

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 7th COUNCIL MEETING OF THE 3rd MANAGEMENT COUNCIL HELD ON WEDNESDAY, 18TH DECEMBER 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
	Mr Chai Jurn Wei	-	Member
	Ms Anny Chong Mei Yoon	-	Member
	Mr Danny Teo Kian Guan	-	Member
<u>Absent with</u>	Ms Liew Sue Chee	-	Member
<u>Apologies:</u>	Ms Ivy Ng Soh Peng	-	Member
	Mr Venkatesha Murthy	-	Member
	Mr Andrew Ho Tuck Keong	-	Member
	Mr Jeorg Kalisch	-	Member
	Mr Jeffrey Tan Yam Sia	-	Member
<u>Attendees:</u>	Mr Paul Ng	-	Managing Agent
	Mr Glenn Lim		
	Mr Eric Lee		

No		Action	Due
1.0	The meeting was called to order at 2.25pm, with sufficient meeting quorum. TO CONFIRM MINUTES OF THE 6TH COUNCIL MEETING OF THE 3RD MANAGEMENT COUNCIL HELD ON 13TH NOVEMBER 2013.		
1.1	The minutes of the 6 th Council meeting of the 3 rd Management Council held on 13 th November 2013 was unanimously adopted.	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 progress of the second inspection by building surveyor M/s Bruce James Pte Ltd. The second Scotts schedule has been submitted to the Council, which included new findings, eg deteriorated lift lobbies' tiling works and water streaming into the consumer switch room.	Info	
2.1.2	MA also informed Council that a building defects' meeting has been set up on Mon 23 rd Dec 2013, which involves the surveyor and the MCST's legal advisors.	Info	
2.1.3	Note: At the said 23/12 meeting, it was decided that the lawyer TM would arrange for another meeting with the building surveyor Bruce James, to	MA	10/1/14

	clarify and finalize some details and issues, prior to advising the MCST on any legal proceedings that may be commenced anytime sooner.		
2.2	<u>Car parking issues at WCEGA Plaza & Tower</u>		
2.2.1	MA updated Council on the progress of the on-going implementation processes of barrier-arm gantries at Plaza main entrance.	Info	
2.2.2	MA also informed Council of other improvement works undertaken, eg installing barricades for pedestrian walkway and installing bollards to demarcate traffic flows leading to basement car parks.	Info	
2.2.3	Further, MA reported on the installation of additional road-humps and signages at all barrier-arm gantries.	Info	
2.2.4	Sub-com Members and MA met up with Sun-Japan on 9 th Dec 2013, to discuss issues, pertaining to special interests groups from Plaza, prior to the turn-on of the barrier-arm gantries at Plaza main entrance. Following, Sub-com and MA to meet up with concerned parties, to address any issues raised.	MA	15/1/14
2.2.5	Upon deliberation, Council suggested tentatively to turn-on the barrier-arm systems in January 2014, following due and careful considerations for Plaza building occupants' feedback that has been taken into account. More details to be furnished in due time.	MA	
2.2.6	Council suggested that Sub-com Members to review current "per hour block" ERP charging of \$1.50 per hour, after grace period.	Info	
2.2.7	Note: Sub-com Members reviewed and proposed new "per 15 minutes block" ERP charging of \$0.38 cents, after grace period. Council to consider this recommendation. Details to be furnished in due time.	MA	15/1/14
2.3	<u>Service Contracts and Operational Issues</u>		
2.3.1	MA reported that a contractor, IMGVision, is tasked to restore the CCTV surveillance systems at FCC/Guardhouse. The impending works are scheduled in January 2014.	MA	15/1/14
2.3.2	Thereafter, MA to look into feasibility of installing additional CCTVs cameras at upper levels of Plaza. To update Council further.	MA	15/1/14
2.4	<u>Security and Lift</u>		
2.4.1	On security matters, MA highlighted that the buggies used by security personnel have broken down again, though these transport vehicles were repaired recently.	Info	
2.4.2	After due discussion, Council asked MA to repair these buggies this time, but suggested that the security company Westminster be responsible for half the next repairs' costs, if the repaired buggies were to breakdown due to the same mechanical faults recurring. MA to advise all security personnel to exercise extra care and caution, when using the buggies.	MA	15/1/14
2.4.3	For lifts, MA reported that Sub-com Member and MA met Sigma on 14 Dec 2013, to verify that the lifts' reprogramming works for Tower, were carried out. Following, Sigma to present invoice, for due payments for work done.	Info	
2.5	<u>LED projects</u>		
2.5.1	MA informed Council that the tentative date, for kick-starting the LED projects, would likely be in mid-Feb 2014. To update Council in due course.	Info	

2.6	<u>Signages</u>		
2.6.1	MA updated Council on the additional signages that were recently installed, for improvement purposes.	Info	
2.7	<u>Authorized persons to only view MCST's bank accounts online</u>		
2.7.1	MA reported that the relevant paperwork documents were submitted to OCBC for due processing and approval.	Info	
2.8	<u>Proposed cars' washing bays</u>		
2.8.1	MA informed Council that building surveyor Alex, has yet to suggest any probable lots in the basement carparks, to be converted for car-washing purposes. To update Council further.	MA	30/1/14
2.9	<u>Annual Fire-drill Exercise</u>		
2.9.1	MA briefed Council on the preparations for the annual fire-drill exercise in upcoming week. For manpower requirements, MA to utilise all site staff, eg security officers and cleaners, to assist as Fire-wardens/Asst Fire-wardens volunteers.	Info	
2.9.2	Note: The annual fire-drill exercise was conducted on 23 rd December 2013, 3.30pm.	Info	
3.0	TO ADOPT THE FINANCIAL STATEMENTS FOR OCTOBER AND NOVEMBER 2013		
3.1	The financial statements for October and November 2013 were unanimously adopted by the meeting.	Info	
3.2	Mr Selvam enquired about the monthly rental fees for Management office, being \$12,500/- (for a six-month period from July – December 2013) and suggested to re-assigned to the same, as per previous MA's accounting methods. MA to liaise with HQ Accounts on this matter.	MA	15/1/14
3.3	He further suggested to convert two tranches of \$250,000/- of MCST's funds available, to short term time deposits. MA to check for interest rates applicable, and to update Council further.	MA	15/1/14
4.0	ANY OTHER BUSINESS:		
4.1	<u>Feedback from Wcega car-dealers' group</u>		
4.1.1	After careful deliberation, Council agreed to consider the following proposals to address Plaza's special interests groups and other businesses, (given that Plaza's individual strata-owned units come with 2 additional red carpark lots). 1) For motor-related businesses, eg car-dealers, the companies may park as many cars that they possibly can, within the 2 red lots only. Season parking for up to four cars at basement carparks, may be waived. 2) For non-motor-related businesses, eg any other businesses, the companies may park 2 cars within the 2 red lots only. Season parking for up to four cars at basement carparks, remains unchanged.	MA	15/1/14

4.1.2	Further, Council to consider to lease out (and the allocation basis) of car-parking spaces at the rear end of the basement carparks (Plaza side) to car-dealers who may require more parking spaces. Following this implementation of such leasing schemes, the car-dealers will not be allowed to park at any common areas, without the expressed consent of the Management.	MA	15/1/14
4.1.3	Council to determine whether the current vehicles' IUs' registration method or the cashcard/master-card method is more appropriate for the car-dealers and motor-related businesses, whereby there would be an "expectedly high frequency" of vehicles' entering/exiting the carparks.	MA	15/1/14
4.1.4	Council and MA, in consultation with Sun-Japan, to consider any fine-tuning of policies governing the implementation of the full ERP systems, at Wcega estate. More details to be furnished in due time.	MA	30/1/14
4.1.5	Note: Sub-com and MA held meeting on 27 Dec 2013 with car-dealers to address issues raised. More details to be furnished in due time.	Info	
4.2	<u>Feedback from unit #05-28 Plaza</u>		
4.2.1	MA informed Council of feedback from unit #05-28 Plaza, in regards to appealing against the 15 minutes grace period and mid-night sub-charge of \$10/- as per current ERP charges. MA added the appellant, Mr Patrick, has similarly expressed his appeal on behalf of some Plaza's building occupants, citing that the 15 minutes grace period may be too short for comfort and the mid-night sub-charge too hefty for businesses whom operate nightly.	Info	
4.2.2	After due discussion, Council decided on one-month period to review these matters, following the full implementation of ERP charging, so as to take stock of the parking situation at Wcega estate. MA to observe the company's night operations, so as to understand Mr Patrick's concerns better. MA to update Council further.	MA	15/1/14
4.2.3	Note: MA held separate meeting with Mr Patrick to give assurance that these issues be reviewed carefully, in due time. Council to deliberate on Sub-com recommendations.	MA	30/1/14
4.3	<u>Extra fumigation session</u>		
4.3.1	MA reported that the MCST was recently served a compoundable Notice, by National Environment Agency (NEA) for a mosquito breeding offence in May 2013, during the previous MA tenure period. The compoundable amount offered, is \$200/- per offense under the vectors control act.	Info	
	After due discussion, Council decided that it may be too premature to consider extra fumigation sessions at this juncture. MA to direct all site staff, eg cleaners, to be more alert when doing their daily rounds, so as to detect traces of stagnant water, being conducive to mosquitoes breeding.	Info	

The meeting ended at 4.35pm 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