

# WCEGA PLAZA & TOWER

MCST 3564 Management Office

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## **MINUTES OF THE 6<sup>th</sup> COUNCIL MEETING OF THE 5<sup>th</sup> MANAGEMENT COUNCIL HELD ON MONDAY, 27<sup>th</sup> NOVEMBER 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 Terry Goh Wei Qiang	-	Member
<u>Absent with Apologies:</u>	Mr Michael Tan	-	Member
	Mr Tan Kim Hai	-	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 2.30pm, with sufficient meeting quorum.		
<b>1.0</b>	<b><u>To confirm Minutes of the 5th Council Meeting of the 5th Management Council held on 23<sup>rd</sup> October 2015.</u></b>		
1.1	The minutes of the 5th Council meeting of the 5th Management Council held on 23 <sup>rd</sup> October 2015 was 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	Council discussed on the additional works order sought by the contractor for extra works done at the external facades of the two buildings. Touch up works to smooth out uneven surfaces was also carried out. Upon deliberation, Council agreed to bear the costs of the extra works done.	Info	
<b>2.2</b>	<b><u>Term service contracts and operational issues</u></b>		
2.2.1	MA presented three costs quotes for the necessary rectifications works to the CCTVs surveillance systems at Guardhouse/FCC. Upon due consideration, Council asked MA to seek clarifications on their quote, pertaining to Cat 6 and PVC conduit for cabling works. To update Council further.	MA	15/12/15
2.2.2	MA reported on the recent "stepped up" checks by MA and security officers at basement carparks, whereby several cars were wheel-clamped and two cars were even towed away. This is to weed out any unauthorized vehicles' parking and outsiders who attempt to park at Wcega carparks without	Info	

	paying the hourly parking fees.		
2.2.3	MA to monitor the basement carparks closely, so as to ensure the integrity of our carparks systems and that, car parking spaces would be available for registered vehicles on a daily basis.	MA	15/12/15
2.2.4	MA updated Council on the monthly ops meeting held with key site staff.	Info	
<b>2.3</b>	<b><u>Special dinner event</u></b>		
2.3.1	MA updated Council on the special dinner event held at Kimly Seafood Restaurant on 30 <sup>th</sup> October 2015, to thank the lawyers and building surveyors for their efforts towards our building defects claims' matters. Total costs of the dinner amounted to \$731.20. Photos of this dinner event are displayed for info.	Info	
<b>2.4</b>	<b><u>Temporary leasing of parking lots</u></b>		
2.4.1	MA updated Council on the temporary leasing of parking lots at basement carparks under arrangements with several car-dealers who required extra parking spaces.	MA	15/12/15
2.4.2	All these vehicles are to be subjected to strict compliance in accordance to the MCST house-rules and general guidelines governing such temporary parking arrangements. Enforcement actions may be undertaken against any errant vehicles parking inside the basement carparks.	Info	
<b>3.0</b>	<b><u>To adopt the Financial Statements for October 2015.</u></b>		
3.1.1	The financial statements for October 2015 were unanimously adopted by the meeting.	Info	
3.1.2	Treasurer Madam Goh explained the various fixed deposits terms from banks to Council. Upon careful deliberation, Council unanimously agreed to place up to \$1 mil of funds into two tranches (fixed deposits) for a period up to one year with OCBC.	MA	15/12/15
3.1.3	Further, Council agreed that upon maturity of the DBS fixed deposit of \$500,000 in March 2016, to top up with another tranche of \$500,000 if the prevailing bank interest rate is deemed favourable.	MA	15/12/15
3.1.4	Council also queried on some units with outstanding amounts in the debtors' listing list. MA replied accordingly.	Info	
<b>4.0</b>	<b><u>Any Other Business</u></b>		
<b>4.1</b>	<b><u>Review of carparks' House-rules</u></b>		
4.1.1	MA presented a review of the MCST's House-rules and general guidelines on carparks' matters.	MA	15/12/15
4.1.2	After careful discussion, Council agreed with the review and the meeting adopted the House-rules and general guidelines. Periodic review to be done to ensure relevancy and adequacy to cover carparks' matters.	Info	
4.1.3	A copy of the carparks' House-rules to be kept at Guardhouse/FCC for the security personnel info. MA noted.	Info	

4.2	<b><u>Annual fire-drill exercise</u></b>	MA	30/12/15
4.2.1	MA informed Council that the annual fire-drill exercise would be conducted on 30 <sup>th</sup> December 2015. Relevant notices to be displayed for info.		

The meeting ended at 5.30pm with a note of thanks to all attendees.  
 Minutes prepared by: Glenn Lim (Newman Goh Property Consultants P/L)  
 Confirmed by

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

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 Date