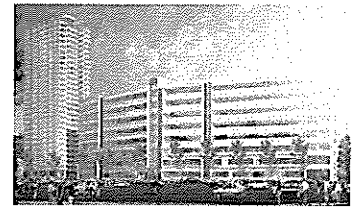


THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

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 8th COUNCIL MEETING OF THE 8th MANAGEMENT COUNCIL OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3564 WILL BE HELD:

DATE : 11 October 2018 (Thursday)
TIME : 2.00 P.M.
VENUE : #02-71 (Management Office)

AGENDA

1. To confirm and adopt the minutes of the 7th Council Meeting of the 8th Management Council dated 6 September 2018.
2. To Present the Financial Statement for August 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.
 - 3.9 Water Seepage repair at #04-10/11.
4. Any Other Business.
 - 4.1 Resignation of Council Member.
 - 4.2 Appeal for Waiver of Wheel Clamp Fee.
 - 4.3 Signage at Plaza Entrance.

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

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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 8th COUNCIL MEETING OF THE 8th MANAGEMENT COUNCIL HELD ON FRIDAY, 11th OCTOBER 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
	Mr Danny Teo Kian Guan	-	Member
	Mr Daniel Low	-	Member
<u>Absent With Apology</u>	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	<u>TO CONFIRM MINUTES OF THE 7TH COUNCIL MEETING OF THE 8TH MANAGEMENT COUNCIL HELD ON 6TH SEPTEMBER 2018.</u>	Closed
1.1	The minutes of the 7 th Council meeting of the 8th Management Council held on 6 September 2018 was unanimously confirmed at the meeting. Proposer: Catherine Kweh Seconder: Ong Khok Chong	
2.0	<u>TO PRESENT THE FINANCIAL STATEMENTS FOR AUGUST 2018</u>	Closed
2.1	The Statement of Account for month of August 2018 was unanimously adopted by the meeting. Proposer: Danny Teo Seconder: Dave Yoe Members suggested that MA look into provision of electricity by different vendors and to obtain quotation for "All Risk" to be added into the Insurance for MCST.	MA
3.0	<u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u>	
3.1	<u>Shifting of Management Office</u> Council informed MA to obtain quotations to purchase twelve (12) nos. of office chairs for the conference room and seek approval via email.	MA

3.2	<p><u>Lift Matters - AE Inspection</u></p> <p>MA informed that the lift company, M/s Sigma Elevator is doing the repair works as in the AE reports. Certain repair works were targeted to complete in December 2018 as they are waiting for parts to arrive from overseas. Members tasked MA to check with the AE to define "CRITICAL" & "SERIOUS" defects and whether the lifts under these categories are safe to use. MA to engage Lee & Lee to send legal letter to M/s Sigma Elevator putting them responsible for the safety operation of the lifts and to expedite on the repair works.</p>	MA																								
3.3	<p><u>Replacement of FCC Fire Panel</u></p> <p>MA informed that M/s Unique Fire Protection have replaced the main fire panel at FCC and nine (9) sub-fire panels at all lift lobbies at Wcega Plaza. Currently, the contractor is replacing the call points and other components at Wcega Plaza. Members informed MA to get contractor to rectify the faults highlighted at the display panels.</p>	MA																								
3.4	<p><u>SCDF Issues – Appointment of QP (Architect)</u></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><u>Carparks' EPS Systems</u></p> <p>M/s Sun Singapore Pte Ltd have submitted their quotation for the interface for the new web portal as below:</p> <table border="1" data-bbox="295 1176 1252 1400"> <thead> <tr> <th>S/No.</th> <th>Description</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>HP desktop PC with monitor</td> <td>1 unit</td> <td>\$2,000.00</td> </tr> <tr> <td>2</td> <td>Software design, Development & testing (2 man week)</td> <td>1 lot</td> <td>\$6,000.00</td> </tr> <tr> <td>3</td> <td>SIT, UAT implementation with 3rd party App</td> <td>1 lot</td> <td>\$1,500.00</td> </tr> <tr> <td></td> <td></td> <td>Discount</td> <td>-\$750.00</td> </tr> <tr> <td></td> <td></td> <td>Cost</td> <td>\$8,750.00</td> </tr> </tbody> </table> <p>Members agreed to proceed with the quotation for the interface. The IT company, M/s Amphitrite (Singapore), presented the web portal and will continue to expand on the software.</p>	S/No.	Description	Quantity	Amount	1	HP desktop PC with monitor	1 unit	\$2,000.00	2	Software design, Development & testing (2 man week)	1 lot	\$6,000.00	3	SIT, UAT implementation with 3 rd party App	1 lot	\$1,500.00			Discount	-\$750.00			Cost	\$8,750.00	Sub Com
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3.6	<p><u>High Bay Lights Project</u></p> <p>MA informed that M/s Arianetech Pte Ltd have installed the high bay lights on 2nd to 9th level at Plaza driveway except another 28 nos. outstanding at the basement carpark. They target to complete the installation works by end of October 2018. MA presented the quotations to install 72 nos. ram area high bay lights at Plaza:</p> <table border="1" data-bbox="295 1780 1197 1993"> <thead> <tr> <th>S/No.</th> <th>Contractors</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>BHL Electrical Services</td> <td>\$14,480.00</td> </tr> <tr> <td>2</td> <td>Aspec Lighting & Building Services Pte Ltd</td> <td>\$16,039.30</td> </tr> <tr> <td>3</td> <td>Kitzig Design Studio Pte Ltd</td> <td>\$17,965.30</td> </tr> <tr> <td>4</td> <td>SKE Engineering (S) Pte Ltd</td> <td>\$19,800.00</td> </tr> <tr> <td>5</td> <td>Summit Lighting & Accessories Pte Ltd</td> <td>\$20,030.40</td> </tr> <tr> <td>6</td> <td>Arianetech Pte Ltd</td> <td>\$23,343.12</td> </tr> </tbody> </table>	S/No.	Contractors	Amount	1	BHL Electrical Services	\$14,480.00	2	Aspec Lighting & Building Services Pte Ltd	\$16,039.30	3	Kitzig Design Studio Pte Ltd	\$17,965.30	4	SKE Engineering (S) Pte Ltd	\$19,800.00	5	Summit Lighting & Accessories Pte Ltd	\$20,030.40	6	Arianetech Pte Ltd	\$23,343.12	MA			
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Members viewed the sample of the 100W LED high bay lights provided by the different contractors and tasked MA to do the mock-up lights at Plaza level 8 ramp area for comparison.

3.7 Encroachment at Common Area (Painting of Yellow Boxes)

MA

MA informed that there are ninety-nine (99) nos. of yellow boxes to be painted and the technicians have completed painting ninety (90) nos. Members pointed out that the yellow box should extend till the common driveway allowing free escape route during emergency and to install bollard to prevent obstruction. MA presented the quotations to install bollards:

S/No.	Contractors	Type	Amount
1	Amen International Pte Ltd	Mild steel fixed bollard	\$150.00
		Stainless steel fixed bollard	\$200.00
		Stainless steel removable bollard	\$395.00
2	Asia Agencies Pte Ltd	Stainless steel removable bollard	\$2,050.00

Members agreed to install mild steel fixed bollards at \$150.00 per piece and informed MA to mark inside the floor plans the quantity required.

3.8 Repair and Redecoration Works

MA

MA informed that the Building Surveyor for R&R works, M/s Bruce James Building Surveyors Pte Ltd, have completed the inspection works on 4 October 2018. They will submit the inspection reports for members to comment before calling for tender.

3.9 Water Seepage Repair at Fixed Window Panel for Unit #04-10 & #04-11

MA

MA presented the minutes of meeting for the 1st council meeting of the 3rd management council whereby the complex manager can authorize repair works that is \$2,000.00 or below. MCST decided to re-imburse the S\$2,000.00 to Newman & Goh (MA). The actual repair cost to be determined during R&R works will be deducted from the \$2,000.00. Members then informed MA to consult the lawyer, Lee & Lee, if MCST can pursue the case further.

4.0 Any Other Business

4.1 Resignation of Council Member

MA

Ms. May Tan Fee Yi has sent in her resignation letter as council member with effect from 19 September 2018 due to work commitments. Chairman and members accepted her resignation.

4.2 Appeal for Waiver of Wheel-Clamped Fee

MA

MA informed that the following units have written in to appeal for waiver of wheel-clamped fee:

S/No.	Vehicle No.	Wheel-Clamped Fee
1	GBG 5319 M	\$107.00
2	SLX 6143 M	\$107.00
3	SKP 4271 T	\$107.00
4	SKW 2768 D	\$157.00

Members deliberated on individual case and rejected all the appeals for waiver of wheel-clamped fee.

It was also agreed that all wheel-clamped vehicles that did not pay up within 3 days from the date of being wheel-clamped will be towed away to Plaza rooftop. Towing fee and daily parking charges applies.

4.3

Main Signage for Wcega Plaza & Tower

MA

MA informed that the current signage for Wcega Plaza & Tower was damaged by burning of incense during the 7th month festival and have source for quotations to replace with new signage.

S/No.	Contractors	Amount	Remarks
1	Acrylic Signs Material Pte Ltd	\$950.00	Acrylic board with alum. Frame mounted on wall.
		\$880.00	Acrylic board with alum. Frame mounted on floor.
2	Creative Sign Pte Ltd	\$1,200.00	Alum. Plate with sticker, metal frame structure stand mounted on wall.
3	Bideas Productions	\$2,100.00	Alum. panel in powder coated black with laminated finish mounted on floor.
		\$3,600.00	Alum. panel in powder coated black with laminated finish mounted on wall.

Members agreed to engaged M/s Bideas Productions to do the floor mounted signage but to use stainless steel poles and to install lights with some landscape surrounding the signage. MA to liaise with the contractor on the quotation and email members for approval.

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

21/12/18
Date