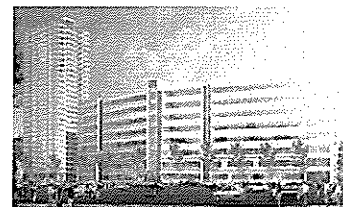


## THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

WCEGA Plaza & Tower Management Office  
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**NOTICE IS HEREBY GIVEN THAT THE 14<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** : 24 April 2019 (Wednesday)  
**TIME** : 2.00 P.M.  
**VENUE** : #02-71 (Management Office)

### AGENDA

1. To confirm and adopt the minutes of the 13<sup>th</sup> Council Meeting of the 8<sup>th</sup> Management Council dated 28 March 2019.
2. To Present the Financial Statement for March 2019.
3. Discussion – Matters Arising:
  - 3.1 Wcega Website Portal.
  - 3.2 Repair & Redecoration Works.
  - 3.3 9<sup>th</sup> AGM Documents.
  - 3.4 Lift Matters.
  - 3.5 Encroachment at Common Area.
  - 3.6 Banner & Advertisement at Common Area Wall.
4. Any Other Matters.
  - 4.1 Security Contract.

Yours faithfully,

Rayan Lim  
Complex Manager  
For and on behalf of MCST 3564

**Managing Agent: Newman & Goh Property Consultants Pte Ltd**

Blk 125A Lorong 2 Toa Payoh #02-134 Singapore 311125  
Tel: 62569333 Fax: 62512028 Email: [info@newman-goh.com](mailto:info@newman-goh.com)





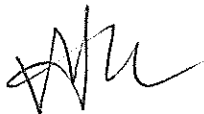
3.2	<p><b><u>Repair and Redecoration Works</u></b></p> <p>Building surveyor and the contractor presented the "Work Progress report" and brief on the progress of the work. The meeting also discussed if the contractor could absorb the cost for application of waterproofing sealant to the external facade (between glass &amp; frame) of all openable windows. Members also mention if the contractor could lower the cost of \$535.00 for replacing the gaskets at the openable windows. The contractor will revert on this issue. MA will give RTO candidate to building surveyor.</p> <p>Unit #24-76 has informed management office of a water seepage during the washing of the external façade and that the glass panels are still dirty after the washing. Building surveyor, contractor and management staff visited the unit on 24 April 2019 to assess the damage to the wall paper as claimed by them. Building surveyor will follow-up on the reply to them.</p>	MA
3.3	<p><b><u>9<sup>TH</sup> AGM</u></b></p> <p>MA informed that the 9<sup>th</sup> AGM will be held on 5<sup>th</sup> July 2019 at 1.30 pm at Civil Service Club and the booking of the venue is confirmed. The Auditor, M/s YWL &amp; Co. will prepare the interim auditor report for the month of January to March 2019. MA will forward a copy of the 9<sup>th</sup> AGM document and the slide presentation to all members for their comment. Members also informed MA to find out the cost from Lee &amp; Lee (lawyer) to sit in the AGM for any query on legal matters.</p>	MA
3.4	<p><b><u>Lift Matters</u></b></p> <p>MA informed that there are two (2) breakdowns reported for the month of April 2019 namely at lift PL4 ie. DOC PCB backup battery low voltage and controller faulty which was replaced. MA will continue to monitor the performance of the lifts.</p>	MA
3.5	<p><b><u>Encroachment at Common Area</u></b></p> <p>The management received feedbacks of rat foul smell and encroachment at unit #07-04. Letter was served on 9 April 2019 but they did not clear their items placed at the common driveway on the due date. The management proceeded to clear the items (30 nos. of wooden pallets) on 17 April 2019 and 21 April 2019 respectively. According to the MCST's By-Law on illegal dumping, an administrative fee of \$535.00 (inclusive of 7% GST) was imposed on them.</p> <p>Members also highlighted that some vehicle workshops at Wcega Plaza are doing servicing at the common car park lots and driveway. There are also vehicles parked at the ramp area. For units working at common area, the management will revoke the exit tickets for one (1) month and for vehicles parked at the ramp area, the security staff will serve warning notices follow with wheel-clamping.</p>	MA
3.6	<p><b><u>Banner &amp; Advertisement at Common Area Wall</u></b></p> <p>MA informed that there are thirteen (13) units with advertisement/signboard placed at the common wall adjacent to the unit. Reminder letters were served but seven (7) units did not comply. Members agreed that MA sent final letter to these units follow with legal letter if the need arises.</p>	MA

3.7	<p><b><u>Legal Letter from Subsidiary Proprietor</u></b></p> <p>The Management Corporation received a legal letter from unit #24-76/77/78, M/s Supersonic Maintenance Services Pte Ltd on 25 February 2019 concerning the following issues,</p> <ol style="list-style-type: none"> <li>1. Indiscriminate parking at Wcega Plaza i.e at ramp area, air well area etc.</li> <li>2. Motor workshops in Wcega Plaza B1 industrial building.</li> <li>3. Motor vehicle showrooms must fall within 40% ancillary component of B1 industrial development.</li> <li>4. Roof structure at common area fronting #02-04/05/06 canteen.</li> </ol> <p>Members deliberated and agreed to engage Lee &amp; Lee to reply the legal letter.</p>	Lawyer
3.8	<p><b><u>Advertisement Displayed on Wcega Plaza Façade Glass Panel</u></b></p> <p>Management office received an email from unit #24-76/77/78, M/s Supersonic Maintenance Services Pte Ltd with regards to signages and advertisements displayed on the glass façade of Wcega Plaza. Members deliberated and agreed to appoint Lee &amp; Lee to reply.</p> <p>The solicitor commented that there is no need for management to reply such email otherwise, the MA and Council will forever be answering questions and not able to run the estate.</p>	Info
3.9	<p><b><u>Security Contract</u></b></p> <p>The security contract will expire on 30 June 2019 and the current security company, M/s KH Security Agency Pte Ltd proposed to increase their contract fee (9 security staff daily) from \$40,500.00 per month to \$42,550.00 per month. An increase of \$2,050.00 (5%). After discussion with the security company, members agreed to extend the security contract till end October 2019 at the new contract price of \$42,550.00. Security company to prepare the extension contract for council's signature.</p>	Security

The meeting ended at 5.40 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

15/5/19  
Date

