

**MINUTES OF THE 5th COUNCIL MEETING OF THE 16th MANAGEMENT COUNCIL OF
THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2934 VIA
ELECTRONIC MEANS ON 23rd NOVEMBER 2022 AT 8:00PM**

Council Members Present:

Mr. Koh Nghee Kwang	Secretary
Ms. Sheila Lin GaiJun	Treasurer
Mr. Sivakumar Rajendera	Member

Absent with Apologies:

Mr. Pang Yoke Ting, Eugene	Chairman
Ms. Fatima Shabbir	Member

MA In Attendance:

Ms. Nur Azura	- Strata Manager	} Savills Property Management
Mr. Eddie Kwan	- Condo Manager	} Pte Ltd

S/No.	ITEMS	ACTION
1.0	Opening of Meeting	
	The meeting was called to order at 8.02 pm when there was a quorum.	Info
2.0	Confirmation of 4th Council Meeting Minutes of the 16th Management Council	
	Minutes of the 4th Council Meeting held on 26 August 2022 was confirmed. Proposed by Ms Sheila and seconded by Mr. Siva.	Info
3.0	Matters Arising	
3.1	Term Contracts	
	MA updated on the following contracts:	
	1. Generator Maintenance – Council has approved the renewal with ADA Electrical Engineering Pte Ltd for one year from 1 January 2023 and at the same fee. MA will proceed with finalisation of the agreement.	Closed
	2. Security Services - the present contract with Quint-E Security Solutions Pte Ltd is expiring on 31 January 2023. MA will invite the present vendor for renewal and obtain few other quotes for Council's review.	MA
3.2	BBQ Pit Improvement Works	
	URA advised that planning permission is required as the cover over the BBQ area would lead to an increase in GFA. Should the increase in GFA be supported by URA, it may be subject to the payment of any Land Betterment Charge.	Info
	We have obtained a budgetary quote of \$26,500.00 from Leo Construction for the shelter installation, which excludes the cost of PE services.	Info
	MA will continue to source for 3 budgetary quotes (with PE cost) for Council's review before deciding to table at the next AGM.	MA

3.3	Landscape Matters	
	<p>Two quotes for the proposed shrubs replacement work at the area next to the swimming pool and gym have been emailed to Council for consideration. Our landscape vendor (TTK) quoted \$2,012.00 (before GST) and another vendor (Prince's Landscape) quoted \$6,040.00 (before GST).</p> <p>MA will source another comparative quote to summarise for Council's decision.</p>	<p>Info</p> <p>MA</p>
3.4	iCondo (facility booking app platform)	
	<p>With regards to the option if MCST were to switch to iCondo platform from current MyEstateHub (MEH), there is no cost for the iCondo platform if Savills is the Managing Agent (MA) of the development. Should Savills no longer be the appointed MA of the MCST, there will be a cost of \$150.00 per month for the iCondo contract.</p> <p>The cost of MyEstateHub (MEH) is \$30.00 per month, which is the rate that MCST is paying for currently.</p> <p>Council members commented that they are comfortable with MEH's platform at the monthly fee of \$30.00 and, as it is also commonly used by Residents, they are not in favour of any change.</p>	Closed
3.5	Update on Knocking Phenomenon on Water Stack	
	<p>A survey was conducted in August 2022 and thus far MA had received 1 unit's feedback pertaining to this matter. As it was not the whole stack facing the concerns, Mr Koh's view is that it is not a major phenomenon since it is not widespread and, therefore, we need not pursue this further until more feedback is received.</p>	Info
4.0	To review and adopt the Financial Statements for months ended till October 2022.	
	<p>MA presented the financial reports for the months of October 2022. As for September 2022 and August 2022 financial statements, they have been emailed to Council previously.</p> <p>Council enquired about the nature of the cost for \$695.50 incurred in October 2022 for security systems. MA informed that it was for replacement of the exit barrier's controller.</p> <p>Council advised MA to forecast a higher budget for utilities expenses for the next AGM in view of the rising cost.</p> <p>On the utilities report, MA was requested to monitor the water consumption as it still appears to be on the high side in October 2022.</p> <p>There being no further comments, the financial statements for the three months were adopted. Proposed by Mr Koh and seconded by Ms Sheila.</p>	<p>Info</p> <p>MA</p> <p>MA</p>

5.0	Any Other Business	
5.1	Planned R&R Exercise	
	<p>Council discussed on our estate's external wall paintwork which they are of the view that it does not look appealing from the exterior outlook. In addition to the paintwork, the lighting poles and car park areas should also be reviewed for all necessary work to be included for discussion at the next AGM.</p> <p>MA to advise on the specific work involved and obtain budgetary quotes before the next AGM.</p>	MA
5.2	NEA Letter for Breeding Offence	
	<p>On 7 September 2022, NEA found breeding in our basement carpark's scupper drain area. MA has forwarded the letter to our pest control vendor, Vanguard Pest Management Pte Ltd, for their actions and payment of the fine.</p> <p>Council commented that the pest control vendor should be accompanied by site staff for supervision during maintenance work and to be aware of the areas that fogging was carried out. There are also more mosquitoes now and we need to be vigilant in preventing any dengue occurrence. MA to also work with the cleaning and landscape team to ensure preventive measures are taken proactively to avoid any areas that may lead to potential mosquito breeding grounds.</p>	<p>Info</p> <p>MA</p>
5.3	MA Office Desktop	
	<p>The present condition of the desktop in the MA Office was discussed. The speed of the desktop is slow and about 90% of the memory capacity is already used.</p> <p>MA suggested to purchase a new AIO (All-In-One) desktop which is similar to the present desktop purchased in 2013. The MS Office software is in the office and we can install this on the new desktop to continue using it. When the new desktop is purchased, we will need someone to install or transfer all the software, applications and emails from the present desktop. We have contacted an installer who has quoted about \$100 for the installation job. In addition, we also require an external storage media for regular backup of the information in the desktop.</p> <p>MA will obtain 3 quotes for the total cost of the desktop and other required items for submission to Council for consideration and approval.</p>	<p>Info</p> <p>MA</p>
6.0	Next Council Meeting	
	<p>MA shall propose the dates to Council in due course.</p> <p><u>Post-Meeting Note:</u> MA propose to hold the next Council Meeting on 11 January 2023 (Wed), which is around the middle of the New Year (1 January 2023) and Chinese New Year (22 January 2023) period.</p>	MA

There being no other business, the meeting ended at 8.30 pm.

CONFIRMED BY



CHAIRMAN
Mr Eugene Pang

DATE

11 January 2023