

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 5th COUNCIL MEETING OF THE 4th MANAGEMENT COUNCIL HELD ON WEDNESDAY, 8th OCTOBER 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 Jarryl Ng Yew Teck	-	Member
	Mr Simon Tan Teck Ann	-	Member
	Mr Ng Mong Hua	-	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 Michael Tan Ah Huat	-	Member
	Mr Danny Teo Kian Guan	-	Member
	Mr Ng Lam Hwa	-	Member
<u>Attendees:</u>	Mr Glenn Lim	-	Managing Agent
	Mr Eric Lee		
	Mr Nicholas Leong		

No		Action	Due
1.0	The meeting was called to order at 2.30pm, with sufficient meeting quorum. <u>TO CONFIRM MINUTES OF THE 4TH COUNCIL MEETING OF THE 4TH MANAGEMENT COUNCIL HELD ON 28TH AUGUST 2014.</u>		
1.1	The minutes of the 4 th Council meeting of the 4 th Management Council held on 28 th August 2014 were unanimously adopted.	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 updated Council on the current on-going matter.	Info	
2.1.2	Lawyer TM has sought some final clarifications with building surveyor Bruce, pertaining to the Scott's schedule. Once sorted out, TM would proceed accordingly, with Council's approval.	Info	
2.1.3	MA clarified with TM on the possibility of undertaking ad-hoc lift lobbies tiling works. TM replied that it would be appropriate for the MCST to conduct an open tender, with Bruce James as project management to supervise the task of undertaking the entire re-tiling works of all lift lobbies. Council noted.	Info	
2.1.4	MA informed Council that some LOAs have been collected, bearing signatures from original owners of Wcega Plaza and Tower. These LOAs	MA	31/10/14

	would be handed over to TM, for further actions if necessary.		
2.1.5	Note: TM sent out another legal letter, with the revised Scott's schedule to the lawyers representing other related parties on 14 th Oct 2014.	Info	
2.2	<u>Car parking issues at WCEGA Plaza & Tower</u>		
2.2.1	MA discussed with Council on the leasing arrangements for Wcega Used Car Association, pertaining to basement carpark spaces. It was finalized that the association would take up to 112 carpark lots, and that the lease agreement would takes effect from 1 st October 2014, for one year. The monthly leasing payment is \$3,360/-, subject to prevailing GST rates.	MA	31/10/14
2.2.2	MA informed Council that the association's car-dealers have complied with the required vehicles' IUs registration and hence, they have been issued with the master-cards accordingly.	Info	
2.2.3	Upon due deliberation, Council agreed that the carpark exit tickets are to be issued with a two month validity period. No replacement is allowed.	Info	
2.2.4	Council asked that MA to assist in facilitating convenient access for association's members who take up the leasing arrangements, into basement carparks.	MA	31/10/14
2.3	<u>Service Contracts and Operational Issues</u>		
2.3.1	MA reported that the installation of 80 CCTVs at Plaza common areas, is completed. MA to arrange a training session to familiarize the security personnel, with the manual operations of the new CCTV surveillance systems on 15 th October 2014.	Info	
2.3.2	MA to install anti-dumping signs at Plaza and to post relevant notices for all building occupants to refrain from any unauthorized/illegal dumping and encroachment activities. Any offenders caught on CCTVs performing such acts, to be penalized in accordance to MCST's By-Laws.	MA	31/10/14
2.3.3	MA to arrange for removal/disposal of unwanted/discarded items at Plaza common areas before November 2014.	MA	31/10/14
2.4	<u>Security and Lift</u>		
2.4.1	MA reported that security personnel have been briefed on handling exit barrier systems duly and properly, so as to ensure that all cars/vehicles do not try to leave the estate's carparks without paying.	Info	
2.4.2	Following the recent lifts breakdown incidents, MA has highlighted concerns regards passengers' safety to lift contractor Sigma. MA to liaise with the company, on undertaking thorough health checks on all lifts.	MA	31/10/14
2.5	<u>BCA periodic inspection of buildings</u>		
2.5.1	MA informed Council that the inspection of the buildings would commence on 16 th October 2014. To update further, on completion of the buildings' inspections and the corresponding reports thereafter.	MA	31/10/14
2.6	<u>Proposed spot repairs for metal plates coverings' over Plaza's expansion joints</u>		
2.6.1	MA updated Council on the on-going spot replacement works for metal plates coverings' over Plaza's expansion joints. The contractor Hup Seng Aluminium, reported that some of the dislodged metal plates were missing	MA	31/10/14

	and that they had to include new materials for replacing any missing parts. MA to monitor the works and to update further.		
2.7	<u>Minor term contracts renewal</u>	Info	
2.7.1	MA sourced for three landscape quotes to be considered for term maintenance and liaised with office bearers, for their recommendation. It was decided that current landscape contractor, Tai Kwang, to be re-appointed for another year with effect from October 2014, with a monthly contract price of \$2,200/-. Other terms and conditions remain unchanged.		
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR AUGUST 2014.</u>		
3.1.1	The financial statements for August 2014 were unanimously adopted by the meeting.	Info	
3.1.2	Treasurer Mdm Goh noted that while the monthly carparks revenue collections were down sharply, the incomes from other sources, eg renting out Tower lobby space and wheel-clamping enforcement actions, were trending upwards.	Info	
4.0	<u>ANY OTHER BUSINESS:</u>		
4.1	<u>Term cleaning contract renewal</u>		
4.1.1	After due discussion, Council agreed to renew the current term cleaning contract with OKL for one year, with effect from October 2014, at a monthly price of \$21,000/-. Other terms and conditions remain unchanged.	MA	31/10/14
4.2	<u>LED lights quotations</u>		
4.2.1	MA presented six LED proposals to replace current 4ft fluorescent tubes at Tower and Plaza, and outdoor staircases' light fittings at Plaza submitted in sealed envelopes.	Info	
4.2.2	After careful deliberation, Council selected three lowest bids from Intertec Engineering Pte Ltd, TLC Led & Lightings and Idelux Engineering Pte Ltd to be considered for the next round of product evaluation and interview appointments. MA to see to arrangements. More details to be furnished in due time.	MA	31/10/14
4.3	<u>Lift lobby re-tiling works quotations</u>		
4.3.1	MA presented three costs quotes regards proposed ad-hoc repairs for affected lift lobbies. Refer to 2.1.3 above.	Info	
4.3.2	After due consideration, Council decided to KIV this matter till further notice.	Info	

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:

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

Date