

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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**MINUTES OF THE 1st COUNCIL MEETING OF THE 3rd MANAGEMENT COUNCIL
HELD ON TUESDAY, 7 MAY 2013 AT #17-78, MANAGEMENT OFFICE, WCEGA
TOWER.**

<u>Present:</u>	Mr Andrew Ho Tuck Keong	-	Member
	Mr Alex Lee Seow Min	-	Member
	Mr Kannappan Selvam	-	Member
	Mr Kalisch Joerg	-	Member
	Mr Danny Teo Kian Guan	-	Member
	Mr Chai Jurn Wei	-	Member
	Mr Tan Yam Sia, Jeffrey	-	Member
	Mr Chan Wai Kiat	-	Member
	Mr Venkatesha Murthy	-	Member
	Mr Bradford Thong Chee Kian	-	Member
	Mr Tan Eng Hua	-	Member
	Ms Joyce Baey	-	Member
	Ms Anny Chong Mei Yoon	-	Member
 <u>Absent with Apologies:</u>	Ms Ivy Ng Soh Peng	-	Member
 <u>Invitation:</u>	Mr. Koh Thiong Sim	-	SP
 <u>In Attendance:</u>	Mr Alvin Seng (AS)	-	Exceltec Property Management Pte Ltd as Managing Agent
	Mr. Francis A Koh		

<u>S/No</u>		<u>Action</u>
	The meeting was called to order at 215pm	
1.0	ELECTION OF OFFICE BEARERS	
1.1	The following Council Members were elected for their respective offices :- Chairman – Mr Andrew Ho Tuck Keong (#14-79) Secretary – Mr Alex Lee Seow Min (#21-74) Treasurer – Mr Kannappan Selvam (#29-80)	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 to be appointed as authorized signatories.	For Info

2.2	It was further resolved that :	
2.2.1	For amount of \$30,000 or more, all three signatories are required.	For Info
2.2.2	For amount of below \$30,000, any two of the authorized signatories are required in the following priority :	For Info
2.2.2.1	Chairman and Treasurer	For Info
2.2.2.2	Secretary and Treasurer	For Info
2.2.2.3	Chairman and Secretary	For Info
2.2.3	MA needs to keep Treasurer informed of what cheques are being signed and for what reasons.	For Info
3.0	DECLARATION OF INTEREST BY COUNCIL MEMBERS UNDER SECTION 60 OF BMSMA (REVISED EDITION 2008)	
3.1	Declaration of interest by council members under Section 60 of the BMSMA 2004	
3.1.1	MA explained that under Section 60 of the BMMA 2004, all elected Council Members must declare their interests at the 1 st available Council meeting of any vested interests in any contracts or services with the MCST.	For Info
3.1.2	All members present individually declared that he had no vested interests in any of the contracts or services with the MCT and all forms were signed and submitted to the MA	For Info
4.0	DECLARATION OF INTEREST BY MANAGING AGENTS UNDER SECTION 66 OF BMSMA (REVISED EDITION 2008)	
4.1	MA declared that it has no vested interests in any of the contracts or services with the MCST and the form was duly signed.	For Info
5.0	TO ADOPT FINANCIAL STATEMENTS FOR THE MONTH OF MARCH 2013	
5.1	The meeting stand down the financial statements for the month of March 2013 and duly agreed to give some time for Treasurer and rest of council members to study March 2013 account and deliberate on March 2013 and April 2013 statement at the next Management council meeting	For Info
6.0	CONFIRMATION OF MINUTES OF THE 8TH COUNCIL MEETING	
6.1	The minutes of the 8 th Council meeting was not review and will be reviewed by Council members prior to next council meeting and will be deliberated then.	For Info

7.0	APPOINTMENT OF AUDITOR	
7.1	MA clarified that the appointment of an auditor must be carried out 90days from the date of AGM held. Council agreed to review the appointment of auditor during next council meeting.	For Info
8.0	ANY OTHER BUSINESS:	
8.1	Queries on audited accounts at the 3rd AGM	
8.1.1	Council has requested for auditor (M/s Heng Lee Seng) to be present to explain to council regarding the Basis for Qualified Opinion on the \$500k FD and why auditor is unable to provide a further Basis to disqualify this opinion since MA and Auditor have communicated and shown proof of the \$500,000 Fixed deposit in a bank statement. Auditor was unable to be present at this meeting.	MA
8.1.2	Council has requested MA to provide all the correspondence between MA and Auditor pertaining to this issue and also the bank statements and financial statements for December 2012 and the first 3 months of 2013.	MA
8.1.3	Treasurer has reviewed the above statements including the DBS FD bank statement and is of opinion that the \$500,000 is in the fixed deposit as of December 2012.	For Info
8.1.4	Notwithstanding the above clarification, Council has instructed MA to ask the Auditor to reply with supplement letter to disqualify the statement.	MA
8.2	Building Defects, Rectification Work-Progress & Correspondence with Developer	
8.2.1	Chairman informed that building defects issue will be on top of the high priority issues to tackle for the new Council members due to the numerous building defects that have been raised by SPs since moving into WCEGA Tower and Plaza. Since SPs have passed the motion in the 2 nd AGM to spend considerable amount of money to engage Bruce James to carry out the building defects study, Council have the duty to ensure that the money spent is to be well justified.	For Info
8.2.2	Council has requested MA to provide an overview of the defects raised by SPs from Day 1 of moving into WCEGA Tower /Plaza.	MA
8.2.3	Council asked MA to clarify whether Developer or Developer's contractor has carried out any repairs. MA has advised that some repairs were carried out previously but there are no records as the Contractor has typically carried out some repairs in the past without informing MA and MA only comes to know after the event. Council has instructed MA to correct this problem and coordinate with Security to ensure that the contractors must inform and register with MA prior to carry out repair work. There has to be proper records of what repair work has been carried out.	MA

8.2.4	The Council has appointed Andrew Ho to be Chairman of Building Defects Sub-Committee. Bradford Thong will be Vice Chair. The Sub-committee is tasked to tackle the Building Defects issues and seek a resolution with the Developer & Developer's contractor.	For Info
8.3	Car parking issues at Wcega Plaza/Tower	
8.3.1	Council requested MA to provide details of the approval for use as car park at 10 th floor Plaza as per informed by MA at the recently concluded 2 nd AGM. MA has advised that the 10 th floor was rented out to 2 companies as open space and it is the duty of these companies to apply for the necessary permits.	MA
8.3.2	Chairman has voiced out concern regarding safety issues as Chairman and council members have observed lots of heavy vehicles (include cement mixer) parked at the 10 th floor.	For Info
8.3.3	Chairman has requested MA to provide the necessary documents to assure Council that :	MA
8.3.3.1	The 10 th floor at Plaza was designed by Developer and built by Contractor to be able to use as car park for heavy vehicles.	MA
8.3.3.2	If so, what is the weight that the 10 th floor was designed to carry?	MA
8.3.3.3	Have the developer and/or the companies who rented the space seek and obtained the necessary permits to use as car park for heavy vehicles?	MA
8.3.3.4	Regarding 1 st floor Tower and Plaza parking, MA informed that once the by-laws are lodged, Council can proceed to instruct MA to implement EPS parking at 1 st floor Tower and Plaza.	MA
8.3.3.5	It was agreed that Tower and Plaza parking will be for SPs and for those who have registered their IUs.	MA
8.3.3.6	Visitor parking will be in the perimeter parking area (open space).	For Info
8.3.3.7	Chairman observed that there are cars currently parked alongside the driveway at the side and back of Plaza. Chairman highlighted that this is supposed to be access for fire engine and therefore parking should not be allowed.	For Info
8.3.3.8	Council has appointed Joerg Kalisch and Jeffrey Tan as Carpark Subcommittee Chairman and Vice Chairman respectively to look into the car park issues.	For Info

8.4	Service Contracts & Operational Issues	
8.4.1	Council requests that MA give an update to Council regarding all existing service contracts and also contracts for rental income (for example car park, advertisement, etc).	MA
8.4.2	Council has appointed Chan Wai Kiat and Chai Jurn Wei as Chairman and Vice Chairman to oversee the Subcommittee looking after Service & Operations issues.	For Info
8.4.2.1	MA has been instructed to provide the existing contracts to the Subcommittee for review.	MA
8.4.2.2	MA brought up to Council's attention that there are occasions whereby emergency repairs need to be carried out and cannot wait for office bearers (Chairman, Secretary, Treasurer and/or the Service & Operations Chairman and Vice Chairman) to give approval. Council has agreed to empower MA to carry out such repairs for any sum below \$2000 and inform Council after the repair has been done. For any estimated sum that is going to go beyond \$2000, MA will need to contact the office bearers and council members to seek approval in advance.	MA
8.5	Security and Lift	
8.5.1	Chairman has raised his concern over security of Tower and Plaza especially in the night time and especially many areas around the perimeter of the ground level of Tower and Plaza are poorly lit.	For Info
8.5.2	MA also brought to attention of Council that the doors of the public toilets were broken when MA tried to lock up the doors after office hours.	For Info
8.5.3	Chairman also brought up his recent experience with the Tower lifts where the lifts went into shutdown except for 1 cargo lift. It happened around 8 to 9 pm. Only 1 cargo lift was operating. There were no signages for emergency call to Sigma for help. There was also security guard at Tower.	For Info
8.5.4	Council members felt that Lift issues need to be addressed (both for Tower and Plaza) and also Security issues to be looked at.	For Info
8.5.5	Council has appointed Venkatesha Murthy and Joyce Baey as Chairman and Vice Chairman respectively for Lifts & Security Subcommittee to look into the Lifts and Security issues.	For Info
8.6	Financial statements for 1st quarter 2013	
8.6.1	Treasurer has instructed MA to register for view only internet facility; to download the statement of account and to present the monthly accounts within 10 days every month. Current practice by accounts is that it takes around 3 weeks to prepare and present the monthly accounts for Council for review, the Treasurer requested to apply for internet facility with the bank.	MA

	The members approved the request and authorised the Office Bearers to apply to OCBC Bank for the Basic Business Internet Banking facility which allows the user to view the accounts, including downloading of statements.	
8.6.2	Council member (Danny Teo) raised question to MA regarding why car park income revenue has declined after Jan 2013. MA will check and revert.	MA
8.6.3	Council members will review the financial statement and direct any queries via Treasurer and Treasurer will instruct MA to provide clarification.	MA
8.7	Next Management Council Meeting	
8.7.1	The Meeting agreed to meet every second Tuesday of each month effecting the 2 nd MC Meeting of the 3 rd Management Council. The next meeting is scheduled to be held on the 11 June 2013 at 2.00pm	For Info
	The meeting ended at 17.55 pm with a vote of thanks to all present.	

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

Confirmed by:



 Chairman
 3rd Management Council
 The Management Corporation Strata Title Plan No. 3564

11 June 13

 Date