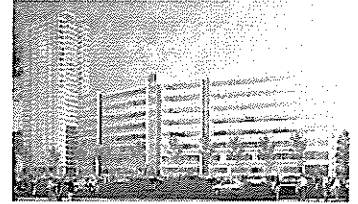


THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

WCEGA Plaza & Tower Management Office
21 Bukit Batok Crescent #02-71 Singapore 658065
Tel : 65617759/60 Fax : 65626252 Email: enquiry@sgwcega.com



NOTICE IS HEREBY GIVEN THAT THE 6th COUNCIL MEETING OF THE 8th MANAGEMENT COUNCIL OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3564 WILL BE HELD:

DATE : 10 August 2018 (Friday)
TIME : 2.00 P.M.
VENUE : #02-71 (Management Office)

AGENDA

1. To confirm and adopt the minutes of the 5th Council Meeting of the 8th Management Council dated 9th July 2018.
2. To Present the Financial Statement for June 2018.
3. Discussion – Matters Arising:
 - 3.1 Shifting of Management Office.
 - 3.2 Plaza Rooftop Rental.
 - 3.3 Lift Matters – AE Inspection.
 - 3.4 Replacement of FCC Fire Panel.
 - 3.5 SCDF Issues – Appointment of QP.
 - 3.6 Carpark EPS System.
 - 3.7 High Bay Lights Project.
 - 3.8 Encroachment at Common Area.
 - 3.9 Repair & Redecoration Works.
4. Any Other Business.
 - 4.1 WUCA request to sell exit tickets to all car dealers.
 - 4.2 Heavy vehicle (5,000 kg and above) parking.
 - 4.3 Pest control contract.

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 #02-71, Singapore 658065
 Tel: 6561 7759/60 Fax: 6562 6252 Email: enquiry@sgwcega.com

MINUTES OF THE 6th COUNCIL MEETING OF THE 8th MANAGEMENT COUNCIL HELD ON FRIDAY, 10th AUGUST 2018 AT #02-71, 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 Danny Teo Kian Guan	-	Member
	Mr Koh Sheng Wei	-	Member
	Mr Terry Goh Wei Qiang	-	Member
	Mr Mark Teo Kai Liang	-	Member
<u>Absent With Apology</u>	Ms Meryl Ng Gek Hui	-	Member
	Mr Shane Tan Long Kiat	-	Member
	Ms May Tan Fee Yi	-	Member
<u>Attendees:</u>	Mr Nicholas Leong	-	Newman & Goh
	Mr Rayan Lim	-	Managing Agent
	Mr Sim CK	-	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 5TH COUNCIL MEETING OF THE 8TH MANAGEMENT COUNCIL HELD ON 9 JULY 2018.</u>	Closed
1.1	The minutes of the 5 th Council meeting of the 8 th Management Council held on 9 July 2018 was unanimously confirmed at meeting. Proposer: Ben Tan Seconder: Dave Yoe	
2.0	<u>TO PRESENT THE FINANCIAL STATEMENTS FOR JUNE 2018</u>	Closed
2.1	The Statement of Account for month of June 2018 was unanimously adopted by the meeting. Proposer: Catherine Kweh Seconder: Ben Tan	
3.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>	
3.1	<u>Shifting of Management Office</u> MA informed that two(2) CCTV cameras with audio recording and one(1) finger print attendance recorder have been installed on 7 August 2018. Management staff and cleaners will be using the attendance recorder. As for the security staff, they have their own attendance record device.	MA

Below is the renovation cost for the new management office.

S/no.	Description	Amount
1	Renovation works	\$29,155.00
2	Conference table with metal stand	\$1,200.00
3	Air conditioner system	\$10,111.50
4	CCTV and finger print recorder	\$3,338.40
	Total	\$43,804.90

3.2

Lift Matters - AE Inspection

MA

MA informed that the AE has submitted the inspection reports for lifts PL5 to PL10. As for Lifts PL1, PL3, PL4, SL1 and SL2 they have yet to complete the inspection. MA has forwarded the inspection reports to M/s Sigma Elevator to follow up with the repair works.

3.3

Replacement of FCC Fire Panel

MA

MA informed that M/s Unique Fire Protection will replace the main fire control panel at the FCC on 27 August 2018. The sub-panels at all levels of Wcega Plaza will follow later.

3.4

SCDF Issues – Appointment of QP (Architect)

MA

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.

3.5

Carparks' EPS Systems

Sub
Com

M/s Sun Singapore Pte Ltd have submitted their quotations for the following.

S/No.	Description	Amount
1	Health check for the existing EPS system	\$10,614.40
2	Upgrade the CCTV system at barrier gantries	\$32,643.35
3	Install slave PC & ticket printer at MA office	\$12,947.00
4	Add new parking categories in EPS system	\$856.00
5	Install tailgating system	\$29,000.00

Mr. Ben Tan volunteered to look into the above-mentioned quotations and will propose the necessary works.

M/s Amphitrite Pte Ltd has submitted their quotation for Custom Web Apps Development at \$6,600.00. Members tasked MA to negotiate the price to \$6,000.00

Ms. Catherine Kweh together with Mr. Daniel Low will look into the Custom Web Apps Development.

3.6

High Bay Lights Project

MA

M/s Arianetech Pte Ltd has delivered the high bay lights on 8 August 2018 and they will start installing on 14 August 2018 starting from the 8th level of Wcega Plaza.

3.7

Encroachment at Common Area

MA

MA has obtained \$2,500.00 to purchase yellow road line paint and accessories. The technicians have started painting the yellow boxes on 30 July 2018 starting from the 8th level of Wcega Plaza.

3.8

Repair and Redecoration Works

MA

MA informed that the Tender for Building Surveyor for R&R works closed on 3 August 2018 at 12.00 noon. Four (4) sets of quotations were opened by two (2) council members witness by the managing agent.

S/No.	Company	Tender Price
1	Chin Cost & Management Consultants Pte Ltd	\$48,000.00 (No GST)
2	Bruce James Building Surveyors Pte Ltd	\$87,740.00 (7% GST)
3	GPT Pte Ltd	\$138,000.00 (No GST)
4	KLC Design & Drafting	No price submitted

Members deliberated and tasked MA to negotiate with M/s Bruce James Building Surveyors Pte Ltd to lower the price to \$70,000.00 (without 7% GST) and thereafter to proceed with the works. The decision was based that Bruce James had assisted MCST few years back in the successful claims from developer and their standard for work was reviewed during that event.

4.0

Any Other Business

Info

4.1

WUCA Requested to Purchase Exit Tickets

Members deliberated and agreed that since the management is looking into the new Custom Web Apps for parking system, and will not be looking into selling exit tickets to WUCA and all car dealers at this moment.

4.2

Heavy Vehicle (5,000 kg and Above) Parking

Info

Council deliberated and agreed on the allocation of heavy vehicle (5,000 kg and above) parking for Wcega Plaza & Tower (see attached list).

The above-mentioned allocation is valid at the time of publishing and the Management reserve the rights to change/amend without giving any reasons.

All new applications for additional heavy vehicle parking are subjected to approval from Council and due to availability of parking lots.

4.3

Pest Control Contract

MA

MA has obtained three(3) quotations for Pest Control Service Contract for one(1) year from 1 September 2018 to 31 August 2019.

S/No.	Contractor	Amount
1	ABJ Pte Ltd	\$363.80
2	Rentokil Initial	\$535.00
3	Premier Eco-Care Pte Ltd	\$684.80

Members agreed to award the Pest Control Contract to M/s ABJ Pte Ltd as they submitted the lowest quote.

4.4	<p><u>Misuse of IU and Tailgating</u></p> <p>Members agreed to implement that if anyone caught with evidence for misuse of IU and tailgating to enter/exit at the barrier, the following will apply,</p> <p>Revoke the season parking and columnized parking (if applicable) as follows:</p> <ul style="list-style-type: none"> - 1st Offence – 3 months - 2nd Offence – 6 months - 3rd Offence – 12 months <p>For repeated offence, a police report will be lodged.</p>	Info
4.5	<p><u>Water Seepage Repair at Fixed Window Panel for Unit #04-10 & #04-11</u></p> <p>M/s Egrade Contractor Pte Ltd has sent a tax invoice of \$2,000.00 for repair works to water seepage at the fixed window panels at unit #04-10 and #04-11. MCST will be claiming back the repair cost from both the units, failure which MCST reserved the right to pursue legal means to collect back the payment or report to the Authority as Council did not give approval for the repair works.</p> <p><u>Additional Assistant Complex Manager at Management Office.</u></p>	MA
4.6	<p>Due to the increase work load, members agreed to have one (1) additional assistance complex manager in the management office. MA will prepare a contract for the new assistant manager.</p> <p><u>Resignation of Council Member</u></p>	MA
4.7	<p>Mr. Mark Teo Kai Liang, informed the meeting that he is resigning as a council member. He will send in his resignation letter for chairman's approval and his co-opt replacement will be Mr. Daniel Low from unit #02-33.</p>	MA

The meeting ended at 5.20 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
8th Management Council
The Management Corporation Strata Title Plan No. 3564

14/9/2018
Date