

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 3rd COUNCIL MEETING OF THE 4th MANAGEMENT COUNCIL HELD ON THURSDAY, 24th JULY 2014 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

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

<u>No</u>		<u>Action</u>	<u>Due</u>
1.0	The meeting was called to order at 2.30pm, with sufficient meeting quorum. <u>TO CONFIRM MINUTES OF THE 2ND COUNCIL MEETING OF THE 4TH MANAGEMENT COUNCIL HELD ON 24TH JUNE 2014.</u>		
1.1	The minutes of the 2 nd Council meeting of the 4 th Management Council held on 24 th June 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 reported that lawyer TM is still in process, of sending out legal documents to all relevant parties. MA asked that the lawyer to show proof of service of these documents to parties concerned. To update Council in due time. MA to verify with lawyer TM, on the time bar for the MCST to file any building defects claims against developer and/or other related parties.	MA	15/8/14
2.2	<u>Car parking issues at WCEGA Plaza & Tower</u>		
2.2.1	MA informed Council that most car-dealers have submitted vehicles' log-cards for IUs registration. MA to remind those who have not do so, to comply by end July 2014. MA to withhold issuing red labels to car-dealers till further notice.	Info	

2.2.2	MA submitted two draft leasing contracts to Mr Koh and Mr Simon, for consideration of leasing car-parking spaces at basement level to Wcega Used Car Association. More information to be furnished in due time.	MA	29/8/14
2.2.3	Upon due discussion, Council agreed to issue master-cards only to Wcega Used Car Association members. MA prepared the relevant master-cards and passed to Mr Koh, for issuance purposes. All master-cards are registered so as to check for any potential mis-use by anyone.	Info	
2.2.4	MA reported that though enquiries have been sent out pertaining to third party maintenance of the barrier-arm gantries systems, no party has responded favourably, due to proprietary nature of the carparks' systems. MA to continue to engage Sun-Japan (now known as Sun-Singapore) for any ad-hoc works required.	Info	
2.2.5	After careful consideration and taking into account of feedback from motor-repairs' businesses at Plaza, Council agreed to issue 20 per exit tickets per month to these businesses. Any excess demand for such tickets may be purchased from Management in batches of 25 tickets at costs of \$10.70 per batch. These per exit tickets are valid for one month at point of issuance and any un-used tickets are not replaceable. Only motor-repairs businesses at Plaza, are allowed to purchase such per exit tickets from Management. These arrangements to be reviewed periodically.	Info	
2.2.6	MA informed Council that the business owner #09-13 Plaza did not respond to requests for photos of the lorries/heavy vehicles which he intended to lease parking spaces at Plaza for. Matter to be KIV till further notice.	Info	
2.3	<u>Service Contracts and Operational Issues</u>		
2.3.1	Mr Danny updated Council on the review of three costing proposals received, pertaining to the proposed installation of additional CCTVs at Plaza. Further, he recommended that the contractor IMGVision, to install a demo set, so as to assess the quality of the CCTVs systems that the said contractor is suggesting, prior to a final decision to award the project to the company at the lowest costs of approx. \$55k. In addition, MA to enquire on costings to improve CCTVs recordings on a "continuous mode" rather than a "per frame mode" up to a period of one month. Council agreed and noted.	MA	29/8/14
2.3.2	Note: The demo set is scheduled to be set up and evaluated on 5 Aug 2014, at the FCC/Guardhouse.	Info	
2.3.3	On pest control matters, MA briefed Council on recent feedback from Plaza's building occupants that rodents are often spotted and caught either within and/or outside the office premises. MA suggested that an intensive rodents' programme to be carried out by the term pest control contractor, ABJ. MA to seek clarifications from ABJ in regards to the one or three months' programme prior to its implementation expeditiously. Council agreed and noted.	MA	15/8/14
2.3.4	On lighting issues, MA informed Council that about 46 lights are deemed not working currently at Plaza. MA suggested to engage a contractor to rectify these lightings. Council agreed and noted.	MA	29/8/14
2.4	<u>Security and Lift</u>		
2.4.1	MA reported that the security term contract with Westminster Security, is due for renewal at month end and will liaise further with Council on this matter.	MA	29/8/14

2.5	<u>Repocco Agency leasing matters</u>		
2.5.1	MA informed Council that the leasing arrangements with Repocco Agency, for the Plaza's 10 th level, has been extended for another year, at a monthly rental rate of \$40,000/-, w.e.f August 2014.	Info	
2.6	<u>BCA periodic inspection of buildings</u>		
2.6.1	MA presented three costs quotes in regards to the matter. After due consideration, Council ask that MA to liaise with Worley Parsons, which is the lowest quote of \$15k, for the job. The inspection of both buildings, Plaza & Tower, is expected to be scheduled within the next couple of months.	MA	15/8/14
2.7	<u>Purchase of an AV projector for office meetings</u>		
2.7.1	MA to require more time to search for a suitable office AV projector.	MA	29/8/14
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR JUNE 2014.</u>		
3.1.1	The financial statements for June 2014 were unanimously adopted by the meeting.	Info	
3.1.2	Council requested that MA HQ accts to show separate monthly income figures, derived from wheel-clamping activities, if feasible by accounting software.	MA	15/8/14
3.1.3	As for the channeling of MCST funds into fixed deposits, Mr Selvam recommended that current operating funds be set aside first and then, any excess funds can be placed into 2-3 fixed deposit tranches with either local or Malaysian banks.	MA	29/8/14
3.1.4	This matter to be KIV for new Treasurer to decide after appointment, as current Treasurer Mr Selvam has tendered his resignation recently.	Info	
3.1.5	Council thanked Mr Selvam for his past contributions to the MCST.	Info	
4.0	<u>ANY OTHER BUSINESS:</u>		
4.1	<u>Resignation of Treasurer and Appointment of New Treasurer/Bank Signatory</u>		
4.1.1	MA informed Council that Treasurer Mr Selvam has tendered his resignation as MCST Treasurer/Bank Signatory with effect from 1 st August 2014.	Info	
4.1.2	The meeting resolved to appoint Mdm Goh Beng Lay as the new MCST Treasurer and authorised Bank Signatory.	MA	29/8/14
4.1.3	The other MCST office bearers and bank signatories, Chairman Mr Ben Tan Eng Hua and Secretary Mr Koh Sheng Wei, remain unchanged.	Info	
4.1.4	It was further resolved that signing requirements for MCST cheques remain unchanged as following: 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	

4.2	<u>Proposed spot repairs for metal plates coverings' over Plaza's expansion joints</u>		
4.2.1	MA highlighted that some of the metal plates coverings' over Plaza's expansion joints are in "less than ideal" conditions due to normal wear and tear. After due discussion, Council asked that MA to carry out ad-hoc spot repairs for those metal plates coverings that are adversely affected.	MA	29/8/14
4.2.2	Note: MA and Mr Terry had a walkabout at Plaza on 26 th July 2014, to assess the current situation. MA to source costs quote from contractor Hup Seng Aluminium, for the job.	Info	
4.3	<u>OCBC bank promotional event walk-about</u>		
4.3.1	MA informed Council that OCBC bank would be organizing a walk-about in Plaza and Tower on 24 th July 2014, to drum up publicity for the bank's new business centre opening at Bukit Batok Central. Small door gifts to be given to our building occupants during the visit.	Info	
4.4	<u>Filming request – MediaCorp TV series</u>		
4.4.1	MA informed Council of the filming request by a TV production crew to shoot some scenes at Wcega estate. MA to liaise with related parties on this matter as such activities would generate good publicity for MCST.	Info	

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

Date