

SUSPENSION OF ACTIVITIES AT WORKPLACE PREMISES TO REDUCE COVID-19 TRANSMISSION – FAQs FOR MANAGEMENT CORPORATIONS (MCSTs) AND MANAGING AGENTS (MAs)

Convening of Annual General Meeting (AGM)

Q1. How long can MCST defer the AGM?

A1. BCA is closely monitoring the COVID-19 situation and will issue further advisories where appropriate, including whether other modes may be used by MCSTs to conduct their AGMs. MCSTs that defer holding their AGMs are to inform BCA in writing at BMSMA_Info@bca.gov.sg.

Q2. Can MCST conduct AGM by electronic means rather than attend in person?

A2. Under the Building Maintenance and Strata Management Act, all SPs will need to attend the AGMs in person. However, BCA is currently looking into amending the provisions to allow the convening of general meetings by alternative arrangements such as electronic means. More details will be shared later.

Q3. Can the Managing Council still proceed with council meetings with not more than 10 persons?

A3. All MCSTs are advised to observe the enhanced safe distancing measures issued by the Government to reduce the risk of local transmission of COVID-19. MCSTs should conduct council meetings via electronic means. Guidelines on holding a council meeting can be found in the Strata Management Guide: <https://www1.bca.gov.sg/regulatory-info/building-maintenance-and-strata-management/management-corporation-strata-title-mcst/strata-management-guides>

Safe Distancing Measures

Q4. Should the MCST limit/suspend or cease operation of common facilities amid the COVID-19 situation?

A4. All common facilities in strata-titled developments that are used for sports and recreational purposes such as the swimming pool, playground, club house / function room, tennis court, gym room, barbeque pits, roof top gardens etc **must be closed** with effect from 7 April 2020. These are areas where crowds may congregate. The closure of these areas is in line with the enhanced safe distancing measures announced by the Government to help curb the spread of COVID-19 in the community. The MCST should notify residents of the closure of common facilities. Walkways, access paths, lifts and escalators, etc. which are necessary for movement remain open, and safe distancing measures should be practised there.

Q5. Does the advisory to close common facilities also apply to non-strata titled buildings?

A5. For non-strata titled buildings, building owners should refer to the prevailing guidelines and advisories issued by MOH on closure of public facilities like gym and swimming pools: <https://www.moh.gov.sg/news-highlights/details/circuit-breaker-to-minimise-further-spread-of-covid-19>

Managing Agent Services as Essential Services

Q6. How many employees from the Managing Agent (“MA”) can be deployed on site within a development?

A6. MAs will need to submit details of your operations at <https://covid.gobusiness.gov.sg/essentialservices> in order to continue operating. Employees who report for work on site must be kept to a minimum. Safe distancing practices must be in place, for employees who must work on site. For work that can be done off site, such as backend operations, employees should telecommute.

Q7. How will MAs ensure that their service level to MCSTs is not affected by the restrictions?

A7. MAs should ensure that essential services continue to be carried out in the developments. The MA should advise the MCST on the types of essential services required in the development and the service level or standard of performance expected of the managing agent during this period.

Q8. There is ongoing renovation work carried out within a unit in the development. Can the renovation works still proceed during this period?

A8. The renovation works should be wound down to a state where works may be safely stopped by the time the suspension of work comes into effect on 7 April 2020, 0000 hours. Upon the suspension of work coming into force, no renovation works can proceed until further notice is issued by the Government.