

# 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 5<sup>th</sup> COUNCIL MEETING OF THE 3<sup>rd</sup> MANAGEMENT COUNCIL HELD ON TUESDAY, 8 OCTOBER 2013 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.**

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Chairman
	Mr Kannappan Selvam	-	Treasurer
	Mr Jeffrey Tan Yam Sia	-	Member
	Ms Anny Chong Mei Yoon	-	Member
	Mr Chan Wai Kiat	-	Member
	Ms Liew Sue Chee	-	Member
	Ms Joyce Baey	-	Member
	Mr Venkatesha Murthy	-	Member
	Mr Danny Teo Kian Guan	-	Member
<u>Absent with</u>	Mr Alex Lee Seow Min	-	Secretary
<u>Apologies:</u>	Ms Ivy Ng Soh Peng	-	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 2.05pm, with sufficient meeting quorum. <b>TO CONFIRM MINUTES OF THE 4TH COUNCIL MEETING OF THE 3RD MANAGEMENT COUNCIL HELD ON 27 AUGUST 2013.</b>		
1.1	The minutes of the 4 <sup>th</sup> Council meeting of the 3 <sup>rd</sup> Management Council held on 27 August 2013 was unanimously adopted..	For Info	
2.0	<b>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</b>		
2.1	<b><u>Building Defects, Rectification Work-progress and Correspondences with Developer</u></b>		
2.1.1	MA presented four costs quotations to Council, in regards to the proposed ad-hoc spot repairs works at lift lobbies. MA also informed Council of the potential problems faced by contractors in relation to the re-tiling works, eg grey areas of warranty issues due to spot repairs and possible cases of more buckling tiles.	For info	
2.1.2	MA also highlighted the Scott's schedule in the building surveyor report by Bruce James, in which a significantly high amount of \$550k, is listed as indicative costs to rectify all lift lobbies' tiling works.	For info	

2.1.3	After careful deliberation, Council directed MA to set up a special meeting with legal advisor TM Tan, as Council agreed to sending a legal letter to developer SSL, to seek compensation as per the Bruce James building report on building defects. Council also agreed to KIV the lift lobbies' ad-hoc repairs works till further notice.	MA	31/10/13
<b>2.2</b>	<b><u>Car parking issues at WCEGA Plaza &amp; Tower</u></b>		
2.2.1	MA briefed Council on the implementation of ERP operations at Tower service road, which commenced on 9 Sept 2013. Council noted.	For info	
2.2.2	MA also updated Council on the proposed installation of additional barrier-arm gantries at main entrance of Plaza. The project is expected to kick-start around mid-November 2013. Council noted.	For info	
2.2.3	MA presented a proposal to consider allowing non-season label vehicles, eg visitors, to enter the carpark at Plaza side level one. Proposal also includes consideration of leasing parking spaces to Wcega car-dealers and issuing extra season labels which are chargeable, for units which may require parking spaces for their working staff.	For info	
2.2.4	Upon careful consideration, Council decided on allowing up to 50 carpark lots for visitors parking at Plaza side level one. This number of limited visitors' lots to be subjected to change, if the situation calls for. MA to liaise with Sun-Japan on the implementation processes.	MA	31/10/13
2.2.5	Council also decided to KIV the proposals to lease parking spaces to Wcega car-dealers at Plaza carpark level one, and to issue extra chargeable season car labels, till further notice.	For info	
2.2.6	MA to close the exit barrier-arm gantry located at rear-end Tower side carpark. Reason being, Sun-Japan to re-locate the hardware equipment to Plaza main entrance.	MA	16/10/13
<b>2.3</b>	<b><u>Service Contracts and Operational Issues</u></b>		
2.3.1	MA updated Council on the extension of fire protection term contract at the same terms and conditions, for another year.	For info	
2.3.2	MA briefed Council on new cleaning term contractor, OKL. The contractor to submit their cleaning schedule and staff photo updates.	MA	16/10/13
2.3.3	MA informed Council that a CCTV contractor is tasked to check and rectify the CCTV surveillance systems at FCC/Guardhouse. The purpose is to restore all security cameras to working conditions.	MA	31/10/13
<b>2.4</b>	<b><u>Security and Lift</u></b>		
2.4.1	MA informed Council that MA had written to Police Licensing Regulatory Department (PLRD) to highlight the circumstances whereby previous security term contractor, Premier Security, served last-minute notifications to MCST, to withdraw from Wcega site.	For info	
2.4.2	PLRD replied that the MCST feedback would be taken into consideration, when reviewing the annual grading exercise for all licensed security companies. Council noted.	For info	
2.4.3	MA briefed Council on the new security company, Westminster Security. The company to submit their duty shift roster and security personnel photo updates.	MA	16/10/13

2.4.4	MA to re-arrange the joint lifts' inspection on re-programming works, and lift contractor Sigma, to itemize all the replacement of component parts and any additional parts needed for the processes. Further, Sigma to expedite installing notices holders inside all lifts.	MA	31/10/13
<b>2.5</b>	<b><u>LED projects</u></b>		
2.5.1	MA updated Council on the due process of soliciting costs quotes for replacing staircases lightings/light fittings with LED ones. MA suggested to extend the LED scope of replacement works, to include common corridors and level one carparks, where there is a higher concentration of lights.	For info	
2.5.2	Upon due discussion, Council decided to table a resolution at next AGM for House's consideration, for said purpose. Council agreed to KIV LED projects till then.	For info	
<b>3.0</b>	<b>TO ADOPT THE FINANCIAL STATEMENTS FOR JULY AND AUGUST 2013</b>		
3.1	The financial statements for July and August 2013 were unanimously adopted by the meeting.	For info	
3.2	Mr Selvam enquired about the incomes receivables, eg rental incomes and wheel-clamping fees, as per monthly financial statements.	For info	
3.3	On the quarterly billing processes for maintenance payments, MA to send out billing statements to all Subsidiary Proprietors by the 1 <sup>st</sup> day of the billing month, eg January, April, July and October.	MA	31/10/13
<b>4.0</b>	<b>ANY OTHER BUSINESS:</b>		
4.1	<b><u>Signages</u></b>		
4.1.1	Council asked that MA to look into additional signages for improvement, at common areas.	MA	31/10/13
4.2	<b><u>Unauthorized use of electricity and water by building occupants</u></b>		
4.2.1	MA to issue notices to remind all building occupants, against the unauthorized use of electricity and water. Nominal fees to be chargeable, for any misuse of common electricity and water supplies.	MA	16/10/13

The meeting ended at 4.30pm with a note of thanks to all attendees.

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

Confirmed by:

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

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Date