

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 1st COUNCIL MEETING OF THE 4th MANAGEMENT COUNCIL HELD ON WEDNESDAY, 14th MAY 2014 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Member
	Mr Kannappan Selvam	-	Member
	Mr Koh Sheng Wei	-	Member
	Mr Alex Lee Seow Min	-	Member
	Mr Danny Teo Kian Guan	-	Member
	Mr Ng Lam Hwa	-	Member
	Mr Simon Tan Teck Ann	-	Member
	Mdm Goh Beng Lay	-	Member
	Mr Jarryl Ng Yew Teck	-	Member
	Mr Terry Goh Wei Qiang	-	Member
<u>Absent with Apologies:</u>	Mr Michael Tan Ah Huat	-	Member
	Ms Anny Chong Mei Yoon	-	Member
	Mr Ng Mong Hua	-	Member
<u>Attendees:</u>	Mr Patrick Lim	-	Managing Agent
	Mr Glenn Lim		
	Mr Eric Lee		

No		Action	Due
1.0	The meeting was called to order at 2.05pm, with sufficient meeting quorum. <u>TO DECLARE NON-INTEREST BY COUNCIL MEMBERS OF 4TH MANAGEMENT COUNCIL, AS STIPULATED IN BMSMA.</u>		
1.1	MA briefed Council on the statutory requirements of in-coming Council Members to disclose non-interest, as per section 60 of BMSMA.	Info	
1.2	All present Members duly signed the declaration form to that effect.	Info	
1.3	Members who were absent at this meeting, are required to do so, at the next meeting when they are present.	Info	
2.0	<u>TO ELECT OFFICE BEARERS AND AUTHORIZED BANK SIGNATORIES OF 4TH MANAGEMENT COUNCIL OF MCST3564.</u>		
2.1	The following Members were elected as office bearers of the 4th Management Council of MCST3564, as follow: 1) Mr Ben Tan Eng Hua – Chairman 2) Mr Koh Sheng Wei – Secretary 3) Mr Selvam Kannappan - Treasurer	Info	
2.2	The meeting also resolved that all three office bearers to be appointed as the authorized bank signatories of MCST 3564.	MA	16/6/14

2.3	It was further resolved that (in signing MCST cheques): 1) All three signatories are required to sign, for any amount of S\$30,000/- or more. 2) Any two signatories are required to sign, for any amount less than S\$30,000/-.	Info	
3.0	<u>TO CONFIRM MINUTES OF THE 11TH COUNCIL MEETING OF THE 3RD MANAGEMENT COUNCIL HELD ON 21ST APRIL 2014.</u>		
3.1	The minutes of the 11 th Council meeting of the 3 rd Management Council held on 21 st April 2014 was adopted as proposed by Mr Ben Tan and seconded by Mr Selvam.	Info	
4.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>		
4.1	<u>Building Defects, Rectification Work-progress and Correspondences with Developer</u>		
4.1.1	MA informed Council that the lawyer TM has yet to finalize the 2 nd building report with the surveyor Bruce James, despite emails reminders to follow up matter expeditiously. Council asked that Mr Alex to assist to contact TM. To update Council further.	MA	16/6/14
4.2	<u>Car parking issues at WCEGA Plaza & Tower</u>		
4.2.1	After due discussion, Council asked MA to amend the current carparks' EPS charges as follow: 1) Removal of mid-night sub charge of \$10/- per night. 2) Grace period extended to one hour (60mins). 3) Hourly rate of \$1.10 per hour (subject to per 15mins block of \$0.28 cents after grace period and to cap at \$15/- per day). 4) For weekends, from every Saturday 12noon to Monday 6am, a grace period of three hours applies, subject to one entry per day (00:00 to 23:59 hours). 5) For public holidays, from 6am to 6am the following day, a grace period of three hours applies, subject to one entry per day (00:00 to 23:59 hours).	Info	
4.2.2	MA to liaise with Sun-Japan on the software feasibility and costing issues. To further update Council.	MA	1/6/14
4.2.3	MA presented a proposal by Plaza's building tenant #09-13, to lease six parking spaces for a period of two years, for his heavy vehicles. MA to liaise with the proposer for more details, eg types of vehicles and specific parking locations, and to update Council asap.	MA	1/6/14
4.3	<u>Service Contracts and Operational Issues</u>		
4.3.1	MA presented costs quotes from IMGVision to relay new cables for those existing CCTVs at Guardhouse/FCC, which are currently faulty. MA also presented costs quotes from same contractor, to install about eighty CCTVs surveillance cameras at Plaza.	Info	
4.3.2	After due consideration, Council asked that MA to solicit for more comparative costs quotes to be submitted via sealed envelopes. Thereafter, Council to review the costs quotes received. More details to be furnished in due time.	MA	16/6/14

4.4	<u>Security and Lift</u>		
4.4.1	On security matters, MA updated Council on the faulty security buggy and its' past repairs. Council asked that MA to enquire on optional costings for new and used buggies, new batteries, and maintenance costs, if feasible. To update Council further.	MA	16/6/14
4.4.2	On lifts matters and upon due discussion, MA to KIV improvement works. MA also presented a proposal by Tower's building tenant #29-73, on his suggestions to programme individual passengers' lifts to serve various sub levels of the Tower building.	Info	
4.4.3	After due discussion, Council and MA reviewed his proposal and decided that it may not be feasible, based on the lifts' contractor Sigma's opinion and advice.	Info	
4.5	<u>Feedback from Wcega car-dealers' group</u>		
4.5.1	Mr Simon informed Council that the car-dealers' group to submit their proposals for car registrations and carparks' leasing arrangements, by end of May 2014.	MA	1/6/14
4.6	<u>4th Annual General Meeting matters</u>		
4.6.1	MA reported the total expenses of about \$1,300/-, exclude printing and postal costs of AGM documents, in hosting the annual event. MA to submit draft 4 th AGM minutes for Council's review at next monthly meeting.	MA	16/6/14
4.6.2	Mr Koh suggested MA to consider more informative proxy forms or letters of authorization for future AGM's submission.	Info	
4.7	<u>OCBC Quick Cheques Deposit (QCD) services</u>		
4.7.1	MA reported that OCBC is reviewing plans to set up the QCD kiosk here at Tower level two lift lobby. More details to be furnished as soon as the bank replies. To update further.	MA	1/6/14
4.8	<u>Renewal of estate insurance</u>		
4.8.1	MA informed Council that MA is in process of renewing the estate insurance policies with Overseas Assurance Corporation Ltd, after receiving confirmation from the insurers' broker.	MA	1/6/14
5.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR APRIL 2014.</u>		
5.1	The financial statements for April 2014 were not ready at time of meeting, as this meeting was brought forward.	Info	
5.2	Mr Selvam requested to review April and May 2014 statements of accounts at next monthly meeting. MA noted.	MA	16/6/14
5.3	Council requested MA to submit listings under the monthly statement of accounts, to show all ad-hoc rectifications/repairs works costings less than 5k, spent during last financial year. These M&E and improvement works included, eg plumbing works, replacing faulty lights, purchasing signages, buggy repairs.	MA	16/6/14

6.0	<u>ANY OTHER BUSINESS:</u>		
6.1	<u>Managing Agent contract renewal</u>		
6.1.1	Upon due deliberation, Council agreed to renew the current MA contract with Newman & Goh Property Consultants P/L, at the same terms and conditions for another year, w.e.f. 1 st July 2014.	MA	1/6/14
6.2	<u>SCDF fire exercise drill</u>		
6.2.1	MA informed Council that SCDF would be conducting a fire exercise drill at Wcega Plaza on 22 nd May 2014, 6.30am. MA/Fire safety manager to assist in the fire drill exercise scheduled. Further, MA to display relevant notices for Plaza's building occupants' info.	MA	22/5/14
6.3	<u>Sub-com Members and MA reporting protocol</u>		
6.3.1	Upon due deliberation and at present, Council decided not to have sub-committees formed. Communications to be made via emails to all Members for important matters. On lesser issues, MA to contact Chairman and/or office bearers directly. This matter may be reviewed later.	Info	
6.4	<u>Communications and actions on SP/Building occupants' feedback</u>		
6.4.1	MA briefed Council on the current procedures to deal with any SP/Building occupants' feedback. Written feedbacks are to be documented and filed for any further actions or future references. MA to note any actions and/or communications to the person providing these feedbacks, after informing Council of any vital feedbacks. All information is to be treated with strict confidentiality. Council noted.	Info	
6.5	<u>MA office broadband contract renewal</u>		
6.5.1	MA highlighted that the existing MA office ADSL broadband contract with Singtel, is due for renewal. MA to consider opting for fibre broadband contract for the same current contract price of \$99/- per month. To update Council further.	MA	1/6/14

The meeting ended at 4.50pm with a note of thanks to all attendees.

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

Confirmed by:

Chairman
4th Management Council
The Management Corporation Strata Title Plan No. 3564

Date