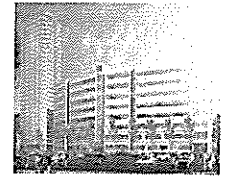


# THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

WCEGA Plaza & Tower Management Office  
21 Bukit Batok Crescent #17-78 Singapore 658065  
Tel : 65617759/60 Fax : 65626252 Email: [enquiry@sgwcega.com](mailto:enquiry@sgwcega.com)



7 May 2018

All Council Members  
The Management Corporation Strata Title Plan No. 3564  
Wcega Plaza & Tower  
Singapore 658065

Dear Council Members,

3<sup>rd</sup> COUNCIL MEETING OF THE 8<sup>th</sup> MANAGEMENT COUNCIL

**NOTICE IS HEREBY GIVEN THAT the 3<sup>rd</sup> Council meeting of the 8<sup>th</sup> Management Council of the Management Corporation Strata Title Plan No: 3564 will be held on:**

Date : Thursday, 10 May 2018  
Time : 2pm  
Venue : #17-78 (Management Office)

## AGENDA

- 1.0 To confirm Minutes of the 2<sup>nd</sup> Council Meeting of the 8<sup>th</sup> Management Council held on 5 April 2018.
- 2.0 To discuss any matters arising from the above Minutes.
- 3.0 To adopt the financial statements for the month of March 2018.
- 4.0 Any Other Business.
  - Cleaning tender.
  - Security tender.
  - Renovation of new management office.
  - Fixed Deposit.

Yours faithfully,

Rayan Lim  
Complex Manager  
For and on behalf of MCST 3564

**Managing Agent: Newman & Goh Property Consultants Pte Ltd**

1 Sophia Road #06-13 Peace Centre Singapore 228149  
Tel: 62569333 Fax: 62512028 Email: [info@newman-goh.com](mailto:info@newman-goh.com)



# WCEGA PLAZA & TOWER

MCST 3564 Management Office

21 Bukit Batok Crescent #17-78, Singapore 658065

Tel: 6561 7759/60 Fax: 6562 6252 Email: enquiry@sgwcega.com

**MINUTES OF THE 3<sup>rd</sup> COUNCIL MEETING OF THE 8<sup>th</sup> MANAGEMENT COUNCIL HELD ON THURSDAY, 10<sup>th</sup> May 2018 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.**

<u>Present:</u>	Mr Ong Khok Chong	-	Chairman
	Mr Dave Yoe Tong Hock	-	Secretary
	Ms Catherine Kweh	-	Treasurer
	Mr Danny Teo Kian Guan	-	Member
	Mr Terry Goh Wei Qiang	-	Member
	Mr Shane Tan Long Kiat	-	Member
<u>Absent With Apology</u>	Mr Mark Teo Kai Liang	-	Member
	Ms May Tan Fee Yi	-	Member
	Mr Ben Tan Eng Hua	-	Member
	Ms Meryl Ng Gek Hui	-	Member
	Mr Koh Sheng Wei	-	Member
<u>Attendees:</u>	Mr Nicholas Leong	-	Newman & Goh
	Mr Rayan Lim	-	Managing Agent
	Mr Jimmy Tan	-	Managing Agent

<u>No</u>		<u>Action</u>
	The meeting was called to order at 2 pm, with quorum.	
1.0	<b><u>TO CONFIRM MINUTES OF THE 2<sup>ND</sup> COUNCIL MEETING OF THE 8<sup>TH</sup> MANAGEMENT COUNCIL HELD ON 5<sup>TH</sup> APRIL 2018.</u></b>	Closed
1.1	Treasurer highlighted the security contract date should be 1 November 2017 to 31 October 2018. MA to amend accordingly. The minutes of the 2 <sup>nd</sup> Council meeting of the 8 <sup>th</sup> Management Council held on 5 April 2018 was confirmed by the meeting.  Proposer: Dave Yoe                      Seconder: Danny Teo	
2.0	<b><u>TO PRESENT THE FINANCIAL STATEMENTS FOR MARCH 2018</u></b>	Closed
2.1	The Statement of Account for month of March 2018 was adopted by the meeting.  Proposer: Catherine Kweh                      Seconder: Danny Teo	
3.0	<b><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></b>	
3.1	<b><u>Shifting of Management Office</u></b>  MA presented the summary of quotations for renovation of the new management office.  1. AMYTH Holdings LLP - \$45,980.00 2. ST Building Services - \$40,750.00 3. K2 Contract & Services - \$46,000.00 4. Figure-J Interior Design - \$35,935.00	MA

	<p>As the scope of works differ amongst the contractors, MA then provided a standard scope of works and invited the two lowest quotes to submit again.</p> <p>1. ST Building Services - \$42,355.00 2. Figure-J Interior Design - \$40,320.00</p> <p>Council deliberated and agreed to award to the lowest quotation but deem the demolition cost from M/s Figure-J Interior Design is too high, tasked MA to get separate quotation for demolition works and email to office bearers for approval.</p> <p><b>3.2 <u>Review of TOL</u></b></p> <p><b>3.2.1 <u>Placement of Tables &amp; Chairs at Common Area</u></b></p> <p>MA presented the TOL fee as follows:</p> <table border="1" data-bbox="295 728 1236 974"> <tr> <td>GT Café Pte Ltd #02-06</td> <td>Place table &amp; chair on cement floor</td> <td>\$400.00 per month</td> <td>Area: 992 sq ft</td> <td>\$0.40 per sq ft</td> </tr> <tr> <td>Star-Ray Heat Exchangers Pte Ltd #02-85</td> <td>Place table &amp; chair at common area</td> <td>\$1,350.00 per month</td> <td>Area: 2450 sq ft</td> <td>\$0.55 per sq ft</td> </tr> <tr> <td>CarLingual Pte Ltd #04-58/59/60/61</td> <td>Display banner</td> <td>\$2,200.00 per year</td> <td>Banner size 36 sq m</td> <td>461.11 per Sq m</td> </tr> </table> <p>Council stated that there was no increase of the TOL fee for the past few years and agreed to increase as follows:</p> <p>1. Place table &amp; chair – increase to \$0.60 per sq ft. 2. Banner – increase to \$2,800 per year divided by 12 months (\$233.33 per mth).</p> <p><b>3.2.2 <u>Plaza Rooftop Rental</u></b></p> <p>The current monthly rental is \$60,000/- which Repoco Trading LLP has tendered for and currently the tenancy is on a month to month basis. Council has agreed on a one-year lease. Mr. Ben Tan and Mr. Shane Tan has volunteered to negotiate the terms and conditions with Repoco.</p> <p><b>3.3 <u>Lift Matters</u></b></p> <p>MA presented the quotations for AE inspection to 11 nos. of lifts.</p> <p>1. Project Portfolio Engineering Services - \$1,800.00 per lift. 2. YP Chee 7 Associates - \$300 per hr (not certain of time required) 3. WL Engry &amp; Inspection Services - \$7,000.00 per lift</p> <p>Council tasked MA to negotiate with M/s Project Portfolio Engineering Services to lower the fee to \$1,500.00 per lift.</p> <p><b>3.4 <u>Replacement of FCC Fire Panel</u></b></p> <p>MA will obtain quotations from a few more contractors for the replacement of the main fire panel in the FCC based on the standard specifications submitted by the current fire alarm maintenance contractor.</p>	GT Café Pte Ltd #02-06	Place table & chair on cement floor	\$400.00 per month	Area: 992 sq ft	\$0.40 per sq ft	Star-Ray Heat Exchangers Pte Ltd #02-85	Place table & chair at common area	\$1,350.00 per month	Area: 2450 sq ft	\$0.55 per sq ft	CarLingual Pte Ltd #04-58/59/60/61	Display banner	\$2,200.00 per year	Banner size 36 sq m	461.11 per Sq m	<p>MA</p> <p>MA</p> <p>Sub Com</p> <p>MA</p> <p>MA</p>
GT Café Pte Ltd #02-06	Place table & chair on cement floor	\$400.00 per month	Area: 992 sq ft	\$0.40 per sq ft													
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3.5	<p><b><u>SCDF Issues</u></b></p> <p>MA has contacted SCDF and was told to liaise with URA on the application procedure. URA advised MCST to appoint a QP (Architect) to submit the required documents for approval. Council agreed to appoint a QP to submit the application based on a typical unit. MA to obtain quotations for QP service.</p>	MA										
3.6	<p><b><u>Carparks' EPS Systems</u></b></p> <p>Treasurer suggested to revamp MCST website and include web portal and mobile apps whereby occupants can file complaints, feedback and update the car parking similar with HDB system and to incorporate the interface template of the system proposed by Sun-Singapore. Council will study the feasibility of the system.</p>	Sub Com										
3.7	<p><b><u>High Bay Lights Project</u></b></p> <p>M/s Arianetech Pte Ltd and M/s Summit Lighting &amp; Accessories Pte Ltd were chosen to present their product with quotation:</p> <table border="1" data-bbox="293 842 1249 1144"> <tr> <td data-bbox="293 842 507 992">Arianetech Pte Ltd</td> <td data-bbox="512 842 715 992">\$157,889.20 (include GST)</td> <td data-bbox="719 842 804 992">595 pcs</td> <td data-bbox="809 842 938 992">4 years warranty</td> <td data-bbox="943 842 1249 992">A-Lite LED high bay light (ALLB-100C) Power:100W 6000K waterproof</td> </tr> <tr> <td data-bbox="293 999 507 1144">Summit Lighting &amp; Accessories Pte Ltd</td> <td data-bbox="512 999 715 1144">\$144,690.75 (include GST)</td> <td data-bbox="719 999 804 1144">595 pcs</td> <td data-bbox="809 999 938 1144">5 years warranty</td> <td data-bbox="943 999 1249 1144">Summit LED high bay light with alum. Reflector Lumen output: 12000lm Lifespan: 50,000 hrs</td> </tr> </table>	Arianetech Pte Ltd	\$157,889.20 (include GST)	595 pcs	4 years warranty	A-Lite LED high bay light (ALLB-100C) Power:100W 6000K waterproof	Summit Lighting & Accessories Pte Ltd	\$144,690.75 (include GST)	595 pcs	5 years warranty	Summit LED high bay light with alum. Reflector Lumen output: 12000lm Lifespan: 50,000 hrs	MA
Arianetech Pte Ltd	\$157,889.20 (include GST)	595 pcs	4 years warranty	A-Lite LED high bay light (ALLB-100C) Power:100W 6000K waterproof								
Summit Lighting & Accessories Pte Ltd	\$144,690.75 (include GST)	595 pcs	5 years warranty	Summit LED high bay light with alum. Reflector Lumen output: 12000lm Lifespan: 50,000 hrs								
4.0	<p>M/s Summit Lighting &amp; Accessories Pte Ltd provided a sample of the LED high bay light. Council deliberated and request both the contractors to do a mock-up of 3 lights in a row by each contractor at Plaza level 6 &amp; 7.</p> <p><b><u>ANY OTHER BUSINESS</u></b></p> <p><b><u>Security Contract</u></b></p> <p>The security contract is from 1 November 2017 to 31 October 2018.</p> <p>Day shift: 1 supervisor &amp; 4 security personnel Night shift: 1 supervisor &amp; 4 security personnel</p> <p>MA presented the quotations and price quoted is with 7 % GST.</p> <p>1. Assured Protection &amp; Consultancy Pte Ltd - \$43,656.00 2. Erawan Security Services - \$40,446.00 3. KH Security Agency Pte Ltd - \$50,397.00</p> <p>Council tasked MA to negotiate with M/s KH Security Agency Pte Ltd to reduce 1 night shift security staff and lower the price to \$40,000.00.</p>	MA										
4.1	<p><b><u>Cleaning Contract</u></b></p> <p>The cleaning contract is from 1 October 2017 to 30 September 2018 (twelve months) + twelve months (optional).</p>	MA										

	<p>Manpower: 1 supervisor &amp; 9 cleaners</p> <p>The below quotations are inclusive of 7% GST.</p> <p>1. JAC - \$21,400.00  2. E&amp;T Cleaning Services Pte Ltd - \$22,250.00  3. Acteef Cleaning Specialists Pte Ltd - \$22,256.00  4. World Clean Facility Services Pte Ltd - \$20,544.00  5. Dragon Lim Transport Services - \$20,500.00  6. NPN Logistics Pte Ltd - \$21,500.00</p> <p>As the lowest quotation, M/s Dragon Lim Transport Services did not attend the site show round, the tender is void. Council agreed to award the contract to M/s World Clean Facility Services Pte Ltd at \$20,544.00 (2nd Lowest Bids) and to include a termination clause whereby MCST give one (1) month notice and the cleaning company to give two (2) months' notice.</p>	
4.2	<b><u>Carpark and encroachment matters</u></b>	MA
4.2.1	<p><u>Column Parking Signage</u></p> <p>MA presented the column parking signage and quotation.</p> <p>1. Aluminium hanging signs with left right arrow - 2 nos - \$360.00  2. Aluminium hanging signs with no arrow - 3 nos - \$330.00  3. Aluminium cantilever signs with right arrow - 2 nos - \$150.00  4. Aluminium cantilever signs with left arrow - 3 nos - \$225.00</p> <p>Total cost is \$1,065.00.</p> <p>Council agreed and tasked MA to proceed with the installation works.</p>	
4.2.2	<p><u>Encroachment at Common Area</u></p> <p>Council highlighted that some industrial complex practice drawing a yellow box at the fire escape route entrance/exit and install CCTV cameras to deter encroachment and that MCST can look into this practice.  MA to send a standard encroachment letter to all occupants at Wcega Plaza.</p>	MA
4.2.3	<p><u>Fixed Deposit</u></p> <p>MA informed that there are two (2) placements of fixed deposit that had matured and present the fixed deposit rates:</p> <p>1. UOB - 1.35% p.a.  2. CIMB Bank - 0.75% p.a.  3. OCBC - 0.25% p.a.</p> <p>Council agreed to place two (2) fixed deposit with UOB at 1.35% p.a.</p>	MA
4.2.4	<p><u>Ventilation at Wcega Plaza Rooftop Motor Room</u></p> <p>The lift company informed that the ventilation inside the rooftop lift motor room is poor and afternoon temperature is very high which may damage the electronic components.  MA had obtained quotations from 3 contractors but their submission is of different specification. Council tasked MA to provide a standard specification for the contractors to quote for fair price comparison.</p>	MA

4.2.5	<p><u>Water Seepage at Units' Fixed Window Panel</u></p> <p>MCST conducted a survey on water seepage at units' fixed window panel and the dateline to submit the survey forms is on 16 May 2018. As the council has decided to do repainting works to the building only in year 2019, a tender will be called to repair the water seepage problem. Council also enquired on the previous water seepage repair works done at 2 units. MA will find out the actual situation of the said repair.</p> <hr/> <p><u>After meeting information</u></p> <p>Declaration of interest</p> <p>Newman and Goh (MA) would like to officially declare on the follow subsidiaries company under the Advance Global Group.</p> <p>Below is the list of subsidiaries;</p> <p>Managing Agent: Newman &amp; Goh</p> <p>Security: KH Security / KC security / Ashtree / AGSI</p> <p>Cleaning: Masterclean / World Clean / First Stewards</p> <p>Landscape: Envirocare</p> <p>Pest Control: Premire / Unipest / Prestige</p> <p>Waste Management: Chiang Kiong</p> <p>Employment: Nation / Enreach</p>	MA
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The meeting ended at 5.45pm with a note of thanks to all attendees.

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

Confirmed by



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

14/6/18

Date

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