THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2902
TANAMERA CREST
12 Pari Dedap Walk #01-22 Singapore 486063
Tel: 6446-7035 / 6446-7036 Fax: 6447-9842
Email: tc2902@gmail.com Web: www.tanameracrest.com.sg

DRAFT MINUTES OF 1st COUNCIL MEETING OF THE 14TH MANAGEMENT COUNCIL OF THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2902 ON 02 Sept 2019 AT 7.30 PM AT FUNCTION ROOM, TANAMERA CREST

Present	Mr. John Phua	Chairman
	Mr. Amar Kumar	Treasurer
	Mr. Vincent Yeo	Secretary
	Mr. Tony Tan	Vice Chairman
	Mr. Nicholas Ng	Asst Treasurer
	Ms. Lindt Tan	Member
	Ms. Jenny Yan	Member
In attendance	Mr. Janvion Mr. Ronald Chan Mr. Redzanudin Malek	} ZACD POSH Pte Ltd (MA)

As there was quorum, the meeting was called to order at 7.45pm

Item	Description	Action by
1.0	**Opening of Meeting**	
2.0	**Declaration of interest by Council Members under Section 60 of BMSMA 2004.** MA explained the Section 60 of BMSMA 2004 which requires Council Members to declare their interest with any contractors engaged by the MCST. MA presented the list of term contractors to the Council and all members declared no interest in any companies which had dealings with the MCST.	
3.0	**Appointment of Officer Bearers.** Council unanimously appointed the office bearers of the 14th Management Council as follows: Mr. John Phua - Chairman Mr. Amar Kumar - Treasurer Mr. Vincent Yeo - Secretary Mr. Tony Tan - Vice Chairman Mr. Nicholas Ng - Asst Treasurer	
4.0	**To appoint bank signatories to operate the bank accounts of the Management Corporation.** Council unanimously appointed the below authorized signatories to operate the MCST's bank account: Group 1 – Mr John Phua and Mr Vincent Yeo Group 2 – Mr Amar and Mr Nicholas Ng Council also agreed that the mandate shall be one (1) from each group to sign the cheques for the MCST.	
5.0	**Appointment of Auditor.** MA presented three (3) quotations for the appointment of the auditor for FY2019/20.	

DRAFT

	Council unanimously agreed to appoint YWL & Co as the auditor for the MCST for FY 2019/20.	
6.0	**Appointment of Managing Agent.** Council briefed on the expectation of the MA which includes the following: 1. Handling of feedback 2. Key Performance Index 3. Management of contractors 4. SOPs, Guidelines and policies Council informed MA that they would discuss the appointment of Managing Agent in private and update MA accordingly.	
7.0	**To decide on the financial expenditure limit of Office Bearers, Sub-Committee, MA, if any.** Council unanimously appointed the following members in their respective sub-committee work groups: 1. Cleaning – Ms Jenny 2. Landscape – Ms Lindt 3. Security – Mr Vincent and Mr Tony 4. Pest Control – Mr Vincent and Mr Tony 5. Building & Facilities – Mr Vincent and Mr Tony 6. Social – Mr Tony 7. Finance and accounting – Mr Amar and Mr Nicholas Council also agreed that MA shall have an expenditure limit of up to $500.00 on any single expenditure.	
8.0	**To confirm and adopt the financial statements for May to July 2019** MA went through the salient details of the financial statement for May 2019 to July 2019. Council unanimously confirmed the financial statements for May to July 2019.	
9.0	**To confirm and adopt minutes of 8th Council Meeting of the 13th Management Council** Members of the previous Council present at the meeting unanimously agreed to adopt the Minutes of the 8th Council of the 13th Management council.	Closed
10.0	**To consider matters arising from the previous meeting minutes**	
10.1	**KIV matters from previous meeting** a. Investigating the possibility of parking lots for bicycles b. Signage rehabilitation for whole estate c. Installation of addition side gates at main entrance d. To provide an update on awnings in the estate, that are not following the rules stated in the by laws e. Choked drainage pipes at basement car park The Council deliberated to KIV the above items for future meeting discussions and to consider table up in R&R work.	KIV
10.2	**Repainting & Retrofitting** MA presented three (3) quotations from various building surveyors. Mr John Phua briefly described each of the proposals and explained the proposal presented by Crispin from CC	

DRAFT

	building surveyor to the new members. Mr John Phua also commented he had arranged for a site walk on 3rd Sept 2019 and invited other member's participation for the site walk to witness the workmanship managed under Crispin leadership.	Info
10.3	**Kids pool water feature** MA highlighted wading pool rectification work have completed on 1st August 2019 and the wading pool is back in normal operation.	Closed
10.4	**Shoe rack at common area** MA highlighted that the first notice has been issued out to the residents who are non-compliance to the fire safety rules. There are few residents have complied and removed bulky shoe rack that obstructed the width of the emergency access. Council commented that emergency escape route such as common corridor, staircase and lift lobby should not be placed of any items that obstruct the width of 1.2m pathway. MA would follow up with the respective residents.	MA
10.5	**Basement Visitor Signage** MA highlighted that the replacement of visitor lot directional signage has completed.	Closed
10.6	**Roof water tank leak repair** Mr John briefly explained the condition of the rooftop water tank leakage. Council agreed to include the rectification work conjunction with the R&R works; and agreed to start the R&R work earlier and prioritize on the water tank rectification.	Info
10.7	**BBQ Gas Cylinder** MA highlighted that replacement of gas cylinder storage work was completed on 23rd August 2019. BBQ stove is open for residents' use.	Closed
10.6	**Bin Chute repair (Fire Claim)** MA highlighted two (2) quotations were sent to NTUC income insurance for claim and NTUC had approved the works to UTES to carry out the repair work on Block 6 A5 bin chute. UTES will commence the work on 16th September 2019. MA will prompt residents ahead of the rectification work. MA also highlighted technician will access unit from level 14 to level 1 unit of stack A5 to ensure internal bin chute is sealed.	MA
10.7	**To update on MA handing/taking over** MA highlighted that Eddy from creation have submitted agreed credit note amount of $3,800.00 and have cleared the outstanding payment to creation.	Closed
11.0	**Management Report on Service Provider**	
11.1	**Landscape** MA highlighted that MA have coordinated and awarded the maintenance contract to Prince Landscape. Prince will commence maintenance work on 1st October 2019.	Info
11.2	**Swimming pool and water feature** MA presented three (3) quotations from various contractor for partial replacement works for the	

DRAFT

	swimming pool and water feature. Council tasked MA to source for quotation for all replacement works proposed by M/s Grace Pool.	Info
11.3	**Air Con maintenance** MA highlighted replacement of new air-con set at CDR room was completed.	Info
11.4	**Pest Control** MA highlighted two (2) residents' feedback that there is still existence of cockroaches in bin chute. Nevertheless, the sight of insects has decreased compared to 2 months back. Vincent Yeo suggested and tasked MA to draft an advisory notice to remind residents to discard their food waste and glass bottle in the plastic bag as a hygiene and preventive measure from creating cockroach breeding more worsen. Mr John also suggested to instruct the pest control to carry out another weekly fumigation and maintained the weekly flushing. Mr Tony tasked MA to closely monitor on the sight of the cockroaches.	MA
12.0	**Summary of complaints and feedback** 1) Resident requested to erect two (2) nos. of awning at 3.3m and 2.8m respectively at her patio. Should council have no objection, she shall move forward to seek for BCA and URA approval. Council deliberated and agreed that residents should seek approval from BCA and URA accordingly for the installation. MA shared that the new amendments to BMSMA allows residents to erect awnings in their balcony and/or PES. Council decided that the awning can only be erected within unit's boundary and not exceeding the common area and unanimously agreed to standardise the colour of the awning's frame to be grey and the retractable awning's fabric to be either green or grey. 2) Resident requested for council approval for 3rd car transponder access as he need to ferry to and from hospital as his wife is undergoing chemotherapy. Council highlighted that parking for 2nd car was a highly debated topic in previous AGMs and there was no precedent case for allowing parking for 3rd car. Council tasked MA to consolidate all the 1st car and 2nd car status and requested MA to understand further from the resident their exact needs before deciding on any alternative solution for the resident. 3) Resident feedback that 60% of swimming pool light is not working and the area light is dimmed. Council tasked MA to source quotation as per subject 11.2. 4) Resident requested to alter the in-house rule for the function room usage on 2 hourly pay charge. Council discussed about the topic and decided that the house rules should not be amended to accommodate individual's request.	Info MA MA Info

DRAFT

	5) Resident feedback that he spotted leaking at above ceiling master bedroom toilet. Found internal sub-inlet sewage down pipe is leaking. The leak source is from loose inter-section eye cap. MA highlighted that inter floor seepage is not under the jurisdiction of the MCST but would facilitate meetings between the residents of both units. 6) Resident feedback is a need to have **Electronic waste** (**e-waste**) in our premises to discarded **electrical** and **electronic** items such as wires, mobile phones, computers, batteries, etc. **E-waste** contains toxic substances and its improper **disposal** can lead to serious pollution and health problems. Council tasked MA to source for quotations and present to council for approval.	Info MA MA
13.0	**AOB** 1) Generator base tray compartment corroded at the expense of rainwater seeping in during heavy rain. Crank power quoted and propose to fabricate and install aluminium roofing. After discussion, Council tasked MA to re-rust and repaint the corroded base and keep a close monitor on the condition of the generator. 2) MA reported that one (1) of the tennis court light is fused. Council tasked MA to source for quote replacement of metal halide light.	MA MA

As there were no other matters to be discussed, the meeting ended at 11.05 pm with a note of thanks to all the members present.

Minutes recorded by ZACD POSH PTE LTD

Confirmed by

_____
Mr John Phua
Chairman
13th Management Council of The MCST Plan No. 2902

DRAFT