

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 6th COUNCIL MEETING OF THE 2nd MANAGEMENT COUNCIL HELD ON FRIDAY, 11 JANUARY 2013 AT 2.30PM AT THE MANAGEMENT OFFICE AT #17-78 WCEGA TOWER, SINGAPORE.

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| <u>Present:</u> | Mr Tan Ah Huat | - Chairman |
| | Mr Ang Chin Kok | - Secretary |
| | Mr Koh Sheng Wei | - Treasurer |
| | Mr Lee Soon Kiong | - Member |
| | Mr Lee Wee Buang | - Member |
| | Mr Tan Chuan Hong | - Member |
| <u>Absent with</u> | Mr Chew Teck Fatt | - Member |
| <u>Apologies:</u> | Mr Goh Geok Kiat | - Member |
| | Mr Tok Yong Khoon | - Member |
| <u>In Attendance:</u> | Mr Frederick Loi | - Exceltec Property Management Pte Ltd |
| | Mr Francis A. Koh | as Managing Agent |
| | Mr Alan Lim | |

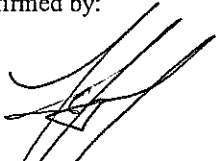
| <u>S/No</u> | | <u>Action</u> |
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| | The meeting was called to order at 1430 hrs | |
| 1.0 | CONFIRMATION OF MINUTES OF THE 5TH COUNCIL MEETING | |
| 1.1 | The minutes of the 5 TH Council meeting of the 2 nd Management Council held on 16 November 2012 was unanimously confirmed. | For Info |
| 2.0 | MATTERS ARISING | |
| 2.1 | REVIEW OF EPS SYSTEM | |
| 2.1.1 | MA reported that EPS system had been fully installed and operational. Circular would be sent and displayed on notice boards to inform all occupiers of its implementation. Those occupants who have yet to apply for decals would be required to register their IUs with the Management Office urgently. Council unanimously resolved to commence a trial period from 1 February 2013 to test the system's reliability and to gauge the traffic flow and vehicle volume before the next AGM. | MA |
| 2.1.2 | MA added that Wcega's Car Decal policy would continue to be enforced to identify vehicle ownerships. Wcega Plaza's common parking lots would be strictly for vehicles with decal only. | For Info |
| 2.1.3 | The meeting highlighted the need for the night Security Officers to be more vigilant. Security had to stop outsiders (heavy vehicles) from entering the premises to park overnight henceforth. | MA |
| 2.1.4 | The meeting unanimously resolved not to allow parking along the roundabout after the implementation of the EPS free trial from February 2013. Council unanimously | MA |

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| | resolved for the purchase of potted plants to form an inner circle at the roundabout to deter unauthorized parking. | |
| 2.2 | REVIEW OF WEB PORTAL DESIGN | |
| 2.2.1 | MA reported that E3 (web portal vendor) has yet to complete the Chinese translation of the webpages. There was only one vendor whom could print the computer generated password notification form. Council instructed MA to expedite all outstanding matters to effect portal fully operational. | MA |
| 2.3 | REVIEW OF TOL AGREEMENTS | |
| 2.3.1 | MA reported that Repoco's lease of the Plaza rooftop open space was on a month-to-month basis. The meeting resolved that Repoco's proposal for a long term lease would be re-visited after the next AGM in April 2013. | KIV |
| 2.3.2 | MA presented unit #02-55, J N Motor Trading's proposal to take over half of Carlingual's existing lease of open space on Plaza rooftop which was expiring in February 2013. The meeting resolved to accept the proposal and the TOL fee would be based on half of the present sum of the same parcel. Council instructed MA to put on Wcega's web portal the other available parcel for open tender. | MA |
| 2.4 | REVIEW OF LEGAL PROCEEDINGS FOR BUILDING DEFECTS | |
| 2.4.1 | MA reported that Developer had carried out some defects rectification. MA continued to monitor progress and to update Council accordingly. MA added that the Surveyor, Bruce James had sent a full report to the office. Mr. Frederick Loi instructed site staff to obtain a soft copy of the report from the Surveyor for safe keeping. | MA |
| 2.5 | REVIEW OF LIGHT FITTINGS AT WCEGA PLAZA & CARPARK | |
| 2.5.1 | MA updated the meeting on the proposed energy saving bulbs to replace defective/blown high bay lights at the driveways of Wcega Plaza. The meeting unanimously accepted the proposal and asked MA to expedite the purchase of a boom lift to facilitate the bay lights' replacement. | MA |
| 3.0 | TO ADOPT FINANCIAL STATEMENTS FOR THE MONTHS OF OCTOBER & NOVEMBER 2012 | |
| 3.1 | The meeting unanimously adopted financial statements for the months of October and November 2012. | For Info |
| 4.0 | ANY OTHER BUSINESS | |
| 4.1 | PROPOSED LEASE OF COPIER MACHINE | |
| 4.1.1 | MA submitted a proposal from m/s FujiXerox to lease a heavy duty copier due to the high volume of printing by the Management Office. MA proposed FujiXerox's mono copier be leased at \$107.50 per month for 36 months. The meeting accepted the proposal and instructed MA to ensure that there would be no residual value payment at the end of the lease term. MA to follow up. | MA |
| 4.2 | ENGAGE LEGAL ADVISOR FOR MATTERS REGARDING COMMON AREA'S ENCROACHMENT/INFRINGMENTS | |
| 4.2.1 | MA briefed the meeting on encroachment situation with regard to dumping of tires and wooden pallets on common areas on certain floors at Wcega Plaza and at the Bin Centre. The meeting deliberated and resolved to install CCTV surveillance camera at the Bin Centre to identify the culprits. Chairman requested that MA to walk him to understand the circumstances. | MA |

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| 4.3 | CONSOLIDATION OF RESOLUTIONS TO BE PASSED AT THE 3RD AGM 2013 | |
| 4.3.1 | The meeting deliberated and instructed MA to include the following resolutions for the 3 rd AGM in April 2013:- a) Proposed Season & Hourly Parking Tariffs and its terms and conditions b) Proposed decal replacement fee be fixed at \$30.00 per decal c) Proposed change of use from void area to driveway at Plaza Level 2 d) Proposed construction of a Management Office | MA |
| 4.4 | PROPOSED UPGRADING WORKS BY M/S SIGMA FOR LIFT OPERATION IMPROVEMENT | |
| 4.4.1 | MA briefed the meeting on Sigma's proposal to upgrade the lift transportation system by modifying the lifts' floor calling system. The meeting deliberated and resolved to accept the proposed fee at \$39,000 for the lift improvement works. | MA |
| 4.5 | PROPOSED LEASE OF TOWER LOBBY SPACE FOR VENDING MACHINE BY M/S SUN MOON | |
| 4.5.1 | MA presented M/s Sun Moon's proposal to install fruit cum juice vending machine at Tower lobby 2 on a lease term. The meeting deliberated and rejected the proposal in the interest of canteen operators at Wcega Plaza & Tower. | MA |
| 4.6 | PROPOSED LEASE OF TOWER LOBBY SPACE FOR SALE OF CHOCOLATE BY M/S MELIA HOUSE | |
| 4.6.1 | MA presented M/s Melia House's proposal to hold a 2 days sales of chocolates at 1 st storey Tower lobby. The meeting unanimously accepted the proposal at a TOL fee at \$150.00 per day and no lowers than \$100.00. | MA |
| 4.7 | REVIEW OF PETITIONS RECEIVED REGARDING BANNERS HANGING AT LEVEL 2 OF WCEGA PLAZA | |
| 4.7.1 | MA presented petitions received with regard to a banner which was deemed to have obstructed other units' frontage at Wcega Plaza Level 2. The subject banner belonged to Carlingual and was hanging on the back wall of the Fire Command Centre facing the main entrance. The meeting discussed and resolved unanimously that the banner did not pose any obstruction to other units and thus no follow up action were necessary. | MA |
| 4.7.2 | MA further presented a draft copy of Tender Notification for deliberation. The meeting requested MA's HQ to review before sending it to Council for comment, if any. | MA |
| 4.8 | PLAZA UNIT #03-15/17/18's ANNUAL DINNER ON 1 FEBRUARY 2013 | |
| 4.8.1 | MA reported that units #03-15/17/18 had written to the Management to inform of their company's annual dinner cum karaoke session on Friday, 1 February 2013 from 6pm to 10pm. The event would be held on the common driveway in front of their units. Subsequently there would be an annual dinner for their Association on 22 February 2013. Council noted the events and requested that SP concerned should inform all neighboring units to seek their understanding during these events for harmony neighborhood. The meeting ended at 17.00 pm with a vote of thanks to all present. | MA |

Minutes recorded by: Francis A. Koh
Vetted by: Frederick Loi

Confirmed by:

A handwritten signature in black ink, consisting of several overlapping, sweeping strokes that are difficult to decipher.

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

Date