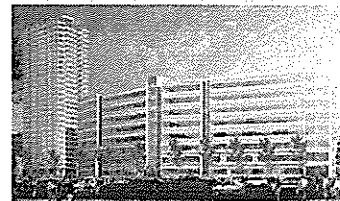


# THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

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



**NOTICE IS HEREBY GIVEN THAT THE 7<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** : 6 September 2018 (Thursday)  
**TIME** : 2.00 P.M.  
**VENUE** : #02-71 (Management Office)

## AGENDA

1. To confirm and adopt the minutes of the 6<sup>th</sup> Council Meeting of the 8<sup>th</sup> Management Council dated 10 August 2018.
2. To Present the Financial Statement for July 2018.
3. Discussion – Matters Arising:
  - 3.1 Shifting of Management Office.
  - 3.2 Lift Matters – AE Inspection.
  - 3.3 Replacement of FCC Fire Panel.
  - 3.4 SCDF Issues – Appointment of QP.
  - 3.5 Carpark EPS System.
  - 3.6 High Bay Lights Project.
  - 3.7 Encroachment at Common Area.
  - 3.8 Repair & Redecoration Works.
4. Any Other Business.
  - 4.1 Waste Disposal Contract
  - 4.2 Landscape Maintenance Contract
  - 4.3 Generator Set Maintenance 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](mailto: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 7<sup>th</sup> COUNCIL MEETING OF THE 8<sup>th</sup> MANAGEMENT COUNCIL HELD ON FRIDAY, 6<sup>th</sup> SEPTEMBER 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 Terry Goh Wei Qiang	-	Member
	Ms Meryl Ng Gek Hui	-	Member
<u>Absent With</u>	Mr Danny Teo Kian Guan	-	Member
<u>Apology</u>	Mr Daniel Low	-	Member
	Ms May Tan Fee Yi	-	Member
	Mr Koh Sheng Wei	-	Member
<u>Attendees:</u>	Mr Nicholas Leong	-	Newman & Goh
	Mr Rayan Lim	-	Managing Agent
	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 6<sup>TH</sup> COUNCIL MEETING OF THE 8<sup>TH</sup> MANAGEMENT COUNCIL HELD ON 10<sup>TH</sup> AUGUST 2018.</u></b>	Closed
1.1	The minutes of the 6 <sup>th</sup> Council meeting of the 8th Management Council held on 10 August 2018 was unanimously confirmed at the meeting.  Proposer: Catherine Kweh                      Seconder: Dave Yoe	
2.0	<b><u>TO PRESENT THE FINANCIAL STATEMENTS FOR JULY 2018</u></b>	Closed
2.1	The Statement of Account for month of July 2018 was unanimously adopted by the meeting.  Proposer: Ben Tan                                      Seconder: Dave Yoe	
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>  Council informed MA to obtain quotations to purchase twelve (12) nos. of office chairs for the conference room.	MA
3.2	<b><u>Lift Matters - AE Inspection</u></b>  MA informed that the AE has submitted the inspection reports for eleven (11) nos.	MA

	<p>of lifts. MA has forwarded the inspection reports to M/s Sigma Elevator to follow up with the repair works. Sigma have completed the repair works for lifts PL5, PL6, PL7, PL8, PL9 and PL10 except the governor switch. They will continue with the repair works for the other five (5) lifts.</p> <p>Members informed MA to obtain a detail work schedule from Sigma as their respond to the repair works is not satisfactory.</p>																			
3.3	<p><b><u>Replacement of FCC Fire Panel</u></b></p> <p>MA informed that M/s Unique Fire Protection have started to replace the sub-fire panels at all levels at Wcega Plaza on 6 September 2018 follow by the main fire control panel at the FCC.</p>	MA																		
3.4	<p><b><u>SCDF Issues – Appointment of QP (Architect)</u></b></p> <p>The QP (Architect) have applied for the purchase of the relevant plans/drawings from URA. They will update MCST on the progress. MA will update SCDF of the works.</p>	MA																		
3.5	<p><b><u>Carparks’ EPS Systems</u></b></p> <p>M/s Sun Singapore Pte Ltd have submitted their quotations for the following.</p> <table border="1" data-bbox="295 996 1252 1187"> <thead> <tr> <th>S/No.</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Health check for the existing EPS system</td> <td>\$10,614.40</td> </tr> <tr> <td>2</td> <td>Upgrade the CCTV system at barrier gantries</td> <td>\$32,643.35</td> </tr> <tr> <td>3</td> <td>Install slave PC &amp; ticket printer at MA office</td> <td>\$12,947.00</td> </tr> <tr> <td>4</td> <td>Add new parking categories in EPS system</td> <td>\$856.00</td> </tr> <tr> <td>5</td> <td>Install tailgating system</td> <td>\$29,000.00</td> </tr> </tbody> </table> <p>Members discussed on the installation of 4 core fiber optic cable both from car park computer room to management office and to entry/exit barrier. As for the slave PC in the management office, MA has obtained a lower quotation compared with that quoted by M/s Sun Singapore Pte Ltd.</p> <p>Mr. Ben Tan volunteered to discuss with M/s Sun Singapore Pte Ltd whereby they will do everything at the price given by the MCST or both the PC and cables works will be done by other contractors.</p>	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	Sub Com
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3.6	<p><b><u>High Bay Lights Project</u></b></p> <p>MA informed that M/s Arianetech Pte Ltd have installed the high bay lights on 3<sup>rd</sup> and 5<sup>th</sup> to 8<sup>th</sup> level of Wcega Plaza. They target to complete the installation works at Wcega Plaza by end of September 2018.</p> <p>Members informed MA to obtain quotations and provide mock-up high bay lights for the ram areas.</p>	MA																		
3.7	<p><b><u>Encroachment at Common Area (Painting of Yellow Boxes)</u></b></p> <p>MA informed that there are ninety-nine (99) nos. of yellow boxes to be painted and fourteen has been completed. Members replied that the progress is slow. MA proposed to paint three (3) boxes per day.</p>	MA																		

3.8	<p><b><u>Repair and Redecoration Works</u></b></p> <p>MA informed that the Tender for Building Surveyor for R&amp;R works was awarded to M/s Bruce James Building Surveyors Pte Ltd at the price of \$70,000.00 (without 7% GST) and they have started the inspection works on 6 September 2018.</p>	MA												
3.9	<p><b><u>Water Seepage Repair at Fixed Window Panel for Unit #04-10 &amp; #04-11</u></b></p> <p>MA received a letter from MP for Jurong GRC being appeal for waiver of payment for the cost of repair to ceiling leak at unit #04-10 and #04-11.</p> <p>Members deliberated and tasked MA to seek clarification on the scope of works done for the ceiling leak at the above-mentioned units.</p> <p>MA informed that previously the complex manager can authorize repair works that is \$2,000.00 or below. Members asked MA to search for the official mandate from the previous meeting minutes.</p>	MA												
4.0	<p><b><u>Any Other Business</u></b></p>													
4.1	<p><b><u>Waste Disposal Contract</u></b></p> <p>MA has obtained three (3) quotations for waste disposal contract for one (1) year from 1 November 2018 to 31 October 2019.</p> <p>The quotations were opened in the meeting and MA will tabulate the summary and email to all members for approval.</p>	MA												
4.2	<p><b><u>Landscape Maintenance Contract</u></b></p> <p>MA has obtained three (3) quotations for Landscape Maintenance Contract for one (1) year from 1 October 2018 to 30 September 2019.</p> <table border="1" data-bbox="300 1319 1195 1447"> <thead> <tr> <th>S/No.</th> <th>Contractor</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Tai kwang Garden Pte Ltd</td> <td>\$2,200.00 per mth</td> </tr> <tr> <td>2</td> <td>Ah Chia Gardening</td> <td>\$1,500.00 per mth</td> </tr> <tr> <td>3</td> <td>Exklusiv</td> <td>Did not quote</td> </tr> </tbody> </table> <p>Members tasked MA to look into details of the contract and email to all members for approval.</p>	S/No.	Contractor	Amount	1	Tai kwang Garden Pte Ltd	\$2,200.00 per mth	2	Ah Chia Gardening	\$1,500.00 per mth	3	Exklusiv	Did not quote	MA
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4.3	<p><b><u>Generator Set Maintenance Contract</u></b></p> <p>MA has obtained three (3) quotations for Generator Set Maintenance Contract for one year from 1 October 2018 to 30 September 2019.</p> <table border="1" data-bbox="300 1740 1195 1868"> <thead> <tr> <th>S/No.</th> <th>Contractor</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Idelux Engineering Pte Ltd</td> <td>\$720.00</td> </tr> <tr> <td>2</td> <td>ADA Electrical Engineering Pte Ltd</td> <td>\$770.40</td> </tr> <tr> <td>3</td> <td>Crank Power Engineering Pte Ltd</td> <td>\$840.00</td> </tr> </tbody> </table> <p>Members agreed to award the Generator Set Maintenance Contract to M/s Idelux Engineering Pte Ltd as they submitted the lowest quote.</p>	S/No.	Contractor	Amount	1	Idelux Engineering Pte Ltd	\$720.00	2	ADA Electrical Engineering Pte Ltd	\$770.40	3	Crank Power Engineering Pte Ltd	\$840.00	INFO
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4.4	<p><b><u>Misuse of IU and Tailgating</u></b></p> <p>Members queried on unit #02-12 whereby on 13 &amp; 14 July 2018, vehicle no. SLR8266K refuse to pay parking charges and squeezed out thru Plaza exit barrier. The IU number for that particular vehicle was blacklisted and barred in the EPS system. The vehicle owner paid the parking charges and wrote in to request for lifting of the blacklisting. Members agreed not to revoke the unit's season parking.</p> <p>Members informed MA that for all blacklisting and revoke of season parking, an official letter including the revocation period must be given to the unit by hand.</p>	MA
4.5	<p><b><u>Resignation of Council Member</u></b></p> <p>Mr. Shane Tan has sent an email to all council members on 3 September 2018 to informed that he is resigning as a council member due to work and personal commitments. Chairman and members accepted his resignation.</p>	INFO

The meeting ended at 5.50 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



Date