

**Minutes of the 1st (Part2) Council Meeting of the 7th Management Council held on
 25 May 2023 at 7:30 PM, via Electronic Means**

| | | |
|----------------------|----------------------------|--|
| Present | Mr. Lai Leong Peng, Thomas | Chairman |
| | Mr. Lee Chiaw Bob | Secretary |
| | Ms. Loi Wen Chi, Jane | Treasurer |
| | Ms. Tan Siok Yin, Daphne | Council Member |
| | Mr. Hon Kong Lum, Sam | Council Member |
| | Ms. Weng Huiting | Council Member |
| | Mr. Nelson Yoh Chee Ping | Council Member |
| In Attendance | Mr. Chua Jin Ghee | Managing Agent |
| | Ms. Josephine Quek | Knight Frank |
| | Ms. Marlitte Gomez | Property Asset Management Pte Ltd (KFPAM) |

| Item | Matters Discussed | Action |
|------------|---|---------|
| | Commencement of the Meeting | |
| | There being a quorum, the meeting was called to order at 7:32 pm in accordance with paragraph 2 (1) (b) of the Second Schedule of the Building Maintenance and Strata Management Act. | Info |
| 1.0 | To review the financial report for the month of March 2023 | |
| | <p>1.1 <u>FS for Mar 2023</u></p> <p>MA has informed the meeting that the Financial Statement for March 2023 is currently inaccessible. The council members will receive an update on its availability.</p> <p>The Chairman sought clarification regarding the significant delay in finalizing the accounts and expressed the need for an update in addressing relevant items without having access to the report. The council members requested MA to set up a meeting with the Accounts Team to address concerning accounts matter.</p> <p>MA took note and update council accordingly.</p> | MA |
| | <p>1.2 <u>For review/set the Procurement Process and Approving Authority</u></p> <p>MA presented the KFPAM's procurement process and approving authority, including the financial guidelines shared by the Chairman and implemented during their previous terms.</p> <p>Considering the substantial similarities between the financial guidelines presented by MA and the guidelines that were established and revised during the First and Fifth Management Councils, along with the subsequent modifications made over the years, the following financial guidelines were concluded and adopted without objections.</p> | Adopted |

| Item | Matters Discussed | | Action | | | | | | | | | | | | | | |
|-------------------------|---|---|---|-------------------|----------------|--|---|--------------|--|---|---------------|---|---|-----------------|---|---|--|
| | <table border="1"> <thead> <tr> <th data-bbox="308 371 467 528">Amount</th> <th data-bbox="467 371 911 528">Term Contracts for provision of services <i>(Amounts are annual contract value or total contract value if term < 12 months)</i></th> <th data-bbox="911 371 1329 528">Other work orders</th> </tr> </thead> <tbody> <tr> <td data-bbox="308 528 467 1238">Less than \$1k</td> <td data-bbox="467 528 911 1238"> <ul style="list-style-type: none"> ➤ MA to obtain quotations from approved service providers. ➤ Approval required from 2 of 3 council office bearers </td> <td data-bbox="911 528 1329 1238"> <ul style="list-style-type: none"> ➤ MA to proceed without approval. ➤ For items more than \$500, MA notify council and use reputable suppliers. ➤ Warning Signal - Notify council if cumulative work orders from this category exceed \$4,000 in a calendar month. ➤ If cumulative work orders from this category exceed \$5,000 in a calendar month, approval for each additional item over \$250 is required from 1 of 3 office bearers. Office bearers may also approve an additional budget for the remainder of the month by majority vote. </td> </tr> <tr> <td data-bbox="308 1238 467 1525">\$1k to \$5k</td> <td data-bbox="467 1238 911 1525"></td> <td data-bbox="911 1238 1329 1525"> <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 authorised suppliers. ➤ Requires approval from 2 of 3 office bearers. ➤ Urgent repairs/replacement of up to \$5k may be approved by 1 office bearer </td> </tr> <tr> <td data-bbox="308 1525 467 1709">\$5k to \$25k</td> <td data-bbox="467 1525 911 1709"> <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 approved service providers. ➤ Requires majority approval from council member vote. </td> <td data-bbox="911 1525 1329 1709"> <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 authorised suppliers. </td> </tr> <tr> <td data-bbox="308 1709 467 1944">More than \$25k</td> <td data-bbox="467 1709 911 1944"> <ul style="list-style-type: none"> ➤ Invite at least 3 interested parties to tender. ➤ Requires sealed bids to be opened by 2 council members. ➤ Requires majority approval from council member vote </td> <td data-bbox="911 1709 1329 1944"> <ul style="list-style-type: none"> ➤ Requires majority approval from council member vote </td> </tr> </tbody> </table> | Amount | Term Contracts for provision of services <i>(Amounts are annual contract value or total contract value if term < 12 months)</i> | Other work orders | Less than \$1k | <ul style="list-style-type: none"> ➤ MA to obtain quotations from approved service providers. ➤ Approval required from 2 of 3 council office bearers | <ul style="list-style-type: none"> ➤ MA to proceed without approval. ➤ For items more than \$500, MA notify council and use reputable suppliers. ➤ Warning Signal - Notify council if cumulative work orders from this category exceed \$4,000 in a calendar month. ➤ If cumulative work orders from this category exceed \$5,000 in a calendar month, approval for each additional item over \$250 is required from 1 of 3 office bearers. Office bearers may also approve an additional budget for the remainder of the month by majority vote. | \$1k to \$5k | | <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 authorised suppliers. ➤ Requires approval from 2 of 3 office bearers. ➤ Urgent repairs/replacement of up to \$5k may be approved by 1 office bearer | \$5k to \$25k | <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 approved service providers. ➤ Requires majority approval from council member vote. | <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 authorised suppliers. | More than \$25k | <ul style="list-style-type: none"> ➤ Invite at least 3 interested parties to tender. ➤ Requires sealed bids to be opened by 2 council members. ➤ Requires majority approval from council member vote | <ul style="list-style-type: none"> ➤ Requires majority approval from council member vote | |
| Amount | Term Contracts for provision of services <i>(Amounts are annual contract value or total contract value if term < 12 months)</i> | Other work orders | | | | | | | | | | | | | | | |
| Less than \$1k | <ul style="list-style-type: none"> ➤ MA to obtain quotations from approved service providers. ➤ Approval required from 2 of 3 council office bearers | <ul style="list-style-type: none"> ➤ MA to proceed without approval. ➤ For items more than \$500, MA notify council and use reputable suppliers. ➤ Warning Signal - Notify council if cumulative work orders from this category exceed \$4,000 in a calendar month. ➤ If cumulative work orders from this category exceed \$5,000 in a calendar month, approval for each additional item over \$250 is required from 1 of 3 office bearers. Office bearers may also approve an additional budget for the remainder of the month by majority vote. | | | | | | | | | | | | | | | |
| \$1k to \$5k | | <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 authorised suppliers. ➤ Requires approval from 2 of 3 office bearers. ➤ Urgent repairs/replacement of up to \$5k may be approved by 1 office bearer | | | | | | | | | | | | | | | |
| \$5k to \$25k | <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 approved service providers. ➤ Requires majority approval from council member vote. | <ul style="list-style-type: none"> ➤ MA to obtain quotations from at least 3 authorised suppliers. | | | | | | | | | | | | | | | |
| More than \$25k | <ul style="list-style-type: none"> ➤ Invite at least 3 interested parties to tender. ➤ Requires sealed bids to be opened by 2 council members. ➤ Requires majority approval from council member vote | <ul style="list-style-type: none"> ➤ Requires majority approval from council member vote | | | | | | | | | | | | | | | |
| 1.3 Outstanding Payment | | | 6 th MC | | | | | | | | | | | | | | |



| Item | Matters Discussed | Action |
|------------|--|--------|
| | <p>MA presented the payment vouchers, amounting to \$266,318.87, that was received on 29 April 2023. These vouchers have undergone a scrutinization by the 6th Management Council and are currently pending online approval.</p> <p>However, due to the ongoing updates regarding authorized signatories and online access, the 7th Management Council is currently unable to process the online payment. In light of this, MA requested the 7th Management Council to deliberate on allowing the 6th Management Council to proceed.</p> <p>After careful consideration, it was decided that the 6th Management Council would be authorized to proceed with the online approval, taking into account their meticulous review of the payment vouchers. It is crucial to process them promptly in order to avoid any further delays in vendor payments. After which, the 7th MC shall take over. MA duly noted and advise the 6th MC.</p> | |
| 2.0 | To discuss and adopt the Arrears Management Policy | |
| | This matter is to be discussed after the meeting with Accounts Team. | MA |
| 3.0 | To receive minutes of the Seventh AGM held on 29 April 2023 | |
| 3.1 | <u>7th AGM Minutes</u> | MA |
| | MA updated that the minutes of the 7 th Annual General Meeting and By-Laws submissions are to be ready before the end of May 2023. | |
| 3.2 | <u>Summary Of Resolution – 7th AGM</u> | Closed |
| | MA informed the meeting that the vetted resolution summary had been uploaded in MyEstateHub, put on the notice board on 19 May 2023 and forwarded to Accounts to be attached to the upcoming maintenance/sinking fund from Jun to Aug 2023 quarter. | |
| | The council members took note, and no further action is required. | |
| 3.3 | <u>AGM Submission</u> | Closed |
| | MA apprised the meeting that the 7 th AGM submission to BCA was made on 25 May 2023 with transaction no: AGM20230525-00004. | |
| | The council members took note, and no further action is required. | |
| 4.0 | To discuss matters arising from the Seventh AGM | |
| | MA updated that no other matters were discussed during the last 7 th AGM. | Info |
| 4.1 | <u>Feedback on MF/SF Invoicing (Accounts)</u> | MA |
| | The Chairman would like to highlight matters pertaining to Feedback on MF/SF Invoicing (Accounts) and Memo on BBQ Pit – Refer to the 6 th MC Annual Report. | |
| | The Chairman inquired about the reason behind the sluggish process of identifying payments, double billing and the cost involved when issuance of legal letters. MA clarified that the challenges arose from using different names as remarks, which resulted in difficulties. MA took note and update the council accordingly. | |

| Item | Matters Discussed | Action |
|------------|---|---------|
| | <p>4.2 <u>Memo on BBQ Pit – Refer to the 6th MC Annual Report</u> The Chairman inquired about the integrity of the report pertaining to the memo addressing the safety usage of the BBQ Pit. MA to look into this and update the council accordingly.</p> <p>4.3 <u>Emergency Staircase Lighting</u> The Chairman brought up the issue regarding the blown lights in the emergency staircase, expressing concern over the potential safety hazards and the risk of incurring fines from SCDF (Singapore Civil Defence Force). MA provided an update that replacing the blown lights has been in progress since 1 March 2023. The Council acknowledged the information and requested MA to monitor the situation closely.</p> | |
| 5.0 | To discuss any other business | |
| | <p>5.1 <u>OCBC – Update of Signatories</u></p> <p>MA updated that OCBC bank is currently waiting for the last signature prior to submission to the main branch to process the changes.</p> | Council |
| | <p>5.2 <u>OCBC – Update of Online Access</u></p> <p>MA informed the meeting that the form is pending for the last signature prior to submitting to the OCBC bank to process the changes.</p> | Council |
| | <p>5.3 <u>6th Management Council Meeting Minutes – Missing minutes (6th & 9th)</u></p> <p>Mr. Bob inquired about the feedback regarding the error encountered while downloading the minutes. MA provided an update that the vendor has not yet provided a status.</p> <p>MA assured that they would follow up on the matter and provide an update to council members at the appropriate time.</p> | MA |
| | <p>5.4 <u>Residential Status on MyEstateHub</u></p> <p>Chairman informed MA that there had been changes in the residential status via MyEstateHub, where subsidiary proprietor ("SP") statuses have been altered to "Tenant" without proper justification. The Chairman requested MA to enhance the security access of the portal to prevent such unauthorised modifications. MA duly noted and will take appropriate action to tighten the security access of the portal.</p> | MA |
| | <p>5.5 <u>Pest Control</u></p> <p>The Chairman apprised the meeting of the ongoing efforts by the current Pest Control team, which have yielded highly promising results. However, it was emphasized to address the underlying cause of the issue. One contributing factor identified is the absence of cleaning immediately after facility usage, as there are no night-shift cleaners available.</p> | Info |
| | <p>5.6 <u>Pond/KOI</u></p> | MA |

| Item | Matters Discussed | Action |
|------|--|--------|
| | <p>During the meeting, the Chairman updated that the maintenance work is ongoing. It was further updated that after negotiations, an agreement was reached with the pool maintenance contractor, who has agreed to compensate La Fiesta with 50 KOI fish.</p> | |
| | <p>5.7 <u>Roundabout light – Waterproof LED Light/Driver</u></p> <p>The Chairman inquired about the status of the LED lighting at the roundabout and discovered that it had been removed several months ago after a tripping incident. It was reported that the replacement lights' procurement process is underway.</p> | MA |
| | <p>5.8 <u>Cleaning Contract</u></p> <p>In line with the pest control situation, the Chairman provided an update on MA and his communication with the cleaning vendor to implement night cleaning services. The contract renewal was briefly discussed with the aim of optimizing the option to include night cleaners.</p> <p>With no objections from the council members, it was concluded that the night cleaner be activated.</p> <p>Afternote: Activation night cleaner starting from 1 June 2023 on an ad-hoc basis. MA took note of the negotiation with the Clean Solution renewal contract ending on 31 July 2023.</p> | MA |
| | <p>5.9 <u>Managing Agent's Contract</u></p> <p>MA reminded that the contract was set to conclude on 31 May 2023 and expressed willingness to extend the contract until 30 June 2023, in order to facilitate a smooth transition of the Managing Agent (MA) responsibilities and ensure a seamless handover.</p> <p>However, the council members expressed their disappointment, citing numerous outstanding issues. The Secretary, Mr. Bob, presented an Excel tracker that had been implemented in May 2023 and requested MA to ensure closing these issues prior to contract ending. MA reassured the commitment to exerting every possible effort in order to tackle and resolve the outstanding issues.</p> <p>After much discussion, Chairman requested MA to prepare a notice informing the residents on KFPAM's decision to end the contract. MA took note.</p> | MA |
| | <p>5.10 <u>Council Members Defects Excel Tracker</u></p> <p>The Secretary, Mr. Bob, and Chairman requested a thorough review of the Excel tracker to gather updates to ensure appropriate follow-up actions are taken.</p> | MA |
| | <p>5.10.1 <u>LEW Contract Renewal</u></p> <p>MA updated that the summary quotation is to be presented to council for deliberation and approval.</p> | |
| | <p>5.10.2 <u>Gym</u></p> <p>Due covid restrictions, the treadmill leasing was reduced to 3 machines. MA to put back treadmill number 4.</p> | |

| Item | Matters Discussed | Action |
|-------------|---|--------|
| | MA to inform the vendor and update council members in due course. | |
| | <p>5.10.3 <u>Update the house rules</u></p> <p>Current, Resident replacement cars and permitted overnight parking parked at the Visitor's lot.</p> <p>Council unanimously voted to allow the resident's replacement cars and overnight parking to park at the resident's lot instead to free up Visitor lots.</p> | |
| 11.0 | To decide on date of the next meeting | |
| | The next Council Meeting is to be decided at a later stage. | |

No other business has been discussed; the meeting ended at 09:45 PM with a vote of thanks to all present.

Minutes Recorded By
Knight Frank Property Asset Management Pte Ltd

Minutes Confirmed By:

.....
 Mr. Lai Leong Peng
 Chairman, on behalf of 7th Management Council
The Management Corporation Strata Title Plan No. 4463