



The Management Corporation Strata Title Plan No. 3798
 67 Pasir Ris Grove, Management Office #B1-49 Singapore 518218
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Minutes of the 9th Council Meeting of the 11th Management Council of MCST 3798 held on 26th March 2024 at 7.30 p.m. Function Room 2

Present

Mr. Tan Peng Seng (Henry)	Chairman
Ms. Lum Sok Yee	Secretary
Mr. Sim Ching Tong	Treasurer
Ms. Corrine How Huey Choo	Member
Mr. Lee Suen Woon	Member
Ms. Dixin Su Meiyu	Member
Mr. Abhinav Venkateswaran	Member
Mr. William Tan Yeow Chong	Member

Absent with Apologies

Mr. Harry Li Hongwei	Member
Mr. Ong Eng Ann	Member
Mr. Virendar Shelar	Member

In attendance

Mr. David Lim	M/s D'Proman & Co. Pte Ltd
Mr. Andy Tan	Managing Agent (MA)
Mr. Mogan	

Observer

Mr. Lim Teck Thiam	Subsidiary Proprietor of 69 #01-XX
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There being a quorum, the meeting was called to order at 7:30 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	<u>Opening of meeting</u>	
	Mr. Tan Peng Seng (Henry) took the chair of the meeting.	INFO
2.0	<u>To adopt the Minutes of the 8th Council Meeting of the 11th Management Council held on 27th February 2024.</u>	
	The minutes of the 8 th council meeting of the 11 th management council were unanimously adopted.	INFO



	Proposer by Mr. Tan Peng Seng (Henry) and seconded by Ms. Dixin Su Meiyu.	
3.0	<u>Review of MA Report</u>	
4.0	<u>To adopt the Financial Statements for the month of February 2024</u>	
	<p>MA presented the financial statements for the month of February 2024 and highlighted that there was a deficit of \$25,159.12 recorded for "month-to-date" and "year-to-date" of the management fund, respectively. (Note: February is the beginning of the financial year)</p> <p>They further explained that the budgets would be adjusted after the 12th Annual General Meeting, when the budgets are approved by the general body.</p> <p>During the 11th AGM, SPs attending the AGM has approved \$1 per share value per month (psvpm) instead of \$4 psvpm, which resulted in a huge deficit (unaudited) due to the under collection of monies. And the effective date of the increment was only made in July 2023.</p> <p>The subsidiary proprietor, Mr. Lim Teck Thiam, queried whether the council and MA could provide a budgetary plan for the coming year that will not incur any deficit as the council is spending the funds belonging to the residents.</p> <p>The council explained that the projection for expenditures was expressed expressly to all the subsidiary proprietors and/or their representatives during the 11th AGM, which would require each household to contribute an increased \$4. However, the meeting only approved \$1 psvpm then.</p> <p>Last but not least, MA and the council invited the subsidiary proprietor, Mr. Lim Teck Thiam, to table his motion for the coming AGM to seek clarifications on his query.</p> <p>MA also updated the status of withdrawing three existing fixed deposits with a low interest rate and re-placement of fixed deposits as follows:</p> <p><u>Opening of Fixed Deposit Account</u></p> <p>MA has informed the council that the Fixed Deposit with RHB has been successfully opened.</p> <p><u>Re-placement</u></p> <ol style="list-style-type: none"> 1) Standard Chartered: Placement done on 2nd January 2024, with 12 months tenure and an interest of 3% per annum. 2) Hong Leong Bank: Still pending status after submission of documents. <p><u>Renewal of Fixed Deposits</u></p> <ol style="list-style-type: none"> 1) Two fixed deposits with Bank of China have been successfully renewed for 3 months, respectively. 	INFO
5.0	<u>Matters Arising from the Minutes of the 8th Council Meeting of the 11th MC</u>	
5.1	<u>Update on EPDM Flooring</u>	



	<p>MA informed the council that the defect list has been emailed to M/s Big Toys, and they have yet to get back with a confirmed date to carry out the rectification of the defects.</p> <p>The council requested MA bring to their attention that the deterioration of the EPDM flooring will result in a potential trip and fall hazard. And they instructed MA to seek a timeline for their rectification. Otherwise, there should be an alternative option to rectify and the possibility of asking them to absorb the cost.</p>	MA																														
5.2	<u>Update on Water Seepage to Units</u>																															
	<p>MA presented the list showing the status of water seepage issues as follow: -</p> <table border="1" data-bbox="312 712 1246 1926"> <thead> <tr> <th>S/N</th> <th>Location</th> <th>Status / Remarks</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Block 73, #10-XX</td> <td><u>In Progress - Monitoring</u> MA has already determined that it is interfloor leaking. Advisory has been sent to upper unit, requesting them to rectify the defects.</td> </tr> <tr> <td>2</td> <td>Block 63, #15-XX</td> <td><u>Pending – Memo & Quote</u> MA informed that it is pending a contractor to carry out the roof-top waterproofing works as the leakage is likely caused by the failure of the roof-top waterproofing membrane.</td> </tr> <tr> <td>3</td> <td>Block 61, #05-XX</td> <td><u>In Progress</u> MA informed that a date has been fixed to carry out investigation works using the means of CCTV cameras.</td> </tr> <tr> <td>4</td> <td>Block 75, #01-XX</td> <td><u>In Progress</u> MA will be sending advisory letter to the upper unit to advise resident to carry out a water ponding dye test at the balcony area.</td> </tr> <tr> <td>5</td> <td>Block 81 #15-XX</td> <td><u>Pending</u> The rectification works will be carried out together with the roof-top waterproofing works to be awarded in the near future.</td> </tr> <tr> <td>6</td> <td>Block 65 Stack Pipe No #09 Level 1 outside lobby ceiling</td> <td><u>Pending</u> MA and contractors has already visited a few units and investigation works is in progress to determine the location of the leakage.</td> </tr> <tr> <td>7</td> <td>Block 63 #09-XX</td> <td><u>In Progress</u> MA informed is waiting a schedule from Star Link to commence work.</td> </tr> <tr> <td>8</td> <td>Block 61 #14-XX</td> <td><u>Memo Approved</u> Waiting for Zenith to commence work on the unit.</td> </tr> <tr> <td>9</td> <td>Block 71 #03-XX</td> <td><u>Memo Approved</u> Waiting for Zenith to commence work.</td> </tr> </tbody> </table>	S/N	Location	Status / Remarks	1	Block 73, #10-XX	<u>In Progress - Monitoring</u> MA has already determined that it is interfloor leaking. Advisory has been sent to upper unit, requesting them to rectify the defects.	2	Block 63, #15-XX	<u>Pending – Memo & Quote</u> MA informed that it is pending a contractor to carry out the roof-top waterproofing works as the leakage is likely caused by the failure of the roof-top waterproofing membrane.	3	Block 61, #05-XX	<u>In Progress</u> MA informed that a date has been fixed to carry out investigation works using the means of CCTV cameras.	4	Block 75, #01-XX	<u>In Progress</u> MA will be sending advisory letter to the upper unit to advise resident to carry out a water ponding dye test at the balcony area.	5	Block 81 #15-XX	<u>Pending</u> The rectification works will be carried out together with the roof-top waterproofing works to be awarded in the near future.	6	Block 65 Stack Pipe No #09 Level 1 outside lobby ceiling	<u>Pending</u> MA and contractors has already visited a few units and investigation works is in progress to determine the location of the leakage.	7	Block 63 #09-XX	<u>In Progress</u> MA informed is waiting a schedule from Star Link to commence work.	8	Block 61 #14-XX	<u>Memo Approved</u> Waiting for Zenith to commence work on the unit.	9	Block 71 #03-XX	<u>Memo Approved</u> Waiting for Zenith to commence work.	MA
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	10	Block 75 #15-XX	<u>Pending</u> MA informed council that contractor has visited his unit and explained that the ceiling seepage issues have to be carried out together with the rectification of the roof top waterproofing work. MA suspected leaking could be from the toilet as well. Will be arranging contractor to investigate.	
	11	Block 79 #12-XX	<u>Memo Approved</u> Waiting for Zenith to commence work	
	12	Block 73 #11-XX	<u>In Progress</u> Need to send advisory letter to above unit and advise them to make good the paint defect left behind by the seepage.	
	13	Block 61 #14-XX	<u>Prepare Memo for Approval</u> MA preparing memo for council approval.	
	14	Block 79 #15-XX	<u>Prepare Memo for Approval</u> MA preparing memo for council approval.	
	15	Block 61 #10-XX	<u>In Progress</u> Waiting for Star Link to provide quotation to carry out CCTV camera investigation works.	
	16	Block 71 #15-XX	<u>In Progress</u> Investigation from Zenith said that the seepage is likely from RC ledge and will quote for rope access for the window frame and joints repair.	
	17	Block #02-xx	<u>In Progress</u> Checked the unit and took pictures and currently arranging contractors to access the unit to trace the leaking and provide quotation. MA intial inspection findings are there is no pipe leaking or seepage from wall but the leaking could be from building external due to seepage mark in between level 3 to level 2 external wall for same unit.	
	18	Stack Pipe #17 Affected Units	<u>In Progress</u> Star Link provided the quotation for all the units repair works. Currently sourcing another quotation because its involve carpentry works. Will be arranging carpentry to visit the affected units.	
The council tasked MA to update the excel spreadsheet timely to present during council meeting.				
5.3	<u>Update on Pneumatic Waste System</u>			
	MA informed the council that the investigation by Starlink and Envac has concluded.			MA



	<p>MA also informed the council that Starlink had submitted video footage of the leakages and damaged pipes, pending the marking of the overall pneumatic pipe plan.</p> <p>MA to email the council the video footage and investigation reports.</p> <p>After note: MA informed the council that they had uploaded the video footage to the Google Drive and shared with them the link on 27th March 2024.</p>	
5.4	<u>Update on EV Charger</u>	
	<p>MA informed the council that Novowatt would like to have a final site discussion to confirm the layout of the cables and EV charging stations.</p> <p>MA to fix a date and time for the discussion.</p> <p>After note: The meeting date was confirmed on 28th March 2024.</p>	MA
5.5	<u>Update on Driveway Tiles</u>	
	<p>MA informed the council that M/s ISE Construction Pte Ltd has given a tentative date to commence the laying of the tiles.</p> <p>They would gather more information, not limiting to the duration of the works and the amount of coordination work for the laying of cables for the barrier system from them, to better plan the works to mitigate the inconvenience to the residents.</p> <p>MA to send out circulars to residents and to make sure that during the course of work, there are enough safety precautions taken by the contractor.</p>	MA
5.6	<u>Update on House Rules</u>	
	<p>MA informed the council that the revised house rules have been completed and would email them after the meeting.</p> <p>After note: The revised copy of house rules was sent to council on 1st April 2024.</p>	MA
5.7	<u>LTA - Discussion on Pasir Ris Grove Covered Linkway</u>	
	<p>MA informed the council that currently only one contractor has submitted a budgetary quote for the covered linkway, while another four contractors are still calculating the cost.</p> <p>Council requested that MA to email the only quotation for reference.</p>	MA
5.8	<u>Update on GYM Upgrading</u>	
	<u>Gym Equipment and floor varnishing</u>	MA



	<p>MA informed the council that the varnishing works have been completed and the new gym equipment is already in operation.</p> <p>Only one treadmill machine is not working due to the current supply issue. MA has already looked into it and will arrange a LEW to rectify the issue.</p> <p>An in-principle approval has been given by the Council, subject to further price negotiation by MA.</p>	
5.9	<u>Update on MCST Fixed Deposits on BOC and Maybank Interest</u>	
	Please refer to item 4.0.	INFO
5.10	<u>Replacement of aircon system at Blk 71 & 81 Lobby</u>	
	<p>MA informed the council that the memorandum and quotations had been emailed to the council for approvals.</p> <p>The council tasked MA to confirm with M/s Daikin that the aircon system can be in the manner of pre-timer instead of using remote controller. The cost of pre-set the timer should be free of charge.</p> <p>After note: Spoke to Daikin, and it was reflected in the amended quotation. A memo was sent out to the council for approval to carry out the replacement job.</p>	MA
5.11	<u>Roof Waterproofing work</u>	
	<p>MA updated the council that five contractors were being interviewed between 22nd March 2024 and 23rd March 2024.</p> <p>The contractors were also asked to revise quotations and submit them with relevant documents by 28th March 2024.</p>	MA
5.12	<u>Installation of Additional CCTVs</u>	
	<p>MA informed quotation for the 3 numbers of CCTVs has been submitted by M/s Advance FT, and an overall goodwill discount has been given for the quotation.</p> <p>MA will prepare the memo to be submitted to the council for approval.</p>	MA
5.13	<u>Tennis Court lights</u>	
	<p>MA explained to the council that the replacement of the lighting will be carried out in the last week of April 2024 as they are carrying out stock-taking.</p> <p>The council requested MA find out how many days it will take for the replacement of the lights, and a circular has to be sent out to inform residents of the closure.</p>	MA
5.14	<u>Basketball Court</u>	
	MA presented four quotations to the council for discussion.	MA



	The council requested MA to retrieve the previous quotation for the resurfacing works bcarried out for the basketball court a few years ago to be emailed to council for comparison.	
5.15	<u>Water Tank washing</u>	
	MA informed the council that the water tank washing has been completed. A lab test has been submitted, and the results of the water test have been given to MA for filing purposes.	CLOSED
5.16	<u>Faulty Resident Entry Barrier</u>	
	The council requested MA speak to the contractor on the installation of the resident entry barrier to be carried out together with the tiling works. MA will try to speak to M/s Glexus and ask them to schedule the installation of the resident entry barrier.	MA
5.17	<u>Landscape Contract</u>	
	MA informed the council that the only two invited contractors have yet to submit the maintenance contractor quotation, while another contractor did not wish to quote due to manpower issue. Once the two quotations have been submitted, MA will prepare the comparison of tenders and recommendations and submit them to the council for consideration.	MA
5.18	<u>Mechanical Ventilation & Jet Fan Contract</u>	
	MA informed the council that the Mechanical Ventilation and Jet Fan maintenance contract with M/s V-Cool Pte Ltd has been renewed as they did not have any increase in their contract sum.	CLOSED
5.19	<u>Air-Conditioning Contract</u>	
	After much discussion, MA will submit a list of cost savings on the maintenance of the aircon in Yr. 2023 for comparison and consideration.	MA
5.20	<u>Decking</u>	
	MA informed the council that they have spoken to the timber decking contractor and will make arrangements for the contractor to carry out minor repair works that are under warranty, whereas those decking which are chipped off are not under warranty. Council requested MA to study the warranty conditions as the surface chip off are delamination and related to material issues. MA to follow up with the decking contractor.	MA



6.0	<u>Any Other Business</u>	
6.1	<u>AGM Discussions</u>	
	The council requested MA to prepare all relevant information and schedule a forum session with the subsidiary proprietors one week before the AGM, preferably either on Friday or Saturday. MA to also prepare a cost-effective measurement report and an achievements MA report to be briefed to the SPs attending the forum.	MA
6.2	<u>Blk 69 Roof Top Sprinkler Pipe Burst</u>	
	Due to the urgency of replacing the damaged pipe, MA presented the quotation from M/s BS Engrg for discussion and approval. The council opined that MA should speak to M/s BS Engrg for a lower price as well as look for other quotations within one week for comparison. Otherwise, MA will proceed with M/s BS Engrg with a lower price quotation. After note: MA managed to get a lower contract at \$1,035 after some negotiations.	MA
6.3	<u>E Signatories</u>	
	MA to take note of the timeline to get the council to approve the payments within a given time frame.	MA
6.4	<u>Conducting lessons in Livia</u>	
	The council commented that approval has to be sought before any lessons can be conducted by residents and/or trainers.	MA
6.5	<u>Placement of Redmart Machine</u>	
	MA to make arrangements with the Redmart vendor for any placement of the Redmart machine as Livia has limited space currently.	MA
6.6	<u>Replacement of a new tennis court netting</u>	
	MA to source a reasonable quotation and specifications for the replacement of a new tennis court netting.	MA

There being no other matter to discuss, the meeting was called to close at 11.00 p.m., with a thank you to those who attended.

Warmest Regards,



The Management Corporation Strata Title Plan No. 3798
67 Pasir Ris Grove, Management Office #B1-49 Singapore 518218
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Minutes recorded by:

Mr. Andy
Condominium Manager
D'Proman & Co. Pte Ltd
Managing Agent
For and on behalf of MCST 3798

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