

DRAFT

WCEGA PLAZA & TOWER

MCST 3564 Management Office

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MINUTES OF THE 5th COUNCIL MEETING OF THE 7th MANAGEMENT COUNCIL HELD ON FRIDAY, 29TH SEPTEMBER 2017 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

<u>Present:</u>	Mr Simon Lim Beng Wee	-	Chairman
	Ms Chong Mei Yoon	-	Member
	Ms Sim Yoke Pheng	-	Member
	Mr Charles Lee Swee Guan	-	Member
<u>Absent with Apologies:</u>	Mdm Goh Beng Lay	-	Treasurer
	Ms Felicia Lim Chue Er	-	Member
<u>Attendees:</u>	Mr Glenn Lim	-	Managing Agent
	Mr Eric Lee		
	Mr Nicholas Leong		
<u>Observers:</u>	Mr Ng Shi Rong	-	#02-22
	Mr Sim Kyn Tzhu	-	#02-14
	Ms Catherine Kweh	-	#02-13
	Mr Lee Choon Yeow	-	#02-10
	Mr Ng Kong Soon	-	#02-23
	Mr Lee Wee Buang	-	#03-17
	Mr Lin Yi	-	#02-09

<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 4TH COUNCIL MEETING OF THE 7TH MANAGEMENT COUNCIL HELD ON 18TH AUGUST 2017.</u>		
1.1	The minutes of the 4 th Council meeting of the 7 th Management Council held on 18 th August 2017 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 presented an indicative costs quote for a surveyor to look into the matter of the basement wet floors. Following due discussion, this matter was KIV till further notice.	Info	
2.1.2	MA presented a list of costs quotes for cleaning services. MA suggested to renew the current cleaning contract with OKL, for another year at slightly higher monthly price of \$22,500/- as compared to existing monthly price of \$22,000/-. Reason being, that OKL is currently a co-defendant with MCST in a case of a woman falling into drain. Council asked that Madam Goh to review and decide on the term cleaning contract.	MA	31/10/17
2.1.3	MA presented a list of costs quotes for security services. MA informed Council that most of the day security officers have left the service recently. Hence, it would be prudent to see if Westminster Security could recruit new	MA	31/10/17

	permanent officers for the day deployment by Oct 2017, before considering term contract renewal. More details to be furnished. Council asked that Madam Goh to review and decide on the term security contract.		
2.2	<u>Carparking matters</u>		
2.2.1	MA informed Council that Plaza red labels scheme was revoked on 4 th September 2017. There were some instances of "tailgating incidents" reported. Security officers would note down details of errant vehicles for MA to blacklist them, eg prevent from entering the estate.	Info	
2.3	<u>Carparks' EPS systems matters</u>		
2.3.1	MA briefed Council on the on-going vehicles IUs revalidation exercise for the estate, starting with Plaza building. Most Plaza units have complied with the notices sent out since 4 Aug 2017, to various levels via different phrases. Reminder notices were also sent to units to remind Wcega tenants of the revalidation exercise. For those units failing to comply within the stipulated datelines, their vehicles would be invalidated without references. Any parking charges incurred as a result of invalidation, would not be refunded.	Info	
2.3.2	The next phrase of vehicles IUs revalidation began for Tower building. Similar notices were sent out to Tower units for their compliance. To update further.	MA	31/10/17
2.4	<u>Company Emergency Response Team/CERT</u>		
2.4.1	MA informed Council that out of the 2 submissions for training grants to Skills Future Agency, pertaining to the 2 different courses attended by site colleagues, one has been approved while the other one is pending. To update further.	MA	31/10/17
2.5	<u>Review of Repoco Agency leasing agreement for Plaza level 10 carparks</u>		
2.5.1	MA briefed Council that Repoco has done submission to SCDF, pertaining to actions undertaken to alleviate fire safety concerns. On the matter of NSFOs received by the MCST, Repoco indicated that the company would be responsible to settle any penalties imposed on MCST in regards to the compound at Plaza level 10 carparks.	Info	
2.6	<u>StarBright Auto #02-13/14 application to Strata Title Board</u>		
2.6.1	MA informed Council that at directions hearing on 13 September 2017, several issues which were not able to be reconciled by both parties, being the MCST and StarBright Auto, were being referred to STB for hearing and its' decision.	Info	
2.6.2	MA also reported that another lawfirm, Selvam LLC, has been appointed by MCST to handle the STB case, in lieu of Rajah Tann.	Info	
2.6.3	There was a flurry of email exchanges between Selvam LLC and Lee & Lee representing StarBright Auto, setting out the agreed/disputed facts of the several issues pending hearing before STB.	MA	31/10/17
2.6.4	The next directions hearing is scheduled on 13 October 2017. More details to be furnished in due course.	MA	31/10/17
2.7	<u>Case of a woman falling into drain</u>		
2.7.1	MA updated Council on the matter, in which the Plaintiff rejected the settlement sum of \$3,500/- offered by MCST and OKL. Instead, she sought an amount of \$35,000/-.	Info	
2.7.2	Plaintiff lawyers Fam, Tay & Lee sought an adjournment of case for Plaintiff to appoint new lawyer.	Info	

2.7.3	The next hearing session is scheduled on 10 November 2017. More details to be furnished in due time.	MA	31/10/17
2.8	<u>Possible petition to STB regards motor-trades at Plaza building</u>		
2.8.1	Council enquired about the matter. MA replied that lawyer Allen & Gledhill has advised on the issues that may have positive impact in this possible petition to STB. MA to liaise further and to collate the data and evidences in build-up of this case.	MA	31/10/17
2.9 A	<u>Lifts' refurbishment quotes</u>		
2.9 A.1	MA presented a upgrading/refurbishment quote from Kone Elevator. The indicative costs quote is about S\$1.9M, for the necessary works to replace all 12 lifts in Wcega estate, prior any consideration by Kone Elevator to take over from Sigma as the term lift maintenance contractor.	Info	
2.9 A.2	Another alternative would be, to appoint an independent Authorized Examiner (AE) to check all Wcega lifts and to submit a report, to be forwarded to Sigma for any necessary rectifications works as indicated in the AE report. An indicative costs quote from YP Chee & Associates (AE) is about \$300/- per hour (net).	Info	
2.9 A.3	MA also reported that BCA has inspected 2 lifts (PL1 & PL9) during an audit check conducted on 12 September 2017. Upon receipt of BCA report, MA would forward to Sigma for rectifications and also, to check similar issues relating to other Wcega lifts.	Info	
2.9 A.4	Upon careful deliberation, Council asked that Madam Goh to review and decide on this matter.	MA	31/10/17
2.9 B	<u>Removal/disposal of items dumped at common areas</u>		
2.9 B.1	MA reported that letters were issued to Systemz and Lim Soon Poh Trading on 31 August 2017, pertaining to this matter. Reminder letters dated 18 September 2017, were also sent to these two owners. MA even placed notices on those items, to highlight the urgent removal/clearing of the bulky items found at Plaza level 2, 4 and 9.	Info	
2.9 B.2	Systemz wrote to appeal for an extension of time, as they have started to clear away their items placed at common areas at Plaza level 9.	Info	
2.9 B.3	After careful consideration, Council allowed a final extension of one week for Systemz and Lim Soon Poh Trading to comply.	MA	31/10/17
3.0	<u>TO ADOPT THE FINANCIAL STATEMENTS FOR JULY & AUGUST 2017</u>		
3.1	Due to absence of Treasurer Madam Goh, the financial statements for July and August 2017 would be carried forward to next council meeting, for review and adoption.	Info	
4.0	<u>ANY OTHER BUSINESS:</u>		
4.1	<u>Resignation/Appointment of Secretary/Council Members</u>		
4.1.1	The following Members resigned from the 7 th Management Council, as follow: 1) Mr Lim Kian Huat (ex-Secretary) 2) Mr Tan Eng Yew (ex-Council Member) 3) Mr Jeorg Kalisch (ex-Council Member)	Info	
4.1.2	The meeting resolved that current Member Ms Chong Mei Yoon to be appointed as Secretary and authorized bank signatory of 7 th Management Council.	Info	

4.1.3	Council thanked Mr Lim Kian Huat, Mr Tan Eng Yew and Mr Jeorg Kalisch for their past contributions rendered.	Info	
4.2	<u>Magnetized doors systems</u>		
4.2.1	MA presented indicative costs quotes for installing magnetized doors systems at lift lobbies of Plaza and Tower buildings. The costs quotes, amounting to \$25,200/- (magnetized fire doors holders by CA M&E Engineering P/L) and \$83,325/- (wiring works linking all lift lobbies in both buildings to FCC/Guardhouse by YEW Electrical Pte Ltd) were reviewed.	Info	
4.2.2	Upon due discussion, this matter was KIV till further notice.	Info	
4.2.3	MA displayed relevant advisory notices at all lift lobbies, to inform building tenants to keep lobbies' doors closed at all times. Site colleagues were also directed to shut these lobbies' doors whenever they see the doors wedged open.	MA	31/10/17
4.3	<u>Petitions by Plaza tenants to regularize units' red lots</u>		
4.3.1	MA presented petitions by Plaza owners/tenants, to seek MCST's coordination in liaising with SCDF and URA, in a collective effort to regularize Plaza units' red lots.	Info	
4.3.2	MA explained that a similar exercise was conducted in 2015. However back then, the response from Plaza owners/tenants was very poor.	Info	
4.3.3	MA further added that a meeting with SCDF officers at SCDF HQ would be held on 6 Oct 2017, pertaining to this matter. More details to be furnished in due course.	MA	31/10/17

The meeting ended at 3.00pm with a note of thanks to all attendees.

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

Confirmed by

 Council Member
 7th Management Council
 The Management Corporation Strata Title Plan No. 3564

Date _____