

**MINUTES OF THE 6th COUNCIL MEETING OF THE 16th MANAGEMENT COUNCIL OF  
THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2934 VIA  
ELECTRONIC MEANS ON 11 JANUARY 2023 AT 8:00PM**

**Council Members Present:**

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

**Absent with Apologies:**

Mr. Pang Yoke Ting, Eugene	Chairman
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**MA In Attendance:**

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

S/No.	ITEMS	ACTION
<b>1.0</b>	<b>Opening of Meeting</b>	
	The meeting was called to order at 8.05 pm when there was a quorum.	Info
<b>2.0</b>	<b>Confirmation of 5th Council Meeting Minutes of the 16<sup>th</sup> Management Council</b>	
	Minutes of the 5th Council Meeting held on 23 November 2022 was confirmed, as proposed by Ms Sheila and seconded by Ms Fatima.	Info
<b>3.0</b>	<b>Matters Arising</b>	
<b>3.1</b>	<b>Term Contracts – Security Services</b>	
	MA updated that the present contract with Quint-E Security Solutions Pte Ltd (Quint-E) would be expiring on 31 January 2023, and that quotations from other vendors had been received for review.	
	Quint-E’s price for the 1-year renewal, from 1 February 2023 to 31 January 2024, would be \$18,700.00 per month (excluding GST). This was \$800.00 more than the current contract due to the implementation of mandatory progressive wage model. In the new contract, Quint-E would add in the liquidated damage clause, which was not in the present contract. They would also provide a newer body cam for the security team.	Info
	Council reviewed all submitted quotation and approved to renew with Quint-E. MA would proceed to finalise the contract accordingly.	MA
<b>3.2</b>	<b>BBQ Pit Improvement Works</b>	
	MA obtained a budgetary quote of \$26,500.00 (excluding PE fees) from Leo Construction for the shelter installation.	
	MA had made appointments with 2 other vendors, possibly with provision of PE services, for site visits. MA would update Council once quotes were available. This proposed work, if feasible, would table at the forthcoming AGM.	MA

<b>3.3</b>	<b>Landscape Matters</b>	
	<p>The following quotations (excluding GST) for the proposed shrubs replacement work at the area next to the swimming pool and gym had been received from the following vendors:</p> <ol style="list-style-type: none"> <li>1. Present landscape vendor, TTK Services Pte Ltd - \$2,012.00.</li> <li>2. Prince's Landscape Pte Ltd - \$6,040.00.</li> </ol> <p>Another quote, from Evergreen Gardening &amp; Contract Services Pte Ltd, was received late in the afternoon. MA would prepare a cost comparison, together with drawings of the proposals, for Council's review.</p>	<p>Info</p> <p>MA</p>
<b>3.4</b>	<b>Planned R&amp;R Exercise</b>	
	<p>MA had reviewed previous R&amp;R quotations that were received previously.</p> <p>MA had arranged a site visit by Nippon Paint after Chinese New Year to review their work scope. In addition, MA would meet Jotun and Kansai Paint to review the same. MA would tabulate a summary for Council's review.</p> <p>In the meantime, MA would arrange for our cleaning vendor to waterjet our wall along Versilla condominium as the facade's present appearance needs immediate improvement.</p>	<p>MA</p> <p>MA</p>
<b>3.5</b>	<b>NEA Letter for Breeding Offence</b>	
	The fine from NEA had been paid promptly by our pest control vendor.	Info
<b>3.6</b>	<b>MA Office Desktop and Backup</b>	
	<p>Upon obtaining Council's approval for purchase of the Acer AIO (All-In-One) computer and Seagate external hard disk, the items were ordered with Best Denki (Funan) on 31 December 2022.</p> <p>Best Denki's delivery would be on 17 January 2023 and the installer of the software and data would be on 7 February 2023. All existing data and documents from current computer would be cloned to the new one.</p>	MA
<b>4.0</b>	<b>Financial Statement - To review and adopt the financial statements for the month of November 2022</b>	
	<p>MA presented the financial reports for the month of November 2022.</p> <p>Once December 2022 financial statement (financial year end) is available, MA would prepare the budget for the next financial year, and also have the Year 2022 accounts audited for the AGM.</p> <p>Council further reviewed the status of the arrears aging and requested MA to contact the Subsidiary Proprietors (SP) on their arrears of more than 90 days to avoid any further action that may be taken.</p> <p>There being no further comments, the financial statements were adopted, as proposed by Mr Koh and seconded by Mr Siva.</p>	<p>Info</p> <p>MA</p> <p>MA</p>
<b>5.0</b>	<b>Any Other Business</b>	
<b>5.1</b>	<b>Carpark Ceiling Pipe Leakage Rectification</b>	



	<p>council permits.</p> <p>Council concurred.</p>	
<b>5.4</b>	<b>Appointment of Data Protection Officer (DPO) to represent the MCST</b>	
	<p>MA informed Council on the requirement of any establishment to appoint a Data Protection Officer to ensure compliance with the upkeep of all personal data collected by MCST. Ultimately, the MCST remains responsible for overall compliance. The following are the 3 options are available for MCSTs to appoint a DPO –</p> <ol style="list-style-type: none"> <li>1. Appoint a DPO amongst MCSTs and do the job themselves.</li> <li>2. Appoint a 3rd party as DPO to do the necessary work.</li> <li>3. Appoint Savills as DPO to do the necessary work.</li> </ol> <p>MA advised that MCST had not appointed a DPO at this moment and would like to check on council's preferred choice. Council would like to know what the fee would be for Savills to be appointed as DPO as it would be more ideal for the MCST's MA to take on this role. MA would follow up on this subject with council via email.</p>	<p>Info</p> <p>MA</p>
<b>5.5</b>	<b>Date of the 17th Annual General Meeting</b>	
	<p>As financial year end is December 2022, the accounts would be schedule for audit, and the AGM had to be held latest by April 2023. The last AGM was held electronically on 23 April 2022 (Sat) at 9.00 am.</p> <p>The date for the forthcoming AGM was tentatively proposed for 29 April 2023 (Sat) at 9.00 am. MA further checked with council on the venue for AGM. Council enquired the authority's direction on the convening of electronic general meeting. MA informed Council that BCA had informed this electronic option was permitted till 30 June 2023.</p> <p>MA highlighted that the estate had electronic AGM since 2019 and checked with council on their decision of the mode of AGM meeting this year. Council voted unanimously to convene electronic AGM on 29 April 2023 in view of the efficient process. The next council meeting will discuss further on the AGM agenda and resolutions to table.</p> <p><i>Post-Meeting Note:</i> MA further followed up with Council via email to seek their views in obtaining SPs' responses on the mode of AGM. MA informed that the proposed survey was a recommendation from BCA and not mandatory. As the proposed survey was not mandatory and that the option of electronic AGM was valid in accordance to the Act, the decision for electronic council meeting remained status quo.</p>	<p>Info</p> <p>MA</p>
<b>5.6</b>	<b>Affected Philodendron Tree</b>	
	<p>The tree was cut with the lower part remaining as the landscape vendor was of the view that the tree toppled because the roots were not strong and could not support the top part of the tree which has grown bigger. The vendor is now adding fertilisers to the tree for new buds to grow which will then let the tree grow normally from then on.</p> <p>A Resident gave feedback that the tree's trunk should not be cut and is doubtful</p>	<p>Info</p>

	<p>of the vendor's advice. He also noticed that trees, hedges and evergreens such as heliconia have died because of over pruning and was not replaced. He added that the vendor had over pruned an area around Block 8 till a bare patch became visible.</p> <p>MA had informed the landscape vendor on this matter and demanded a service recovery to rectify all affected areas. Council concurred.</p>	MA
<b>5.7</b>	<b>Steinel LED Floodlights</b>	
	<p>The vendor, Intellihub Pte Ltd, has not been replacing the faulty lights along the walkway as required under the warranty coverage. During earlier emails, they mentioned that the stocks had not arrived but, till now, they are still not providing them to us. MA requested for 12 pieces to be delivered to site for self-installation, but they did not respond to this. They also did not provide any positive response during telephone calls.</p> <p>Our latest email to the vendor on 9 January 2023 informed them about the 5-year warranty (quotation was signed on 14 July 2020) and that MCST was expecting immediate rectification. There was no response from them till now.</p> <p>MA would arrange with the vendor for a meeting to discuss the matter further.</p> <p><i>Post-Meeting Note:</i> The meeting would be on 18 January 2023 at BW8.</p>	<p>Info</p> <p>MA</p>
<b>6.0</b>	<b>Next Council Meeting</b>	
	MA shall propose the date to Council in due course.	MA

There being no other business, the meeting ended at 9.00 pm.

CONFIRMED BY

DATE

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CHAIRMAN  
Mr Eugene Pang

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