

**Minutes of the 1st Council Meeting of 10th Management Council of MCST 3798 held on
30th August 2022 at 7.30 p.m. at Function Room 2**

DRAFTV3 – 13092022

Present

Mr. Tan Peng Seng (Henry)	Chairman
Ms. Lum Sok Yee	Secretary
Mr. Sim Ching Tong	Treasurer
Mr. Virendra Shelar	Member
Mr. Lee Suen Woon	Member
Ms. Corrine How Huey Choo	Member
Mr. William Tan Yeow Chong	Member
Mr James Ang Chim Koon	Member
Ms Dixon Su Meiyu	Member

Absent with apologies

Mr. Abhinav Venkateswaran	Member
Mr. Ong Eng Ann	Member

In attendance

Mr. David Lim	M/s D'Proman & Co. Pte Ltd
Mr. Tay Tai Chung	Managing Agent (MA)
Mr. Ishak Sulaiman	
Glen	M/s Danmax Security Management P L
Rodney	

There being a quorum, the meeting was called to order at 7.50 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	Opening of meeting	
	Mr. Henry Tan took the chair of the meeting.	Info
2.0	Declaration of interest by members of the Management Council	
	Members of the Management Council was invited by MA to declare interest in accordance to Section 60 of the Building Management and Strata management Act by signing the prescribed form of declaration. Members could get reference to service term contract list of the estate and as and when any other contract or services once known for additional declaration after the present declaration exercise.	Council

	<p>MA further invited Members of the Management Council to sign prescribed form of non-disclosure of confidential information for the Management Corporation to protect its interest.</p> <p>Council Members could execute the 2 prescribed forms and return them to Management Office by physical copy or PDF copy via email.</p>																																																																																															
3.0	To appoint the Office Bearers and Sub-Committees																																																																																															
	<p>Based on prior exchange of views by Members of the Management Council, Office Bearers and Sub-Committees Head & Members were appointed as follows:</p> <table><tr><th colspan="5">Office Bearers</th></tr><tr><th>S/n</th><th>Name</th><th>Designation</th><th>Proposer</th><th>Seconder</th></tr><tr><td>1</td><td>Mr. Tan Peng Seng (Henry)</td><td>Chairman</td><td>Mr Sim Ching Tong</td><td>Mr James Ang Chim Koon</td></tr><tr><td>2</td><td>Ms. Lum Sok Yee</td><td>Secretary</td><td>Ms Corrine How</td><td>Mr Henry Tan</td></tr><tr><td>3</td><td>Mr. Sim Ching Tong</td><td>Treasurer</td><td>Ms Corrine How</td><td>Mr Henry Tan</td></tr></table> <table><tr><th colspan="3">Estate Management Sub-Committee</th></tr><tr><th>S/n</th><th>Name</th><th>Designation</th></tr><tr><td>1</td><td>Ms. Lum Sok Yee</td><td>Head</td></tr><tr><td>2</td><td>Mr. Tan Peng Seng (Henry)</td><td>Member</td></tr><tr><td>3</td><td>Mr. Virendra Shelar</td><td>Member</td></tr><tr><td>4</td><td>Mr. Abhinav Venkateswaran</td><td>Member</td></tr><tr><td>5</td><td>Mr. Lee Suen Woon</td><td>Member</td></tr></table> <table><tr><th colspan="3">Landscape Sub-Committee</th></tr><tr><th>S/n</th><th>Name</th><th>Designation</th></tr><tr><td>1</td><td>Ms. Corrine How Huey Choo</td><td>Head</td></tr><tr><td>2</td><td>Ms. Dixin Su Meiyu</td><td>Member</td></tr><tr><td>3</td><td>Mr. Lee Suen Woon</td><td>Member</td></tr><tr><td>4</td><td>Mr. Sim Ching Tong</td><td>Member</td></tr></table> <table><tr><th colspan="3">Resident Engagement</th></tr><tr><th>S/n</th><th>Name</th><th>Designation</th></tr><tr><td>1</td><td>Mr. Abhinav Venkateswaran</td><td>Head</td></tr><tr><td>2</td><td>Mr. Tan Peng Seng (Henry)</td><td>Member</td></tr><tr><td>3</td><td>Ms. Lum Sok Yee</td><td>Member</td></tr><tr><td>4</td><td>Mr. Virendra Shelar</td><td>Member</td></tr></table> <table><tr><th colspan="3">Maintenance & Electrical Sub-Committee</th></tr><tr><th>S/n</th><th>Name</th><th>Designation</th></tr><tr><td>1</td><td>Mr. Ong Eng Ann</td><td>Head</td></tr><tr><td>2</td><td>Mr. James Ang Chim Koon</td><td>Member</td></tr></table>	Office Bearers					S/n	Name	Designation	Proposer	Seconder	1	Mr. Tan Peng Seng (Henry)	Chairman	Mr Sim Ching Tong	Mr James Ang Chim Koon	2	Ms. Lum Sok Yee	Secretary	Ms Corrine How	Mr Henry Tan	3	Mr. Sim Ching Tong	Treasurer	Ms Corrine How	Mr Henry Tan	Estate Management Sub-Committee			S/n	Name	Designation	1	Ms. Lum Sok Yee	Head	2	Mr. Tan Peng Seng (Henry)	Member	3	Mr. Virendra Shelar	Member	4	Mr. Abhinav Venkateswaran	Member	5	Mr. Lee Suen Woon	Member	Landscape Sub-Committee			S/n	Name	Designation	1	Ms. Corrine How Huey Choo	Head	2	Ms. Dixin Su Meiyu	Member	3	Mr. Lee Suen Woon	Member	4	Mr. Sim Ching Tong	Member	Resident Engagement			S/n	Name	Designation	1	Mr. Abhinav Venkateswaran	Head	2	Mr. Tan Peng Seng (Henry)	Member	3	Ms. Lum Sok Yee	Member	4	Mr. Virendra Shelar	Member	Maintenance & Electrical Sub-Committee			S/n	Name	Designation	1	Mr. Ong Eng Ann	Head	2	Mr. James Ang Chim Koon	Member	MA
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4.0	To appoint authorized signatories of all bank accounts of the Management Corporation																			
	<p>It was unanimously resolved that any two of the following four Members be appointed authorized signatories to operate all bank accounts of the Management Corporation.</p> <table> <tr> <th colspan="3">Authorized Signatories</th></tr> <tr> <th>S/n</th><th>Name</th><th>Designation</th></tr> <tr> <td>1</td><td>Mr. Tan Peng Seng (Henry)</td><td>Chairman</td></tr> <tr> <td>2</td><td>Ms. Lum Sok Yee</td><td>Secretary</td></tr> <tr> <td>3</td><td>Mr. Sim Ching Tong</td><td>Treasurer</td></tr> <tr> <td>4</td><td>Ms. Dixin Su Meiyu</td><td>Member</td></tr> </table>	Authorized Signatories			S/n	Name	Designation	1	Mr. Tan Peng Seng (Henry)	Chairman	2	Ms. Lum Sok Yee	Secretary	3	Mr. Sim Ching Tong	Treasurer	4	Ms. Dixin Su Meiyu	Member	MA
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5.0	To adopt the financial procedures and determine which powers, duties, and functions to delegate to the Managing Agent																			
	<p>It was unanimously resolved that the following financial authority:</p> <p>A1 – Petty Cash</p> <p>(a) \$1,000.00 petty cash limit (managed by site's staff in charge). (b) All petty cash paid shall not exceed \$100.00 per expenditure unless prior approval from the Council to be expended from petty cash.</p> <p>A2 – Expenditure Limits</p> <table> <tr> <th>S/n</th><th>Expenditure Limit (Per Event)</th><th>Approving Authority</th></tr> <tr> <td>1</td><td>\$1,000 or less</td><td> Minimum 1 quotation <ul style="list-style-type: none"> MA to inform Sub-Committees of the monetary expenditure for expenditure of more than \$100. </td></tr> <tr> <td>2</td><td>\$1,001 to \$7,000</td><td> Minimum 3 quotations <ul style="list-style-type: none"> To raise Memo for recommendation. Approval from Sub Committees and 2 Office Bearers. </td></tr> <tr> <td>3</td><td>More than \$7,001</td><td> Minimum 3 quotations <ul style="list-style-type: none"> To raise Memo for recommendation. Approval from at least 6 Council Members. </td></tr> <tr> <td>4</td><td>Emergencies</td><td> <ul style="list-style-type: none"> Contact Chairman and 3 Council Members for verbal approval and follow </td></tr> </table>	S/n	Expenditure Limit (Per Event)	Approving Authority	1	\$1,000 or less	Minimum 1 quotation <ul style="list-style-type: none"> MA to inform Sub-Committees of the monetary expenditure for expenditure of more than \$100. 	2	\$1,001 to \$7,000	Minimum 3 quotations <ul style="list-style-type: none"> To raise Memo for recommendation. Approval from Sub Committees and 2 Office Bearers. 	3	More than \$7,001	Minimum 3 quotations <ul style="list-style-type: none"> To raise Memo for recommendation. Approval from at least 6 Council Members. 	4	Emergencies	<ul style="list-style-type: none"> Contact Chairman and 3 Council Members for verbal approval and follow 	MA			
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			<p>up with works / purchase order for endorsement.</p> <ul style="list-style-type: none"> Email must be sent to Council after repair for their information. 	
5	Term Contracts		<p>By Selective Tender</p> <ul style="list-style-type: none"> Term contracts review to commence 2 months prior to expiry of contract and MA to recommend within 1 months before expiry of contracts Term contract agreements to be approved by Council and signed by the Chairman / Secretary. <p>Contract above \$30,000 per month with minimum 3 quotes to be submitted in sealed envelope to be opened by site staff and in the presence of 2 Council Members.</p>	
<p>It was further resolved unanimously that all powers, duties and functions of the Management Corporation under the Building Maintenance and Strata Management Act except the followings be delegated to the Managing Agent:</p> <ul style="list-style-type: none"> Decisions of the Council. Authorized Signatories to operate all bank accounts and cheques signing. 				
6.0	Appointment of Auditor			
	<p>MA presented quotation from 3 auditors. After deliberation, council unanimously adopted to re-appoint the current Auditor, DRC Growell Assurance PAC at a fee of \$1,450.00 with miscellaneous of not more than \$180 for the financial year ending 31st January 2023.</p>			MA
7.0	Appointment of Managing Agent			
	<p>MA shared that the previous management council had signed a 1+1-year contract with M/s D'Proman & Co. Pte Ltd.</p> <p>MA excused themselves for Council to deliberate on the appointment of Managing Agent.</p> <p>It was decided that the current MA be continued for another year with council discussing with the individual on area of improvement required.</p>			MA
8.0	To adopt the Minutes of 8th Council Meeting of the 9th Management Council held on 30th June 2022.			

	The Minutes of the 8 th Council Meeting of the 9 th Management Council held on 30 th June 2022 was adopted by Ms. Lum Sok Yee and seconded by Mr. Sim Ching Tong.	Info
9.0	Review of MA Report	
9.1	<u>Termite Treatment</u>	
	<p>MA reported that they had invited 3 companies to provide termite treatment for the estate. This is a treatment that will need to be conducted every few years. All three companies can provide a 7-year warranty as compared to 5 years in the last round of termite treatment. MA explained that this is required as Livia has a history of termite issues, with the last sighting happening only in June 2022. This is also required to protect the MCST against insurance claims.</p> <p>Upon deliberation, the council accepted MA's recommendation to award the work to M/s Anticimex at \$65,000.00 (exc. GST) with the addition condition that the vendor provide a thermal scan of the common area every year with a detailed report regarding areas that have been detected, treated, and recommended.</p> <p><i>[Afternote: The vendor agreed to the yearly thermal scan and detailed report]</i></p>	MA
10.0	<u>To adopt Financial Statement for the Month of June & July 2022</u>	
	<p>MA presented the financial statement for the month of June and July 2022 as follows: -</p> <ol style="list-style-type: none"> For the month of June, there was a deficit of \$27,984.04 recorded for "month-to-date" and \$36,617.32 for "year-to-date" of the management fund. For the month of July, the management fund had a deficit of \$35,308.28. For the "year-to-date", there being a deficit of \$71,925.60. <p>MA further discussed on reclassification of grouting work at the car park to sinking fund as this is a big project subject to checking auditor.</p> <p>The financial statements for the months of June and July 2022 were adopted as proposed by Mr. Tan Peng Seng (Henry) and seconded by Mr. Sim Ching Tong.</p>	INFO
11.0	Matters Arising from the Minutes of 8th Council Meeting of the 9th MC	
11.1	<u>Rectification Work of Metal Structure at FCC</u>	
	MA reported that the work will commence on 19 th September 2022, and that the vendor will also carry out the repainting job for the defective area. The	MA

	Council asked the MA to conduct a thorough survey of the residential blocks to ensure that all defective paintwork is reported to M/s LTC.	
11.2	<u>Laundry and Hanging Plotted Plants</u>	
	MA shared that they would update BCA on the by-laws and will start to track the delinquent after that.	MA
11.3	<u>Carpark Water Seepage</u>	
	<p>MA shared that M/s Movenflow had completed 90% of the work and that it would be completed by the end of the week. Thus far, the estate has incurred a repair cost of \$36,508.00 (excl. GST). After a recommendation from the MA, the council decided that these expenses would be expended from the sinking fund, subject to the agreement of the auditor.</p> <p>MA further reported that they have yet to find a vendor to look at the leak at Block 61, as this involved a leak from the upper unit at stack 1.</p> <p><i>[Afternote: M/s IGM has conducted a first interim survey and suspects that the leak might be from the second or third floor unit. The leak is in a pipe within a concrete structure. A further survey has to be conducted and a fee incurred.]</i></p>	MA
11.4	<u>Update of EPDM Flooring Replacement</u>	
	<p>MA shared that the sub-committee would meet the next day to decide on the final design of the EPDM.</p> <p>MA shared that the vendor has recommended that the Merry-go-round be installed at the same time when replacing the EPDM. The Council tasked MA to instruct the vendor to carry out the replacement of the Merry-go-round first as it would take a while to replace the EPDM.</p>	MA/Council
11.5	<u>Water Seepage to Units</u>	
	<p>MA reported that most of the internal leaks at the residential units had been resolved, except for one at Block 65 (leak to common area on ground floor) and the other at Block 61 (leak to common area in basement). The one at Block 65 would require scaffolding due to its double storey height.</p> <p>The leak at Block 61 is reported in item 11.3 above.</p>	MA
11.6	<u>Pneumatic Waste System Underground Pipe Fracture</u>	
	MA shared that they have discussed certain terms with the vendor regarding water proofing and a revised quote was provided at \$72,338.00 (excl. GST) for the hacking of the floor and reinstating the floor back to its original condition after the changing of the pipe. The Council tasked MA to check whether it is possible to change the design to a permanent accessible design.	MA

	MA also shared that the replacement of the fractured pipe is \$25,446.00 (excl. GST). The vendor has also suspected more fracture points but is unable to confirm this until the first hack is done. The cost would increase if there were more areas that fractured in the pipeline.	
11.7	<u>Aircon Issues</u>	
	<p>MA shared that the vendor had investigated the issues at the gym aircon again and had recommended dropping the work for the replacement of the 800 mesh. They had instead recommended a chemical wash be conducted at a cost of \$9,440.00 (excl. GST) with almost half the fees coming for scaffolding charges.</p> <p>The Council tasked MA to check with the vendor on the following:</p> <ol style="list-style-type: none"> 1. Whether the fee for the scaffolding can be further reduces. If this cannot be done, to find a separate vendor to provide bloom lift as it will be more cost effective to use two separate vendors for the work then using one vendor who will still relies on a sub-contractor to supply the scaffolding. 2. Whether the aircon at the gym has reached its end-of-life span and the possibility of changing the entire aircon to reduce future repair and maintenance costs 3. MA recommended getting the vendor to take an undertaking that the aircon would have no issue with the temperature after the chemical wash is conducted. 	MA
11.8	<u>Utilities Usage</u>	
	<p>MA shared that electricity consumption for the month of June was 128,448 kWh. This brings the average consumption per month for the first 6 months of 2022 to 100,738 kWh, slightly higher than the 2021 average of 99,501 kWh.</p> <p>Water consumption for the same month was 571.7 CuM, with the average monthly consumption for 2022 at 852.12 CuM. This is still below the 2021 monthly average of 1,231,27 CuM.</p>	INFO
11.9	<u>BBQ Pits</u>	
	<p>MA shared that M/s Proline were not able to provide a timeline on the repair yet and had shared with the council on a few portable BBQ pit options. MA also shared that the gas BBQ pit is in short supply in the market and the estate might have to go for a temporary charcoal option.</p> <p>Upon deliberation, the Council tasked MA to purchase the \$499.00 gas option first and, if not available, to select a charcoal type pit.</p>	MA
11.10	<u>Security Issue</u>	

	<p>Rodney and Glen, the operation executive and assistant manager, were in the meeting to answer council queries on the incident of a resident complaining regarding the playing of basketball at night after 10pm.</p> <p>The vendor explained that a guard had called in sick that evening and that they were operating with 3 men. When they first received the call, it was past 10 p.m. The officer was conducting closing procedures at the clubhouse and was about to proceed to the basketball court after attending to nature's call. The resident had by then called a second time to complain about the delay in the officer's action and subsequently complained on Facebook regarding the way the officer answered his queries. M/s Danmax has already counselled the officer and emphasized the importance of communication mannerism to the officer.</p>	MA
11.11	<u>Glass Panels at Patio</u>	
	Counsel tasked MA to write to the unit owner regarding the non-conformity issue.	MA
11.12	<u>FIRE Certification</u>	
	MA shared that the major issued had been rectified and SCDF has awarded the estate the fire certificate on 3 rd August 2022.	MA
11.13	<u>Rodent Issue</u>	
	MA shared that the number of rodents caught had reduced to about 5-6 rats a month for July and August. At this juncture, the vendor would not recommend conducting an intensive rodent treatment. If this is required, special boxes to trap rats with sensors can be installed at \$35/box for a small one and \$100/box for a big one that can trap 9 rats.	MA/Envac/ Anticimex

12.0	<u>Any Other Business</u>	
12.1	<u>Wind Breaker for Tennis Court</u>	
	<p>MA shared that a request has been submitted for the installation of a wind breaker at the tennis court. Council deliberated on the item with the main points discussed as follows:</p> <ol style="list-style-type: none"> 1. As this installation is considered an upgrade, it should be brought up in an AGM. 2. The windbreaker might potentially slow down the drying process after a rain. 3. Once installed, there will also be ongoing replacement cost and cleaning /maintenance concerns. 	INFO

	<p>4. Noise can be reflected upward to the upper units. After deliberation, the council decided to take a vote on the matter, and it was unanimously voted against installing the wind breaker.</p>	
12.2	<u>Reopening of Recycle Chute</u>	
	<p>MA shared that NEA has approached the estate regarding the requirement under the law for estates that have been built with a separate recycle chute system from general waste to operate the recycle chute. The MA shared that the estate had closed the chute for many years and was only informed that the shutdown happened sometime between the 1st MC and the 3rd MC period, of the first few management councils.</p> <p>The Council tasked MA to work with the vendor to repair the chute system for the estate to reopen the rubbish chute and to work with the waste collection vendor regarding the cost for additional collection of recycled waste containers.</p>	MA/Envac

There being no other matter to discuss, the meeting was called to close at 10.20 p.m., with a thank you for those who attended.

Minutes recorded by:

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

Confirmed by: _____

Name:
 Designation:
 MCST 3798, Livia