

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 9th COUNCIL MEETING OF THE 5th MANAGEMENT COUNCIL HELD ON THURSDAY, 17th MARCH 2016 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
	Mr Ng Lam Hwa	-	Member
	Mr Tan Kim Hai	-	Member
<u>Absent with</u>	Mr Michael Tan	-	Member
<u>Apologies:</u>	Mr Alex Lee Seow Min	-	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 2.45pm, with sufficient meeting quorum.		
1.0	<u>To confirm Minutes of the 8th Council Meeting of the 5th Management Council held on 2nd February 2016.</u>		
1.1	The minutes of the 8th Council meeting of the 5th Management Council held on 2 February 2016 was unanimously adopted.	Info	
2.0	<u>To discuss any matters arising from the above Minutes.</u>		
2.1	<u>Estate/Term service contracts/Maintenance & Operations matters</u>		
2.1.1	MA reported on the process of the upgrading works of Tower CCTVs surveillance systems. Appointed contractor IMG Vision to provide easier accessibility and labelling on wires at the rack located at Guardhouse/FCC. This would allow for quicker troubleshooting of faults in future. MA to update further.	MA	30/4/16
2.1.2	Council asked that MA look into the feasibility of setting up feedback/suggestion boxes for Tower and Plaza buildings. Further, MA to set up a new email, feedback@sgwcega.com for intended purpose of receiving feedback and suggestions from building occupants. Two such boxes to be located at Plaza main entrance and Guardhouse/FCC, while one box to be located at Tower main lift lobby (roundabout).	Info	
2.1.3	MA informed Council that of late, more motor related trades, eg car-dealers and workshops, have set up businesses operations at Plaza. MA to liaise closely with the Wcega Used Car Association to engage these building tenants regularly. This is to ensure neat and orderly parking of vehicles without causing undue obstruction and/or inconveniences to other building	Info	

	occupants. Appropriate enforcement actions would be undertaken against any errant vehicle which violates the MCST's house-rules and guidelines on carparking matters.		
2.2	<u>Exit tickets' scheme/Carparking matters</u>		
2.2.1	Further to the incident on 16 Jan 2016 whereby a vehicle (SGX5955C) was wheel clamped at Plaza, to ensure collection of car parking fees payable after this vehicle was found parking therein for almost three weeks, the owner SG Expat Automobile Pte Ltd sent a legal letter to the MCST for compensation claims of \$8,390/- (\$8k for loss of income due to an alleged failed sales transaction and \$390/- from parking fees paid to MCST).	Info	
2.2.2	Council decided to contest this claim vigorously and instructed lawyer TM from Mallal & Namazie, to reply accordingly. MA to liaise with TM on the MCST's rebuttals against this claim. After a flurry of legal letters exchanged between the MCST and SG Expat from late January and mid-March 2016, there was no further response received from the SG Expat. MA to report further if need arises.	Info	
2.2.3	On basement carparking issues, Council decided to reduce the number of monthly additional season parking for those car-dealers by at least 50%, with effect from April 2016. If the parking situation does not improve in terms of orderly columnarized parking arrangements resulting in more free lots/spaces for other building tenants, then Council would act to withdraw all basement monthly additional season parking for these car-dealers by May 2016.	MA	31/3/16
2.2.4	Upon due discussion, Council asked whether it is feasible to consider incentivizing the wheel-clamping activities undertaken by the duty security personnel independently of MA supervision and/or involvement. For every successful collection of wheel-clamp fees, it was suggested that \$20/- per vehicle could be given to the security officers who act against any errant vehicle. MA to consult security company Westminster Security, about getting more security manpower or delegating security personnel, to check on vehicles and to undertake any necessary enforcement actions, if need arises. MA to update further.	MA	30/4/16
2.3	<u>Request for inspection of strata roll – Delphin #02-84</u>		
2.3.1	MA updated Council on Delphin's intention to requisite for a 90% resolution to be voted by House at upcoming 6 th AGM in April 2016. MA to inform Delphin to submit their presentation slides to MCST office by early April, for the intended purpose of this matter. Delphin would be required to do own presentation to the House at AGM meeting.	MA	29/4/16
2.4	<u>Proposed erection of horizontal steel canopy outside unit – GT Café #02-04 and Hui Hua Credit #02-25</u>		
2.4.1	MA informed Council that Hui Hua Credit did not submit any requisition for a 90% resolution for upcoming AGM meeting.	Info	
2.5	<u>6th Annual General Meeting matters</u>		
2.5.1	After due consideration, Council agreed to table a resolution for House vote at the upcoming AGM and if approved, to transfer \$800,000/- from the Management Funds to Sinking Funds. MA noted.	Info	
3.0	<u>To adopt the Financial Statements for January and February 2016.</u>		
3.1.1	The financial statements for January and February 2016 were unanimously adopted by the meeting.	Info	

3.1.2	MA briefed Council on the audited MCST's financial accounts. Upon due discussion, Council agreed that the audited financial accounts are in order, and hence, these accounts would be sent for printing in preparations for upcoming 6 th AGM in April 2016.	Info	
4.0	<u>Any Other Business</u>		
4.1	<u>Roundabout improvement works</u>		
4.1.1	MA presented three costs quotes for the proposed roundabout improvement works which included ad-hoc spot repairs for any dislodged/cracked floor tiles.	MA	30/4/16
4.1.2	After consideration, Council decided to appoint Guan Teck Construction as the contractor tasked to undertaken these rectifications works in early April. Their costs quote to be priced at \$4,000/-.	MA	30/4/16
4.1.3	MA to arrange for minor repainting of road directions arrows and centre circle within the areas.	MA	30/4/16
4.2	<u>Fire certification/ Company emergency response team (CERT)</u>		
4.2.1	MA informed Council that SCDF would be conducting fire certification audit for both Plaza and Tower buildings on 27 June 2016.	MA	30/4/16
4.2.2	In preparations for the upcoming fire certification exercise, MA to source for a QP and to liaise with the fire term contractor Unique Fire Protection to check on existing fire protection equipment.	MA	30/4/16
4.2.3	MA also displayed relevant notices to invite interested Wcega building occupants to join the Company Emergency Response Team as volunteers. These CERT recruits would be sent for some training sessions on the use of fire extinguishers and first-aid methods so as to equip them with the necessary skills. MA to update Council further on the recruitment drive for CERT volunteers.	MA	30/4/16
4.3	<u>Estate insurance renewal</u>		
4.3.1	MA presented three costs quotes for the renewal of estate insurance which due end of April 2016.	MA	30/4/16
4.3.2	Council requested for more costs quotes from other insurance brokers before deciding on renewal process. MA to update Council further.	MA	30/4/16

The meeting ended at 5.00pm 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