

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 6th COUNCIL MEETING OF THE 3rd MANAGEMENT COUNCIL HELD ON WEDNESDAY, 13 NOVEMBER 2013 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Chairman
	Mr Kannappan Selvam	-	Treasurer
	Mr Alex Lee Seow Min	-	Secretary
	Ms Joyce Baey	-	Member
	Mr Chan Wai Kiat	-	Member
	Ms Liew Sue Chee	-	Member
	Ms Ivy Ng Soh Peng	-	Member
	Mr Danny Teo Kian Guan	-	Member
<u>Absent with Apologies:</u>	Mr Venkatesha Murthy	-	Member
	Ms Anny Chong Mei Yoon	-	Member
	Mr Andrew Ho Tuck Keong	-	Member
	Mr Jeorg Kalisch	-	Member
	Mr Chai Jurn Wei	-	Member
	Mr Jeffrey Tan Yam Sia	-	Member
<u>Observers:</u>	Mr Lee (Sportsway Auto Trdg)	-	#02-09
	Mr Goh (Corsica Tdg)	-	#02-61
	Mr Koh (Car Lingual Pte Ltd)	-	#04-62
	Mr Neo (JN Motor)	-	#02-55
	Mr Peter (Repoco Agency)	-	#10-00
<u>Attendees:</u>	Mr Paul Ng	-	Managing Agent
	Mr Glenn Lim		
	Mr Eric Lee		

No		Action	Due
-	The group of car-dealers came to the meeting, with the purpose of enquiring on the upcoming implementation of ERP parking charges for Wcega Plaza. Mr Neo and Mr Koh spoke of two concerns of used car dealerships, being extra parking/storage spaces needed for their vehicles and the movement of their vehicles in and out of the Wcega Plaza, eg customers test driving cars. Noting their feedback, Council to arrange a separate meeting with Wcega special interests groups, eg car-dealers and transport companies, to address their concerns, if feasible. Details of this meeting to be confirmed in due time.	MA	15/12/13
1.0	The meeting was called to order at 3.25pm, with sufficient meeting quorum. TO CONFIRM MINUTES OF THE 5TH COUNCIL MEETING OF THE 3RD MANAGEMENT COUNCIL HELD ON 8TH OCTOBER 2013.		
1.1	The minutes of the 5 th Council meeting of the 3 rd Management Council held on 8 th October 2013 was unanimously adopted.	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	Following consultation with legal advisor TM Tan, Council agreed to engage building surveyor Bruce James to conduct a second site inspection of Wcega estate premises, for an “up to date” building report. Reason being, that some building defects may have deteriorated considerably over the passing of time, eg lift lobbies wall and floor tiles.	For info	
2.1.2	In this respect, the second building report costings amount to \$15,000/- and is expected to be ready by end November 2013.	For info	
2.1.3	Upon receipt of the second building report, Council to meet up with TM Tan for further advice on any proceedings. Details to be furnished in due time.	MA	1/12/13
	<u>Car parking issues at WCEGA Plaza & Tower</u>		
2.2	MA updated Council on the on-going project to install additional barrier-arm gantries at Plaza main entrance. Wet works and installation of hardware equipment have commenced together with the documentation processes for LTA’s approval.	For info	
2.2.1	Bearing authority approval and no other unforeseen circumstances, the project to launch ERP parking at Plaza main entrance, is expected to kickstart around mid-December 2013. More information to be furnished in due course. Council noted.	For info	
2.2.2	MA to arrange for sub-com meeting with Sun-Japan, to address our Wcega special interests groups’ issues and concerns.	MA	1/12/13
2.2.3	MA to install additional road humps at all barrier-arm gantries, to deter unauthorized tailgating into Wcega carparks. Any errant drivers committing illegal tailgating to gain access or leave the carparks, may be referred to relevant authorities.	MA	1/12/13
2.2.4	MA to install new carpark signages at all barrier-arm gantries areas, for provision of carpark information to drivers/motorists.	MA	1/12/13
2.3	<u>Service Contracts and Operational Issues</u>		
2.3.1	MA updated Council on the extension of air-con maintenance services term contract at the same terms and conditions, for another year.	For info	
2.3.2	MA briefed Council on the trouble-shooting of faulty CCTV surveillance cameras at FCC/Guardhouse. MA to source for additional costs quotes in comparison, to replace any faulty CCTVs cameras or systems. To update further in due time.	MA	15/12/13
2.4	<u>Security and Lift</u>		
2.4.1	MA updated Council on the security sub-com meeting with the security company. MA to monitor on the performance of the duty security personnel, so as to seek improvement in the level of security services rendered.	For info	
2.4.2	MA to liaise with Sigma, on the next inspection of the lifts, pertaining to the re-programming works done. To update further in due time.	MA	1/12/13

2.5	<u>LED projects</u>		
2.5.1	MA informed Council that interested parties to quote for LED projects slated for implementation next year, would be invited to install mock-up for products' evaluation and further consideration. Council noted.	For info	
2.6	<u>Signages</u>		
2.6.1	MA briefed Council on additional signages to be installed at various locations within common areas, eg Tower service road, for provision of information and directions.	For info	
2.6.2	MA also updated Council on re-assigning "wheel-clamping" signages, to emphasize compliance to designated "no parking or no waiting" zones at common areas, eg Level One carpark and Plaza's main driveway ramp.	MA	1/12/13
2.7	<u>Unauthorized use of electricity and water by building occupants</u>		
2.7.1	MA displayed relevant notices at lift lobbies' notices boards, regards matter.	For info	
3.0	TO ADOPT THE FINANCIAL STATEMENTS FOR SEPTEMBER 2013		
3.1	The financial statements for September 2013 were unanimously adopted by the meeting.	For info	
3.2	Mr Selvam enquired about some ad-hoc maintenance expenses as per monthly financial statements.	For info	
3.3	Council asked that MA to follow up closely, on any Subsidiary Proprietors falling behind in their quarterly maintenance payments, by issuing demand or legal letters.	MA	15/12/13
4.0	ANY OTHER BUSINESS:		
4.1	<u>Authorized persons to only view MCST's bank accounts online</u>		
4.1.1	Following due discussion, the meeting resolved that the following persons be authorized to only view the MCST's financial statements online: 1) Mr Selvam Kannappan – Treasurer, MCST3564 2) Ms Jemmy Wong – MA accounts executive i/c of MCST3564	For info	
4.2	<u>Proposed cars' washing bays</u>		
4.2.1	Council suggested that MA to look into the feasibility of setting up specific cars' washing bays at the level one carpark (Plaza side). The purpose is to have a centralized car-washing facility for all Wcega building occupants. These proposed car-washing bays will be equipped with coins-operated water collection points.	MA	15/12/13
4.2.2	MA to ensure that car-washing activities cannot be carried out randomly, as certain common areas may not be suitable for such activities. MA to liaise with Subsidiary Proprietors concerned, on this matter.	MA	1/12/13
4.3	<u>Annual Fire-drill Exercise</u>		
4.3.1	MA proposed to organize the annual fire-drill exercise on Mon 23rd December 2013. Further, MA to write to all building occupants in regards to individual units' occupancy loads and fire-wardens volunteers. More details to be furnished in due course.	MA	15/12/13

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The meeting ended at 5.00pm 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