

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 2nd COUNCIL MEETING OF THE 3rd MANAGEMENT COUNCIL HELD ON TUESDAY, 10 JUNE 2013 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

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

<u>S/No</u>		<u>Action</u>
	The meeting was called to order at 2.37pm	
1.0	TO CONFIRM MINUTES OF THE 1ST COUNCIL MEETING OF THE 3RD MANAGEMENT COUNCIL HELD ON 7 MAY 2013.	
1.1	The minutes of the 1 st Council meeting of the 2 nd Management Council held on 7 May 2013 was unanimously confirmed.	For Info
2.0	TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.	
2.1	<u>To Confirm and Adopt The Financial Statement for the Month of March 2013.</u>	
2.1.2	The meeting unanimously adopted financial statements for the months of March 2013.	For Info
2.2	<u>Confirmation Of Minutes Of The 8TH Council Meeting</u>	
2.2.1	The minutes of the 8 TH Council meeting of the 2 nd Management Council held on 21 March 2013 was unanimously acknowledged and confirmed.	For Info
2.3	<u>Appointment of Auditor</u>	
2.3.1	MA submitted three (3) quotations for deliberation. The Council concurred to appoint Tan, Chan & Partner to be the Auditor for year 2013.	For Info

2.4	<u>Queries on Audited accounts at the 3rd AGM</u>	
2.4.1	MA reported that Auditor, M/s Heng Lee Seng has yet to reply with the supplement letter to disqualify the statement regarding the \$500,000 fixed deposit. MA to follow-up.	For Info
2.5	<u>Building Defects, Rectification Work-Progress & Correspondence with Developer</u>	
2.5.1	Mr. Andrew Ho reported that the Building sub-committee had met with the developer to sorts matters regarding to the defects and other safety issue of the building. Documents including the surveyor's' were copied to the developer for referencing and the Management Corporation should receive reply from them within 7 days from the 2 nd meeting met on the 7 June 2013. Both the 1 st and the 2 nd meeting were met with the legal advisor, Mr. TM Tan to arbitrate the issues.	For Info
2.6	<u>Car parking issues at WCEGA Plaza & Tower</u>	
2.6.1	The Sub-committee member, Mr. Jeffrey Tan reported that the launched on the 3 June 2013 encountered some set back but was handed and resolved ambiguously without much resistant. He further said that and times passes, improvement will be introduced to strengthen the system. The Meeting instructed the MA to send notices to all occupiers and tenant reminding them not to park the vehicle along the service road of both building as it may infringe SCDF policy obstructing the fire engine access routing. Mr. Tan further request that observation will be conducted to solve infringement of haphazard parking and irresponsible obstruction to traffic at WCEGA vicinity.	For Info
2.7	<u>Service Contracts and Operational Issues</u>	
2.7.1	Mr. Chan Wai Kiat reported that he had received the copy of all services agreement breakdown summary. He further reported that most of the services agreement had been renewed except several agreements which are due in the month of August 2013.	For Info
2.7.2	MA reported that the CCTV service agreement was not renew in 2012 due to technical problem with the equipment. MA further explained that because of the humps that were installed in front of the Fire Command Centre and causes the CCTV equipment to jerk and vibrant when a vehicle goes over the hump. In view of the frequent breakdown, MA did report the matter to the previous Management Council that it is not feasible to sign any service agreement with the vendor. The meeting deliberated and agreed to conduct more study to understand the situation and task Mr. Chan to work with the MA and propose it in the next Management Council meeting.	For Info
2.7.3	Ms Joyce requested the MA to submit the cleaning schedule to the council. MA to follow-up	MA
2.8	<u>Security and Lift</u>	
2.8.1	The MA reported that Mr. Venky had taken the files of the security and lift for referencing. The meeting requested the MA to elaborate the lift improvement and upgrading works that was agreed by the previous management council.	MA
2.8.2	MA reported that the improvement and upgrading agreement to improve the current passenger lifts at the Tower by separating grouping of L1 & L2, to run from 1 st to 16 th level and grouping L3 & L4, to run from level 16 to the 29 th level.	MA
2.8.3	The meeting instructed MA to ensure that one of the lifts is ON after office hour	For info

	in both grouping.	
3.0	TO ADOPT THE FINANCIAL STATEMENTS FOR THE MONTHS OF MARCH & APRIL 2013.	
3.1	The meeting unanimously adopted the financial statements for the months of April 2013.	For info
4.0	ANY OTHER BUSINESS:	
4.1	<u>Appointment of Legal Counsel</u>	
4.1.1	Chairman proposed that to appoint Mr TM Tan from Mallal & Namazie Advocate LLB to be the official legal advisor of MCST 3564. All council members agreed and accept the appointment. MA to follow up with Mr TM Tan with regards to his fees.	MA
4.2	<u>Resignation of council member, co-opt of new member</u>	
4.2.1	MA reported that the office had received the resignation letter from Mr Bradford Thong. Chairman and all council members accepted his resignation and co-opt Ms Liew Sue Chee to be the council member.	MA
4.3	<u>Report from Sub-committee</u>	
4.3.1	Refer to para 2.5, 2.6, 2.7 & 2.8	For info
4.4	<u>Review of TOL rate for storage area and advertisement of banners</u>	
4.4.1	MA reported that M/s Repoco Agency representative had indicated that they would like to lease the entire rooftop of Plaza. The meeting appoint council member, Ms Ivy Ng to be the sub-committee to head all matter related to TOL of WCEGA common areas. The sub-committee is to explore the market rate and draw the agreement with the interested party.	For info
4.5	<u>Propose invitation of open tender: to publish at general notice board and website for annual renewal of services contracts for: Security; General Cleaning & landscape.</u>	
4.5.1	MA proposed to invite tender for service contracts for security, general cleaning and landscaping at the general notice board and WCEGA's website. The meetings reiterated and requested the matter to put on hold and suggested Mr Chan to the issue and propose to the council for deliberation.	Ivy
4.6	<u>Review of Management Office, lease expired 31May 2013</u>	
4.6.1	MA forwarded the leasing agreement of the management office to the meeting for deliberation. The meeting agreed to sign another year of leasing with the SP of unit #17-78 and instructed the MA to process the agreement with the agent immediately.	Chan
4.7	<u>Propose purchase of boom lift</u>	
4.7.1	MA forwarded the proposed to purchase of boom lift to the meeting for deliberation. Meeting proposed to KIV the purchase till further notice. At the meantime, MA to accumulate all repairs and consolidates them for one-time maintenance with the appointed vendor.	For info
4.8.1	<u>Announcement of the resignation of FSM</u>	
4.8.1	MA forwarded the resignation email of the current FSM to the meeting.	MA

<p>4.9</p> <p>4.9.1</p>	<p>Council accepted the resignation of Mr Ng Meng Liang and requested MA to source for replacement immediately. MA to follow-up.</p> <p><u>Appointment of New Managing Agent – Newman & Goh</u></p> <p>Chairman announced that Council has deliberated and voted to appoint Newman & Goh as the new managing agent for WCEGA Plaza and Tower. Chairman highlighted that the notice period is 30 days and he will also inform Mr Frederick of Exceltec Property Management. He went on to thank the team who had been serving at WCEGA.</p> <p>The meeting ended at 4.30pm with a vote of thanks to all present.</p>	<p>MA</p>
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Minutes recorded by: Francis A Koh

Vetted by: Alvin Seng

Confirmed by:

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

Date