

# WCEGA PLAZA & TOWER

MCST 3564 Management Office

21 Bukit Batok Crescent #17-78, Singapore 658065

Tel: 6561 7759/60 Fax: 6562 6252 Email: enquiry@sgwcega.com

## **MINUTES OF THE 7<sup>th</sup> COUNCIL MEETING OF THE 4<sup>th</sup> MANAGEMENT COUNCIL HELD ON THURSDAY, 8<sup>th</sup> JANUARY 2015 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.**

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

<b>No</b>		<b>Action</b>	<b>Due</b>
	The meeting was called to order at 2.10pm, with sufficient meeting quorum.		
<b>1.0</b>	<b><u>TO CONFIRM MINUTES OF THE 6TH COUNCIL MEETING OF THE 4TH MANAGEMENT COUNCIL HELD ON 24TH NOVEMBER 2014.</u></b>		
1.1	The minutes of the 6 <sup>th</sup> Council meeting of the 4 <sup>th</sup> Management Council held on 24 <sup>th</sup> November 2014 were unanimously adopted.	Info	
<b>2.0</b>	<b><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></b>		
<b>2.1</b>	<b><u>Building Defects, Rectification Work-progress and Correspondences with Developer</u></b>		
2.1.1	MA informed Council that surveyor Bruce provided the requested information pertaining to the quantities/extent of works/rates, of building defects as listed in the Scotts Schedule attached to the 2nd building report. Lawyer TM to quickly relay the information to related parties for consideration.	Info	
2.1.2	After due deliberation, Council decided to direct lawyer TM to serve a Writ of Summons to the related parties by end of January 2015. MA to liaise with TM on this matter.	MA	31/1/15
<b>2.2</b>	<b><u>Car parking issues at WCEGA Plaza &amp; Tower</u></b>		
2.2.1	MA informed Council that a letter has been served to the company concerned, with regards to unauthorized car washing/polishing activities carried out at Plaza basement carparks, to urge the party to cease such activities with immediate effect.	Info	

2.2.2	MA to monitor the situation and to take appropriate actions if needed, should the party fail to comply with necessary cessation of these activities.	MA	31/1/15
2.2.3	MA reported that seven bollards were installed at several strategic locations within the estate grounds, to restrict any unauthorized vehicular movements.	Info	
<b>2.3</b>	<b><u>Service Contracts and Operational Issues</u></b>		
2.3.1	Council asked that MA to highlight all important term service contracts 3 months ahead of expiry, for a review.	Info	
2.3.2	Further, Council suggested to hold an operations meeting, with key site staff, eg security and cleaning, prior to the monthly Council meeting. MA to liaise with Mr Ben on these meetings.	MA	31/1/15
2.3.3	MA reported that one aircon systems was replaced recently at the Guardhouse, due to the failure of one of the existing aircon units therein.	Info	
2.3.4	MA and security to continue to step up checks on common areas, to ensure that these areas are free of any indiscriminate dumping or placing of bulky or unwanted items.	MA	31/1/15
<b>2.4</b>	<b><u>BCA periodic inspection of buildings</u></b>		
2.4.1	MA updated Council on the building report for BCA periodic inspection of Wcega buildings. The appointed surveyor, Worley Parsons, submitted a copy to BCA and has indicated that there are no major structural issues that warrant any immediate or urgent rectifications.	Info	
<b>2.5</b>	<b><u>LED lights project</u></b>		
2.5.1	Council nominated Mr Simon and Mr Terry to be in-charge of the LED project.	Info	
2.5.2	MA to arrange for a meeting with the three short listed LED vendors on 20 <sup>th</sup> January 2015. Following the meeting, MA to arrange for each of the LED companies to set up mock up lightings at common areas. More details to be furnished in due course.	MA	31/1/15
2.5.3	This project is estimated to be completed within 2-3 months following a confirmed appointment of one LED contractor.	Info	
2.5.4	Note: MA arranged with the three LED vendors to install mock-up lightings at designated common areas on 26 <sup>th</sup> January 2015, for a period of 2 weeks to evaluate the actual LED products.	MA	31/1/15
<b>2.6</b>	<b><u>IDA-NetLink Trust fibre broadband installation matters</u></b>		
2.6.1	MA to follow up on the tabling of resolution at upcoming AGM, in regards to future fibre broadband installations at Wcega buildings. This resolution seeks to pass on any incidental costs to be incurred during the fibre band installations at individual units, to the end-users who subscribe for these services from the telecommunications companies.	Info	
<b>2.7</b>	<b><u>Proposed car carnival event</u></b>		
2.7.1	MA informed Council that the event organisers wrote in, to request for a lower price of renting the carpark basement spaces for the proposed car carnival event, citing high advertisement costs etc.	Info	
2.7.2	Upon due discussion, Council decided that \$5,000/- is a fair price for the deal, given the large carparks' space area involved and the logistics work to be carried out by the MA and site staff, in better co-ordinating the event's plans.	MA	31/1/15

2.7.3	Note: The event organisers informed MA that the car carnival event has been delayed to July 2015, and that it would be a 2-day event over the weekend of 11 <sup>th</sup> and 12 <sup>th</sup> days of the month. Council to discuss further.	MA	31/1/15
<b>2.8</b>	<b><u>Annual fire-drill exercise</u></b>		
2.8.1	MA reported that the annual fire drill exercise scheduled on 29 <sup>th</sup> December 2014, was eventually stood down due to unforeseen technical problems affecting the fire alarms systems.	Info	
2.8.2	Further, MA informed Council that the term fire contractor Unique Fire Protection was penalized \$500/-, as a consequence of failing to resolve the technical problems resulting in the stand-down of the fire drill exercise.	Info	
2.8.3	Hence, the fire contractor was given time to rectify the technical faults and another fire drill exercise is to be conducted soonest possible. More details to be furnished in due course.	MA	31/1/15
<b>3.0</b>	<b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR NOVEMBER 2014.</u></b>		
3.1.1	The financial statements for November 2014 were unanimously adopted by the meeting.	Info	
3.1.2	MA to present an indicative budget for upcoming AGM at next monthly meeting, for Council's consideration and discussion.	MA	31/1/15
<b>4.0</b>	<b><u>ANY OTHER BUSINESS:</u></b>		
<b>4.1</b>	<b><u>AGM related matters</u></b>		
4.1.1	Upon due consideration, Council agreed to convene the 5 <sup>th</sup> Annual General Meeting (AGM) on Fri 24 <sup>th</sup> April 2015, 2pm. The venue would either be at the Bukit Batok Civil Service Club or the Chevrons. Council asked that MA to enquire on the availability and costs of holding the AGM therein. To update Council further.	MA	31/1/15
4.1.2	Council and MA to discuss AGM related matters in greater details in next monthly meeting.	MA	31/1/15

The meeting ended at 4.45pm with a note of thanks to all attendees.

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

Confirmed by:

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

\_\_\_\_\_  
Date