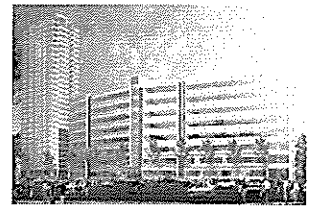


THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO 3564

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



Date: 9 July 2019

NOTICE IS HEREBY GIVEN THAT THE 1ST COUNCIL MEETING OF THE 9TH MANAGEMENT COUNCIL OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 3564 WILL BE HELD:

DATE : 19 July 2019 (Friday)
TIME : 2.00 P.M.
VENUE : #02-71 (Management Office)

AGENDA

1. To declare non-interest by Council Members of the 9th Management Council, as stipulated in BMSMA.
2. To elect office bearers & authorized bank signatories of the 9th Management Council.
3. To confirm and adopt the minutes of the 16th Council Meeting of the 8th Management Council held on 12 June 2019.
4. To adopt the Financial Statement for June 2019.
5. Discussion – Matters Arising:
 - 5.1 Wcega Website Portal.
 - 5.2 Repair & Redecoration Works.
 - 5.3 Lift Matter.
 - 5.4 Legal Letter from #24-76/77/78.
 - 5.5 Leasing of Plaza Rooftop.
6. Any Other Matters.
 - 6.1 Levelling of Walkway to Wcega Plaza.
 - 6.2 Concrete hump for driveway at Wcega Plaza.
 - 6.3 Unit #05-62 parking at common area.
 - 6.4 Heavy vehicle (above 5,000 kg) parking.
 - 6.5 Air-conditioner maintenance contract.
 - 6.6 EPS system maintenance 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

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 1st COUNCIL MEETING OF THE 9th MANAGEMENT COUNCIL HELD ON
FRIDAY, 19th JULY 2019 AT #02-71, MANAGEMENT OFFICE, WCEGA TOWER.

Present:

Mr Ong Khek Chong	-	Member
Mr Dave Yoe Tong Hock	-	Member
Ms Catherine Kweh Hui Cheng	-	Member
Mr Danny Teo Kian Guan	-	Member
Mr Ben Tan Eng Hua	-	Member
Mr Terry Goh Wei Qiang	-	Member
Mr Koh Sheng Wei	-	Member
Mr Cheng Xiao Dong	-	Member

Attendees:

Ms Gean Chew	-	Newman & Goh
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 DECLARE NON-INTEREST BY COUNCIL MEMBERS OF 9TH MANAGEMENT COUNCIL, AS STIPULATED IN BMSMA.</u>	INFO
1.1	All members present made declaration at this point of time.	
2.0	<u>TO ELECT OFFICE BEARERS & AUTHORIZED BANK SIGNTORIES OF 9TH MANAGEMENT COUNCIL.</u>	INFO
2.1	The following members were elected as office bearers for the 9 th Management Council. 1. Chairman - Mr Ong Khek Chong Proposer: Ben Tan Seconder: Chen Xiao Dong 2. Secretary - Mr Dave Yoe Tong Hock Proposer: Ong Khek Chong Seconder: Ben Tan 3. Treasurer – Ms Catherine Kweh Hui Cheng Proposer: Dave Yoe Seconder: Chen Xiao Dong All the office bearers are also elected to be the authorized bank signatories. The criteria remain at any two of the office bearers for amount lower than or up to \$30,000. Amount above \$30,000 will require all three signatures. Proposer: Ben Tan Seconder: Terry Goh	

3.0	<p><u>TO CONFIRM MINUTES OF THE 16TH COUNCIL MEETING OF THE 8TH MANAGEMENT COUNCIL HELD ON 12TH JUNE 2019.</u></p> <p>The minutes of the 16th Council meeting of the 8th Management Council held on 12th June 2019 was unanimously confirmed at meeting.</p> <p>Proposer: Catherine Kweh Seconder: Terry Goh</p>	CLOSED
4.0	<p><u>TO PRESENT THE FINANCIAL STATEMENTS FOR JUNE 2019</u></p> <p>The Statement of Account for the month of June 2019 was unanimously confirmed at the meeting</p> <p>Proposer: Catherine Kweh Seconder: Chen Xiao Dong</p>	CLOSED
5.0	<p><u>TO DISCUSS ANY MATTERS ARISING FROM THE ABOVE MINUTES.</u></p>	
5.1	<p><u>Repair and Redecoration Works</u></p> <p>The contractor presented the "Work Progress report" and brief on the progress of the painting works and water proofing sealant works to the external façade glass panels. The meeting also discussed on the wall texture for all the lift lobby wall. Members discussed and decided not to have spray texture finishes but to paint the lift lobby wall with different colour designs. The contractor will look into it and propose the designs in the next meeting.</p> <p>For road markings, the contractor will do a mock-up of the grinded surface finished with painting.</p> <p>The following works were also discussed:</p> <ol style="list-style-type: none"> 1. To level up the tiled pavement walkway at the roundabout beside unit #02-61/62 and to provide additional water drainage pipes. Building surveyor and contractor to study site and provide drawing and quotation. 2. To install additional drainage pipe support (123 nos.) at the ceiling. Price will be base on per piece. 3. To replace existing rubber humps with full length and wider concrete hump. Some concrete humps at the ramp area will also need to be replace as they are not aligned correctly. Contractor to provide dimension and quotation. 4. MA informed that many of the bolts securing the floor expansion joint metal plate at Plaza ram area are coming out and causing the metal plate to dislodge. Members informed building surveyor and contractor to propose new type of metal covering for the floor expansion joints. 	MA
5.2	<p><u>Lift Matters</u></p> <p>MA informed that there are six (6) breakdowns reported for the month of July 2019. MA have carried out joint inspections with lift technicians on every repair and investigate the cause of all lift breakdowns with photos taken and file for record. MA will continue to monitor the performance of the lifts.</p>	MA
5.3	<p><u>Legal Letter from Unit #24-76/77/78</u></p> <p>MA informed that MCST's solicitor, Lee & Lee replied to M/s Selvam LLC (solicitor for unit #24-76/77/78) on 30 April 2019 and pending their reply.</p>	INFO

5.4

Leasing of Plaza Rooftop Space

INFO

An open tender in the local newspaper was called on 24 May 2019. Two (2) tenders were received on the closing date, 31 May 2019.

The results of the tender are:

S/No.	Company	Tender Price
1	Auto Export & EPZ Pte Ltd	\$15,888.00
2	Repoco Agency	\$45,0008.00

As the tender price is deem too low, a meeting was held on 11 July 2019 with the (3) office bearers and Repoco Agency to discuss and confirm on the leasing of Plaza rooftop which will expire on 31 July 2019.

The current monthly rental is at \$60,000.00. Repoco Agency informed that they can only offer the maximum amount of \$50,000.00 per month as the economy is bad and they are not making money.

Repoco Agency has declared that he hasn't been paying any electricity for the past 7 years as it was not billed to them by MCST, currently there are two (2) electricity meters installed by their contractor which tapped the power supply from the common area electrical riser.

After much negotiation, Repoco Agency has agreed to lease the rooftop space for \$55,000.00 per month on the condition that the council agreed to waive the electricity charges used by their office for the past seven (7) years on a goodwill basis. The lease will be for one (1) year from 1 August 2019 to 31 July 2020.

With effect from 1 August 2019, MA will take the monthly electricity meter reading and charge them for electricity used based on the market rate.

Repoco Agency also informed that they have obtain the Fire Safety Certificate for their office.

The meeting also discussed and agreed on the following:

1. MCST will not be selling any additional season parking (vehicles below 5,000 kg and will refer all such applications to them and the total amount collected per month will be shared 50-50 between Repoco Agency and MCST.
2. Towing of vehicles will be referred to them (Peter's contact no. will be given to FCC). The towing fee is \$300.00 + GST and the parking fee is \$50.00 per day. The total amount per month will be shared 50-50 between Repoco Agency and MCST.
3. They will provide the monthly summary of account together with the payment cheque and forward to MCST.
4. The 2 heavy vehicle lots at Wcega Tower will not be included in the Lease but they can park their heavy vehicles upon availability of parking lots and base on a first-come-first-serve basis.
5. Repoco Agency will control and not abuse the issue of their issued exit tickets for vehicles parked at the rooftop.
6. Priority will be given to Wcega occupants to apply for paid season parking at the area demarked for use by Management Corporation.

As the Tenancy Agreement will expire on 31 July 2019 and due to urgency, it was signed in the meeting between Mr Peter Tay representing Repoco Agency and council member, Mr Dave Yoe representing MCST 3564.

5.5	<p>Management will refund \$5,000.00 to Repoco Agency for the difference of the one (1) month deposit.</p> <p><u>Unit #05-62 Parking at Common Area</u></p> <p>MA informed that Regal Motoring Pte Ltd have park their vehicles at the common area outside #05-62. The management have served two (2) letters informing them of the encroachment. Since then, they have removed the conference table and metal cabinet but vehicles are still parked at the common area. Members informed MA to draw yellow box infront of the fire hosereel & fire extinguisher to deter any obstruction to fire-fighting equipment.</p>	MA												
5.6	<p><u>Heavy Vehicle Parking (above 5,000 kg)</u></p> <p>Members highlighted that there are many heavy vehicles parking at the common area after the ram-up at Wcega Plaza. These vehicles caused obstruction and pose a danger for vehicle using the main driveway.</p> <p>The meeting discussed and agreed on the following:</p> <p><u>For Plaza</u></p> <ol style="list-style-type: none"> 1. Occupants are to register their two (2) heavy vehicles under "Strata Red Lot" parking and must park within their unit's red lots. 2. Individual unit can only apply for one (1) additional heavy vehicle parking (\$120 per month) and must park infront of the respective unit. 3. For additional vehicles below 5,000 kg they can approach Repoco (#10-00) to pay for parking at the rooftop. <p><u>For Tower</u></p> <p>There are eight (8) heavy vehicle parking lots near the loading bay at Wcega Tower.</p> <ol style="list-style-type: none"> 1. Occupant can only apply for one (1) additional heavy vehicle parking (\$120 per month) limited to one (1) lot per company base on a first-come-first serve basis. 	MA												
5.7	<p><u>Air-Conditioner Maintenance Contract</u></p> <p>MA presented the summary of quotations for air-conditioner maintenance contract for the period 1 September 2019 to 31 August 2020.</p> <table border="1" data-bbox="292 1541 1222 1668"> <thead> <tr> <th>S/No.</th> <th>Contractor</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Double-H Aircond Services Pte Ltd</td> <td>\$1,680.00 per annum</td> </tr> <tr> <td>2</td> <td>M&J Aurcon Solutions Pte Ltd</td> <td>\$1,720.00 per annum</td> </tr> <tr> <td>3</td> <td>Visionics Engineering Pte Ltd</td> <td>\$2,080.00 per annum</td> </tr> </tbody> </table> <p>Members agreed to award the contract to M/s Double-H Aircond Services Pte Ltd as they are the current contractor and have submitted the lowest quote.</p>	S/No.	Contractor	Amount	1	Double-H Aircond Services Pte Ltd	\$1,680.00 per annum	2	M&J Aurcon Solutions Pte Ltd	\$1,720.00 per annum	3	Visionics Engineering Pte Ltd	\$2,080.00 per annum	MA
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5.8	<p><u>EPS Parking System Maintenance Contract</u></p> <p>MA informed that the EPS system is under sole-proprietorship of M/s Sun Singapore Systems Pte Ltd. The contract is for the period 1 August 2019 to 31 July 2020.</p> <p>Current contract fee - \$40,800.00.</p>	MA												

5.9	<p>New contract fee - \$43,656.00 (add on season interface PC at \$400.00).</p> <p>Increase of \$3,256.00 (8%).</p> <p>Members tasked MA to negotiate and lower the price.</p> <p><u>Replace Air-Conditioners at Tower Lift Lobby Level 2</u></p> <p>MA informed that the current three (3) ducted air-conditioners at Tower lift lobby level 2 have broken down and proposed to replace it with three (3) nos. Daikin ceiling cassette unit model RZR140MYM / FCQ140KAVEA at 47,800 BTU.</p> <p>Below is the summary of the quotations obtain:</p> <table border="1" data-bbox="295 649 1284 779"> <thead> <tr> <th>S/No.</th> <th>Contractor</th> <th>Quantity</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>M&J Aircon Solutions Pte Ltd</td> <td>3 sets</td> <td>\$18,650.00</td> </tr> <tr> <td>2</td> <td>Visionics Engineering Pte Ltd</td> <td>3 sets</td> <td>\$18,950.00</td> </tr> <tr> <td>3</td> <td>Double-H Aircond Services Pte Ltd</td> <td>3 sets</td> <td>\$19,000.00</td> </tr> </tbody> </table> <p>Members acknowledge that M/s Double-H Aircond Services Pte Ltd is the current term contractor and tasked MA to negotiate with them to lower the price and then award the installation works to them.</p>	S/No.	Contractor	Quantity	Amount	1	M&J Aircon Solutions Pte Ltd	3 sets	\$18,650.00	2	Visionics Engineering Pte Ltd	3 sets	\$18,950.00	3	Double-H Aircond Services Pte Ltd	3 sets	\$19,000.00	MA
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The meeting ended at 5.10pm with a note of thanks to all attendees.

Minutes prepared by: Rayan Lim (Newman Goh Property Consultants P/L)

Confirmed by



Secretary
 9th Management Council
 The Management Corporation Strata Title Plan No. 3564

16/8/2019
 Date

