENT CORPORATION	
2.1	It was unanimously resolved that all Office Bearers be appointed as authorized signatories.	For Info
2.2	It was further resolved that: a) For amount of \$30,000 or more, all three authorized signatories are required; b) For amount below \$30,000, ANY TWO of the authorized signatories are required.	For Info

3.0	DECLARATION OF INTEREST BY COUNCIL MEMBERS UNDER SECTION 60 OF THE BMSMA 2004	
3.1	MA explained that under Section 60 of the BMSMA 2004, all elected Council Members must declare their interest at the 1 st available Council meeting of any vested interest in any contracts or services with the MCST.	For Info
3.2	All members present individually declared that he had no vested interests in any of the contracts or services with the MCST as at today.	For Info
4.0	DECLARATION OF INTEREST BY MANAGING AGENT	
4.1	MA declared that it has no vested interest in any of the contracts or services with the MCST as at today.	For Info
5.0	TO CONFIRM AND ADOPT THE FINANCIAL STATEMENTS FOR THE MONTH OF FEBRUARY, MARCH AND APRIL 2012	
5.1	The meeting unanimously resolved to adopt the financial statements for the month of February, March and April 2012.	For Info
6.0	CONFIRMATION OF MINUTES OF THE 8TH COUNCIL MEETING	
6.1	The minutes of the 8th Council meeting of the 1 st Management Council held on 13 March 2012 was unanimously confirmed.	For Info
7.0	MATTERS ARISING	
7.1	REVIEW OF WEB PORTAL DESIGN	
7.1.1	As part of following up from last web-portal presentation, E3 Services was invited to present their web portal design proposal for Council's final decision.	For Info
7.1.2	In principle, Council has clarified and agreed on what was presented with consideration of following perks:- a) Free web maintenance for first 3 months b) Fee for hosting web portal should be included and absorbed in monthly CMS web maintenance fee without any extra cost to MCST c) Web content page shall facilitate total of 913 user login IDs and hyperlink facilities to cater for all occupants of Plaza & Tower.	MA
7.1.3	Council deliberated and proposed for a more competitive web maintenance quote for their consideration.	MA
7.2	REVIEW OF ELECTRONIC PARKING SYSTEM	
7.2.1	Both EPS vendors, M/s Sun Japan (S) Systems Pte Ltd and Weishen Industrial Pte Ltd were invited to present to the Council their installation proposals.	For Info
7.2.2	After much clarification, Council deliberated and requested both vendors to submit their final quote based on confirmed numbers of EPS and location for Council's consideration.	MA
7.3	ENGAGEMENT OF A BUILDING SURVERYOR FOR BUILDING DEFECTS	
7.3.1	MA notified the meeting that Building Surveyor M/s Bruce James has yet to revert their confirmation on cost of remedial work which is claimable from Developer and be included in the building surveyor's report.	For Info

7.3.2	The Meeting seek Council member, Mr Goh's help on following up with Bruce James for submission of the detailed building surveyor report.	Mr Goh / MA
7.4	REVIEW OF EXISTING AIRCON MAINTENANCE & AD-HOC WORKS	
7.4.1	MA reported that all air-con contractors have commented on difficulties of maintaining existing equipment due to constraint of high ceilings at our Tower lobbies. The only mean of equipment for servicing aircon has to be either scaffolding or boom lift only.	For Info
7.4.2	Council Member Mr C. H. Tan suggested that MCST should considers alternative option by purchasing a second hand scissor/boom lift to facilitate work at height; this provision would ensure contractors need not inflate their quotes with rentals of scaffolds or boom lifts and yet comply to stringent safety requirement that imposed by Authorities.	MA
7.4.3	The meeting concurred with the suggestion and tasked Mr C.H. Tan to seek out a reasonably priced second hand scissor/boom lift for Council's consideration.	Mr Tan/ MA
7.5	REVIEW OF LEASE OF COMMON PROPERTY TO UNIT #02-04/05/06	
7.5.1	With the approval of resolution 11.1 in 2 nd AGM dated 27 April 2012; The Meeting has been empowered to review on proposed request by GT Café for the use of the common property fronting unit #02-04/05/06.	For Info
7.5.2	MA clarified that Council has given power on deciding any lease for up to five years provided a 75% of member seats approved in the meeting. After much deliberation, Chairman proposed a flat of \$350.00 per month be levied for the use of the common area. The meeting agreed unanimously and MA will follow up with the lease documents for Council perusal.	MA
8.0	ANY OTHER BUISNESS	
8.1	PROPOSED LEASE OF UNIT #17-78 AS MANAGEMENT OFFICE	
8.1.1	MA reported in meeting that Developer, M/s Sin Soon Lee Development Ltd had sent over a formal request to handover unit #03-84 at 5pm on the last day of tenancy on 31 May 2012.	MA
8.1.2	MA proposed to accept the proposed unit #17-78 which comes with build in cabinet and meeting room without the need of cost for renovation. As premature leaving of existing tenant, we will fulfill continue the rental till 7 of June 2012 and start a fresh twelve months tenancy from 8 July 2012 at monthly rental fee of \$2,500.	For Info
8.1.3	In conclusion, the meeting unanimously agreed that MA should have a permanent office and further tasked Mr Goh to source for a suitable location at level 1 to house the management office and thereafter engage a QP to do the proper submissions.	Mr Goh / MA
8.2	REVIEW OF LEASING OF COMMON PROPERTY TO TELCOS	
8.2.1	In conjunction of 90% resolution passed in 2 nd AGM, MA re-presented the pending proposal from Telcos (Singtel,M1,Starhub) as follows : a) 5 year agreement at \$1,000.00 per month b) 3 year agreement at \$800.00 per month	For Info

8.2.2	On enhancement of better mobile coverage and added commercial value, the meeting unanimously agreed to extend a 5 year leasing agreement to the Telcos for their base station of telecommunication at our level 1 carpark and roof top of Plaza and Tower soonest possible.	MA
8.3	PROPOSED LEASE OF 50 CARPARK LOTS AT 1ST FLOOR, WCEGA PLAZA	
8.3.1	MA reported in meeting that the three months lease tenancy has expired on 30 April 2012. MA presented letter of request received from five interested parties on renting same space with extension of lease term.	For Info
8.3.2	The meeting deliberated and agreed to extend the lease of same terms and fee for 3 months commencing 1 st June 2012 and ends on 31 st August 2012.	For Info
8.4	PROPOSED ENERGY SAVING LIGHTS FOR COMMON CORRIDORS AND STAIRCASES	
8.4.1	MA briefed the meeting on the proposed energy saving lights for all common areas such as common corridors, staircase and carpark respectively. There are total of 42 nos faulty metal halides found at Plaza's common drive ways. In view of high energy consumption of this spec, the only alternative solution is look for replacement with LEDs which consume less energy and have longer life spans.	MA
8.4.2	The meeting was also informed that we have been experiencing power trips on common corridors at level 3, 7 & 8 respectively at Plaza. Our building's LEW, M/s GIMS had been informed without further action taken at affected areas till date. The temporary measure to address current issue is by resetting the affected DBs.	For Info
8.4.3	Mr C. H. Tan suggests for replacement of worn out lights that has to be carried out in stages over high initial capital outlay. Mr C. H. Tan shared experience of his recent meeting with lighting consultant on same and suggests to sought for professional advice on energy saving and trips encountered at once.	For Info
8.4.4	Mr C. K. Ang questioned on job scope of in-house Technicians and further proposed if possible by outsourcing existing technicians as replacement of two in-house carpark staffs instead for coming EPS operations.	For Info
8.4.5	The Council deliberated and agreed to defer this proposed deployment till EPS is installed.	For info
	The meeting ended at 4.30pm with a vote of thanks to all present.	

Minutes recorded by: Jack Lee

Vetted by: Frederick Loi

Confirmed by:



Chairman
2st Management Council
The Management Corporation Strata Title Plan No. 3564

6/7/2012
Date