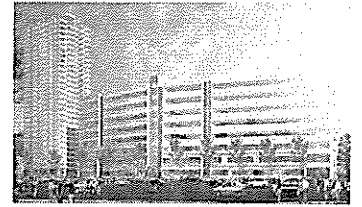


# THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

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)



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NOTICE IS HEREBY GIVEN THAT THE 5<sup>th</sup> COUNCIL MEETING OF THE 8<sup>th</sup> MANAGEMENT COUNCIL OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3564 WILL BE HELD:

DATE : 9 July 2018 (Monday)  
TIME : 2.00 P.M.  
VENUE : #17-78 (Management Office)

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## AGENDA

1. To confirm and adopt the minutes of the 4<sup>th</sup> Council Meeting of the 8<sup>th</sup> Management Council dated 14<sup>th</sup> June 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. Repair & Redecoration Works
5. Any Other Business.

Yours faithfully,

Rayan Lim  
Complex Manager  
For and on behalf of MCST 3564

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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 5<sup>th</sup> COUNCIL MEETING OF THE 8<sup>th</sup> MANAGEMENT COUNCIL HELD ON MONDAY, 9<sup>th</sup> JULY 2018 AT #17-78, MANAGEMENT OFFICE, WCEGA TOWER.

|                            |                        |   |                |
|----------------------------|------------------------|---|----------------|
| <u>Present:</u>            | Mr Ong Khek Chong      | - | Chairman       |
|                            | Mr Dave Yoe Tong Hock  | - | Secretary      |
|                            | Ms Catherine Kweh      | - | Treasurer      |
|                            | Mr Ben Tan Eng Hua     | - | Member         |
|                            | Mr Terry Goh Wei Qiang | - | Member         |
|                            | Mr Koh Sheng Wei       | - | Member         |
|                            | Ms Meryl Ng Gek Hui    | - | Member         |
| <u>Absent With Apology</u> | Mr Danny Teo Kian Guan | - | Member         |
|                            | Mr Shane Tan Long Kiat | - | Member         |
|                            | Mr Mark Teo Kai Liang  | - | Member         |
|                            | Ms May Tan Fee Yi      | - | Member         |
| <u>Attendees:</u>          | Mr Nicholas Leong      | - | Newman & Goh   |
|                            | Mr Sim CK              | - | Managing Agent |
|                            | Ms Tan Ee Min          | - | 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 4<sup>TH</sup> COUNCIL MEETING OF THE 8<sup>TH</sup> MANAGEMENT COUNCIL HELD ON 14 JUNE 2018.</u></b>  | Closed        |
| 1.1       | The minutes of the 4 <sup>th</sup> Council meeting of the 8th Management Council held on 14 June 2018 was unanimously confirmed at meeting.<br><br>Proposer: Ben Tan                      Seconder: Dave Yoe   |               |
| 2.0       | <b><u>TO PRESENT THE FINANCIAL STATEMENTS FOR MAY 2018</u></b>   | Closed        |
| 2.1       | The Statement of Account for month of May 2018 was unanimously adopted by the meeting. Members agreed to appoint the law firm M/s Lee & Lee for future legal matters.  |               |
| 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><br><br>MA updated members on the progress of the renovation works and the target date to move into the new management office #02-71 is on Friday, 20 July 2018. Members tasked MA to install CCTV with voice recording, finger print ID machine and follow up on the conference table stand. | MA            |
| 3.2       | <b><u>Plaza Rooftop Rental</u></b><br><br>Repoco has decided to continue with the current arrangement i.e rental of the Plaza rooftop space excluding the closed off section for MCST use, at the monthly  |               |

|                                     |   |                                     |  |                     |  |                                     |                                      |                     |  |    |
|-------------------------------------|---|-------------------------------------|--|---------------------|--|-------------------------------------|--------------------------------------|---------------------|--|----|
|                                     | <p>rental of \$60,000.00.</p> <p>The lease is for one(1) year w.e.f 1 August 2018 to 31 July 2019, with the option to extend for another year at the same terms and conditions.</p>   |                                     |  |                     |  |                                     |                                      |                     |  |    |
| 3.3                                 | <p><b><u>Lift Matters - AE Inspection</u></b></p> <p>MA informed that the AE has inspected all the lifts except lifts PL1 and PL3 which is scheduled on 13 July 2018 Friday. They will submit the inspection reports to MCST and M/s Sigma Elevator will follow up with the reports.</p>  | MA                                  |  |                     |  |                                     |                                      |                     |  |    |
| 3.4                                 | <p><b><u>Replacement of FCC Fire Panel</u></b></p> <p>MA informed that the works has been awarded to the current contractor, M/s Unique Fire Protection at \$150,000.00 (inclusive of 7% GST). The contractor informed that the shipment from USA will arrive 2<sup>nd</sup> week of August 2018. They have to submit insurance for the replacement works. MA will also update SCDF of the replacement of main fire panel.</p>  | MA                                  |  |                     |  |                                     |                                      |                     |  |    |
| 3.5                                 | <p><b><u>SCDF Issues – Appointment of QP (Architect)</u></b></p> <p>The QP (Architect) is doing the documentation and obtaining the relevant drawings. They will update MCST on the progress. MA will update SCDF of the works.</p>   | MA                                  |  |                     |  |                                     |                                      |                     |  |    |
| 3.6                                 | <p><b><u>Carparks' EPS Systems</u></b></p> <p>MA has arranged a meeting on 13 July 2018, Friday at 2pm between the sub-committee and Sun Singapore Pte Ltd.</p> <p>The Agenda is 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.</p>   | Sub<br>Com                          |  |                     |  |                                     |                                      |                     |  |    |
| 3.7                                 | <p><b><u>High Bay Lights Project</u></b></p> <p>M/s Arianetech Pte Ltd has lowered the price as follow:</p> <p><b><u>Original Quotation</u></b></p> <table border="1"> <tr> <td>\$157,889.20<br/>(include 7%<br/>GST)</td> <td>595 pcs<br/>(include ramp up<br/>area)</td> <td>4 years<br/>warranty</td> <td>A-Lite LED high bay light<br/>(ALLB-100C)<br/>Power:100W<br/>6000K waterproof</td> </tr> </table> <p><b><u>Revised Quotation</u></b></p> <table border="1"> <tr> <td>\$124,554.42<br/>(include 7%<br/>GST)</td> <td>522 pcs<br/>(exclude ramp up<br/>area)</td> <td>4 years<br/>warranty</td> <td>A-Lite LED high bay light<br/>(ALLB-100C)<br/>Power:100W<br/>6000K waterproof</td> </tr> </table> <p>The contractor informed that the shipment will arrive on 2<sup>nd</sup> week of August 2018.</p> <p>MA will follow up on the turn-around time for replacement of faulty lights.</p> | \$157,889.20<br>(include 7%<br>GST) | 595 pcs<br>(include ramp up<br>area)                                       | 4 years<br>warranty | A-Lite LED high bay light<br>(ALLB-100C)<br>Power:100W<br>6000K waterproof | \$124,554.42<br>(include 7%<br>GST) | 522 pcs<br>(exclude ramp up<br>area) | 4 years<br>warranty | A-Lite LED high bay light<br>(ALLB-100C)<br>Power:100W<br>6000K waterproof | MA |
| \$157,889.20<br>(include 7%<br>GST) | 595 pcs<br>(include ramp up<br>area)  | 4 years<br>warranty                 | A-Lite LED high bay light<br>(ALLB-100C)<br>Power:100W<br>6000K waterproof |                     |  |                                     |                                      |                     |  |    |
| \$124,554.42<br>(include 7%<br>GST) | 522 pcs<br>(exclude ramp up<br>area)  | 4 years<br>warranty                 | A-Lite LED high bay light<br>(ALLB-100C)<br>Power:100W<br>6000K waterproof |                     |  |                                     |                                      |                     |  |    |

|     |   |      |
|-----|---|------|
| 3.8 | <p><b><u>Encroachment at Common Area</u></b></p> <p>Members agreed to paint yellow box to all fire escape routes and the building FSM to provide the dimension for the yellow box. MA will purchase the road marking paints and technicians will paint the yellow boxes.</p>  | MA   |
| 3.9 | <p><b><u>Repair and Redecoration Works</u></b></p> <p>MA will call for tender for Building Surveyor and Residential Technical Officer (RTO) for the R&amp;R works and put up advertisement in the newspapers. The budget for the advertisement is about \$500.00.<br/>Council tasked MA to purchase a tender box, whereby 1 key will be given to council member and the other key to be kept in the management office.</p>  | MA   |
| 4.0 | <p><b><u>Any Other Business</u></b></p> <p><b><u>Car Parking</u></b></p> <p>Council deliberated and agreed on the following allocation of car parking for Wcega Tower &amp; Plaza. It was also concluded to categorized vehicles above 5 tonne to be heavy vehicle and cannot park at Plaza rooftop due to safety reason. They can only park within their own unit's red lots or beside the loading bay on a first come first serve basis.</p> <p><b><u>Tower</u></b></p> <p><b><u>Season Parking (Free)</u></b></p> <p>1) Up to 4 vehicles (car or lorry below 5 tonne) can be registered per strata unit.</p> <p><b><u>Additional Season Parking (Chargeable)</u></b></p> <p>1) Up to 2 vehicles (car or lorry below 5 tonne) can be purchase per strata unit at \$60.00 per vehicle per month or<br/>2) Up to 1 heavy vehicle (lorry above 5 tonne) can be purchase per strata unit at \$120.00 per vehicle per month.</p> <p><b><u>Plaza</u></b></p> <p><b><u>Season Parking (Free)</u></b></p> <p>1) Up to 4 vehicles (car or lorry below 5 tonne) can be registered per strata unit.</p> <p><b><u>Additional Season Parking (Chargeable)</u></b></p> <p>1) Up to 2 vehicles (car or lorry below 5 tonne) can be purchase per strata unit at \$60.00 per vehicle per month or<br/>2) Up to 1 heavy vehicle (lorry above 5 tonne) can be purchase per strata unit at \$120.00 per vehicle per month.</p> <p><b><u>Red Label (FOC)</u></b></p> <p>1) Up to 4 vehicles (car or lorry below 5 tonne) can be registered per strata unit or<br/>2) Up to 2 heavy vehicles (lorry above 5 tonne) can be registered per strata unit.</p> <p>See attached list for details.</p> | Info |

The meeting ended at 7.00 pm with a note of thanks to all attendees.

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

Confirmed by



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

22/11/2018  
Date