

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 8th COUNCIL MEETING OF THE 4th MANAGEMENT COUNCIL HELD ON THURSDAY, 5th FEBRUARY 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 Michael Tan Ah Huat	-	Member
<u>Absent with Apologies:</u>	Mr Koh Sheng Wei	-	Secretary
	Ms Anny Chong Mei Yoon	-	Member
	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		

No		Action	Due
	The meeting was called to order at 2.10pm, with sufficient meeting quorum.		
1.0	<u>TO CONFIRM MINUTES OF THE 7TH COUNCIL MEETING OF THE 4TH MANAGEMENT COUNCIL HELD ON 8TH JANUARY 2015.</u>		
1.1	The minutes of the 7 th Council meeting of the 4 th Management Council held on 8 th January 2015 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 informed Council that TM has written to the lawyers representing the developer and related parties, but to date, there was no positive reply from their end.	Info	
2.1.2	After careful deliberation, Council directed that TM to file a Writ by end February 2015, to safeguard the MCST's interests.	MA	28/2/15
2.1.3	Note: TM has filed a Writ against developer and related parties on 27 Feb 2015. Council noted.	Info	
2.1.4	MA reported that surveyor Bruce James submitted an invoice totaling \$2k, being fees for providing relevant information pertaining to the 2 nd building report as requested by developer's lawyers. MA and Council felt that this fee should not be charged as we were merely requesting for clearer information relating to the same building report.	Info	

2.1.5	Upon due discussion, Council asked that MA to seek clarifications from Mr Bruce, to justify this payment.	MA	28/2/15
2.2	<u>Service Contracts and Operational Issues</u>		
2.2.1	MA presented three costs quotes to Council, pertaining to the term LEW contract.	Info	
2.2.2	After due discussion, Council asked that those LEWs to quote an indicative price for carrying out maintenance works on all switchgears at consumer switch room, as an evaluation method to gauge their price competitiveness.	MA	9/2/15
2.2.3	Note: After further evaluation, ADA Electrical Engineering was appointed as the new LEW for the estate and to attend to the Power Grid's temporary shut-down of electricity supply for necessary maintenance works on 15 th February 2015.	MA	15/2/15
2.2.4	MA reported on an ops meeting held on 5 th February 2015, whereby key security and cleaning colleagues met to discuss daily operations matters.	Info	
2.3	<u>BCA periodic inspection of buildings</u>		
2.3.1	MA further informed that the structural surveyor from Worley Parsons conducted another round of visual inspection at randomly selected individual units at Tower and Plaza on 5 th and 6 th February 2015 respectively. A report to be submitted to BCA, following his survey. MA to update Council in due time.	MA	28/2/15
2.4	<u>LED lights project</u>		
2.4.1	Following mock-up installation of LED lights at various locations within estate grounds, Council evaluated those lighting products and decided to ask Intertec and TLC to re-quote for 4ft LED tubes, seeking clarifications on product specifications, warranty and installation periods and other incidental charges to be incurred, eg height safety equipments.	MA	15/2/15
2.4.2	Council also decided that Idelux to re-quote for outdoor LED lights to be installed at Plaza's staircases, with similar queries as above.	MA	15/2/15
2.4.3	MA to liaise with these three LED vendors, on the re-submission of quotes. Thereafter, Council to finalize decisions on the LED lights project, bearing another round of meeting with LED vendors if needed.	MA	28/2/15
2.5	<u>Proposed car carnival event</u>		
2.5.1	MA informed Council that the organizers has proposed that the car carnival event would likely to be held on 11 th and 12 th July 2015.	Info	
2.5.2	Upon due deliberation, Council decided that it would be very challenging to hold a two-days event at basement carparks and hence, offered a day being Sunday 12 th July 2015 instead.	MA	15/2/15
2.5.3	Further, Council discussed and agreed that a fair price to pay the MCST for exclusive temporary use of basement carparks, is \$2,888/- per day. MA to liaise with the event organizers on other planning details.	MA	28/2/15
2.6	<u>Annual fire-drill exercise</u>		
2.6.1	MA reported on the on-going rectifications works to the fire alarms systems. Pending confirmation from the term fire contractor, Unique Fire Protection, on the completion of works and testing, MA to schedule a fire-drill exercise soonest possible. More details to be furnished in due time.	MA	15/3/15

2.7	<u>AGM related matters</u>		
2.7.1	MA updated Council on the costs and planning details for upcoming AGM to be held at either Bukit Batok Civil Service Club or the Chevrons.	Info	
2.7.2	After due discussion, Council agreed on Bukit Batok Civil Service Club as the venue for the 5 th AGM event on Fri 24 th April 2015, 2pm.	MA	24/3/15
2.7.3	MA presented an indicative financial budget for discussion. Upon careful deliberation, Council decided to maintain the current Management & Sinking Funds' quarterly contributions for another year.	MA	28/2/15
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR DECEMBER 2014.</u>		
3.1.1	The financial statements for December 2014 were unanimously adopted by the meeting.	Info	
3.1.2	MA informed Council that the appointed auditor would be checking the MCST's financial accounts and thereafter, to prepare the financial reports for Council's vetting and endorsement. More details to be furnished in due time.	MA	15/3/15
4.0	<u>ANY OTHER BUSINESS:</u>		
4.1	<u>Plaza's common fire-sprinkler systems incidents</u>		
4.1.1	MA highlighted recent incidents at Plaza whereby the common fire-sprinkler systems were damaged by container trucks' drivers who did not exercise care and caution, while driving inside Plaza. Resultantly, there were much inconveniences, eg overflowing discharged water, caused to our building occupants/businesses.	MA	28/2/15
4.1.2	After due discussion, Council decided to impose a penalty of \$300/- plus GST per incident on top of all other incidental costs, eg water borne fees, incurred to restore/repair the common fire-sprinkler systems adversely damaged in future similar occurrences.	MA	28/2/15
4.2	<u>Repoco Agency's towing/daily storage charges pertaining to MCST's enforcement activities on illegal/unauthorized parking</u>		
4.2.1	MA updated Council on the towing and daily storage charges by Repoco Agency, for towed vehicles impounded for illegal/unauthorized parking within estate grounds.	Info	
4.2.2	MA to discuss with Peter, Repoco Agency on better rates to be billed to the MCST for towing services and daily storage fees. To update further.	MA	15/2/15
4.2.3	Note: The new rates applicable to the MCST for towing services and daily storage fees with effect from 14 th February 2015, are as follows: 1) For normal towing job: \$100/- plus GST. 2) For more complex towing job: \$150/- plus GST. 3) For daily storage fees: First day of vehicle being impounded, is free. Subsequent days, \$15/- per day plus GST is chargeable.	Info	
4.2.4	Towing fees payable by errant vehicle driver, are in accordance to the MCST's By-Laws. Council agreed and noted.	Info	
4.3	<u>Direct mailing of quarterly maintenance billings</u>		
4.3.1	After due discussion, Council agreed to have HQ MA to mail out the quarterly maintenance billings directly to all Subsidiary Proprietors, regardless of whether they are out staying landlords or occupying owners at Plaza and Tower buildings.	MA	28/2/15

4.3.2	Reason being, to reduce the chances that some owners claim that they do not receive the quarterly maintenance bills and hence, seek waiver of any interest levied on late payments of these billings.	Info	
4.4	<u>CNY related matters</u>		
4.4.1	MA suggested to organize the annual Chinese New Year “Cai Qing” event on 25 th February 2015, 12noon as part of our festive celebrations. Council noted.	MA	15/2/15
4.4.2	On staff performance bonus matters, MA to submit last year’s approved list as well as current year’s proposed list to Council for consideration and approval.	MA	15/2/15
4.5	<u>Management office – CCTV cameras</u>		
4.5.1	MA reported on an incident happening at the Management Office recently whereby a driver whose vehicle was wheel-clamped, hurled profane expletives and directed his anger at the Management staff inside the office. Police officers were subsequently called in, and when questioned, the said driver denied doing so.	Info	
4.5.2	Upon due consideration, Council asked MA to consider the possibility to install CCTV cameras inside the Management office so as to provide surveillance footages of any similar ugly incidents happening inside the office.	MA	28/2/15
4.5.3	Council takes a strong view, to protect all site staff from being abused physically or verbally, and would consider to take legal actions against any perpetrators.	Info	

The meeting ended at 5.15pm with a note of thanks to all attendees.

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

Confirmed by:

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

Date