

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 4th COUNCIL MEETING OF THE 3rd MANAGEMENT COUNCIL HELD ON TUESDAY, 27 AUGUST 2013 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Chairman
	Mr Alex Lee Seow Min	-	Secretary
	Mr Kannappan Selvam	-	Treasurer
	Ms Anny Chong Mei Yoon	-	Member
	Mr Chan Wai Kiat	-	Member
	Ms Ivy Ng Soh Peng	-	Member
	Ms Joyce Baey	-	Member
	Mr Venkatesha Murthy	-	Member
	Mr Danny Teo Kian Guan	-	Member
<u>Absent with</u>	Ms Liew Sue Chee	-	Member
<u>Apologies:</u>	Mr Jeffrey Tan Yam Sia	-	Member
	Mr Andrew Ho Tuck Keong	-	Member
	Mr Jeorg Kalisch	-	Member
	Mr Chai Jurn Wei	-	Member
<u>Attendees:</u>	Mr Paul Ng	-	Managing Agent
	Mr Glenn Lim		
	Mr Eric Lee		

<u>No</u>		<u>Action</u>	<u>Due</u>
1.0	The meeting was called to order at 2.15pm, with sufficient meeting quorum. TO CONFIRM MINUTES OF THE 3RD COUNCIL MEETING OF THE 3RD MANAGEMENT COUNCIL HELD ON 16 JULY 2013.		
1.1	The minutes of the 3 rd Council meeting of the 3 rd Management Council held on 16 July 2013 was adopted as proposed by Mr Alex and seconded by Mr Venky.	For Info	
2.0	TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.		
2.1	<u>Building Defects, Rectification Work-progress and Correspondences with Developer</u>		
2.1.1	MA briefed Council on the on-going exchanges of letters between the MCST and developer M/s Sin Soon Lee Developments Ltd (SSL). In SSL latest letter, the developer would be withdrawing their workers from the estate premises with effect from 24 August 2013.	For info	
2.1.2	After due deliberation, Council directed MA to inform Building and Construction Authority (BCA) on some of the common areas defects, eg popping wall and floor tiles at lift lobbies, which concern public safety and require urgent rectifications works. MA noted and notified BCA on 27 August 2013.	MA	30/9/13

2.1.3	Upon the advice and recommendations from MCST's legal team and MA, Council agreed to carry out these necessary works first, at own costs and thereafter, claim these costs against SSL for re-imburement. MCST to write to SSL to notify of such intentions.	MA	30/9/13
2.2	<u>Car parking issues at WCEGA Plaza & Tower</u>		
2.2.1	MA updated Council on a recent incident whereby an unauthorized vehicle was found entering the level one carpark, using a IU from another de-registered vehicle. Subsequent checks via carpark office systems revealed that such similar tactics were used to drive unauthorized vehicles into the carpark on several previous occasions. MA to liaise with M/s SunJapan on any necessary rectifications to prevent future similar occurrences.	MA	16/9/13
2.2.2	Carparks' systems' contractor advised that these acts are deemed as "illegal and fraudulent". For any future occurrences, the Management will not hesitate to report any culprits responsible, to the Police. Upon locating any vehicle parking inside the level one carpark without valid registration with the Management office, MA to tow the said vehicle away.	For info	
2.2.3	Upon careful consideration, Council decided to install additional barrier arm systems at the Plaza main entrance, so as to ensure completeness of the ERP charging processes, to be implemented at the entire estate premises. MA to source comparable costs quotes for Council's consideration. Also, MA to co-ordinate timely implementation of ERP charging at level one and service road carparks before end of September 2013.	MA	30/9/13
2.2.4	After due discussion, Council also decided on the carparks' ERP tariffs rates to be imposed at site: All Cars/Commercial/Heavy Vehicles: Mondays to Sundays (every day): \$1.50/per hour, capped at \$15/per day. Grace period: Free 1 st 15 minutes (Not applicable for re-entry). Overnight parking: Sub-charge of \$10 (midnight to 7am). Usual parking charges of \$1.50/per hour applicable. Container parking: Free 1 st 24 hours. Subsequent charges of \$30/per day applicable. All motorcycles: Free	MA	30/9/13
2.2.5	MA reported that new blue car decals are ready for issuance. Council decided that a levy of \$5 to be imposed for replacement of loss or damaged of any car decals.	For info	
2.3	<u>Service Contracts and Operational Issues</u>		
2.3.1	MA updated Council on the renewal of existing term contracts for refuse waste collection, landscape, dock handling and pest control contractors respectively.	For info	
2.3.2	MA briefed Council on an earlier interview meeting with two other shortlisted cleaning contractors. After due discussion, Council agreed to appoint M/s OKL Cleaning Services, as the new cleaning contractor at a lower monthly rate, with effect from 1 October 2013.	MA	30/9/13
2.4	<u>Security and Lift</u>		
2.4.1	MA briefed Council on the interview meeting with two security companies. After due consideration, Council agreed to appoint M/s Westminster Investigation and Security Management P/L, as the new security company at a lower costing of manpower deployment.	MA	30/9/13

2.4.2	Note: Current security company M/s Premier Security rejected the one-month period of notification by the MCST, leaving at the end of the contract period, being August 2013. In this respect, Westminster Security came on board, with effect from 1 September 2013.	MA	30/9/13
2.4.3	On lifts matters, MA reported that term contractor M/s Sigma informed that the lifts' re-programming works has been completed. Upon due deliberation, Council decided on a joint inspection scheduled on 4 Sept 2013. Council to assess the feasibility of activating the lifts' re-programming features.	MA	16/9/13
2.4.4	MA to install new notices boards at selected lifts lobbies. And Sigma to install notice file holder inside all lifts.	MA	16/9/13
2.5	<u>Appointment of Legal Counsel</u>		
2.5.1	Appointed legal counsel M/s Mallal & Namazie, to liaise with Council on the legal fees chargeable, pertaining to either per hourly basis and/or per retainer basis.	MA	16/9/13
2.6	<u>Fire Safety Manager (FSM) matters</u>		
2.6.1	MA informed that new FSM has accepted appointment to MCST. Council noted.	For info	
2.7	<u>MCST website administration</u>		
2.7.1	MA informed Council that M/s Axon Consulting is appointed to as the MCST website administrator with effect from 1 September 2103. Their charges are \$1k per every 10 man hours of work done as per every 18 months. Job scope include updating and maintaining website, creating HTML pages and providing IT-related support on website administration.	For info	
3.0	TO ADOPT THE FINANCIAL STATEMENTS FOR MAY AND JUNE 2013		
3.1	The financial statements for May and June 2013 were unanimously adopted by the meeting.	For info	
3.2	MA to send out reminder letters to any Subsidiary Proprietors who are falling behind in their quarterly maintenance payments, eg more than 90 days.	MA	16/9/13
3.3	Mr Selvam enquired about the expenditure under the Upkeep of Building as per monthly financial statements. MA to update on itemized expenses.	MA	30/9/13
4.0	ANY OTHER BUSINESS:		
4.1	<u>Implementation of ERP parking</u>		
4.1.1	Refer to 2.2.3 and 2.2.4	For info	
4.2	<u>Update on developer and building defects issues</u>		
4.2.1	Refer to 2.1.1, 2.1.2 and 2.1.3	For info	
4.3	<u>Resignation of current Chairman, MCST</u>		
4.3.1	Current chairman Mr Andrew Ho regrettably informed Council that he would be stepping down as Chairman, MCST and Building Defects sub-com, due to heavy work commitments. However, he will continue to serve as an ordinary Council Member till the end of term.	For info	

4.3.2	Council and MA thanked Mr Andrew Ho for his kind guidance and services rendered.	For info	
4.3.3	In this respect, the new Chairman of MCST is elected as follows: 1) Chairman, MCST 3564 – Mr Ben Tan (#08-70)	MA	16/9/13
	and the Building Defects sub-com Members are elected as follow: 2) Building Defects sub-com I/C – Mr Alex Lee Seow Min (#21-74) 3) Building Defects sub-com Members – Mr Ben Tan (#08-70) and Ms Liew Shue Chee (#19-72)	MA	16/9/13
4.4	<u>LED projects</u>		
4.4.1	After due discussion, Council decided to look into the feasibility of replacing all staircases' lightings/lights fittings at Plaza and Tower with LED ones. Any SPs/Members who are in this trade, are welcomed to participate in these LED projects. MA to source for three other independent costs quotes. More details to be furnished in due course.	MA	30/9/13

The meeting ended at 5.20pm with a note of thanks to all attendees.

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

Confirmed by:

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

Date