

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

MINUTES OF THE 4TH COUNCIL MEETING OF THE 7TH MANAGEMENT COUNCIL HELD AT CLUBHOUSE AND *VIDEO CONFERENCE AT ZOOM MEETING (ID: 949 7463 8842) ON WEDNESDAY, 28TH AUGUST 2023 AT 7.30PM.

Present: -

Mr. Lai Leong Peng, Thomas	- Chairperson
Mr. Lee Chiaw Bob	- Secretary
Ms. Loi Wen Chi, Jane	- Treasurer * via zoom
Mr. Nelson Yoh Chee Ping	- Council Member * via zoom
Ms. Weng Huiting	- Council Member * via zoom
Mr. Hon Kong Lum, Sam	- Council Member * via zoom

Absent with Apologies: -

Ms. Tan Siok Yin, Daphne	- Council Member
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In Attendance: -

Mr. Teo Poh Siang	} Wisely 98 Pte Ltd (MA)
Mr. Donald Siew	}
Mr. KKNathan	}
Ms. Jasmin Teo	}
Ms. Karla	}

S/N	DESCRIPTION	ACTION BY
1.0	OPENING OF THE MEETING The meeting commenced at 7.45 pm upon confirmation of a quorum comprising <u>4</u> Council Members. The meeting commenced under Paragraph 2 of the Second Schedule of the Building Maintenance and Strata Management Act.	Info
2.0	CONFIRMATION OF 3RD COUNCIL MEETING MINUTES	
2.1	To confirm the Minutes of the 3rd Council Meeting of the 7th Management Council held on 31st July 2023 by the previous Managing Agent The Minutes of the 3 rd Council Meeting of the 7 th Management Council held on	Info

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	<p>31st July 2023 were taken as read and the correct proceedings of the meeting as confirmed.</p> <p>Proposer: Mr. Lai Leong Peng, Thomas Seconder: Mr. Lee Chiaw Bob</p>	
3.0	MATTERS ARISING	
3.1	<p>Fire Certificate Renewal</p> <p>The MA reported the following lapses of the Ex-MA Knight Frank in the renewal of the Fire Certificate renewal.</p> <ul style="list-style-type: none"> • The MA highlighted that based on the SCDF Official Site, submission for renewal of the Fire Certificate has to be submitted to SCDF at least 2 months before the expiry date. • The Fire Certificate was due to expire on 6 September 2023. It would be the duty of the Ex-MA Knight Frank (KF) to conduct inspections and tests of the fire systems and seek all reports before Wisely (MA) came on board (1 July 2023). KF did not carry out any test nor submission to SCDF to renew the Fire Certificate. Tests for the fire systems were wholly carried out by Wisely after Wisely came on board. There were faults in various fire systems that Wisely had to seek the relevant contractors to rectify to comply with the Fire Certificate's renewal requirements. There were faults in the fire systems that did not meet needs and challenges encountered by the Wisely team when carrying out a renewal for the Fire Certificate. • Wisely team could only arrange for the Fire cert inspection and test conducted on 3 Aug 2023 (about a month after coming on board) and the MV fan system was found defective by the Professional Engineer. • Wisely therefore had to seek SDCF's approval for extension in submission to renew the Fire Certificate. Upon various assurances by the Wisely team, SCDF granted MCST 4463 to submit an application for renewal of the Fire Certificate by 31 Aug 2023 • Work for repairs of the defective MV System has been arranged and re-inspection for testing by the Professional Engineer has been scheduled for 29 Aug 2023 so that submission for renewal could be made immediately after that. <p>Afternote: The Fire Certificate was obtained on 31 August 2023.</p>	MA

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<p>3.2</p>	<p>B52 Lobby Cracked Glass Door</p> <p>The MA informed that the insurance company replied and informed to source for 3 quotes for further processing.</p> <p>MA will source the quote accordingly and update the Council further.</p>	<p>MA</p>
<p>3.3</p>	<p>Letter of Demand to Goodview for Dead Olive Tree</p> <p>The MA reported that a Letter of Demand to Goodview for Dead Olive Tree was sent on 27 Aug 2023.</p> <p>The MA would send further notice against Goodview if there were no response after the grace period of 7 days.</p>	<p>MA</p>
<p>3.4</p>	<p>Rear Gate</p> <p>The following scope of work for the proposed rear gate was tabled:</p> <ol style="list-style-type: none"> 1. Submission/application to Government Agencies (Such as PUB, LTA, etc.) by QP for the proposed new side gate from the estate to Compassvale Drive. 2. Artist impression. 3. P.E consultancy & drawings for proposed works & method of statement. 4. Planter works. 5. Excavation of planter area where necessary 6. The levelling of the planter area where necessary to allow construction of new walkway & ramp. 7. Backfill & make good of the affected planter area upon proposed works completion. 8. Provide CCTV and security system installation <p>The MA would collate all feedback before seeking quotations for the work.</p>	<p>MA</p>
<p>3.5</p>	<p>Replacement of Gym Equipment</p> <p>a. Multi-Station</p> <p>The multi-station equipment has broken down. Contractors advised that it was beyond repair due to unavailability of spare parts as the machine was no longer in production.</p> <p>After a comparison between the repair of the faulty multi-station and for a new leasing contract for new machines with better cost control, the latter was found to be of a better choice.</p>	<p>MA</p>

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S/N	Company Name	Price [Subjected to GST]	Remarks
1	United Lifestyle Pte Ltd	\$288.00 per month \$3,456.00 per year Inclusive of: 1. Maintenance and Servicing of all the gym equipments 2. Bundle with Weight workout bench 3. New professional Dumbbell set 4. 1 Loan brand new Treadmill till end Jan 24 as trial	MA proposed to go with the United Lifestyle a leasing system because of the cost savings due to the bundle of maintenance contracts for all the gym types of equipment and the consideration of the bundle of additional professional workout bench with dumbbells.
2	F1 Creation	\$220 per month	
3	Fitness Corner	Nil	Not quoted

The proposed new multi-station will be separated with existing functions intact.

b. Treadmill

There were initially 4 treadmills at the gym. However, one was removed (leaving only 3) during the Covid period due to safe distancing measures. Since there was no longer a requirement for COVID-19 measures, there was a need to reinstate the number of treadmills to 4 Nos.

United Lifestyle a leasing system because of the cost savings due to the bundle of maintenance contracts for all the gym types of equipment and the consideration of the bundle of additional professional workout bench with dumbbells.

The Council unanimously approved both proposals and agreed to award a term contract for 5 years to United Lifestyle Pte Ltd.

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4.0	MANAGING AGENT REPORT																			
4.1	To approve the Financial Statement for the months of May and June 2023			MA																
	<p>The MA reported that the financial statements from Ex-MA Knight Frank did not reflect the change in management fund for June 2023, which was increased to \$38 per share per month from 1 June 2023. The financial statement from Knight Frank for June 2023, still recorded the management fund levy at \$37 per share per month.</p> <p>A list of outstanding supplier invoices that amounted to more than \$194k was also shown. Many suppliers were chasing for payments. The Council agreed to pay to suppliers.</p> <p>The MA also highlighted that there were 12 outstanding units with deposits for Renovation, Moving In/Out and Bulk Delivery that were required to be refunded and needed to settle.</p> <p>The MA (Wisely) highlighted that there was too much outstanding accounting work left over from the Ex-MA. Wisely is entitled under the MA Agreement to charge for these outstanding works. Wisely would work out the fee payable and notify the Council.</p> <p>The Council unanimously agreed to pay Wisely and recover the KF fee. KF should be informed accordingly.</p> <p>The financial statements for May and June 2023 were not accepted yet.</p>																			
4.2	To decide Term Contracts & Licenses – Expired/Expiring within next 3 Months			MA																
	<p>Term Contract: -</p> <p><u>Security Equipment</u></p> <table border="1"> <thead> <tr> <th>Company Name</th> <th>Contract Period</th> <th>Contract Sum (S\$) Per Annum [Subjected to GST]</th> <th>Existing Contract Sum (S\$)</th> </tr> </thead> <tbody> <tr> <td>Sound & Vision Pte Ltd</td> <td>01.09.2023 to 31.08.2024</td> <td>4,000.00</td> <td>4,000.00 (Current Term Contractor)</td> </tr> <tr> <td>Cis-tronics (S) Pte Ltd</td> <td>01.09.2023 to 31.08.2024</td> <td>4,000.00</td> <td></td> </tr> <tr> <td>Urmet Asia Pacific Pte. Ltd.</td> <td>01.09.2023 to 31.08.2024</td> <td>-</td> <td></td> </tr> </tbody> </table>				Company Name	Contract Period	Contract Sum (S\$) Per Annum [Subjected to GST]	Existing Contract Sum (S\$)	Sound & Vision Pte Ltd	01.09.2023 to 31.08.2024	4,000.00	4,000.00 (Current Term Contractor)	Cis-tronics (S) Pte Ltd	01.09.2023 to 31.08.2024	4,000.00		Urmet Asia Pacific Pte. Ltd.	01.09.2023 to 31.08.2024	-	
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<p>Remarks</p> <p>Contract Expiry – 31st August 2023.</p> <p>Urmet is unable to Quote.</p> <p>The MA highlighted that Cistronics is an authorised dealer for the Sunpark car parking system, and currently, they are settling the EPS CPU issue at the Management Office. MA approached Sound & Vision, but they have highlighted liaising with Sunpark for programming the EPAS system as they are not the Sunpark authorised dealer.</p> <p>The Council unanimously approved to award to Cistronic.</p> <p><u>Aircon & ACMV Services</u></p> <table border="1"> <thead> <tr> <th>Company Name</th> <th>Contract Period</th> <th>Contract Sum (\$\$) Per Annum [Subjected to GST]</th> <th>Existing Contract Sum (\$\$)</th> </tr> </thead> <tbody> <tr> <td>TGR Engineering Pte Ltd</td> <td>11.09.2023 to 10.09.2024</td> <td>-</td> <td>\$7,984.00 (Current Term Contractor)</td> </tr> <tr> <td>Cold Max Aircon Services Pte Ltd</td> <td>11.09.2023 to 10.09.2024</td> <td>8,500.00</td> <td></td> </tr> <tr> <td>Natural Cool Airconditioning & Engineering Pte Ltd</td> <td>11.09.2023 to 10.09.2024</td> <td>-</td> <td></td> </tr> </tbody> </table> <p>Remarks</p> <p>Contract Expiry – 10th September 2023.</p> <p>TGR is unable to Quote.</p> <p>Natural Cool did not respond to the email of RFQ sent.</p> <p>The MA informed that the current term contractor TGR Engineering, did not want to renew the contract.</p> <p>The Council unanimously approved the award of the job to Cold Max Aircon Services Pte Ltd with the amount of \$8,500.00 per annum.</p>				Company Name	Contract Period	Contract Sum (\$\$) Per Annum [Subjected to GST]	Existing Contract Sum (\$\$)	TGR Engineering Pte Ltd	11.09.2023 to 10.09.2024	-	\$7,984.00 (Current Term Contractor)	Cold Max Aircon Services Pte Ltd	11.09.2023 to 10.09.2024	8,500.00		Natural Cool Airconditioning & Engineering Pte Ltd	11.09.2023 to 10.09.2024	-	
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<u>Fire Protection</u>			
Company Name	Contract Period	Contract Sum (S\$) Per Annum [Subjected to GST]	Existing Contract Sum (S\$)
Fire-Mech Engineering Pte Ltd	01.09.2023 to 31.08.2024	5,280.00	\$4,800.00 (Current Term Contractor)
Firetronics (S) Pte Ltd	01.09.2023 to 31.08.2024	5,220.00	
B.S. Engineering Co. Pte Ltd	01.09.2023 to 31.08.2024	9,600.00	
Remarks			
Contract Expiry – 31 st August 2023.			
Firetronics did not revert with RFQ, they used their own Quotation Template.			
The Council unanimously approved to award this job to Fire-Mech Engineering Pte Ltd with the amount of \$5,280 per annum.			
<u>Adhoc Quotation</u>			
Buying a new PC for Management Office			
IT EQUIPMENT	Quoted Sum (S\$) [Subjected to GST]	1. Intel Core i5 Processor (i7 is even better) 2. 16GB RAM 3. 1 TB SSD 4. Windows 10 or 11 Pro 5. Microsoft Office Business 6. Anti-virus 7. 3 years Warranty Setup Services for the computers: - a. Set up Existing Shared Network Drive b. Windows Update of	
P & V Computers Pte Ltd	\$2,157.00 For 1 Unit Desktop		
Oregon Prime Marketing (Int'l) Pte Ltd	\$2,911.00 For 1 Unit Desktop		
KG Sowers Groupe Pte Ltd	\$3,040.00 For 1 Unit Desktop		

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			<p>Critical Patches & Update</p> <p>c. Share Printer</p> <p>d. Install and Configure MS Office and OpenOffice</p> <p>e. Install all necessary software, browsers (Firefox, etc.), TeamViewer, PDF reader, antivirus, etc.</p> <p>f. Testing and Commissioning.</p> <p>g. Migrate data from the old computer to the new computer</p>	
	<p>The Council unanimously approved to award the purchase of the computer to Oregon Prime Marketing (Int'l) Pte Ltd at the amount of \$2,911.00.</p>			
4.3	<p>To review Utility's consumption</p> <p>The MA presented the July 2023 utility bill. The consumption of electricity was on par with that before the COVID period.</p>			Closed
5.0	<p>ANY OTHER BUSINESS – Part I</p>			
5.1	<p>Guardhouse Awning Damaged by the Delivery Driver</p> <p>The MA reported that a delivery vehicle (catering company) damaged the guard house's awning on 28 July 2023.</p> <p>The catering company of the vehicle initially agreed to settle the damages and asked the MA to source the quotations for repairs. The contractors invited have informed us that the awning could not be repaired, but must be replaced.</p> <p>When receipt of the quotation for replacement of \$1,780, the catering disputed and putting the blame on security officers.</p> <p>The Council instructed that all vehicles belonging to this catering company be banned from entering the estate until the matter was resolved. The details of the catering company should be made known to the residents.</p>			MA

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<p>5.2</p>	<p>Pending Quotation for Fire-Mech</p> <p>There was a work deemed urgent for the supply of manpower, tools and machinery to carry out staircase MV Fan System by Fire Mech Engineering Pte Ltd with the amount of \$1,560 (Subject to GST) for renewal of Fire Certificate. The ex-manager of the MA did not seek approval from the Council.</p> <p>The Council unanimously agreed that if the work were indeed carried out and there was evidence of the work executed with proper report, the Council would make payment accordingly.</p>	<p>MA</p>
<p>5.3</p>	<p>Light issue at Lafiesta</p> <p>There were too many faulty lights and blown tubes/bulbs at the common area when Wisely took over the estate.</p> <p>About 60 of them had been replaced by the current MA. There were still more than 459 faulty lights that required replacements.</p> <p>A quotation from Werkz Engineering (Holding) Pte Ltd to supply manpower to install and change the existing 459 lights at \$8,000 (Subject to GST) was tabled (to be carried out by 3 manpower within 15 days).</p> <p>The Council unanimously approved this work of \$8,000/- to be carried out by Werkz Engineering (Holding) Pte Ltd.</p> <p>The Council also highlighted to that the lights at the roundabout and within the swimming pool required rectifications. Quotations should be obtained for these.</p>	<p>MA</p>
<p>5.4</p>	<p>Purchases to be authorised by Majority of Officer Bearers and/or Majority of Council Members</p> <p>The Council unanimously approved the following types of purchases as and when needed. Such purchases might also be authorised by majority of the office bearers and/or majority of the council members, if any were needed outside council meetings: -</p> <p>a. Emergency Procurement</p> <p>When there is an urgent need for goods or services due to unforeseen circumstances, waiver of competition to allow for quick procurement without going through lengthy bidding processes.</p> <p>b. Sole Source Procurement</p>	

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	<p>In case where there's only one qualified supplier for a particular product or service, competition rules might be waived to engage that supplier directly to save time and effort.</p> <p>c. Single Bidder Situations</p> <p>If only one vendor responds to a bid request, competition rules might be waived due to the lack of competition. However, this should be done cautiously to ensure fair pricing and quality.</p> <p>d. Proprietary or Custom Solutions</p> <p>For highly specialised goods or services, competition rules could be waived if a particular vendor offers a proprietary or customised solution that meets unique requirements.</p> <p>e. Contract Extensions or Modifications:</p> <p>In cases where an existing contract is being extended or modified, competition rules might be waived to maintain continuity and minimise disruption.</p> <p>f. Additional product or services that are needed to complete ongoing repairs or task.</p>	
<p>5.5</p>	<p>Block 70 B1 lift lobby entrance gave away and damaged the vehicle number SLS XXXX D</p> <p>The MA highlighted that this incident happened on 24.02.2023 at about 7.00pm the railing at Block 70B1 lift lobby entrance gave away and damaged a vehicle number SLS XXXX X parked at the parking lot next to the lift lobby entrance.</p> <p>The ex-MA wrote to insurance for claiming, but the insurer rejected the claim and they highlighted that the construction is deemed "insufficiently strong and thus weak.</p> <p>The insurer highlighted that "delegable liability" cannot be ignored. Based on that, for goodwill purposes, the Council unanimously agreed to pay \$950.00 to settle this matter as a full and final settlement.</p> <p>The Council informed the MA to send letter to the party concerned.</p>	<p>MA</p>

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5.6	Seeking Reimbursement for medical claims for kiddie pool incident This concerned a child's foot being cut in the swimming pool on 16 July 2023. As the scope of existing contract with the swimming pool contractor did not explicitly specify the extent of the contract on maintenance, the Council unanimously agreed to pay \$102.55 to settle this matter on a goodwill basis and as a full and final settlement.	MA
6.0	ANY OTHER BUSINESS – Part II	
6.1	Response from an SP about MA and Olive Tree The Council approved the content of the letter and it would be sent to the resident accordingly.	MA
6.2	Security Matters To recap from previous Meeting of Minutes. The security contract was renewed on Jan 2023 with 2 headcounts removed at \$31,600, with only a cost saving of \$1050. Attendee of the meeting in Dec 2022 shared that the Condo Manager (KF) agreed to remove the side gate officer with the new contract. Due to a lack of manpower, the Council agreed to remove the side gate officer as a trial for 2 months. The Council instructed the MA to send a circular.	MA
6.3	Managing Agent Vehicle Parked at La Fiesta The Council approved that the vehicles belonging to the staff of the Managing Agent be registered in the IU system and allowed to be parked at Visitor Lots without the need for any visitor slip.	MA
6.4	Year End Decoration The Council instructed that year-end decoration be arranged early and be put up	MA
7.0	Next Council Meeting The next council meeting tentatively scheduled for 25 th September 2023, Monday, at 7.30pm.	Info



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There being no other matters, the meeting ended at 10.21pm with a note of thanks to all present.

Minutes recorded by: Wisely 98 Pte Ltd

Confirmed By

Mr. Lai Leong Peng, Thomas
Chairman, 7th Management Council

Date:

File: 7CMMIN4 (28082023).V5