

WCEGA PLAZA & TOWER

MCST 3564 Management Office

21 Bukit Batok Crescent #17-78, Singapore 658065

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MINUTES OF THE 1st COUNCIL MEETING OF THE 6th MANAGEMENT COUNCIL HELD ON FRIDAY, 13th MAY 2016 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 Danny Teo Kian Guan	-	Member
	Mr Terry Goh Wei Qiang	-	Member
	Mr Ng Lam Hua	-	Member
	Mr Vincent Goh Geok Kiat	-	Member
<u>Absent with</u>	Mdm Runzhi Machen	-	Member
<u>Apologies:</u>	Mdm Jing YunQi	-	Member
<u>Attendees:</u>	Mr Glenn Lim	-	Managing Agent
	Mr Eric Lee		
	Mr Nicholas Leong		

<u>No</u>		<u>Action</u>	<u>Due</u>
1.0	The meeting was called to order at 2.15pm, with sufficient meeting quorum. <u>TO DECLARE NON-INTEREST BY COUNCIL MEMBERS OF 6TH 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 6TH MANAGEMENT COUNCIL OF MCST3564.</u>		
2.1	The following Members were elected as office bearers of the 6 th Management Council of MCST3564, as follow: 1) Mr Ben Tan Eng Hua – Chairman 2) Mr Koh Sheng Wei – Treasurer 3) Mdm Goh Beng Lay – Secretary	Info	
2.2	The meeting also resolved that all three office bearers to be appointed as the authorized bank signatories of MCST 3564.	MA	15/6/16
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. 2) Any two signatories are required to sign, for any amount less than S\$30,000/-.	Info	

<p>3.0</p> <p>3.1</p> <p>4.0</p> <p>4.1</p> <p>4.1.1</p> <p>4.2</p> <p>4.2.1</p> <p>4.2.2</p> <p>4.2.3</p> <p>4.2.4</p> <p>4.2.5</p> <p>4.2.6</p>	<p><u>TO CONFIRM MINUTES OF THE 9TH COUNCIL MEETING OF THE 5TH MANAGEMENT COUNCIL HELD ON 17TH MARCH 2016.</u></p> <p>The minutes of the 9th Council meeting of the 5th Management Council held on 17th March 2016 was unanimously adopted.</p> <p><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></p> <p><u>Estate/Term service contracts/Maintenance & Operational issues</u></p> <p>MA briefed Council on the on-going process of upgrading Tower's CCTV surveillance systems. The rectifications works should be completed in due time, bearing no other unforeseen circumstances.</p> <p><u>Carparking matters</u></p> <p>Following some negative feedback from Wcega building tenants, in regards to lack of parking spaces at basement carparks, Council decided to re-organize the basement parking arrangements for Wcega Used Car Association (WUCA) car-dealers' members, for the better convenience of fellow building occupants. MA presented a layout plan of the basement carparks for discussion.</p> <p>Under the new revised basement parking arrangements, WUCA car-dealers who previously purchased additional basement season parking on a monthly basis, must only park their vehicles (registered/unregistered) at the assigned columns/holding area designated by the MCST. The holding area is strictly meant for unregistered vehicles under the individual unit's entitlement quota. Any unregistered vehicle found outside those allocated areas, would face necessary enforcement actions.</p> <p>All vehicles parking at these designated columns and holding area, must abide to the carparking House-rules and general guidelines of basement parking, eg vehicles are to be parked bumper to bumper and to display ID templates etc. Any failure to comply, would result in enforcement actions, including wheel-clamping or towing the errant vehicles.</p> <p>All those affected car-dealers are to re-locate their vehicles into the assigned columns as decided by the WUCA, quickly and without causing inconveniences to others. Failure to do so, would result in necessary enforcements actions undertaken.</p> <p>For any vehicles that are being wheel-clamped inside the basement carparks, the errant driver/owner must secure release of affected vehicle by paying the wheel-clamp fees of \$107/- within 24 hours. Otherwise, that said vehicle may be towed away without further references. Towing fees of \$321/- plus daily storage charges of \$50/per day apply, with the prevailing GST rates.</p> <p>After due discussion, Council decided that the additional monthly season parking fees for non-WUCA car-dealers, to be increased to \$80/- per car per month. For WUCA members, the monthly season parking fees to be increased to \$35/- per car per month. GST rates apply. Such adjustments would be effective from June 2016 onwards. Basement monthly season parking for those WUCA car dealers under the old basement parking arrangements, to be waived for month of May 2016 as per Council's decision.</p>	<p>Info</p> <p>MA</p> <p>MA</p> <p>Info</p> <p>Info</p> <p>MA</p> <p>Info</p> <p>Info</p>	<p>15/6/16</p> <p>1/6/16</p> <p>1/6/16</p>
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4.2.7	Council asked MA to check with lawyer TM on drafting two agreements for the purpose of assigning the basement carparks' spaces to WUCA and its' members. MA to update in due time.	MA	15/6/16
4.2.8	MA also informed Council on Westminster security personnel being tasked to undertake checking of vehicles at estate grounds and carrying out necessary enforcement actions if needed. After due discussion, Council asked MA to source for two other competitive quotes for further consideration. MA to update further.	MA	15/6/16
4.3	<u>Request for inspection of strata roll – Delphin #02-84</u>		
4.3.1	MA reported that Delphin has presented to the House on its' 90% resolution at 6 th AGM. The resolution was subsequently passed, with 98.04% votes in favour.	Info	
4.4	<u>Roundabout improvement works</u>		
4.4.1	The appointed contractor Guan Teck Construction, informed of a variable costs quote of \$800/- to be included. Reason being, that there was a new separate incident whereby a section of floor tiles became de-bonded. Council noted.	Info	
4.4.2	Complicated painting works were outsourced, eg, wordings, while the technicians carried out simple painting tasks, eg the road arrow directions.	MA	15/6/16
4.5	<u>Fire certification/CERT</u>		
4.5.1	MA updated Council on the preparations for the fire certification exercise by SCDF. Public announcement systems, smoke mechanical ventilation systems and other fire-fighting equipment need to be checked and restored to working conditions, if needed. MA to liaise with the fire contractors and other related contractors for the costs quotes that may be required.	MA	15/6/16
4.5.2	MA informed Council that there were some enquiries pertaining to the recruitment drive for CERT volunteers. However, there were no sign-ups after enquiries.	Info	
4.6	<u>Estate insurance renewal</u>		
4.6.1	MA updated Council on some competitive quotes obtained, for estate insurance renewal purpose.	Info	
4.6.2	After due consideration, Council agreed to renew the estate insurance with Overseas Assurance Corporation with effect from 1 May 2016, at same terms and conditions.	Info	
5.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR MARCH AND APRIL 2016.</u>		
5.1	The financial statements for March and April 2016 were unanimously adopted by the meeting.	Info	
5.2	Council directed MA to check on SP Services Ltd's monthly billings for April 2016, which was much higher than the monthly averages recorded previously. MA to update in due course.	MA	1/6/16

6.0	<u>ANY OTHER BUSINESS:</u>		
6.1	<u>Basement carparks and additional season parking</u>		
6.1.1	Refer to 4.2.1 to 4.2.6 as above.	MA	1/6/16
6.2	<u>Building defects rectifications works' projects</u>		
6.2.1	Upon due consideration, Council asked MA to prepare a listing of building defects and its' rectifications works time frame period for implementation of those projects.	MA	15/6/16
6.2.2	MA to source quotes for water seepages rectifications works for Plaza's lift lobbies at basement level (level one). MA to consult Mr Vincent Goh and Mr Terry Goh on their opinions for the water seepages rectifications works.	MA	15/6/16
6.3	<u>Review of Westminster security contract</u>		
6.3.1	Refer to 4.2.8 as above.	MA	15/6/16
6.4	<u>Review of draft 6th AGM meeting minutes</u>		
6.4.1	MA presented the draft 6 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	
6.5	<u>Appointment of Auditor</u>		
6.5.1	Upon due deliberation, Council requested MA to solicit for other quotes of independent financial auditor's services for further consideration. Reason being, the current Auditor has been with the MCST for past three years. MA to update in due time.	MA	15/6/16
6.6	<u>Increment of dumping fees to \$1k per incident for third offences and beyond</u>		
6.6.1	After careful consideration, Council agreed to increase the current dumping fees of \$500/- per incident, in accordance to MCST's By-laws to \$1,000/- per incident for repeat offenders who commit third offences and beyond. MA to table this matter as future AGM resolution for House approval.	Info	
6.7	<u>Bi-monthly MCST's meetings</u>		
6.7.1	After due discussion, Council agreed to hold bi-monthly MCST's meetings due to Members' unavailability to attend meetings on a monthly basis because of their heavy workloads and business commitments. All important matters to be discussed online, so as to ensure smooth continuity of estate operations and timely decisions taken on urgent matters. Council noted.	Info	

The meeting ended at 4.55pm with a note of thanks to all attendees.

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

Secretary/Council Member
6th Management Council
The Management Corporation Strata Title Plan No. 3564

Date