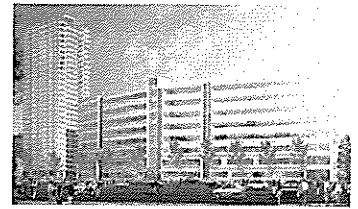


# THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

WCEGA Plaza & Tower Management Office  
21 Bukit Batok Crescent #02-71 Singapore 658065  
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**NOTICE IS HEREBY GIVEN THAT THE 15<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** : 15 May 2019 (Wednesday)  
**TIME** : 2.00 P.M.  
**VENUE** : #02-71 (Management Office)

## AGENDA

1. To confirm and adopt the minutes of the 14<sup>th</sup> Council Meeting of the 8<sup>th</sup> Management Council dated 24 April 2019.
2. To Present the Financial Statement for April 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 Repoco Agency (#10-00) Tenancy Agreement.

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)





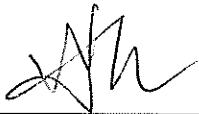
<p>3.2</p>	<p><b><u>Repair and Redecoration Works</u></b></p> <p>The Building Surveyor is not able to attend as he is on course. The contractor presented the "Work Progress report" and brief on the progress of the work. The meeting also discussed if the contractor could provide a lump sum cost for application of waterproofing sealant to the external facade (between glass &amp; frame) of all openable windows. The contractor will discuss with the Building Surveyor and revert.</p> <p>Contractor presented all the seven (7) colours mock up sample painted on the wall outside the management office for council's viewing and members had selected three (3) colours. Contractor will carry out another round of mock up sample to the selected colours on a bigger surface area for the final selection.</p> <p>Contractor had carried out 2 stone finishing mock up at Plaza Lobby 1 ground level. However, one of the sample carried out appears patchy therefore Berger technical staff will be attending to this issue after which the sample mockup will be done on concrete board for review.</p> <p>For unit #24-76, the contractor has completed the waterproofing sealant and cleaning of the external façade glass panels. A survey form has been given to them for signing off. Contractor will follow-up and close case.</p>	<p>MA</p>
<p>3.3</p>	<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. have submitted the interim auditor's report for the month of January to March 2019. MA has given a copy of the 9<sup>th</sup> AGM document to all members on 13 May 2019. The cost for Lee &amp; Lee (lawyer) to sit in the AGM will be based on time spent at \$500.00 per hour subject to a minimum of \$2,000.00 (plus GST and disbursements).</p> <p>MA presented the AGM documents and the power point slides for discussion. All comments highlighted will be amended and the slides will be forwarded to members for confirmation.</p>	<p>MA</p>
<p>3.4</p>	<p><b><u>Lift Matters</u></b></p> <p>MA informed that there are four (4) breakdowns reported for the month of May 2019. Members informed MA to joint inspect with lift technicians and investigate the cause of breakdown and continue to monitor the performance of the lifts.</p>	<p>MA</p>
<p>3.5</p>	<p><b><u>Encroachment at Common Area</u></b></p> <p>MA briefed members on the encroachment at Wcega Plaza level 3 &amp; 5 and inform that the security staff will do more frequent patrol for illegal parking and to check that motor workshops do not service their vehicles at the common area.</p>	<p>MA</p>
<p>3.6</p>	<p><b><u>Legal Letter from Unit #24-76/77/78</u></b></p> <p>MA informed that MCST's solicitor, Lee &amp; Lee replied to M/s Selvam LLC (solicitor for unit #24-76/77/78) on 30 April 2019 and pending their reply.</p>	<p>Info</p>

<p>3.7</p>	<p><b><u>Leasing of Plaza Rooftop Space</u></b></p> <p>MA informed that Repoco Agency, the current tenant at Plaza rooftop requested to extend the Tenancy Agreement for twelve (12) months w.e.f. 1 August 2019. Members have decided to call for a tender to lease out the open carpark space at Wcega Plaza rooftop with the following conditions:-</p> <ol style="list-style-type: none"> <li>1. To lease out the entire rooftop carpark area with approximate space of 19,200 sq. metre.</li> <li>2. Solely for parking of vehicles below 5,000 kg.</li> <li>3. The lease does not include the two (2) heavy vehicle parking lots at Wcega Tower.</li> </ol> <p>MA will write to Repoco Agency giving them two (2) months advance notice for the termination of the Tenancy Agreement which will expire on 31 July 2019.</p> <p>The tender notice will be placed at all notice boards and lift lobbies at level 1 &amp; 2. The Tender Advertisement will also be published in the Straits Times on 24 May 2019 (Friday). The closing date is 7 June 2019.</p>	<p>MA</p>
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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

12/6/2019  
Date

