

# WCEGA PLAZA & TOWER

MCST 3564 Management Office

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## **MINUTES OF THE 4<sup>th</sup> COUNCIL MEETING OF THE 4<sup>th</sup> MANAGEMENT COUNCIL HELD ON THURSDAY, 28<sup>th</sup> AUGUST 2014 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.**

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

<b><u>No</u></b>		<b><u>Action</u></b>	<b><u>Due</u></b>
1.0	The meeting was called to order at 2.20pm, with sufficient meeting quorum. <b><u>TO CONFIRM MINUTES OF THE 3RD COUNCIL MEETING OF THE 4TH MANAGEMENT COUNCIL HELD ON 24TH JULY 2014.</u></b>		
1.1	The minutes of the 3 <sup>rd</sup> Council meeting of the 4 <sup>th</sup> Management Council held on 24 <sup>th</sup> July 2014 were unanimously adopted.	Info	
2.0	<b><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></b>		
2.1	<b><u>Building Defects, Rectification Work-progress and Correspondences with Developer</u></b>		
2.1.1	MA informed Council that lawyer TM has sent out legal letters on 14 <sup>th</sup> August 2014, to related parties regards MCST's proposal to mediate the building defects issues under the auspices of an independent Singapore Mediation Centre, so as to resolve such issues amicably. Copies of these letters were submitted to Council for approval.	Info	
2.1.2	MA reported TM has informed that the date line for the MCST to file a Writ of Summons against the developer and related parties in regards to the building defects, is before May 2015.	Info	30/9/14
2.1.3	Council discussed and agreed to nominate Mr Alex Lee and Mr Terry Goh to represent the MCST and negotiate on these building defects issues, should the matter be brought up for mediation purposes.	MA	30/9/14

2.1.4	Council also asked MA to enquire on the possibility of undertaking ad-hoc lift lobbies tiling works to those adversely affected areas, without compromising the MCST's position and interests on future claims.	MA	15/9/14
2.1.5	Lawyer TM also proposed that letters of authorization (LOA) be given to original owners of Wcega Plaza and Tower for their signatures, to lend support for the MCST to commence legal proceedings against those related parties, should the mediation processes failed to bear fruit. MA to collect some of these signatures for the LOAs.	MA	30/9/14
2.1.6	Note: To date, those parties have not responded to the legal letters yet.	Info	
<b>2.2</b>	<b><u>Car parking issues at WCEGA Plaza &amp; Tower</u></b>		
2.2.1	Upon due discussion, Mr Koh informed Council that he would speak to other car-dealers to comply with the vehicles' IUs registration, if they have not done so. He suggested the security personnel to withdraw from the Plaza's level two exit station by 5 <sup>th</sup> September 2014, as all exiting vehicles are expected to be either IU registered or to pay the exit charges based on hourly rates of \$1.10 per hour.	MA	30/9/14
2.2.2	More information to be furnished at next meeting regards the proposed leasing of Basement car-park spaces by the Wcega Used Car Association.	Info	
2.2.3	Mr Koh also informed that he has yet to issue the master-cards and that he would do so, as soon as all car-dealers comply with vehicle IUs registration.	MA	30/9/14
2.2.4	Note: Council to consider that the per exit tickets to be issued on a two months basis from point of issuance, due to feedback that a one month period may be too short for such tickets to be fully utilized.	Info	
<b>2.3</b>	<b><u>Service Contracts and Operational Issues</u></b>		
2.3.1	MA briefed Council on the demo by CCTVs contractor IMG Vision on 5 <sup>th</sup> August 2014 and the Council agreed to proceed with IMG Vision quote for installing 80 additional CCTVs at Plaza's common areas.	Info	
2.3.2	MA further informed that the project is expected to commence in September 2014 and to be completed by mid-October.	MA	30/9/14
2.3.3	Following completion, MA to clear all unwanted/bulky items or debris, currently placed in common areas and to install signages to forewarn all Plaza's building tenants against illegal dumping of items and encroachment of common areas.	Info	
2.3.4	From November 2014 onwards, MA to serve warning notices to offenders, giving a short grace period to remove items dumped/placed at common areas.	Info	
2.3.5	After due consideration, Council agreed that MA to impose a fine of \$500/- per incident and \$50/- per day that any items that are not being removed, on the parties responsible in accordance to the MCST's By-Laws passed.	Info	
2.3.6	MA briefed Council on the on-going one month "rodents control" programme undertaken at Plaza's common areas. These specialized sessions are scheduled every Tuesdays and Fridays from 19 <sup>th</sup> August to 12 <sup>th</sup> September 2014. MA to display relevant notices for Plaza's building tenants info.	MA	15/9/14
2.3.7	MA reported that works to rectify Plaza's faulty lightings were carried out on 22 <sup>nd</sup> and 23 <sup>rd</sup> August 2014.	Info	

<b>2.4</b>	<b><u>Security and Lift</u></b>		
2.4.1	Upon due consideration, Council agreed to renew the existing security services contract with Westminster Security for another year, with effect from September 2014. The new monthly contract price is \$34,100/- for the same manpower deployment of 6 day and 5 night security personnel.	Info	
<b>2.5</b>	<b><u>BCA periodic inspection of buildings</u></b>		
2.5.1	MA updated Council that Worley Parsons has been appointed as the structural surveyor to undertake the periodic inspection of buildings. MA to liaise with the company on this matter closely, so as to facilitate the inspection expeditiously. More information to be furnished in due course.	MA	30/9/14
<b>2.6</b>	<b><u>Proposed spot repairs for metal plates coverings' over Plaza's expansion joints</u></b>		
2.6.1	MA reported that Hup Seng Aluminium has been appointed as the contractor responsible for this project and the company is now preparing to commence on the impending repairs works, once the materials are ready. To update Council further.	MA	30/9/14
<b>2.7</b>	<b><u>Filming request – MediaCorp TV series</u></b>		
2.7.1	MA highlighted an incident recently whereby the filming production crew tried to tap on an unauthorized electricity source, for their filming activities.	Info	
2.7.2	After deliberation, Council asked that MA to collect a refundable security deposit of \$1,000/- from filming production crews, pertaining to any future filming requests here. This deposit will be refunded after filming activities provided there are no other related incidents arising, eg damage to common properties and massive clean-up by MCST's cleaners after filming.	Info	
<b>3.0</b>	<b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR JULY 2014.</u></b>		
3.1.1	The financial statements for July 2014 were unanimously adopted by the meeting.	Info	
3.1.2	Treasurer Mdm Goh presented a proposal for placing some of the MCST's funds into fixed deposits, ranging from short term to longer terms of one year.	Info	
3.1.3	After due discussion, Council decided to KIV this matter till further notice.	Info	
<b>4.0</b>	<b><u>ANY OTHER BUSINESS:</u></b>		
<b>4.1</b>	<b><u>Minor term contracts renewal</u></b>		
4.1.1	MA highlighted that some minor term contracts, eg refuse collection services by SembWaste, fire protection services by Unique Fire Protection, and landscape services by Tai-Kwang Gardens Pte Ltd, are due for renewal.	Info	
4.1.2	After due discussion, Council agreed to renew the essential services of SembWaste and Unique Fire Protection at the same monthly contract prices of \$35/bin (direct billing) and \$1,245/- respectively. These new term contracts come into effect September 2014, for another year.	Info	

4.1.3	For landscape term contract, MA reported that the current contractor Tai Kwang, sought a higher monthly contract price of \$2,200/- as compared to existing price of \$1,800/-.	MA	15/9/14
4.1.4	Council requested that MA sought quotes from some landscape companies based in Plaza, for the monthly maintenance services. MA to liaise with Mr Koh, for his recommendation on the landscape term contract. To update Council further.	MA	15/9/14

The meeting ended at 4.30pm with a note of thanks to all attendees.

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

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Chairman  
4<sup>th</sup> Management Council  
The Management Corporation Strata Title Plan No. 3564

\_\_\_\_\_  
Date