

**WCEGA PLAZA & TOWER**

MCST 3564 Management Office

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**MINUTES OF THE 5<sup>th</sup> COUNCIL MEETING OF THE 6<sup>th</sup> MANAGEMENT COUNCIL HELD ON MONDAY 27<sup>th</sup> FEBRUARY 2017 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.**

<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 Hwa	-	Member
<u>Absent with</u>	Mdm Jing YunQi	-	Member
<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		

<b>No</b>		<b>Action</b>	<b>Due</b>
	The meeting was called to order at 2.15pm, with sufficient meeting quorum.		
<b>1.0</b>	<b><u>TO CONFIRM MINUTES OF THE 4<sup>TH</sup> COUNCIL MEETING OF THE 6<sup>TH</sup> MANAGEMENT COUNCIL HELD ON 20<sup>TH</sup> DECEMBER 2016.</u></b>		
1.1	The minutes of the 4 <sup>th</sup> Council meeting of the 6 <sup>th</sup> Management Council held on 20 <sup>th</sup> December 2016 was unanimously adopted.	Info	
<b>2.0</b>	<b><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></b>		
<b>2.1</b>	<b><u>Estate/Term service contracts/ Maintenance &amp; Operational issues</u></b>		
2.1.1	MA informed Council that the lifts' maintenance contract with Sigma, has been extended for another three years, with effect from January 2017.	Info	
2.1.2	MA further informed Council that relevant lifts' testings would be conducted in May 2017, to validate the lifts' certificates under the new mandatory Permit To Operate (PTO) system, whereby an independent PE would be endorsing the necessary tests prior to renewal of the lifts' certificates.	MA	31/3/17
<b>2.2</b>	<b><u>Carparking matters (SPL Auto's request for 50 cars parking for 3 months – March to May 2017)</u></b>		
2.2.1	MA briefed Council on SPL Auto's (#03-01 SunRita) written request for 50 vehicles' parking for a three months period from March to May 2017.	Info	
2.2.2	MA also informed Council that one of the WUCA members had agreed to release a designated basement column temporarily, so as to accommodate partially, of about 16 SPL Auto's vehicles.	Info	
2.2.3	Upon careful deliberation, Council agreed to allow SPL Auto to temporarily occupy a basement column to park their vehicles strictly on a three months period. Monthly parking fees would be payable by SPL Auto. Further, these	MA	1/3/17

	temporary parking arrangements accorded to SPL Auto, may be revoked at immediate notice if SPL Auto fails to co-operate with the MCST on carparking matters.		
2.2.4	MA and security personnel to check on SPL Auto's vehicles regularly, so as to ensure compliance to the MCST's By-Laws and House-rules on carparking matters. Relevant enforcement actions to be meted out against any errant vehicles without further reference to SPL Auto or anyone.	MA	1/3/17
<b>2.3</b>	<b><u>Fire certification exercise</u></b>		
2.3.1	MA informed that the fire certification exercise has been completed. Currently awaiting SCDF's approval for relevant fire certificate of the estate. To update Council in due time.	Info	
<b>2.4</b>	<b><u>Building defects rectifications works' projects</u></b>		
2.4.1	MA presented three costs quotes to Council pertaining to the proposed re-tilling rectifications works at the lift lobbies of Tower and Plaza building.	Info	
2.4.2	Upon due deliberation, Council agreed to award the job to lowest bidder, Kim Bee Loon Interior Renovation at the contract costs of \$7,366. MA to proceed expeditiously in this matter.	MA	31/3/17
<b>2.5</b>	<b><u>Carparks' EPS systems matters</u></b>		
2.5.1	Upon due discussion, Council suggested that MA to arrange a trial period of one week, for trying out the idea of two exits at Plaza main entrance during normal peak hours of 4 – 6pm in the evenings. MA to co-ordinate with the duty security personnel for this exercise.	MA	31/3/17
<b>2.6</b>	<b><u>Vermogen Auto's proposed parking arrangements at basement carparks/Monthly exit tickets issuance</u></b>		
2.6.1	After careful deliberation, Council indicated that not more than 600 exit tickets can be purchased by a single motor-workshop entity on a monthly basis. Further, MA to restrict the monthly total aggregate issuance of 2,400 exit tickets for all Plaza's motor-workshop businesses.	Info	
2.6.2	Council also decided on the revised costings of exit tickets as follows: the first 200 exit tickets - \$0.50 each, the second 200 exit tickets - \$1.00 each and the third 200 exit tickets - \$1.50 each, for the individual work-shops. GST applies.	Info	
2.6.3	MA to check the motor-workshop businesses' invoice records if necessary, to ensure that the issuance of these exit tickets match the actual demand by any particular work-shop here.	Info	
<b>2.7</b>	<b><u>Plaza's expansion joints rectifications works</u></b>		
2.7.1	Following the meeting with prospective contractors for this project, MA displayed notices to solicit more relevant costs quotes.	Info	
2.7.2	MA presented three costs quotes in sealed envelopes for Council's perusal. The three quotes revealed were: BWS Pte Ltd - \$148,000/- without metal plates replacement, Lim CS Builders Pte Ltd - \$296,087/- with metal plates replacement and Guan Teck Construction - \$324,444/- with metal plates replacement.	Info	
2.7.3	After due discussion, MA to request BWS submit another costs quote to include metal plates replacement and to update Council accordingly.	MA	31/3/17
2.7.4	Council decided to proceed with the lowest bid for this project.	Info	
<b>2.8</b>	<b><u>Carparks IU systems</u></b>		
2.8.1	MA informed Council that barrier contractor Sun Singapore would conduct	Info	

	periodic up-keeping of our IUs database. In addition, MA would encourage motor-related businesses here, to update their vehicles' IUs regularly. Through these means, the carparks systems would be better updated with relevancy.		
<b>2.9A</b>	<b><u>Concrete roads humps at Plaza building</u></b>		
2.9.A.1	MA reported that the concrete road humps at Plaza's ramp areas level 2 to 9, have been completed. These road humps would serve to regulate any fast moving vehicles passing through the ramps.	Info	
<b>2.9B</b>	<b><u>Chinese Lunar New Year 2017 matters</u></b>		
2.9.B.1	MA informed Council that the annual CNY festive event was held on 6 <sup>th</sup> February 2017.	Info	
<b>2.9.C</b>	<b><u>Proposed new By-Laws involving Heavy Vehicles</u></b>		
2.9.C.1	MA updated Council on the towing and daily storage fees chargeable by Repoco Agency for these services rendered.	Info	
2.9.C.2	Following due discussion, Council agreed that the proposed By-Laws to remain the same as previously discussed at last meeting. These By-Laws would be tabled for House vote at the upcoming AGM.	MA	31/3/17
<b>3.0</b>	<b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR DECEMBER 2016 &amp; JANUARY 2017</u></b>		
3.1	The financial statements for December 2016 and January 2017 were unanimously adopted by the meeting.	Info	
3.2.1	MA fielded some queries from Council, pertaining to the financial accounts.	Info	
3.2.2	MA informed Council of the FD rates offered by Hong Leong Finance.	Info	
3.2.3	Following careful consideration, Council decided to renew with DBS. To qualify for better rates offered by DBS, MA to liaise with the bank to first withdraw the current \$500k tranche on maturity and then, to place funds of \$1M plus the accrued interest on previous deposit, as a fresh deposit for a period of one year.	MA	31/3/17
<b>4.0</b>	<b><u>ANY OTHER BUSINESS:</u></b>		
<b>4.1</b>	<b><u>Request to utilize common space by SP #08-03</u></b>		
4.1.1	MA informed Council of a written request by SP #08-03, Adenn Aircon Services & Control Pte Ltd, to utilize the common spaces outside unit at Plaza level 8 to hold a temple dinner event on 18 <sup>th</sup> March 2017.	Info	
4.1.2	MA also reported that the Subsidiary Proprietor has gathered the agreement and consent of all fellow neighbours at Plaza level 8 via a signed petition to support this one-time request.	Info	
4.1.3	Upon due discussion, Council agreed to this request. However, this would not serve as a precedent in considering similar future request to hold temple dinners at Wcega Plaza common spaces. MA to liaise with SP #08-03.	MA	1/3/17
<b>4.2</b>	<b><u>Company Emergency Response Team (CERT) formation</u></b>		
4.2.1	MA presented several options of training centres for Council's consideration in sending some of the site colleagues for CERT training, relating to the formation of Wcega's CERT.	Info	
4.2.2	After due deliberation, Council agreed to send 6-7 volunteers to TECS Fire & Safety Training Pte Ltd.	Info	

4.2.3	MA to see to the necessary arrangements to register the participants for the courses selected and to apply for training grants as subsidies in training fees.	MA	31/3/17
<b>4.3</b>	<b><u>Buildings' re-tiling works</u></b>		
4.3.1	Refer to para 2.4.	Info	
<b>4.4</b>	<b><u>Tower canteen renovations works</u></b>		
4.4.1	MA briefed Council on the proposed renovations works for Tower canteen. The canteen operator Phil Roast Meat Pte Ltd, submitted renovation application for the various works, together with a PE endorsement of the canopy roof-like structure to ensure structural safety.	Info	
4.4.2	Further, the landlord Star-Ray Heat Exchangers Pte Ltd has indemnified the MCST in matters relating to the construction of the canopy roof-like structure.	Info	
<b>4.5</b>	<b><u>7<sup>th</sup> Annual General Meeting (AGM) matters</u></b>		
4.5.1	Following due discussion, Council decided that the upcoming 7 <sup>th</sup> AGM to be convened on 28 <sup>th</sup> April 2017, 1.30pm at the Bukit Batok Civil Service Club.	Info	
4.5.2	MA presented an indicative financial budget for discussion. Following, Council recommended that the current quarterly maintenance contributions remain unchanged.	Info	
4.5.3	Council also agreed to impose a heavier penalty for dumping offences committed here at the estate. Reason being, that the MCST has already been penalized to the maximum, in terms of previous fines imposed by SCDF. Any future actions by SCDF, may result in the MCST being taken to Court. This meant that building owners, eg Council Members, would have to appear in Court to "face the music".	Info	
4.5.4	After careful deliberation, Council suggested to table revised By-Laws on dumping offences, for House vote. For first dumping offence, \$1,000/- chargeable, second offence \$2,000/- chargeable, third offence and beyond, \$3,000/- chargeable within a 12 months period from date of first offence. An administrative fee of \$150 per day is also payable till the dumped items are removed from common areas. GST applies.	MA	31/3/17
<b>4.6</b>	<b><u>SPL Auto's request for 50 cars parking from March to May 2017</u></b>		
4.6.1	Refer to para 2.2.	Info	

The meeting ended at 5pm with a note of thanks to all attendees.

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

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

\_\_\_\_\_  
Date