

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 3RD COUNCIL MEETING OF THE 6TH MANAGEMENT COUNCIL HELD ON WEDNESDAY, 5TH OCTOBER 2016 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Ben Tan Eng Hua	-	Chairman
	Mdm Goh Beng Lay	-	Secretary
	Mdm Jing YunQi	-	Member
	Mr Terry Goh Wei Qiang	-	Member
	Mr Ng Lam Hua	-	Member
<u>Absent with</u>	Mr Koh Sheng Wei	-	Treasurer
<u>Apologies:</u>	Mr Danny Teo Kian Guan	-	Member
	Mdm Runzhi Machen	-	Member
	Mr Vincent Goh Geok Kiat	-	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 2.15pm, with sufficient meeting quorum.		
1.0	<u>TO CONFIRM MINUTES OF THE 2ND COUNCIL MEETING OF THE 6TH MANAGEMENT COUNCIL HELD ON 11TH JULY 2016.</u>		
1.1	The minutes of the 2 nd Council meeting of the 6 th Management Council held on 11 th July 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 on some of the concerns from lower level building occupants in relation to the Tower's new lifts arrangements.	Info	
2.1.2	After due discussion, MA to display signs to indicate that PL3 serves only low floors. This would help to direct high floor building occupants to use other designated lifts instead of jostling to use PL3.	Info	
2.1.3	Bearing no further feedback from Tower's building occupants in near future, MA to display acrylic signages to reflect the lifts' re-programming on a permanent basis until further notice.	MA	30/11/16
2.2	<u>Carparking matters</u>		
2.2.1	MA briefed Council on some feedback received from other building occupants in relation to the basement parking arrangements accorded to Wcega Used Car Association's car-dealers members.	Info	
2.2.2	MA to continue to monitor the basement carparks closely with security personnel, to ensure that there is orderly and neat parking of vehicles without causing undue inconveniences or pose as danger risks to others.	Info	

2.2.3	Necessary enforcement actions including wheel-clamping and/or towing actions would be melted out to any errant vehicles that flouted the MCST's By-Laws and House-rules on carparking matters.	Info	
2.2.4	After due deliberation, Council decided that MCST to absorb any stamp duties payable on the license agreements between the MCST and WUCA, and those between WUCA and its members.	MA	31/12/16
2.3	<u>Delphin #02-83 and #02-84 matters</u>		
2.3.1	On these matters pertaining to #02-83 and #02-84 Tower, MA wrote to Singapore Land Authority (SLA) on 24 September 2016 to clarify that the MCST would not bear any incidental costs, including differential premiums, to be incurred in relation to Delphin's application to retain its' mezzanine floors within the two strata units.	MA	30/11/16
2.4	<u>Fire certification exercise</u>		
2.4.1	MA reported that the next FC inspection by SCDF, will be convened on 10 November 2016. More details to be furnished in due time.	MA	31/12/16
2.5	<u>Building defects rectifications works' projects</u>		
2.5.1	MA informed Council of the three costs quotes pertaining to Plaza's lift lobby 2 level 1 whereby re-tiling and water proofing works are planned to rectify water seepages defects within the said lift lobby.	MA	30/11/16
2.5.2	After due discussion, Council agreed to proceed with contractor Eross General Services P/L which gives a warranty period of 3 years for job done. The contract sum of \$3,800/- is the lowest bid amongst other quotes.	MA	30/11/16
2.5.3	After the impending works are completed, MA to install two fencing with gates to restrict access into the common areas behind the lift lobby 2. To update further.	MA	31/12/16
2.5.4	MA to liaise with the contractors to expedite these works soonest possible in November 2016.	Info	
2.6	<u>Review of Westminster security contract</u>		
2.6.1	MA presented some costs quotes from various security companies, including Westminster Security. Upon due consideration, Council asked that MA to negotiate with Westminster Security for a monthly sum of \$36K instead of the higher contract sum of \$37,300/- quoted. To update further.	MA	30/11/16
2.7	<u>Considerate vehicles' parking campaign/Carparks' traffic wardens</u>		
2.7.1	Upon due consideration, Council asked that MA displayed relevant notices regards encouraging Wcega drivers to park in a considerate manner so as to save parking spaces in order to accommodate more vehicles.	MA	30/11/16
2.7.2	Duty security officers and MA to be on location at Tower basement carparks every morning for a week, to co-ordinate better parking arrangements for the registered vehicles of Tower building occupants.	MA	30/11/16
2.8	<u>Carparks' EPS systems matters</u>		
2.8.1	MA briefed Council that barrier contractor Sun-Singapore has begun to tidy up the carparks' systems database, so as to improve the efficiency of the barrier gantries, eg reduce the time taken for the barrier arm to lift up. This would help in quickly moving the queue for vehicles entering/leaving the estate.	Info	

2.9	<u>Valuation report for estate insurance</u>		
2.9.1	After careful deliberation, Council decided to KIV this matter till next year when the existing estate insurance policies are due for renewal in April.	Info	
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR JULY & AUGUST 2016.</u>		
3.1	The financial statements for July and August 2016 were unanimously adopted by the meeting.	Info	
3.2.1	MA reported that SP's monthly billings for June, July, August 2016 were trending lower.	Info	
3.2.2	Upon due discussion, Council asked that MA to arrange another round of joint meter-reading exercise with SP Services to affirm that the utilities readings are accurate to determine the usage levels.	MA	30/11/16
3.3.1	Secretary Madam Goh explained the various fixed deposits terms from banks to Council. Upon careful deliberation, Council unanimously agreed to place up to S\$1mil of funds for a period up to one year with United Overseas Bank (UOB).	MA	30/11/16
3.3.2	She further suggested that the S\$1 mil could be placed in 2 tranches of S\$500k each. Council noted and agreed.	Info	
3.3.3	MA to see to necessary arrangements for the opening of FD account with UOB to facilitate the placement of funds.	Info	
4.0	<u>ANY OTHER BUSINESS:</u>		
4.1	<u>Repoco's proposal to lease Plaza ramp area from level 9-10</u>		
4.1.1	MA informed Council that Repoco proposed to lease Plaza ramp area from level 9-10 to park 30 cars therein for a monthly lease fee of \$1,800/-.	Info	
4.1.2	After careful discussion, Council decided against Repoco's proposal due to several factors, eg the ramp slope is not meant for vehicles' parking, safety and structural issues etc.	Info	
4.2	<u>Vermogen Auto's proposed parking arrangements at basement carparks</u>		
4.2.1	MA briefed Council on Vermogen's proposal for a designated area within the basement carparks, to park their vehicles based on their quota of vehicles allowed under each strata unit. As the company currently has the quota limit of 20 vehicles due to five strata units operating as motor businesses, it may be more appropriate to pack their vehicles bumper to bumper and thus, optimizing the parking spaces.	Info	
4.2.2	Vermogen's vehicles would be similarly subjected to compliance of MCST's By-laws and house-rules on carparking matters. Any non-compliance on their part, would be dealt with by necessary enforcement actions. Relevant fees are payable to secure release of any wheel-clamped or impounded vehicles.	Info	
4.2.3	Upon due discussion, Council agreed to Vermogen's proposal on the basis that such parking arrangements may be revoked at Council's discretion at immediate notice. Such parking arrangements may also be withdrawn if Vermogen's staff commits any abuse of carparks systems, eg unauthorized ingress/egress means. MA to liaise with Vermogen for the parking arrangements within a designated area at basement carparks.	MA	30/11/16

4.3	<u>Plaza's expansion joints rectifications works</u>		
4.3.1	MA presented two costs quotes pertaining to the above matter. Guan Teck Construction Pte Ltd quoted \$256k while BS Lim Builders quoted \$196k.	Info	
4.3.2	After due discussion, Council asked that this matter to KIV till November 2016, so that Guan Teck Construction could resubmit their costs quotes based on "per meter run basis" of rectifications works. This would enable closer comparison of the two quotes. All costs quotes to include a PE endorsement of technical drawings and scope of works, eg method of statement for repair works.	Info	
4.3.3	Following Guan Teck's resubmission, MA to arrange for a meet up session with the contractors in regards to their respective quotes for expansion joints repairs works. To update further in due time.	MA	31/12/16

The meeting ended at 4.30pm 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