

# WCEGA PLAZA & TOWER

MCST 3564 Management Office

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## **MINUTES OF THE 1<sup>st</sup> COUNCIL MEETING OF THE 7<sup>th</sup> MANAGEMENT COUNCIL HELD ON TUESDAY, 9<sup>th</sup> MAY 2017 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.**

<u>Present:</u>	Mr Simon Lim Beng Wee	-	Member
	Mr Lim Kian Huat	-	Member
	Mdm Goh Beng Lay	-	Member
	Mr Tan Eng Yew	-	Member
	Ms Sim Yoke Pheng	-	Member
	Ms Chong Mei Yoon	-	Member
	Ms Felicia Lim Chue Er	-	Member
	Mr Joerg Kalisch	-	Member
	Mr Charles Lee Swee Guan	-	Member
<u>Attendees:</u>	Mr Glenn Lim	-	Managing Agent
	Mr Eric Lee		
	Mr Nicholas Leong		

	The meeting was called to order at 10.10am, with sufficient meeting quorum.		
<b>1.0</b>	<b><u>TO DECLARE NON-INTEREST BY COUNCIL MEMBERS OF 7<sup>TH</sup> MANAGEMENT COUNCIL, AS STIPULATED IN BMSMA.</u></b>		
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	
<b>2.0</b>	<b><u>TO ELECT OFFICE BEARERS AND AUTHORIZED BANK SIGNATORIES OF 7<sup>TH</sup> MANAGEMENT COUNCIL OF MCST3564.</u></b>		
2.1	The following Members were elected as office bearers of the 7 <sup>th</sup> Management Council of MCST3564, as follow:  1) Mr Simon Lim Beng Wee – Chairman 2) Mdm Goh Beng Lay – Treasurer 3) Mr Lim Kian Huat – Secretary	Info	
2.2	The meeting also resolved that all three office bearers to be appointed as the authorized bank signatories of MCST 3564.	Info	
2.3	It was further resolved that (in signing MCST cheques): 1) Any two signatories are required to sign, for any amount.	Info	
<b>3.0</b>	<b><u>TO CONFIRM MINUTES OF THE 5TH COUNCIL MEETING OF THE 6TH MANAGEMENT COUNCIL HELD ON 27<sup>TH</sup> FEBRUARY 2017.</u></b>		
3.1	The minutes of the 5 <sup>th</sup> Council meeting of the 6 <sup>th</sup> Management Council held on 27 <sup>th</sup> February 2017 was confirmed by Madam Goh, who is the only member from the previous Council at said meeting.	Info	
<b>4.0</b>	<b><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></b>		
<b>4.1</b>	<b><u>Estate/Term service contracts/Maintenance &amp; Operational issues</u></b>		
4.1.1	MA highlighted the construction of two large retractable awning canopies at	Info	

	Tower basement carparks, to shelter Tower's cars parking therein, from falling leaves.		
4.1.2	The project was carried out by Elite Deco, at the costs of \$7,800/- which is the lowest bid and completed in late April 2017.	Info	
<b>4.2</b>	<b><u>Carparking matters (SPL Auto's second request for 16 new cars basement parking for 3 months – March to May 2017)</u></b>		
4.2.1	MA informed Council that SPL Auto wrote in to request for another 16 cars to parked temporarily in basement columns in early March. This is on top of the first 16 new cars that ex-Council has agreed to accommodate on SPL Auto's first request in late February 2017.	Info	
4.2.2	MA further informed that ex-Council agreed to the second request by SPL Auto, and also directed that there would no more consideration for any extra basement parking facilities to be accorded to SPL Auto. There would no further extension of basement parking facilities to SPL Auto's new cars beyond May 2017.	Info	
<b>4.3</b>	<b><u>Fire certification exercise</u></b>		
4.3.1	MA reported that SCDF has approved the fire certificate for Wcega estate. Renewal fees of about S\$1,300 are payable to SCDF annually.	Info	
<b>4.4</b>	<b><u>Building defects rectifications works' projects</u></b>		
4.4.1	MA reported that the lift lobbies' re-tiling works are completed.	Info	
<b>4.5</b>	<b><u>Carparks' EPS systems matters</u></b>		
4.5.1	MA briefed Council the carparks' EPS systems and informed that the present barrier gantries layout is the best option, given the advice of the barrier contractor, Sun-Singapore and constraints of space and directional traffic flows at Plaza's main entrance.	Info	
<b>4.6</b>	<b><u>Plaza's expansion joints rectifications works</u></b>		
4.6.1	MA reported that BWS submitted a revised costs quote to include metal plates replacement with galvanized and non-galvanized options.	Info	
4.6.2	MA also informed that the galvanized option was chosen by ex-Council, amounting to \$210,000/- being the final costs of the entire project for Plaza building.	Info	
4.6.3	MA also briefed Council on the rectifications works' schedule for this project. Bearing no unforeseen circumstances eg inclement weather conditions and directional vehicular traffic flows around the affected work areas, these works are expected to be completed by mid-July 2017.	Info	
4.6.4	MA to update periodically to Council on the on-going works processes. Relevant notices are displayed for building occupants' info.	MA	31/5/17
<b>4.7</b>	<b><u>Proposed new By-Laws involving Heavy Vehicles</u></b>		
4.7.1	MA informed that the proposed new By-Laws involving Heavy Vehicles was failed at last AGM held in late April 2017.	Info	
4.7.2	Council would review and decide on this matter in due time.	MA	31/5/17
<b>4.8</b>	<b><u>Request to utilize common space by SP #08-03</u></b>		
4.8.1	MA informed that the temple dinner event was held on 18 <sup>th</sup> March 2017, and that the organizers wrote to thank the Management for the approval granted.	Info	
<b>4.9.A</b>	<b><u>Company Emergency Response Team/CERT</u></b>		
4.9.A.1	MA informed Council that several site colleagues have successfully	Info	

	completed their training at the TECS training centre for purpose of forming the Wcega's CERT recently.		
4.9.A.2	MA added that the application to Skills Future Agency, for company profile in order to qualify for relevant training grants, has to be re-submitted due to the change in MCST's office bearers and authorized bank signatories.	MA	31/5/17
4.9.A.3	MA already wrote to the government agency, to inform of the reasons for re-submission. MA also updated TECS. To update further.	MA	31/5/17
<b>4.9.B</b>	<b><u>7<sup>th</sup> Annual General Meeting matters</u></b>		
4.9.B.1	MA informed that the revised By-Laws for dumping offences, was passed at the recent AGM.	Info	
4.9.B.2	Relevant new dumping signages to be displayed at common areas, for building occupants' info.	MA	31/5/17
<b>5.0</b>	<b><u>TO ADOPT THE FINANCIAL STATEMENTS FOR FEBRUARY &amp; MARCH 2017</u></b>		
5.1.1	The financial statements for February and March 2017 were unanimously adopted.	Info	
5.1.2	Following careful deliberation, Council agreed to write off bad debt of \$2,645/-, in relation to TOL arrangements with motor trade companies in 2012, believed to be for lease of space at Plaza level 10 carparks. Such arrangements were made under the ex-MA Exceltec's tenure period.	MA	31/5/17
<b>6.0</b>	<b><u>ANY OTHER BUSINESS:</u></b>		
<b>6.1</b>	<b><u>Basement carparks/other carparking matters</u></b>		
6.1.1	Upon due discussion, Council agreed to the following measures: <ol style="list-style-type: none"> <li>1) All new unregistered vehicles are not allowed to be parked inside the basement carparks and common areas within the estate grounds.</li> <li>2) Letters to be served to all concerned car-dealers to remove their new unregistered vehicles from basement carparks and common areas by 31<sup>st</sup> May 2017.</li> <li>3) Red labels for Plaza's motor trades to be kept at 15 maximum per strata unit.</li> <li>4) All mastercards issued to WUCA, to be cancelled immediately.</li> <li>5) All complimentary exit tickets issuance and sales to Plaza's motor workshops, to be ceased immediately.</li> <li>6) SCDF service road is strictly meant for normal seasons, visitors and heavy vehicles parking only. Letters to be served to concerned car-dealers or work-shops, to remove excess cars from said location by 31<sup>st</sup> May 2017.</li> <li>7) All business-related activities at SCDF service road, to be ceased immediately. Letters to be served to concerned parties, for their compliance.</li> <li>8) Necessary enforcement measures, including wheel-clamping or towing and legal actions, to be taken for non-compliance in the above matters.</li> <li>9) Basement columns parking remains, subject to monthly renewal of basement parking fees payable and terms and conditions governing the basement columns parking, eg House-rules, and/or till further notice by Management.</li> </ol>	MA	31/5/17
<b>6.2</b>	<b><u>Renewal of estate insurance policies</u></b>		
6.2.1	MA updated Council on the renewal of estate insurance policies with Overseas Assurance Corporation (OAC) for another year, with effect from May 2017 at a lower annual contract price of \$12,000/-. Other terms and	Info	

	conditions remain unchanged.		
<b>6.3</b>	<b><u>Review of Managing Agent contract</u></b>		
6.3.1	After due discussion, Council decided to further review the MA contract. More details to be furnished in due time.	MA	31/5/17
<b>6.4</b>	<b><u>Review of Repoco Agency leasing agreement for Plaza level 10 carparks</u></b>		
6.4.1	Upon due deliberation, Council asked that newspaper advertisements to be placed to invite bids in sealed envelopes for the next round of tender for the said location upon expiry of present leasing arrangements with Repoco Agency.	MA	31/5/17
<b>6.5</b>	<b><u>Review of draft 7th AGM meeting minutes</u></b>		
6.5.1	After due review, Council agreed to adopt the draft 7 <sup>th</sup> AGM meeting minutes for House approval at next AGM in 2018.	Info	
<b>6.6</b>	<b><u>Necessary enforcement actions against dumping activities</u></b>		
6.6.1	Upon due discussion, Council asked that MA to step up enforcement actions by penalizing any unit owners or tenants for dumping offences following the passing of new revised dumping By-Laws at recent AGM. This is in view of more dumping activities being committed within estate grounds.	MA	31/5/17
<b>6.7</b>	<b><u>Request for CPIB probe into irregularities (without prejudice)</u></b>		
6.7.1	Upon careful deliberation, Council directed MA to send a letter to CPIB, requesting investigations by the government agency, in relation to car washing & grooming activities at the basement carparks which were on-going till they were stopped recently by 7 <sup>th</sup> Council. More details to be furnished in due course.	MA	31/5/17
<b>6.8</b>	<b><u>Council meetings</u></b>		
6.8.1	Council asked MA to convene monthly meetings for the next three months. Following further review, more details to be furnished.	MA	31/5/17

The meeting ended at 12.55am with a note of thanks to all attendees.

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

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

\_\_\_\_\_  
Date