

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 4th COUNCIL MEETING OF THE 5th MANAGEMENT COUNCIL HELD ON MONDAY, 31st AUGUST 2015 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Chairman
	Mdm Goh Beng Lay	-	Treasurer
	Mr Koh Sheng Wei	-	Secretary
	Mr Danny Teo Kian Guan	-	Member
	Mr Alex Lee Seow Min	-	Member
	Mr Tan Kim Hai	-	Member
	Mr Terry Goh Wei Qiang	-	Member
	Mr Ng Lam Hwa	-	Member
<u>Absent with Apologies:</u>	Mr Michael Tan	-	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 2.10pm, with sufficient meeting quorum.		
1.0	<u>To confirm Minutes of the 3rd Council Meeting of the 5th Management Council held on 31st July 2015.</u>		
1.1	The minutes of the 3rd Council meeting of the 5th Management Council held on 31st July 2015 was 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 process of render rectifications works expected to be undertaken in September 2015. Preparations are underway to identify the locations of building facades that required repairs and costs quotes are being solicited in relation to this project.	Info	
2.1.2	Upon selecting the appointed contractor, MA to see to the implementation of this project to repair defective façade renders/plasters at Tower and Plaza buildings. The estimated period of works would be 3-4 weeks, subjected to good weather conditions given the outdoor nature of repairs works. More details to be furnished in due time.	MA	30/9/15
2.1.3	After due discussion, Council asked that MA to list the brief breakdown of MCST's incurred costs towards the building defects claims against developer Sin Soon Lee and related parties.	MA	15/9/15

2.1.4	Total costs incurred by MCST - \$81,739.06 (breakdown as below): 1) Building report by Bruce James - \$21,800 (2011 – 2012) 2) Legal fees by Mallal & Namazie - \$6,586 (2013) 3) 2 nd Building report by Bruce James - \$15,000 (2014) 4) Legal fees by Mallal & Namazie - \$10,700 (2015) 5) Mediation costs by SMC - \$11,868.64 (2015) 6) Final legal fees by Mallal & Namazie - \$10,534.42 (2015) 7) Final service fees by Bruce James - \$5,250 (2015)	Info	
2.2	<u>Term service contracts and operational issues</u>		
2.2.1	For the security services term contract, Council agreed to renew the existing contract with Westminster Security for another year, wef September 2015. The new contract comes with a reduction of one security guard per day shift at a total cost of \$34,180/ per month.	Info	
2.2.2	For the fire protection services contract, Council considered a few competitive costs quotes before deciding on renewing with Unique Fire Protection at a lower monthly contract price of \$820/ per month wef August 2015.	Info	
2.2.3	MA presented three costs quotes for cleaning services. After due deliberation, Council decided to re-appoint current cleaning contractor OKL at a monthly contract price of \$22,000/ per month. Other terms and conditions remained unchanged.	Info	
2.2.4	MA updated Council on the monthly ops meeting held with site staff.	Info	
2.2.5	MA further highlighted to Council that rectifications works to be undertaken at the main staircase at roundabout, so as to improve the said areas.	MA	30/9/15
2.3	<u>BCA periodic inspection of buildings</u>		
2.3.1	MA informed that BCA has granted more time till mid October 2015 for structural engineer from Worley Parsons to submit report on completed rectifications works at Wcega Tower. MA requested a copy for reference.	MA	30/9/15
2.4	<u>LED lights project</u>		
2.4.1	MA informed Council that the contractor Intertec has completed installing new LED tubes at both buildings. The contractor also finished installing new LED fittings with emergency batteries at designated areas at Tower, Plaza and basement carparks. In addition, the contractor changed the high-bays' energy saving bulbs and did trouble shooting at two locations within Plaza.	Info	
2.4.2	MA further reported that Intertec would furnish a summary listing of all locations within the two buildings whereby works were carried out. MA's technicians to verify that these works were done.	MA	30/9/15
2.4.3	MA highlighted that the quantities of new LED tubes and fittings exceeded the quantities ordered, due to miscalculations during the initial stage of this project. Hence, MA's technicians to check and verify the actual quantities of materials used and the amount of works done in terms of services rendered, before any processing of payment to Intertec. To update Council further.	MA	30/9/15
2.5	<u>Major term contracts renewal – security, cleaning & fire protection</u>		
2.5.1	Refer to para 2.2.1, 2.2.2 and 2.2.3.	Info	

2.6	<u>Special dinner event</u>		
2.6.1	Upon due discussion, Council asked that MA to check for the response from past Council Members on the special dinner celebrations event likely to be held in Kimly Seafood restaurant at TradeHub 21. To update further.	MA	30/9/15
3.0	<u>To adopt the Financial Statements for July 2015.</u>		
3.1.1	The financial statements for July 2015 were unanimously adopted by the meeting.	Info	
3.1.2	MA informed Council that #10-79 held in name of United Overseas Bank, was in the process of being transacted. Hence, Council to allow the withdrawal of caveat lodged on the said property, so as to recover any outstanding amounts of arrears due following the sales transaction thereafter.	MA	15/9/15
4.0	<u>Any Other Business:</u>		
4.1	<u>Indiscriminate parking of heavy vehicles at Plaza level 9</u>		
4.1.1	MA informed Council of feedback received lately, in which trucks were parked indiscriminately at Plaza level 9 especially overnight.	Info	
4.1.2	MA attended to the feedback on several past occasions by speaking to several building tenants therein, to advise against any inconsiderate parking of their vehicles whereby road safety is compromised and/or vehicular traffic is obstructed.	Info	
4.1.3	Unfortunately, these problems persist despite MA reminders that everyone has to co-operate to ensure that the main passageways at Plaza level 9, are not obstructed and/or are free from danger risks of indiscriminate parking of heavy vehicles.	Info	
4.1.4	After careful deliberation, Council directed MA to take sterner actions by either wheel-clamping or towing away such trucks. Council also agreed that MA to withdraw the season parking facilities (registered car labels) of any "offending" heavy vehicles if they are currently registered. This would mean that such vehicles would be subjected to hourly charges of the carparks of the MCST thereafter. MA to inform units at Plaza level 9.	MA	30/9/15
4.2	<u>Landscape term contract renewal</u>		
4.2.1	After due discussion, Council agreed to renew the current landscape contract with Tai Kwang Gardens P/L, at same price of \$2,200/- per month following review of some competitive costs quotes. The new contract would be effective from 1 September 2015, for a period of one year with terms and conditions unchanged. The landscape contractor declined to extend on a two year term but requested a review following a one year period.	Info	

The meeting ended at 4.20pm 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