

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 2nd COUNCIL MEETING OF THE 4th MANAGEMENT COUNCIL HELD ON WEDNESDAY, 24th JUNE 2014 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Chairman
	Mr Kannappan Selvam	-	Treasurer
	Mr Koh Sheng Wei	-	Secretary
	Mr Ng Mong Hua	-	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
	Mr Michael Tan Ah Huat	-	Member
<u>Absent with Apologies:</u>	Mr Alex Lee Seow Min	-	Member
	Ms Anny Chong Mei Yoon	-	Member
<u>Attendees:</u>	Mr Patrick Lim	-	Managing Agent
	Mr Glenn Lim		
	Mr Eric Lee		
	Mr Nicholas Leong		

<u>No</u>		<u>Action</u>	<u>Due</u>
1.0	The meeting was called to order at 2.15pm, with sufficient meeting quorum. <u>TO CONFIRM MINUTES OF THE 1ST COUNCIL MEETING OF THE 4TH MANAGEMENT COUNCIL HELD ON 14TH MAY 2014.</u>		
1.1	The minutes of the 1 st Council meeting of the 4 th Management Council held on 14 th May 2014 was adopted as proposed by Mr Ben Tan and seconded by Mr Koh.	Info	
2.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>		
2.1	<u>Building Defects, Rectification Work-progress and Correspondences with Developer</u>		
2.1.1	MA briefed Council on the status of the legal letter to be sent out to developer and parties. Lawyer TM has replied that a draft copy would be submitted shortly to Council for approval. Following Council's consent, the lawyer would proceed with any necessary actions needed. To update Council in due time.	MA	15/7/14
2.1.2	Note: Lawyer TM has submitted draft copies of legal letters to Council and is now in process of sending out the documents to the relevant parties.	Info	

2.2	<u>Car parking issues at WCEGA Plaza & Tower</u>		
2.2.1	MA reported that some car-dealers of the Wcega Used Car Association have begun to submit relevant vehicles' log-cards for IUs registration. MA to register these vehicles accordingly and expeditiously.	MA	15/7/14
2.2.2	MA also reported that Wcega Used Car Association is planning to lease up to 8 columns at basement carpark (Plaza side) for car parking purposes. The monthly rental for these columns range from \$385.20 to \$481.50 (inclusive of prevailing GST rates). MA to draw up leasing contracts for implementation. To update Council further.	MA	15/7/14
2.2.3	To facilitate car-dealers' business nature of test-driving of vehicles by potential customers, Council agreed to allow up to 2 mastercards per units or up to 6 mastercards maximum per individual business entities. MA to register all mastercards' issuance. Replacement cost of lost or damaged mastercards is chargeable at \$50/- net per piece.	MA	15/7/14
2.2.4	On Sun-Japan maintenance matters, Council asked that MA to source for third party maintenance on barrier-arm gantry systems. MA to engage Sun-Japan for any proprietary works required on ad-hoc basis. To update Council further. As for the software modifications, Council agreed to pay about \$400/-, being costs for carpark rates amendment. The new carpark rates to be effective 1 July 2014.	Info	
2.2.5	As for all motor-related workshops operating at Plaza, Council agreed to issue 20 per exit tickets per month to these businesses, on account that there may be complicated repairs for vehicles which require parking for more than a day. Extra tickets to be purchased from Management at a cost of \$5/- per exit ticket, to meet any excess demand. Such arrangements to be reviewed periodically.	Info	
2.2.6	MA updated Council on a proposal by unit #09-13 Plaza, to lease six parking spaces for a period of two years, for his heavy vehicles. Council asked that the proposer to submit photos of his heavy vehicles, for further consideration. MA to consider other areas suitable, eg SCDF service road, for heavy vehicles' parking.	MA	15/7/14
2.2.7	MA informed Council of a feedback by unit #05-56 Plaza, in regards to some vehicles who were spotted parking for a long period at Plaza 5 th level. MA to check on these vehicles.	MA	15/7/14
2.2.8	MA highlighted that the open spaces at void deck area at Plaza level two (centre areas between two rows of strata units) are not meant for car-parking, due to the load factor reasons.	Info	
2.3	<u>Service Contracts and Operational Issues</u>		
2.3.1	MA presented two costs quotes in sealed envelopes regards the proposed installation of 80 additional CCTV surveillance cameras at Plaza, for Council's consideration. In summary, the three costs quotes received from IMG, DPL and SKE, are about \$58k, \$112k and \$168k respectively for products of similar specifications.	Info	
2.3.2	After due discussion, Council requested that Mr Danny to review all three costs quotes and to make recommendations to Council in due time. MA to liaise with him, on this matter.	MA	15/7/14

2.4	<u>Security and Lift</u>		
2.4.1	MA reported that the security buggy has been restored to working conditions, following new batteries replacement.	Info	
2.5	<u>4th Annual General Meeting matters</u>	Info	
2.5.1	MA presented the draft 4 th AGM minutes for Council's review. Bearing no amendments, Council recommends to table these minutes for the House's adoption, at next AGM. MA noted.		
2.6	<u>OCBC Quick Cheques Deposit (QCD) services</u>	Info	
2.6.1	The bank has yet to reply on its' proposal to install QCD kiosk. To update Council in due course.		
2.7	<u>Renewal of estate insurance</u>	Info	
2.7.1	MA informed Council that the estate insurance policies were renewed for another year with Overseas Assurance Corporation Ltd, w.e.f. 1 May 2014 at the same terms and conditions.		
2.8	<u>SCDF fire exercise drill</u>	Info	
2.8.1	MA reported that the SCDF fire exercise drill was conducted successfully by staging a mock incipient fire scenario at level two, Plaza on 22 May 2014.		
2.9	<u>Managing Agent/MA office broadband contract renewal</u>	Info	
2.9.1	MA reported that both MA and office broadband contracts are renewed at the same terms and conditions, w.e.f 1 July 2014.		
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR APRIL 2014.</u>		
3.1.1	The financial statements for April and May 2014 were unanimously adopted by the meeting.	Info	
3.1.2	MA has submitted to Council, a listings under the monthly statement of accounts, to show all ad-hoc rectifications/repairs works costings less than 5k, spent during last financial year.	Info	
3.1.3	On Council's instructions, MA reported that a total of nine caveats were lodged against three Plaza and six Tower units, after these owners did not respond to written demand letters from MCST's appointed lawyers. Council noted.	Info	
3.1.4	As the MCST funds are totaling about 1.2M currently, MA proposed to put some monies into fixed deposits with banks. After due consideration, Council suggested to set aside about \$800k (4 sums of \$200k) to be switched into fixed deposits, ranging from terms of 3 months to one year period. MA to provide more information on competitive FD rates. To update Council in due time.	MA	15/7/14
4.0	<u>ANY OTHER BUSINESS:</u>		
4.1	<u>Repocco Agency leasing matters</u>		
4.1.1	Upon due deliberation, Council agreed to renew Repocco Agency leasing agreement for Plaza 10 th level for another year at the same terms and conditions, w.e.f 1 August 2014. MA to liaise with Repocco Agency on this matter.	MA	31/7/14

4.2	<u>Major/Minor term contracts renewal</u>		
4.2.1	For major term contracts renewal, eg security and cleaning contracts, MA to liaise with Council for their recommendations. On minor term contracts renewal, eg pest control, MA to liaise with office bearers for their recommendations. In any case if need be, MA to source for three competitive quotes for further consideration.	Info	
4.3	<u>BCA periodic inspection of buildings</u>		
4.3.1	MA informed Council of BCA's recent notification for MCST to appoint a civil or structural engineer to conduct periodic inspection of buildings. Such inspections are undertaken at regular time intervals, eg 5-6 years, to ensure structural integrity. MA to source for three quotes for Council's consideration.	MA	15/7/14
4.4	<u>Purchase of an AV projector for office meetings</u>		
4.4.1	Council suggested that MA look into the feasibility of having an AV projector, costing less than 1k, for meeting purposes. MA noted.	MA	31/7/14

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:

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

Date