

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 4th COUNCIL MEETING OF THE 6th MANAGEMENT COUNCIL HELD ON TUESDAY 20TH DECEMBER 2016 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

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| <u>Present:</u> | Mr Ben Tan Eng Hua | - | Chairman |
| | Mdm Goh Beng Lay | - | Secretary |
| | Mr Koh Sheng Wei | - | Treasurer |
| | Mr Terry Goh Wei Qiang | - | Member |
| | Mr Ng Lam Hua | - | Member |
| | Mr Vincent Goh Geok Kiat | - | Member |
| <u>Absent with</u> | Mdm Jing YunQi | - | Member |
| <u>Apologies:</u> | Mr Danny Teo Kian Guan | - | Member |
| | Mdm Runzhi Machen | - | Member |
| <u>Attendees:</u> | Mr Glenn Lim | - | Managing Agent |
| | Mr Eric Lee | | |
| | Mr Nicholas Leong | | |

| <u>No</u> | | <u>Action</u> | <u>Due</u> |
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| 1.0 | The meeting was called to order at 2.20pm, with sufficient meeting quorum. <u>TO CONFIRM MINUTES OF THE 3RD COUNCIL MEETING OF THE 6TH MANAGEMENT COUNCIL HELD ON 5TH OCTOBER 2016.</u> | | |
| 1.1 | The minutes of the 3 RD Council meeting of the 6 th Management Council held on 5 TH October 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 informed Council that new acrylic signs to be installed by February 2017 at Tower's lifts lobby to indicate the permanent arrangement of Lifts' re-programming, for building occupants' info. | Info | |
| 2.2 | <u>Carparking matters</u> | | |
| 2.2.1 | Council asked that duty security officers to check and monitor the basement carparks regularly, so as to ensure proper parking of vehicles to maximize the parking spaces available. | MA | 31/12/16 |
| 2.2.2 | MA to liaise with WUCA representative on the process of getting the relevant licensing agreements duly stamped. | Info | |
| 2.3 | <u>Delphin #02-83 and #02-84 matters</u> | | |
| 2.3.1 | MA informed that these matters are still pending with SLA, and would update Council as soon as any details are received. | Info | |

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| 2.4 | <u>Fire certification exercise</u> | | |
| 2.4.1 | MA reported that the next FC inspection by SCDF, will be convened on 11 th January 2017. MA to arrange for internal testing of the Wcega lifts and the public announcement (PA) systems. Further, MA to get contractors to check the smoke panel and to undertake necessary rectifications works. | MA | 10/1/17 |
| 2.5 | <u>Building defects rectifications works' projects</u> | | |
| 2.5.1 | MA reported that Plaza's lift lobby 2 water seepages rectification works are completed. In addition, necessary works are also carried out to prevent water ponding at common areas behind the said lift lobby. | Info | |
| 2.5.2 | MA also informed Council that two fencing gates are erected to limit access into these common areas behind lift lobby 2. Also, another fencing gate is being built at the boundary area between Wcega and Splendour estate to limit access into estate grounds. | Info | |
| 2.6 | <u>Review of Westminster security contract</u> | | |
| 2.6.1 | Following review of the existing security contract with Westminster Security, Council agreed to renew the contract for another 12 months with effect from November 2016, at a monthly contract price of \$37k. | Info | |
| 2.7 | <u>Considerate vehicles' parking campaign/Carparks' traffic wardens</u> | | |
| 2.7.1 | Following due discussion, Council asked that duty security officers continue to monitor vehicles' parking within the basement carparks so as reinforce the message of considerate parking in order to maximize spaces to accommodate more vehicles. | Info | |
| 2.8 | <u>Carparks' EPS systems matters</u> | | |
| 2.8.1 | Council requested MA to check with barrier contractor Sun-Singapore on the possibility of having two entrances/exits at the main Plaza, to facilitate a smoother vehicular traffic flow therein. | MA | 31/1/17 |
| 2.9A | <u>Vermogen Auto's proposed parking arrangements at basement carparks</u> | | |
| 2.9.A.1 | MA reported that a designated area is assigned to Vermogen Auto for the purpose of specific parking arrangements for the motor business. | Info | |
| 2.9.A.2 | Further, MA reported that Vermogen Auto has bought "more than usual" exit tickets recently, as compared to other months. MA to restrict the sales of these exit tickets to Vermogen Auto till Council's decision on this matter. MA to furnish details of exit tickets' sales to the rest of the motor-workshop businesses operating in Plaza building, for further discussion. | MA | 31/1/17 |
| 2.9B | <u>Plaza's expansion joints rectifications works</u> | | |
| 2.9.B.1 | After due deliberation, Council asked that MA to arrange for a meeting with the two contractors on 10 th January 2017, so as to better understand their respective quotations. Also, MA to solicit one more competitive costs quote so that at least three costs quotes could be compared. | MA | 9/1/17 |
| 2.9.B.2 | MA to display relevant notices at all Wcega's lift lobbies with purpose to invite more costs quotes in sealed envelopes, pertaining to this project likely to be undertaken by this year. More details to be furnished in due time. | MA | 31/1/17 |
| 3.0 | <u>TO ADOPT THE FINANCIAL STATEMENTS FOR SEPTEMBER, OCTOBER & NOVEMBER 2016.</u> | | |
| 3.1 | The financial statements for September, October and November 2016 were unanimously adopted by the meeting. | Info | |
| 3.2.1 | MA reported that SP Services has reduced the deposit for the MCST's account by an amount of \$9,650/- to current level of \$46,560/-. | Info | |

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| 3.2.2 | MA briefed Council on the two tranches of \$500k deposits placed with UOB. | Info | |
| 3.2.3 | Council suggested to check the FD rate offered by Hong Leong Finance for one tranche of \$500K as the current deposit with DBS is due to expire in early March 2017. MA to update further. | MA | 31/1/17 |
| 4.0 | <u>ANY OTHER BUSINESS:</u> | | |
| 4.1 | <u>Carparks IU systems</u> | | |
| 4.1.1 | After deliberate consideration, Council agreed that MA check with Sun Singapore on whether the gantry systems could delete those vehicles' IUs which remain inactive for a period of at least 6 months. Further, MA to go through the carparks' database to clear those "old" IUs and to update with the various units here, especially the motor-related businesses. This would ensure that the carparks systems remains as relevant as can be. | MA | 31/1/17 |
| 4.2 | <u>Concrete road humps at Plaza building</u> | | |
| 4.2.1 | Upon due discussion, Council proposed to install new concrete road humps at Plaza's ramp areas, to replace the existing rubberized humps which deteriorated in conditions due to normal wear and tear over time. Council agreed to install one road hump at the upward slope and two road humps at the downward slope. | MA | 15/2/17 |
| 4.2.2 | MA presented three competitive costs quotes for comparison. Council decided to award the lowest job quote to Guan Teck Construction for \$30k and MA to liaise with the contractor on the proposed works in early 2017. Reason being, that there would be much lower vehicular traffic flows during the festive period around the corner. | MA | 15/2/17 |
| 4.2.3 | For implementation of this project, MA to arrange for the contractor to start installing the road humps from highest level 9 to 7 downwards. Following a short interval period, MA to solicit feedback from Plaza's building occupants, in regards to these new concrete road humps via walkabout and relevant notices displayed at Plaza's lift lobbies. Bearing no major concerns raised, the installation works to proceed for the other levels at Plaza down to level 2. More details to be furnished in due time. | MA | 15/2/17 |
| 4.3 | <u>Annual Fire drill exercise</u> | | |
| 4.3.1 | MA briefed Council on the annual fire drill exercise which would be held on 29th December 2016. Relevant notices to be displayed for building occupants' info. | Info | |
| 4.4 | <u>Chinese Lunar New Year 2017 matters</u> | | |
| 4.4.1 | The annual CNY festive event (Cai Qing) would be held on 6 th February 2017, 12noon at the Roundabout area between the Tower and Plaza buildings. MA to get quotes for the Lions and Dragon Dance performance, for Council's approval. | MA | 31/1/17 |
| 4.5 | <u>In-house reports</u> | | |
| 4.5.1 | Council suggested that MA keep in-house reports regards isolated incidents which may be helpful for future references. | Info | |
| 4.6 | <u>Unauthorized use/Application for use of common water supply</u> | | |
| 4.6.1 | After careful consideration, Council decided that anyone caught using the common water supply without prior consent from the Management, would be penalized \$150/- net. | Info | |
| 4.6.2 | Also, anyone applying to use the common water supply from the Management, would be liable to pay \$100/- net, eg dinner events and/or religious activities. | Info | |

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| <p>4.7 4.7.1</p> | <p><u>Proposed new By-Laws involving Heavy Vehicles</u> Upon due discussion, Council proposed to table new By-Laws for House vote at upcoming Annual General Meeting in April 2017.</p> <p>1) Wheel-clamp release fee - \$300/- plus GST. 2) Towing away fee - \$800/- plus GST. 3) Daily storage fee - \$150/- plus GST.</p> | <p>MA</p> | <p>31/1/17</p> |
| <p>4.7.2</p> | <p>MA to check with Repoco Agency on the relevant fees chargeable for towing and daily storage services rendered before finalizing the amount for AGM discussion.</p> | <p>MA</p> | <p>31/1/17</p> |

The meeting ended at 4.45pm 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