

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 2nd COUNCIL MEETING OF THE 6th MANAGEMENT COUNCIL HELD ON MONDAY, 11th JULY 2016 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Chairman
	Mr Koh Sheng Wei	-	Treasurer
	Mdm Goh Beng Lay	-	Secretary
	Mr Vincent Goh Geok Kiat	-	Member
	Mr Terry Goh Wei Qiang	-	Member
	Mr Ng Lam Hua	-	Member
<u>Absent with</u>	Mdm Runzhi Machen	-	Member
<u>Apologies:</u>	Mdm Jing YunQi	-	Member
	Mr Danny Teo Kian Guan	-	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 CONFIRM MINUTES OF THE 1ST COUNCIL MEETING OF THE 6TH MANAGEMENT COUNCIL HELD ON 13TH MAY 2016.</u>		
1.1	The minutes of the 1 st Council meeting of the 6 th Management Council held on 13 th May 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 & Operational issues</u>		
2.1.1	MA reported that the CCTVs upgrading at the FCC/Guardhouse has been completed.	Info	
2.1.2	MA also briefed Council on the several meetings held with lift company Sigma's management representatives on improving Tower's lifts efficiency. One viable option suggested, is to undertake lifts' re-programming.	Info	
2.1.3	Upon due discussion, Council asked that MA to display notices regards seeking feedback from Towers' building occupants on the intention to undertake lifts' re-programming so as to reduce the failure rate of Tower's lifts due to heavy usage.	MA	15/8/16
2.1.4	Bearing no other unforeseen circumstances, MA to kick-start the Tower lifts' re-programming not later than end August 2016. Hence, it was decided to implement the lifts' re-programming exercise on Fri 26 th August 2016. MA to update Council further in due time.	Info	
2.1.5	MA to attend to relevant feedback and queries raised, if any. The aim is to better manage the expectations of Tower's building occupants, in relation to the lifts' re-programming exercise.	MA	30/8/16

2.2	<u>Carparking matters</u>		
2.2.1	MA updated Council on the revised basement parking arrangements for WUCA members. Notices have been displayed at assigned area to show the designated columns for individual car-dealers whom are expected to parked bumper to bumper, orderly and neatly.	Info	
2.2.2	The parking fees per columns vary due to different sizes. The big and small columns can accommodate up to 16 and 12 vehicles respectively. Fees payable on a monthly basis range from \$420/- to \$560/-. GST rates apply. Deposits required as per columns similarly range from \$500/- to \$600/- net.	Info	
2.2.3	MA briefed Council the draft license agreements between the MCST & WUCA, and between WUCA & its members. One main consideration for these license agreements, is that the MCST reserves its' rights to withdraw the basement parking arrangements for WUCA's members at short notice.	MA	15/8/16
2.3	<u>Request for strata roll/ Delphin #02-83 and #02-84 matters</u>		
2.3.1	MA informed Council that Delphin is making its application to the relevant authorities eg, URA and SLA, for the purpose of retaining the mezzanine floors within the two units. To update further.	MA	30/8/16
2.4	<u>Fire certification exercise</u>		
2.4.1	MA informed Council that the fire certification exercise is scheduled on 6 th September 2016. More details to be furnished in due time.	MA	30/8/16
2.5	<u>Building defects rectifications works' projects</u>		
2.5.1	MA prepared a listing of building defects and its' rectifications works time frame period for implementation of those projects.	Info	
2.5.2	MA presented some costs quotes for addressing certain building defects, eg water seepages for Plaza's lift lobbies at basement. In addition, there were also costs quotes from Mr Terry Goh and Mr Vincent Goh, pertaining to proposed improvement works, eg Plaza's expansion joints.	MA	30/8/16
2.5.3	Council asked MA to get one more costs quote in relation to the Plaza's lift lobbies water seepages rectifications works.	MA	30/8/16
2.5.4	After due discussion, these matters to be KIV till next meeting. Council noted.	MA	30/8/16
2.6	<u>Review of Westminster security contract</u>		
2.6.1	MA presented some costs quotes from various security companies, including Westminster Security. Matter to be decided at next monthly meeting, as Council would like to invite feedback from Members in regards to the current security team. More details to be furnished in due time.	MA	30/8/16
2.7	<u>Appointment of Auditor</u>		
2.7.1	After MA sought several costs quotes regards auditing services for MCST's financial accounts and due deliberation, Council decided on appointing YWL & Co Chartered Accountants for FY2016 onwards. The annual fees remain the same as the existing auditor agreement of \$2,000/-.	Info	
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR MAY AND JUNE 2016.</u>		
3.1	The financial statements for May and June 2016 were unanimously adopted by the meeting.	Info	
3.2.1	MA updated Council on the processes undertaken by SP Services Ltd to check on our feedback regards the higher monthly utilities bills for April 2016. Two rounds of meter-reading were conducted on 21 st June and 21 st July 2016, for those units at Plaza and Tower buildings as in a listing provided by the utilities company.	MA	15/8/16

3.2.2	MA informed Council that the subsequent SP's monthly billings, eg May and June 2016, were trending downwards. To update further in due time.	MA	30/8/16
4.0	<u>ANY OTHER BUSINESS:</u>		
4.1	<u>Considerate vehicles' parking campaign/Carparks' traffic wardens</u>		
4.1.1	Council suggested that to deploy an additional security officer to double up as traffic warden in the morning and evening peak hours, to ensure smooth vehicular traffic flows at basement level. The officer may also advise on considerate parking issues to our building occupants as well.	Info	
4.1.2	After due deliberation, MA to monitor the basement carparks for better vehicular traffic movements and incidents of any inconsiderate parking. To discuss again, if the need arises for the additional security officer deployment. Matter KIV till further notice.	Info	
4.2	<u>Carparks' EPS systems matters</u>		
4.2.1	MA updated Council on the meeting held with barrier systems' contractor Sun-Singapore management representative on improving the current barrier systems. It was suggested that having regular maintenance would be necessary to improve the overall efficiency, resulting in faster gantries' operations and lesser breakdowns.	Info	
4.2.2	It was noted that the MCST relied on ad-hoc services in the past as the barrier systems here was considered relatively new then. However with the passing of time, it would be better to sign up for regular maintenance attributed to the heavy usage of barrier gantries due to the growing vehicles' population at Wcega. This would enhance the daily operations of the barrier systems so as to protect the integrity of the estate's carparks systems.	Info	
4.2.3	After careful deliberation, Council decided to proceed with a fully comprehensive maintenance contract with Sun-Singapore w.e.f August 2016 for a period of two years. This would cover all labour and spare parts' charges, including a quarterly maintenances schedule. The costs of the maintenance contracts would be about \$36K for the first year and \$38K for the second year.	MA	15/8/16
4.3	<u>Valuation report for estate insurance</u>		
4.3.1	After due discussion, Council asked MA to get costs quotes for property valuation for further discussion. The purpose is to ensure that the estate's insurance requirement is adequately met. To update further.	MA	15/8/16

The meeting ended at 4.15pm 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