

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 1st COUNCIL MEETING OF THE 5th MANAGEMENT COUNCIL HELD ON TUESDAY, 19th MAY 2015 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Member
	Mr Koh Sheng Wei	-	Member
	Mdm Goh Beng Lay	-	Member
	Mr Michael Tan Ah Huat	-	Member
	Mr Danny Teo Kian Guan	-	Member
	Mr Tan Kim Hai	-	Member
<u>Absent with Apologies:</u>	Mr Terry Goh Wei Qiang	-	Member
	Mr Alex Lee Seow Min	-	Member
	Mr Ng Lam Hwa	-	Member
<u>Attendees:</u>	Mr Glenn Lim	-	Managing Agent
	Mr Eric Lee		
	Mr Nicholas Leong		

<u>No</u>		<u>Action</u>	<u>Due</u>
	The meeting was called to order at 2.05pm, with sufficient meeting quorum.		
1.0	<u>TO DECLARE NON-INTEREST BY COUNCIL MEMBERS OF 5TH MANAGEMENT COUNCIL, AS STIPULATED IN BMSMA.</u>		
1.1	MA briefed Council on the statutory requirements of in-coming Council Members to disclose non-interest, as per section 60 of BMSMA.	Info	
1.2	All present Members duly signed the declaration form to that effect.	Info	
1.3	Members who were absent at this meeting, are required to do so, at the next meeting when they are present.	Info	
2.0	<u>TO ELECT OFFICE BEARERS AND AUTHORIZED BANK SIGNATORIES OF 5th MANAGEMENT COUNCIL OF MCST3564.</u>		
2.1	The following Members were elected as office bearers of the 5th Management Council of MCST3564, as follow: 1) Mr Ben Tan Eng Hua – Chairman 2) Mr Koh Sheng Wei – Secretary 3) Mdm Goh Beng Lay - Treasurer	Info	
2.2	The meeting also resolved that all three office bearers to be appointed as the authorized bank signatories of MCST 3564.	MA	15/6/15
2.3	It was further resolved that (in signing MCST cheques): 1) All three signatories are required to sign, for any amount of S\$30,000/- or more.	Info	

	2) Any two signatories are required to sign, for any amount less than S\$30,000/-.		
3.0	<u>TO CONFIRM MINUTES OF THE 9TH COUNCIL MEETING OF THE 4TH MANAGEMENT COUNCIL HELD ON 20TH MARCH 2015.</u>		
3.1	The minutes of the 9 th Council meeting of the 4 th Management Council held on 20 th March 2015 was unanimously adopted.	Info	
4.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>		
4.1	<u>Building Defects, Rectification Work-progress and Correspondences with Developer</u>		
4.1.1	MA informed Council that the mediation session at Singapore Mediation Centre (SMC) has been fixed on 28 July 2015. The pre-trial conference set on 1 July 2015, will be re-scheduled to a later date, pending any outcome from the SMC session. More details to be furnished in due course.	MA	15/6/15
4.1.2	MA added that separate internal meetings with the lawyers TM and surveyor Bruce James, have been set up on 22 June and 20 July 2015, to discuss these matters in greater details.	MA	15/6/15
4.1.3	Council asked that MA source for indicative quotes for the following areas: 1) Lift retiling works 2) Plaza basement carpark 3) Plaza lift lobby 1	MA	15/6/15
4.2	<u>Term service contracts and operational issues</u>		
4.2.1	Council reviewed and discussed on the existing MA contract. After due deliberation, Council decided to call for some competitive quotes and asked that current MA to submit a quote based on re-imburement basis for site staff. Matter to be KIV till next monthly meeting.	MA	15/6/15
4.2.2	As for other term contracts, Council asked that MA to forward the service agreements and term contracts to Mr Ben Tan, for his perusal.	Info	
4.2.3	MA reported on the monthly ops meeting on 19 May 2015, whereby key site personnel met to discuss operations matters.	Info	
4.2.4	MA briefed Council on the "anti-dumping" enforcement actions undertaken at Plaza in late March 2015, whereby a total of nine units were served with notices to pay penalties of \$500/, in accordance to MCST By-Laws. Since then, most of the areas have been cleared.	MA	15/6/15
4.2.5	Further, MA reported that all the affected units have paid up the penalties, except for three units who have not responded positively despite numerous reminders and meetings with the units' building tenants. One unit even gave a post-dated "bounced" cheque in lieu of payment.	MA	15/6/15
4.2.6	MA also discussed on three appeals from affected units, in regards to the imposition of penalties. After due consideration, these appeals were rejected on grounds that ample warning has been given via written and displayed notices to Plaza's building occupants. In some cases, these items have been placed at common areas for quite awhile. MA to inform the units' of the appeal outcomes.	Info	
4.2.7	For the remaining four units with outstanding penalties due, Council decided to debit the maintenance accounts of these units' landlords with the \$500/- amount (MCST penalty) in July 2015. These amounts would be subjected to	MA	15/6/15

	late interest charges and to remain in the maintenance accounts till full settlement.		
4.2.8	MA informed that the security buggy was recently repaired due to faulty suspension. MA to highlight to Westminster Security that security personnel are to exercise care and caution when driving the buggy.	Info	
4.3	<u>BCA periodic inspection of buildings</u>		
4.3.1	MA wrote to extend the dateline in BCA directive by another month, to June 2015. MA added that the necessary rectifications works were carried out on several floors of Wcega Tower in early June, under guidance of structural engineer from Worley Parsons. A report by the QP, to be submitted to BCA in due time.	MA	15/6/15
4.4	<u>LED lights project</u>		
4.4.1	MA informed Council that Idelux has mis-calculated the number of Plaza's staircases light fittings to be installed. Hence, after confirming the actual number needed, Idelux submitted another quote for 80 additional number of light fittings at lower price per unit (about \$20/- lesser), for Council's approval.	Info	
4.4.2	Following approval granted, Idelux commenced the installation works of LED light fittings at Plaza staircases in late May 2015. It took about two weeks to complete the job assigned.	Info	
4.4.3	MA to look into the possibility of selling the old light fittings to garang guni or recyclables materials' collectors.	MA	15/6/15
4.4.4	MA reported that Intertec would likely begin their installation processes of replacing current fluorescent tubes with LED ones, in early July 2015. More details to be furnished in due course.	MA	15/6/15
4.5	<u>5th Annual General Meeting matters</u>		
4.5.1	MA presented the draft 5 th AGM minutes for Council's review. Bearing no other comments, Council agreed to set aside the minutes for adoption at the next AGM.	Info	
4.6	<u>SCDF matters – regularization of red lots at Wcega Plaza</u>		
4.6.1	MA updated Council on a briefing session held on 28 May 2015, with Plaza's interested owners and building tenants to address this matter.	Info	
4.6.2	Noting some concerns and queries raised from the session, MA had another meeting with SCDF officers at SCDF HQ on 2 June 2015. Following thereafter, MA to set up meeting with URA officers on 25 June 2015, to clarify some issues. More details to be furnished in due time.	MA	15/6/15
4.6.3	MA to write to SCDF for time extension needed, in order to meet up with URA officers and to update Plaza's interested owners and building tenants who wished to regularize their red lots in the co-ordinated exercise.	MA	15/6/15
5.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR MARCH AND APRIL 2015.</u>		
5.1	The financial statements for March and April 2015 were unanimously adopted by the meeting.	Info	

5.2	Treasurer Mdm Goh enquired about the debtors' aging summary listings. MA to reduce those debts which might have fallen behind 90 days.	MA	15/6/15
5.3	Also, MA to reduce the renovation deposits – prepayments listings.	MA	15/6/15
6.0	<u>ANY OTHER BUSINESS:</u>		
6.1	<u>MA contract renewal, review of major term contracts and review of draft 5th AGM meeting minutes</u>		
6.1.1	Refer to 4.2.1 and 4.2.2 and 4.5.1.	Info	
6.2	<u>Repoco Agency leasing of Plaza 10th level</u>		
6.2.1	MA updated Council on the closed bidding exercise held on 8 June 2015, to lease out Plaza's level 10 areas. Two sealed bids were received by the MCST office.	Info	
6.2.2	These two bids were revealed in the presence of Members Mr Ben, Mr Michael and Mr Tan Kim Hai. Current tenant Mr Peter representing Repoco, were also present with Mr James. Both bids are for the same amount of \$65,000/- per month, excluding GST rates applicable.	Info	
6.2.3	After due discussion, Council agreed to renew the existing leasing agreement with Repoco Agency, at new price of \$65k per month, with effect from 1 August 2015 to 31 July 2017, with an option for the third year at competitive market rental rates. MA to see to the leasing agreement renewal process.	MA	15/6/15
6.3	<u>Increase MA HQ office petty cash float from \$200/- to \$500/-</u>		
6.3.1	MA explained the need to increase the MA HQ office petty cash float from \$200/- to \$500/-, due to the current arrangements of direct mailing to all Subsidiary Proprietors of their quarterly maintenance billings. Council noted and agreed.	Info	
6.4	<u>Charge out Unique Fire Protection invoice UFP0055-15 to Sinking Funds</u>		
6.4.1	MA explained the need to charge out Unique Fire Protection invoice UFP0055-15 dated 2 April 2015 for amount of \$9,500/- exclude GST, due to the reason that it would be considered cyclical works for extensive repairs to be carried out, to rectify the fire alarm systems. Council noted and agreed.	Info	

The meeting ended at 4.40pm with a note of thanks to all attendees.

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

Treasurer/Council Member
5th Management Council
The Management Corporation Strata Title Plan No. 3564

Date