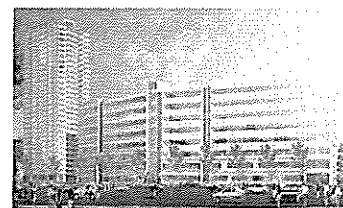


THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

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



NOTICE IS HEREBY GIVEN THAT THE 4th COUNCIL MEETING OF THE 8th MANAGEMENT COUNCIL OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3564 WILL BE HELD:

DATE : 14 June 2018 (Thursday)
TIME : 2.00 P.M.
VENUE : #17-78 (Management Office)

AGENDA

1. To confirm and adopt the minutes of the 3rd Council Meeting of the 8th Management Council dated 10th May 2018.
2. Discussion – Matters Arising:
 - 2.1 Shifting of Management Office
 - 2.2 Plaza Rooftop Rental
 - 2.3 Lift Matters – AE Inspection
 - 2.4 Replacement of FCC Fire Panel
 - 2.5 SCDF Issues – Appointment of QP
 - 2.6 Carpark EPS System
 - 2.7 High Bay Lights Project
3. Encroachment at Common Area.
4. Ventilation at Tower Rooftop Motor Room.
5. Water Seepage at Unit Window Panel.
6. Any Other Business.

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

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 4th COUNCIL MEETING OF THE 8th MANAGEMENT COUNCIL HELD ON THURSDAY, 14th June 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 Ben Tan Eng Hua	-	Member
	Mr Shane Tan Long Kiat	-	Member
	Mr Mark Teo Kai Liang	-	Member
	Ms May Tan Fee Yi	-	Member
<u>Absent With Apology</u>	Mr Danny Teo Kian Guan	-	Member
	Ms Meryl Ng Gek Hui	-	Member
	Mr Terry Goh Wei Qiang	-	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	<u>TO CONFIRM MINUTES OF THE 3RD COUNCIL MEETING OF THE 8TH MANAGEMENT COUNCIL HELD ON 10TH MAY 2018.</u>	Closed												
1.1	The minutes of the 3 rd Council meeting of the 8th Management Council held on 10 May 2018 was unanimously confirmed at meeting. Proposer: Catherine Kweh Seconder: Ong Khok Chong													
2.0	<u>TO PRESENT THE FINANCIAL STATEMENTS FOR APRIL 2018</u>	Closed												
2.1	The Statement of Account for month of April 2018 was unanimously adopted by the meeting.													
3.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>													
3.1	<u>Shifting of Management Office</u> MA updated members on the progress of the renovation works and target to move into the new office by end of July 2018. As the air conditioners in unit #02-71 are used many years, council agreed to replace them. The current air conditioner term contractor measured the site and recommend the following:	MA												
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">Location</th> <th style="width: 45%;">Brand - Mitsubishi</th> <th style="width: 30%;">BTU</th> </tr> </thead> <tbody> <tr> <td>Reception Area</td> <td>Ceiling mounted – Inverter cassette</td> <td>24,000</td> </tr> <tr> <td>Working Area</td> <td>Wall mounted – 2 multi split</td> <td>9,000 & 18,000</td> </tr> <tr> <td>Meeting Room</td> <td>Wall mounted – 2 multi split</td> <td>12,000 & 18,000</td> </tr> </tbody> </table>	Location	Brand - Mitsubishi	BTU	Reception Area	Ceiling mounted – Inverter cassette	24,000	Working Area	Wall mounted – 2 multi split	9,000 & 18,000	Meeting Room	Wall mounted – 2 multi split	12,000 & 18,000	
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Summary of quotations:

Contractor	Air- Cond	Bracket x 1 no	7% GST	Amount
Double-H Aircond Services Pte Ltd	\$9,300.00	\$150.00	\$661.50	\$10,111.50
YES Aircon Services	\$9,020.00	\$150.00	\$641.90	\$9,811.90
Natural Cool Aircond & Engrg	Did not quote			

MA informed that M/s Double-H Aircond Services Pte Ltd is the current term contractor servicing all the air conditioners in the estate.

Council agreed to award the job to M/s Double-H Aircond Services Pte Ltd subject to the following conditions:

1. The cost will be at \$9,300 + \$150(1 bracket) + \$661.50 (7% GST) = \$10,111.50
2. For item 3 in the quotation, 2 multi split inverter wall mounted – 12,000 & 18,000 BTU – To upgrade both to 18,000 BTU with no increase in the price.
3. Agent to provide one (1) year warranty for replacement of parts.

3.2

Plaza Rooftop Rental

Council has agreed to sign a one-year lease (option to renew one year) with Repoco based on the actual tender sum of \$70,008.00 that they have tendered for on 23 June 2017 subjected to their acceptance or else MCST will call for a new tender.

They will be responsible to manage the whole of Plaza rooftop for parking of heavy vehicles (unladen weight), including additional season parking for heavy vehicles. With effect from 1 July 2018, MCST will not sell additional season for heavy vehicles but will direct all to Repoco for better control of the roof top parking matters. As for the open parking lots in front of loading/unloading bay, it will be on a first come first serve basis.

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3.3

Lift Matters - AE Inspection

MA informed that the price for AE inspection of 11 nos of lifts has been negotiated down to \$1,500.00 per lift and the examiner has already started the inspection works. The schedule of lift shut down has been placed on all the lift lobbies.

MA

3.4

Replacement of FCC Fire Panel

MA has provided a standard list of items for the contractors for quotation and the summary (inclusive of 7% GST) is as below:

S/No.	Company	Tendered Price
1	DIGI Engineering Pte Ltd	\$209,420.40
2	Unique Fire Protection	\$155,364.00
3	Entrust Organization Pte Ltd	\$224,999.60
4	AS Electrical & Construction Pte Ltd	\$182,151.45
5	Orient Power Engineering Pte Ltd	\$218,708.00

As M/s Unique Fire Protection has provided the lowest quote and is the current term contractor, Council agreed to award the job to them subject to the following conditions:

MA

3.5

1. A lump sum cost of \$150,000.00 (inclusive of 7% GST).
2. One (1) year warranty inclusive of servicing and replacement of parts etc.

SCDF Issues – Appointment of QP (Architect)

MA presented the quotations for QP service.

S/No.	QP (Architect)	Amount
1	Megatrends Consulting Engineering Pte Ltd	\$6,000 (excluding fee payable to Authorities)
2	Hyla Architects	Do not provide this service
3	ADDP Architects	Decline to quote
4	SD Architects & Associates Pte Ltd	Decline to quote
5	CIAP Architects Pte Ltd	Decline to quote
6	DP Architects Pte Ltd	Decline to quote
7	The Joo Heng Architects	Decline to quote
8	Liu & Wo Architects	Decline to quote
9	Raymond Woo & Associates Architects	Decline to quote

Council agreed to award the job to M/s Megatrends Consulting Engineering Pte Ltd and tasked MA to find out the fee payable to the Authorities.

MA

3.6

Carparks' EPS Systems

The carpark sub- committee had a meeting to discuss the existing car park system and suggested to include web portal and mobile apps whereby individual unit have to log in to file complaints, feedback and update car parking matters similar with HDB system. MCST will look at how to incorporate the interface template of the system proposed by Sun-Singapore Pte Ltd. MA will arrange a meeting between the sub-committee and Sun Singapore Pte Ltd.

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3.7

High Bay Lights Project

M/s Arianetech Pte Ltd and M/s Summit Lighting & Accessories Pte Ltd were chosen to present their product with quotation:

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

Both the contractors had done a mock-up of 3 lights in a row at Plaza level 6 & 7 for council members to view and present their opinion. A sample light was taken down witness by the security guard and escorted to the management office. Council inspected the 2 sample lights and agreed to award the job to M/s Arianetech Pte Ltd with the following conditions;

MA

<p>4.0</p>	<p>1. To confirm the nos. of high bay lights at the common driveway excluding the ramp up area. 2. To match the price quoted by M/s Summit Lighting & Accessories Pte Ltd. 3. 4 years warranty with 1 to 1 exchange for the light.</p> <p>As for the ramp up/down lights, council informed to get another quotation to modify the existing box type lights to accommodate 32W LED lights.</p> <p><u>Encroachment at Common Area</u></p> <p>MA informed that MCST has received 5 fines with total amount of \$4,500.00 for the inspection done by SCDF on 2 May 2018 namely:</p> <ol style="list-style-type: none"> 1. Door not closed/door closer defective - \$\$1,000.00 2. FCC main fire panel and lift lobbies sub-panel defective - \$1,000.00 3. Obstruction to fire safety measures by #09-57 - \$1,000.00 4. Obstruction to fire escape routes, passageway by #09-12 - \$1,000.00 5. Emergency light & exit light defective beside #09-03 - \$500.00 <p>Council tasked MA to proceed with the payment to SCDF and recover the amount from the parties responsible.</p> <p>MA informed that the new FSM has been appointed as below:</p> <p>Name: Vaithyanathan Jothikumar FSM No. 07304</p> <p>MA has submitted the appointment of FSM to SCDF and has received the approval on 5 June 2018.</p>	<p>MA</p>												
<p>5.0</p>	<p><u>Ventilation at Tower Rooftop Motor Room</u></p> <p>MA presented the following quotations:</p> <table border="1" data-bbox="290 1265 1252 1400"> <thead> <tr> <th>S/No.</th> <th>Contractor</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Win Tat Air-Conditioning (S) Pte Ltd</td> <td>\$14,766.00</td> </tr> <tr> <td>2</td> <td>Guan Teck Construction 2000 Pte Ltd</td> <td>\$14,926.50</td> </tr> <tr> <td>3</td> <td>Index-Cool Marine & Industry Pte Ltd</td> <td>\$14,909.38</td> </tr> </tbody> </table> <p>Council deliberated that the exhaust duct works may not be effective to lower down the temperature in the lift motor room and deem that installing industrial exhaust fan is more feasible and cheaper. Council agreed to award the job to M/s Summer Fix Pte Ltd which quoted \$1,800.00 previously to install 3 nos. of 18 inches exhaust fan and 1 no. 25 inches industrial fan.</p>	S/No.	Contractor	Amount	1	Win Tat Air-Conditioning (S) Pte Ltd	\$14,766.00	2	Guan Teck Construction 2000 Pte Ltd	\$14,926.50	3	Index-Cool Marine & Industry Pte Ltd	\$14,909.38	<p>MA</p>
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<p>6.0</p>	<p><u>Water Seepage at Units' Window Panel</u></p> <p>MA informed that 154 units have submitted the survey form having water seepage at their unit's window panel. Council decided that the repair works will be done together with the estate's repair and repainting exercise in year 2018. MA will do the necessary preparation works for tender/appointment of Resident Technical Officer.</p>	<p>MA</p>												

7.0	<u>Any Other Business</u>	
7.1	<u>Wcega Used Car Association Request for 2 Additional Labels</u> The secretary of Wcega Used Car Association (WUCA) sent an email to management office to request for 2 additional parking labels within the strata title units. Council deliberated and agreed to the request, on the condition that the cars must be parked inside the units only, under showroom entitlement and to sign the indemnity form.	MA
7.2	<u>New Photocopy Machine in Management Office</u> MA informed that the current photocopy machine in the management office is only able to print in black and white and presented a quotation for a color version. Council deem the quotation for rental of the new color machine is too high and tasked MA to obtain more quotes.	MA

The meeting ended at 5.20pm with a note of thanks to all attendees.

Minutes prepared by: Rayan Lim (Newman & Goh Property Consultants Pte Ltd)

Confirmed by



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

25/7/2018
 Date

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