

**WCEGA PLAZA & TOWER**

MCST 3564 Management Office

21 Bukit Batok Crescent #17-78, Singapore 658065

Tel: 6561 7759/60 Fax: 6562 6252 Email: enquiry@sgwcega.com

**MINUTES OF THE 3<sup>rd</sup> COUNCIL MEETING OF THE 3<sup>rd</sup> MANAGEMENT COUNCIL HELD ON TUESDAY, 16 JULY 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 Chan Wai Kiat	-	Member
	Ms Ivy Ng Soh Peng	-	Member
	Ms Joyce Baey	-	Member
	Mr Venkatesha Murthy	-	Member
	Mr Kalisch Joerg	-	Member
	Mr Tan Eng Hua	-	Member
<u>Absent with</u>	Ms Anny Chong Mei Yoon	-	Member
<u>Apologies:</u>	Ms Liew Sue Chee	-	Member
	Mr Jeffrey Tan Yam Sia	-	Member
	Mr Danny Teo Kian Guan	-	Member
<u>Attendees:</u>	Mr Dennis Cheng	-	Managing Agent
	Mr Paul Ng		
	Mr Glenn Lim		
	Mr Eric Lee		
<u>Observers:</u>	Mr Koh Tiong Sim	-	SP #08-79

<u>S/No</u>		<u>Action</u>	<u>Due</u>
1.0	The meeting was called to order at 2.15pm and Chairman welcomed the new MA onboard. <b>TO CONFIRM MINUTES OF THE 2ND COUNCIL MEETING OF THE 3RD MANAGEMENT COUNCIL HELD ON 11 JUNE 2013.</b>		
1.1	The minutes of the 2 <sup>nd</sup> Council meeting of the 3 <sup>rd</sup> Management Council held on 11 June 2013 was unanimously confirmed.	For Info	
2.0	<b>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</b>		
2.1	<b><u>Queries on audited accounts at the 3<sup>rd</sup> AGM</u></b>		
2.1.1	MA briefed Council that auditor M/s Heng Lee Seng has informed of an audit confirmation from DBS for a fixed deposit of \$500,000/- as at 31 Dec 2012. Council noted.	For Info	
2.2 (A)	<b><u>Building Defects, Rectification Work-progress and Correspondences with Developer</u></b>		
2.2.1	MA reported that developer M/s Sin Soon Lee Developments Ltd, has started to undertake some rectifications works at the façade of the Tower building.	MA	31/7/13

2.2.2	Mr Andrew briefed Council on a meeting with legal advisor Mr TM Tan. Following the meeting, two letters addressing the MCST's position in the building defects' issues, were delivered to developer head office on 9 July 2013. Developer has yet to reply to MCST. MA to follow up.	MA	31/7/13
2.2.3	MA to arrange for a walkabout with Mr Andrew, in regards to building defects matters.	For info	
<b>2.2 (B)</b>	<b><u>Car parking issues at WCEGA Plaza &amp; Tower</u></b>		
2.2.1	Mr Joerg updated Council on the current carpark situation at Wcega and the meetings with M/s Sun Japan, the carpark systems service provider. Sun Japan to provide a detailed proposal on the installation of additional barrier-arm systems at the main entrance of the Plaza, for Council's consideration. Further, the contractor to provide a list of vehicles' IU records which showed that minor charges were inadvertently deducted from these vehicles on 1 July 2013. MA to contact these vehicles' owners, if possible, to make full refund of any charges wrongfully deducted.	MA	31/7/13
2.2.2	Upon due consideration, Council decided to act expeditiously, to implement ERP charging at Level 1 and service road carparks. MA to co-ordinate the timely implementation processes. MA to provide information on other neighbouring and similar industrial sites which have implemented ERP carpark charges. Council to consider levying 10% more. More information to be furnished in due time.	MA	31/7/13
2.2.3	MA to effect wheel-clamping enforcement actions against any unauthorized or illegal parking of vehicles along SCDF service road. Further, MA to print new blue car decals, for issuance in lieu of the current green and orange ones. Council to consider charging a nominal fee for the new car labels, for replacement of old ones.	For info	
<b>2..2 (C)</b>	<b><u>Service Contracts and Operational Issues</u></b>		
2.2.1	MA to liaise with Sub-com Members, for their recommendations on term contract renewal issues. Following, MA to update Council for further inputs or reviews. Council noted.	MA	31/7/13
2.2.2	Ms Joyce briefed Council on the cleaners' meeting held earlier. MA to monitor the general performance of the duty cleaners and the periodic cleaning works carried out. Term cleaning contractor to submit cleaning schedule and photos-update of duty cleaners. MA to source for other competitive cleaning costs quotes for Council's consideration.	For info	
<b>2.2 (D)</b>	<b><u>Security and Lift</u></b>		
2.2.1	Mr Venky updated Council on the lifts' contractors meetings held earlier. M/s Sigma to provide comprehensive monthly reports, detailing the frequency of lifts' breakdowns and man-trap situations. The lifts' contractor to update MA on the current status of the lifts' re-programming works, the monthly and ad-hoc lifts' maintenance works, eg safety ropes replacement works. More relevant informative signages to be displayed for information.	For info	
2.2.2	In addition, M/s Sigma to provide professional opinion on any feasible methods to cool the "slightly overheating" lifts motor room at the tower rooftop and the feasibility of the lifts' re-programming works, for Council's consideration. The activation of the lifts' re-programming to be on hold till further notice.	MA	16/8/13
2.2.3	MA to remind the lifts' contractor to observe all safety aspects when performing any work-related activities, eg safety cordons. Also, MA to	MA	31/7/13

	compile lifts' passengers data during peak hours, for 2 weeks.		
2.2.4	Ms Joyce commented on the need for security personnel to improve on the daily security operations. Term security contractor, M/s Premier Security, to submit manpower deployment schedules and photos-update of all security personnel. MA to source for other competitive security quotes for Council's consideration.	MA	16/8/13
<b>2.3</b>	<b><u>Appointment of Legal Counsel</u></b>		
2.3.1	MA to check with appointed legal counsel M/s Mallal & Namazie, with regards to the firm's legal fees chargeable, as per hourly basis and/or per retainer basis.	MA	31/7/13
<b>2.4</b>	<b><u>Resignation of council member, co-opt of new council member</u></b>		
2.4.1	MA to ensure proper fillings of updated MCST's records with Building and Construction Authority (BCA).	For info	
<b>2.5</b>	<b><u>Review of TOL rate for storage area</u></b>		
2.5.1	Following a meeting with M/s Repoco Agency, MA reported that a mutually agreeable leasing rate of S\$40,000/- per month was decided upon between the MCST and Repoco Agency's representative. The lease agreement is for rental use of the entire rooftop areas of Plaza and two heavy vehicles' lots along the service road. It is valid from 1 Aug 2013 to 31 July 2014, with an option to extend for another year, subject to the Council's review. Council noted.	For info	
<b>2.6</b>	<b><u>Review of Management Office lease agreement</u></b>		
2.6.1	MA reported that the lease agreement for the Management office #17-78 Tower building, was finalized and signed, with effect from July 2013, for a year. The monthly rental fees payable, is S\$2,500/- per month. Council noted.	For info	
<b>2.7</b>	<b><u>Propose invitation of open tender, to publish at general notice board and website for annual renewal of services contracts for security, cleaning &amp; landscape</u></b>		
2.7.1	Upon due discussion, Council decided to KIV this matter till further notice.	For info	
<b>2.8</b>	<b><u>Announcement of resignation of Fire Safety Manager (FSM)</u></b>		
2.8.1	Council asked that the out-going FSM to conduct a handover to the incoming FSM. MA to follow up.	MA	31/7/13
<b>2.9</b>	<b><u>Appointment of New Managing Agent – Newman &amp; Goh</u></b>		
2.9.1	In-coming MA to coordinate with out-going MA, to ensure a smooth transition period. Relevant notices to be displayed for information. MA noted.	For info	
<b>3.0</b>	<b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR JUNE 2013</u></b>		
3.1	The financial statements for June 2013 were not ready yet, due to impending handover/takeover of accounts administration. The monthly accounts for May and June 2013, would be considered at next council meeting.	MA	16/8/13

<b>4.0</b>	<b>ANY OTHER BUSINESS:</b>		
<b>4.1</b>	<b><u>Petty cash float at Management Office</u></b>		
4.1.1	MA explained the rationale for having a petty cash float to be maintained at the Management Office, for the purpose of reimbursing small expenses. Corresponding receipts must be furnished to show reimbursement of any expenses and proper documentation records to be kept for auditing purpose. Hence, MA proposed a sum of S\$1,000/-, to be set aside and maintained on a monthly basis. Upon due consideration, Council agreed and noted.	For info	
<b>4.2</b>	<b><u>Pest control, refuse waste collection, security and cleaning term contracts</u></b>		
4.2.1	Refer to 2.2.1 (C).	MA	16/8/13
<b>4.3</b>	<b><u>MCST website administration</u></b>		
4.3.1	MA to liaise with Ms Joyce on the MCST website administration issues. MA to look into appointing a new website administrator who will be responsible for all related matters pertaining to the MCST website. More details to be furnished in due time.  The meeting ended at 5.05pm with a note of thanks to all attendees.	MA	31/7/13

Minutes prepared by: Glenn Lim (Newman Goh Property Consultants P/L)

Confirmed by:

\_\_\_\_\_  
Chairman  
3<sup>rd</sup> Management Council  
The Management Corporation Strata Title Plan No. 3564

\_\_\_\_\_  
Date