

**Minutes of the 3rd Council Meeting of 10th Management Council of MCST 3798 held on
27th October 2022 at 7.30 p.m. at Function Room 2**

DRAFT V2 - 04112022

Present

Mr. Tan Peng Seng (Henry)	Chairman
Ms. Lum Sok Yee	Secretary
Mr. Sim Ching Tong	Treasurer
Mr. Virendra Shelar	Member
Mr. Abhinav Venkateswaran	Member
Mr. Lee Suen Woon	Member
Ms. Corrine How Huey Choo	Member

Absent with apologies

Mr. Ong Eng Ann	Member
Mr. William Tan Yeow Chong	Member
Mr. James Ang Chim Koon	Member
Ms. Dixin Su Meiyu	Member

In attendance

Mr. David Lim	
Mr. Tay Tai Chung	M/s D'Proman & Co. Pte Ltd
Mr. Ishak Sulaiman	Managing Agent (MA)

There being a quorum, the meeting was called to order at 7.50 p.m. in accordance to Section 2 of the Second Schedule of the Building Maintenance Strata Management Act.

S/N	ITEM	ACTION BY
1.0	Opening of meeting	
	Mr. Henry Tan took the chair of the meeting.	Info
2.0	To adopt the Minutes of 3RD Council Meeting of the 10th Management Council held on 28th September 2022.	
	The Minutes of the 2 nd Council Meeting of the 10 th Management Council held on 28 th September 2022 was adopted by Mr. Sim Ching Tong and seconded by Ms. Lum Sok Yee.	Info
3.0	Review of MA Report	

3.1	<u>CCTV</u>	
	<p>MA reported that the current vendor, M/s Advance FT, quoted the same contract sum of S\$3,150 per annum for one year. Another two vendors, M/s Zaar Mrn and M/s Flexy Tek, had also submitted their proposals for the term contract. MA recommended renewing the contract with the incumbent, as their price was competitive and they had been very responsive to the MCST requirement.</p> <p>Upon deliberation, the council accepted MA's recommendation to renew the work with M/s Advanced FT for 1 year.</p> <p>Council further discussed on the repair work for the 7 nos. of cctv camera that are malfunctioned and would require the changing of cables. Upon deliberation council decided to award the work to M/s Advance FT for S\$4,575. Council tasked MA to get the vendor to measure the cable used during the actual work to study the costing requirement for future use.</p>	<p>Info</p> <p>MA</p> <p>MA</p>
3.2	<u>Fire Protection</u>	
	<p>MA reported that they have received 3 quotations from M/s BSE (the incumbent), M/s QNC, and M/s Ho Engineering. MA recommends renewing with M/s BSE as they have served the estate for a year. It would be disruptive to change vendors every year. Thus far, they have been responsive to MCST requirements and have advised the management professionally. Their pricing is also the most competitive among the three vendors.</p> <p>Upon deliberation, the Council accepted MA's recommendation to renew with M/s BSE for \$21,120 (the same as the current pricing of S\$10,560 per year) for 2 years.</p>	MA
3.3	<u>Termite Treatment</u>	
	MA reported that the thermal scan is scheduled to take place in the first week of November 2022. The treatment would be carried out sometime in the third or fourth week of November 2022, depending on weather conditions.	INFO
4.0	<u>To adopt Financial Statement for the Month of September 2022</u>	
	<p>MA presented the financial statement for the month of September 2022 and highlighted that there was a deficit of \$2,591.33 recorded for "month-to-date" and a deficit of \$61,668.76 for "year-to-date" of the management fund.</p> <p>The financial statement for the month of September 2022 was adopted as proposed by Mr. Sim Ching Tong and seconded by Ms. Lum Sok Yee.</p>	INFO
5.0	<u>Matters Arising from the Minutes of 2nd Council Meeting of the 10th MC</u>	
5.1	<u>Rectification Work of Metal Structure at FCC</u>	
	MA reported that the work was completed on 30 th September 2022.	MA

	MA is still coordinating with the vendor to fix a date for paint defect rectification work. This would be updated once the date was confirmed. They have reported that there being a challenge in receiving the work permits for their workers promptly.	
5.2	<u>Carpark Water Seepage</u>	
	<p>MA shared that M/s Movenflow has conducted another round of work in the second and third week of October 2022. A total of 47 new spots were PU grouted and another 32 spots that are under warranty were carried out.</p> <p>MA also informed council that a resident has reported that water leakage from the ceiling of the car parking lot has caused discolouration to her car in three spots. Grouting works was previously conducted at the spot where the leakages were, but the water seepage has recurred. MA has submitted this to the insurance company and is awaiting replies.</p> <p>The council deliberated on steps that could be taken, including remedies for car owners. However, the management decided to wait for the reply of the insurance company before deciding.</p>	MA
5.3	<u>Update of EPDM Flooring Replacement</u>	
	<p>MA shared that the vendor has started work on seven areas for the replacement of the EPDM. Due to wet weather, the progress of work is slightly behind schedule. The vendor has also changed their work schedule to suit the weather for the day instead of carrying out work according to sequence as provided earlier.</p> <p>To catch up with the delays caused by the wet weather, the vendor has continued with work throughout the entire Deepavali weekend. They have also finished the installation of the Merry go round at Block 69.</p> <p>The council queried MA about the water ponding at the work sites and sought their help in providing preventive measures for mosquitos breeding. MA replied that there are drainage pipes at the bottom of the EPDM, and if they are working properly, the rainwater should discharge from the pipes. Earlier, there was some ponding as the drainage pipes were choked and the vendor initially thought that the estate plumber was responsible for clearing the choke. This issue had since been resolved, and the vendor had been made aware that they would be responsible for clearing any choke whenever they discover any. MA has also applied mosquitoes granules in ponding areas to prevent breeding.</p>	MA
5.4	<u>Water Seepage to Units</u>	
	<p>MA shared that the vendor had quoted for the leak that was reported at Block 77 #xx-xx. The quotation was given to the resident for their action. They further commented that MCST would bear the \$450.00 cost of the investigation if the leak derives from the common pipe.</p> <p>MA also shared that the investigation work would be carried out on Thursday, 3rd November 2022.</p>	MA

	MA also reported 5 units had reported water leakages at the bay windows of bedrooms and the kitchen yard area at Block 71, 73 and 75.	
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5.5	<u>Pneumatic Waste System Underground Pipe Fracture</u>	
	<p>MA shared that the waste pipe had been replaced and the flooring work completed. The vendor is currently reinstating the wall and will lay the electrical cabling within the next two weeks. MA also shares that Block 79, 81, 61 and 63's pneumatic waste system is operating in manual mode. The vendor worker will switch on the system manually every 2 hours from 8.00 a.m. to 7.00 p.m. as the air tube and electrical cable have not been replaced. The person in charge of this is currently serving reservist until 7th November 2022.</p> <p>The Council tasked MA to collaborate with the vendors to finish the work at the washing bay urgently and to get the quotation for the electrical and air tube as soon as possible.</p>	MA
5.6	<u>Aircon Issues</u>	
	MA update the council that the chemical washing at both function rooms was completed on 26 th October 2022. And the work at the gym would commence on Monday, 31 st October 2022. The additional work would be required to cut the ceiling board as the fan coil and thermistors must be taken down. As M/s Daikin did not have a contractor carrying out the required work, MA engaged a vendor for \$800.00 for the said work. The gym would be closed for 3 days for the work to be carried out.	MA
5.7	<u>Utilities Usage</u>	
	<p>MA shared that electricity consumption for the month of September would be shared later as they have yet to receive all the bills for this.</p> <p>The water consumption for the same month was 1,438.6 CuM, with the average monthly consumption for 2022 at 1,015.45CuM. This being still below the 2021 monthly average of 1,231,27 CuM.</p>	MA
5.8	<u>BBQ Pits</u>	
	MA shared that they had called M/s Proline again to chase for the replacement parts and was informed that their in-charge was on hospital leave till end of October 2022. The Council emphasized that MA would need to follow up closely with the supplier for the replacement parts required for the BBQ grill.	MA
5.9	<u>Pests Issue</u>	
	MA reported that there have been no additional sighting for the last month except for the usual one or two rodents reported for Block 71 area. The pest control company is continuing to put baits at the area weekly.	TO CLOSE

5.10	<u>Unauthorised Alteration to Façade/ Glass Panel</u>	
	<p>MA informed council that they had sent a letter to the unit proprietor regarding this and shared that there are usually two ways to go about this. Firstly, the management could exercise some degree of flexibility in managing such an installation (e.g., given that there is a set back distance from the boundary line of the unit) if the proposed design does not deviate too much from the original, which makes it obvious and visible from the outside. Secondly, the management should seek the owner reinstate the original design.</p> <p>The council questioned MA on the process of the renovation permit and ways to rectify the situation. MA shared that they would investigate this, including checking with their PI cover.</p>	MA
5.11	<u>EV Charger</u>	
	MA shared that they have invited another company to provide proposal. The council tasked MA to arrange for the companies to attend the resident forum as a few sessions might need to be conducted.	INFO
5.12	<u>Facilities Opening Hours</u>	
	<p>MA shared that the draft survey questionnaires would be submitted to the council by the end of the week. They targeted sending out the survey to subsidiary proprietors by the 8th November 2022 with the survey closing on 29th November 2022.</p> <p>Upon deliberation, the council decided to open the survey to tenants via Facebook as well after the physical survey had been send out via mail.</p>	MA
5.13	<u>Yoga and Other MCST Planned Event</u>	
	MA shared that usually the function room is less busy from Monday to Thursday. The utilisation rate for these days is usually less than 30%. Upon deliberation, council agreed to test the proposed system out based on a quarterly allocation to any residents who would like to organise such an event.	MA
5.14	<u>Poolside Wooden Decking</u>	
	MA shared that the rectification work had been originally scheduled for Friday but would most likely be reschedule as the vendor worker are down with fever.	MA
5.15	<u>Water Pressure Issue at Block 79</u>	
	<p>MA shared that the issue was caused by two gate valves that were identified as being faulty. So far, 3 vendors have made the inspection, and all declined to quotes. They cited the rectification work as being difficult due to the valves installed between two floors in a confined space causing accessibility issues.</p> <p>MA seek for more time and contacts to resolve this issue.</p>	MA

6.0	Any Other Business	
6.1	<u>Lift Buttons</u>	
	<p>MA shared that M/s Mitsubishi has informed them that the current lift buttons that the estate used are no more in production. Going forward, there would not be any matching replacements. They recommended changing the buttons together with the display and metal plates that comes as a set. The cost is likely to be in the high six digits.</p> <p>The council questioned the possibilities of replacing only lifts that have faulty buttons. MA shared that this might cause an aesthetics problem as different lift having different interiors, including the external buttons at the lift lobby area. It would also be a challenge to manage, as it would be nearly impossible to tell when buttons would be damage or spoiled. The council tasked MA to explore the possibilities of buying spare buttons first to delay this change until lift upgrades are required to save cost and minimise disruption to residents.</p>	

There being no other matter to discuss, the meeting was called to close at 9.50 p.m., with a thank you for those who attended.

Minutes recorded by:
 Mr. Tay Tai Chung
 Condominium Manager
 D'Proman & Co. Pte Ltd
 Managing Agent
 For and on behalf of MCST 3798

Confirmed by: _____
 Name:
 Designation:
 MCST 3798, Livia