



MANAGEMENT CORPORATION STRATA TITLE NO. 2573

No 8, Dover Rise, #01-05, Singapore 138679

Tel: 6773 8083, Fax: 6773 6843, Email: enquiry@heritageview.sg

Minutes of the 7th Council Meeting (via electronic means) of the 18th Management Council held on Thursday, 27th May 2021 at 7.30pm

PRESENT			
1.	Ms. Lena Chan Kheng Choo (LC)	-	Chairperson
2.	Mr. Colin Chan Jun Fong (CC)	-	Secretary
3.	Ms. Dawn Lee Pui Cheng (DL)	-	Treasurer
4.	Mr. Krishna Renganthapuram Subramanyan (KR)	-	Council Member
5.	Mr. David Wong Kit Seng (WKS)	-	Council Member
6.	Mr. Anakkara Narayanan Sreekumar (SRE)	-	Council Member
7.	Ms. Mei Koh Bee Suan (MK)	-	Council Member
ABSENT WITH APOLOGIES			
1.	Mr. Reese Seah Yau Leng (RC)	-	Council Member
IN ATTENDANCE			
1.	Mr. Jaffesjah Chandra (JC)	-	Observer
IN ATTENDANCE			
1.	Mr. Lim Wei Jie (LWJ)	-	Director
2.	Mr. Kenny Gomes (KG)	-	Condominium Manager
3.	Ms. Chin Li Kim	-	Property Officer

There being a quorum, the meeting was called to order at 7.35pm, in accordance with paragraph 2(1) of the Second Schedule of the Building Maintenance and Strata Management Act

S/N	MATTERS ARISING	ACTION
1.0	Opening of Meeting	INFO
2.0	To confirm the Minutes of the 6th Council Meeting of the 18th Management Council held on 28th April 2021.	
2.1	The Minutes of the 6 th Council Meeting of the 18 th Management Council held on 28 Apr 2021 was unanimously confirmed as proposed by CC and seconded by WKS.	INFO
3.0	To discuss on Matters Arising	
3.1	Progress Update on Boundary Wall	
	MA updated Council that M/S Goodlandscape had submitted the arborist report.	INFO
	Delays were due to: 1. A recent request by Building Construction Authority in mid-Mar 2021 to remove another tree; which in BCA's opinion may cause a problem to the boundary wall in the near future. 2. The arborists in the submission of their report. 3. Trenching of the tree roots during these current unfavourable weather conditions.	INFO
	PE Edwin to prepare and compile the necessary documents; topographical survey, submission drawings and arborist report for an application to NParks.	MA
	<u>HDB (state land) under West Coast Town Council</u> MA updated members that West Coast Town Council (WCTC) had granted an extension of the temporary permit for the erection of steel proppings, safety	INFO

	nets and other structures facing Block 5 Dover Rise from 30 June 2021 to 30 Sep 2021. MA to write to WCTC on proposed works to reinstate the affected area to the existing condition upon completion of repair of the boundary wall. <u>Repair of boundary wall</u> PE Edwin to prepare the repair specifications. A tender would be called for contractors to submit their quotations.	MA MA
3.2	Surface Repair of Tennis Court	
	Due to inclement weather, M/S Sportsteq Pte Ltd had to reschedule the resurfacing works to the tennis courts. MA had allowed for work to proceed from 22-23 May (weekend) and for the contractors to put in extra work hours where possible in order to meet the deadline. MA further explained to members that there would be no bookings allowed for all 3 courts (for purpose of layering the last finishing coat + line markings). MA will work with M/S Sportsteq Pte Ltd to shorten the time of estimated 2 weeks to 10 days. MA to finalize the details and send a revised circular to all residents about the change in schedule. <u>Proposal on design and cost of new benches</u> MA presented to members on the proposed benches and costing. MA to source for other options since the proposed ones were unsuitable. <u>Proposal of new tennis court nets and rollers</u> MA updated members on the cost of nets of each court and informed that the internal components for the tennis courts poles were rusted. MA to include all items for sourcing of quotes for Council's consideration.	INFO INFO/ MA MA MA
3.3	Surface Repair of Multi-Purpose Court	
	Whilst M/S BT Sports was performing the preparation works to the surface area for patch repairs, based on further inspection, the underlay black rubberized layer had absorbed moisture resulting in blistering and peeling to the acrylic top layer. Andy @M/S BT Sports briefed and clarified (to Council) on the earlier proposal submitted for patch repairs vs an entire strip-down/resurfacing of the court. MA to tabulate the revised costing, including all necessary documents and an independent assessment of the revised solution, to Council.	INFO INFO/ MA
3.4	External Wall Seepages	
	<u>Failure and water seepage into units due to window seals etc.</u> For internal areas of curtain wall system not covered, M/S Jotun to revert back on lump sum costing and include warranty of 5 years. Once received, MA to update members for decision. Water seepage survey forms have been sent to all units at Tower C. Returned forms with water ingress will be recorded and filed for M/S Jotun (S) Pte Ltd to follow-up.	MA MA

3.5	Water Pumps	
	<u>Water fountain pumps</u> MA updated members that M/S Crystal Clear proceeded to replace 3 numbers of 1 ½ union ball valves for the fountain pumps at Tower C. <u>Maintenance contract for water feature pumps</u> Pending replies from M/S Crystal clear to revert on the costing of maintenance to include periodic checks to pump (monthly/quarterly or half yearly basis). MA to update Council.	MA MA
3.6	Updates on Repair and Repainting (R&R) FY 2021	
	KR enquired on enquiry on Covid -19 Phase 2 (heightened Alert) situation in Singapore and if the R&R could proceed as planned. In response, MA had written to BCA, with reminders: - to inform them of the plan to start the estate repair and repainting works so that this will be completed within 7 years of the previous repair and repainting - to seek further guidelines on safe execution of work; so as not to expose the estate to any risk of infection. BCA responded on extension and replies were generic. All building-related works/services are allowed to continue so long as compliance are taken on the Safe Management Measures. <i>According to the BUILDING MAINTENANCE AND STRATA MANAGEMENT (LIFT, ESCALATOR AND BUILDING MAINTENANCE) REGULATIONS 2016, PART 2 BUILDING MAINTENANCE:</i> <i>Painting of external walls</i> (1) Every owner of any building, common property or limited common property must ensure that the external walls of the building, common property or limited common property, if painted, are painted - at intervals of not more than 7 years or such longer interval as the Commissioner, in any particular case, may determine; and - to the satisfaction of the Commissioner. (2) Any person who contravenes paragraph (1) shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$3,000. Members decided to proceed with the repair and repainting contract to Jotun for execution of said works as planned. A joint kick off meeting was carried out on 17 May 2021 with MA, M/S RTO United and M/S Jotun (S) Pte Ltd. Minutes of 1st R&R was shared with Council. MA updated members on the following: - Segregation of a rest area and isolation room for Jotun's workers (should a worker feel unwell in view of Covid-19). - Mock-up colour samples painted on façade of club house (Tower A) facing main pool. All current estate colours to remain. - Installation of project signage near guard post (along driveway). - Installation of Notice Boards at level 1 and basement at Tower C to update residents on the progress.	INFO INFO INFO INFO INFO INFO INFO

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	Whilst pending PE endorsement for anchoring points for rope access and gondola, two teams consisting of 4 workers have proceeded to carry out minor painting works to corridor area and boundary. Repair and painting works in Tower C will begin on 1 June 2021. A generic notice will be sent to all residents at Tower C. Another reminder circular will be sent 3-days in advance to inform units of updated works. <u>**Post meeting notes.</u> Further clarified with M/S Jotun (Singapore) Pte Ltd did not receive any stop work notice from the government for all current projects.	MA MA MA
3.7	Repairs to Retaining Wall of Entry Fountain Pool, Lap and Fun Pool	
	Members unanimously agreed to proceed with Letter of Award to M/S innovez to carry out: 1. Main scope of works at entry fountain and fun pool 2. To carry out repairs to affect wall in the Lap pool; and in doing so, to carry out a further detail examination on its waterproofing. MA to carry out further checks to the Fun and Kids Pools main water feature in the centre of the pools. MA to source for contractors and check on the wirings for light fittings.	INFO/ MA MA
3.8	Carpark Barrier System	
	The installation for safety photocell sensor for 3 barriers and replacement of EPS Master controller were carried out by M/S Cis-tronics on 21 May 2021.	INFO
3.9	Upgrading to the Entire Access and CCTV System	
	MA reported that a joint meeting was held with M/S Schonell, two Council members and MA to discuss on the current intercom system. M/S Schonell proposed an upgrade to the existing system that was installed in 2016. As per current feedback: 1. The app is not user friendly 2. Whilst the app could previously work with several earlier version of IOS iPhone 8 and below, members reported that it was glitchy and not workable after the IOS was updated. 3. Unable to connect, or calls directed to wrong lobby/unit 4. Calls made from intercom at level 1 or basement were not always clear. Benefits to this upgrade include an operational cost savings for 2 years of: 1. Waiver on call charges. 2. Waiver on license and server fees amounting to \$27,129.20. Council to deliberate on the proposal. Note: If accepted and endorsed by Council, the expense for this upgrade would be funded from the sinking fund as per the Special Resolution passed (to carry out the above works) during the 17th AGM held on 24 August 2019.	INFO INFO INFO MA
3.10	Periodic Inspection of Buildings	
	MA updated members M/S SC Who Consulting had submitted the Periodic Inspection report and visual inspection certificate to BCA on 12 May 2021. No major defects were reported.	INFO



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	MA updated members that the water proofing failure for club house falls under roofing and not under structure.	INFO
3.11	Cleaning	
	Scrubbing of corridors M/S Primacy A&P Pte Ltd had carried out 2 rounds of scrubbing of Tower A, B and C common corridors with a battery operated machine and wire machine. The work was completed by 24 May 2021. Bulky items MA updated members that 2 OTCs were arranged in May 2021 to clear old damaged black bins and discarded bulky items such as sofas, furniture, mattress etc.	INFO INFO
3.12	Purchasing New Computers (Management Office)	
	Council had approved to proceed with the purchase through M/S Align Technologies Pte Ltd. The setting up of new PCs, NAS system and migration of data were carried out and completed on 21 May 2021.	INFO
3.13	Issues on Infill Area at Tower A Lobby 2	
	MA to check with vendor on options for a permanent solution to resolve the infill area at the basement carpark.	MA
	Members highlighted that the issue was long overdue and proposed MA to clean up a portion of the infill area to try to determine the source of water leakage.	MA
3.14	Water Pipe at basement carpark lot 311 to 319 Tower C Lobby 3	
	After further deliberation, members agreed not to proceed with the replacement of affected pipe as temporary measures are in place and no longer leaking.	Closed
3.15	Outstanding Amount Owed to Smart Property	
	Council agreed to pay the 2 months of outstanding MA Fees to M/S Smart Property upon the receipt of the Minutes of 18 th AGM held in Oct 2020. The above matter was resolved 19 May 2021.	INFO
	Two other matters remain outstanding with M/S Smart Property. M/S Smart Property to revert on: 1. Invoice of \$3,000.00 for the review of Data Protection Policy. 2. A refund of \$500 deposit for a unit moving out.	MA
3.16	Bicycle Stands at Basement & Multi-Story Carparks	
	Council reminded MA to carry out a joint inspection with MK to determine locations at basement car park for additional bicycle stands/racks etc.	MA
3.17	Fire Incident at Tower C near car park lot 342 (26 March 2021)	
	MA updated members that M/S IGM Construction Pte Ltd had started reinstatement works from 5 May 2021 and will dismantle the erected scaffolding by end May 2021.	INFO
3.18	Contract for Cleaning Services	
	The opening of 6 quotations via sealed envelopes were witnessed by members on 14 May 2021. Tender interviews via zoom were conducted for shortlisted contractors on 25 May 2021 and 27 May 2021.	INFO



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	MA to tabulate their recommendations and final costing to members. The current cleaning service contract will expire on 15 August 2021.	MA																																		
3.19	Clubhouse water leakage incident on 17 April 2021																																			
	MA updated members that M/S AJ Jetting Pte Ltd had successfully carried out high pressure jetting to floor trap and pipes at main doors near multi-purpose hall to flush out any potential chokes. MA is pending M/S LTC to revert back with official replies if it's under their scope of works and warranty.	INFO MA																																		
3.20	Fire Sprinkler Pipe dislodged incident on 24 April 2021																																			
	MA updated members that the insurer had activated the lost adjuster for investigation. MA is providing necessary information to support the lost adjuster's investigation. MA to share their findings with Council once the investigation report is received.	INFO/ MA																																		
3.21	Lift Landing Indicators																																			
	MA had emailed M/S Schindler on estimated date of arrival for parts to replace 21 lift landing indicators. M/S Schindler had replied that they have processed the order early this month and pending their supplier to revert.	INFO/ MA																																		
3.22	Lift Breakdowns																																			
	MA had written to M/S Schindler on 4 May 2021 to explore on feasibility of upgrading /modernization proposal for lift system due to wear and tear/aging etc. M/S Schindler to revert.	INFO/ MA																																		
4.0	To Adopt the Financial Statement for April 2021																																			
4.1	Summary of Financial Statement for the Month of April 2021																																			
	<u>Balance Sheet</u> <table border="1"><thead><tr><th colspan="2">Balance Sheet as of April 2021</th></tr></thead><tbody><tr><td>Cash at Bank – SCB</td><td>\$1,379,432.46</td></tr><tr><td>Fixed Deposit (RHB)-SF</td><td>\$2,278,346.32</td></tr><tr><td>Fixed Deposit (BEA)-SF</td><td>\$950,558.91</td></tr><tr><td></td><td></td></tr><tr><td>Total MF Fund</td><td>\$461,130.52</td></tr><tr><td>Total SF Fund</td><td>\$3,771,309.99</td></tr><tr><td>Total Accumulated MF & SF</td><td>\$4,232,440.51</td></tr></tbody></table> <u>Income & Expenditure Statement – Management Fund</u> <table border="1"><thead><tr><th></th><th colspan="2">April 2021</th></tr><tr><th></th><th>M.T.D Actual (\$\$)</th><th>Y.T.D Actual (\$\$)</th></tr></thead><tbody><tr><td>Income</td><td>\$159,832.02</td><td>\$1,572,121.25</td></tr><tr><td>Less Total Expenses</td><td>\$148,622.32</td><td>\$1,598,610.38</td></tr><tr><td>Tax</td><td>\$6.24</td><td>\$53.76</td></tr><tr><td>Surplus/(Deficit) After Tax</td><td>\$11,203.46</td><td>**(\$26,542.89)</td></tr></tbody></table> <u>Footnote:</u>	Balance Sheet as of April 2021		Cash at Bank – SCB	\$1,379,432.46	Fixed Deposit (RHB)-SF	\$2,278,346.32	Fixed Deposit (BEA)-SF	\$950,558.91			Total MF Fund	\$461,130.52	Total SF Fund	\$3,771,309.99	Total Accumulated MF & SF	\$4,232,440.51		April 2021			M.T.D Actual (\$\$)	Y.T.D Actual (\$\$)	Income	\$159,832.02	\$1,572,121.25	Less Total Expenses	\$148,622.32	\$1,598,610.38	Tax	\$6.24	\$53.76	Surplus/(Deficit) After Tax	\$11,203.46	**(\$26,542.89)	INFO
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	**Y.T. D Actual deficit of \$26,542.89 was due to the waiver of 1-month collection of Management Fund contributions for the month of Dec 2020. <u>Income & Expenditure Statement – Sinking Fund</u> <table border="1"> <thead> <tr> <th></th><th colspan="2">April 2021</th></tr> <tr> <th></th><th>M.T.D Actual (S\$)</th><th>Y.T.D Actual (S\$)</th></tr> </thead> <tbody> <tr> <td>Income</td><td>\$34,561.61</td><td>\$401,722.21</td></tr> <tr> <td>Less Total Expenses</td><td>NIL</td><td>\$8,800.00</td></tr> <tr> <td>Tax</td><td>\$145.95</td><td>\$3,062.27</td></tr> <tr> <td>Surplus/(Deficit) After Tax</td><td>\$34,415.66</td><td>\$389,859.94</td></tr> </tbody> </table> Members unanimously agreed to adopt the financial report for April 2021.		April 2021			M.T.D Actual (S\$)	Y.T.D Actual (S\$)	Income	\$34,561.61	\$401,722.21	Less Total Expenses	NIL	\$8,800.00	Tax	\$145.95	\$3,062.27	Surplus/(Deficit) After Tax	\$34,415.66	\$389,859.94	
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5.0	Management Report for the Month of May 2021																			
	The Management Report to be sent via email for Council's adoption.	INFO																		
6.0	Any other business																			
6.1	Genset																			
	MA updated members on M/S Idelux findings on rust/deterioration seen for the housing of genset located at multi-story rooftop. Council to consider full replacement of the housing so as to avoid the risk of water ingress /damage to generator which is supporting backup electrical supply for essentials such as fire lifts, fire alarm system, basement lighting etc. 2 quotes were submitted. MA to source for more quotes and submit to Council for deliberation.	INFO MA																		
6.2	Co-Opting of Council Member																			
	Members unanimously agreed to co-opt Mr. Jaffesjah Chandra (JC) into the 18th Management Council, bringing a total of 9 Council Members as approved during the AGM. Co-opted member, Mr. Jaffesjah Chandra, being subsidiary proprietor declared that he has no conflict of interest as per provision of Section 60, and noted the provisions of Section 61 of the Building Maintenance and Strata Management Act. MA to administer on required forms for JC's endorsement.	INFO MA																		
6.3	Ecomation																			
	M/S Colex had sent to Council a proposal to launch Ecomation, a Recycling App designed by M/S Colex. Council is still seeking further clarifications from M/S Colex before a beta test amongst the Council members, and an estate launch can be considered.	INFO/ MA																		
6.4	Safety Strip Along Driveway																			
	MA to explore the viability and cost of installing a safety luminous strip along our main driveway (as seen along Lornie Highway above Bukit Timah Road)	MA																		
6.6	Resident Feedback Process																			
	MA to explore the implementation of Qornerstone App to help improve on the resident feedback process and overall experience. MA to update members on the timeline.	MA																		



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7.0	There being no further business to be discussed, the Chairperson closed the meeting at 10.00pm.	INFO
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Minutes recorded by: Asia Properties and Assets Consultancy Pte Ltd

Confirmed and Approved by:

Colin Chan Jun Fong
Secretary, 18th Management Council
MCST 2573

Lena Chan Kheng Choo
Chairman, 18th Management Council
MCST 2573