

**Minutes of the 2nd Council Meeting of 10th Management Council of MCST 3798 held on
28th September 2022 at 7.30 p.m. at Function Room 2**

DRAFT V2 - 06102022

Present

Mr. Tan Peng Seng (Henry)	Chairman
Ms. Lum Sok Yee	Secretary
Mr. Sim Ching Tong	Treasurer
Mr. Virendra Shelar	Member
Mr. Abhinav Venkateswaran	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. Dixin Su Meiyu	Member

Absent with apologies

Mr. Ong Eng Ann	Member
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Visitors

Mr. John Neo	Proprietor of Block 61 #XX-XX
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In attendance

Mr. David Lim	M/s D'Proman & Co. Pte Ltd
Mr. Tay Tai Chung	Managing Agent (MA)
Mr. Ishak Sulaiman	

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	To adopt the Minutes of 1st Council Meeting of the 10th Management Council held on 30th August 2022.	
	The Minutes of the 1 st Council Meeting of the 9 th Management Council held on 30 th August 2022 was adopted by Mr. Tan Peng Seng (Henry) and seconded by Ms. Dixin Su Meiyu.	Info

3.0	Review of MA Report	
3.1	<u>DECAM</u>	
	<p>MA reported that the current vendor, M/s Certis Cisco, has quoted the same contract sum of S\$500 per annum for 1 year with an option to sign a 3-year contract for the same pricing for the next 3 years. Due to the high inflationary rate recently, MA recommended signing the three-year contract to lock in the price.</p> <p>Upon deliberation, the council accepted MA's recommendation to renew the work with M/s Certis Cisco at \$500.00 (exc. GST) per annum for 3 years.</p>	MA
3.2	<u>CCTV</u>	
	MA reported that they have received a quotation from M/s Advance FT and are awaiting quotations from two other vendors. A recommendation of work would be sent out to the council via email once received.	MA
3.3	<u>FIRE Protection</u>	
	MA reported that they were still awaiting the quotations and would send out their recommendation paper via email.	MA
3.4	<u>Termite Treatment</u>	
	<p>MA shared that M/s Anticimex has confirmed that they will perform an annual thermal scan and report for termites in the common area.</p> <p>Upon deliberation, the council agreed to award the work to M/s Anticimex. MA shared that the scanning would be in mid to late October, with the treatment in November 2022.</p>	MA
4.0	<u>To adopt Financial Statement for the Month of August 2022</u>	
	<p>MA presented the financial statement for the month of August 2022 and highlighted that there was a surplus of \$12,848.17 recorded for "month-to-date" and a deficit of \$59,077.43 for "year-to-date" of the management fund.</p> <p>MA also reported that the auditor has no objection to the reclassification of the grouting work at the car park and changes to the palm trees at the Lily pond to sinking fund as these are big projects.</p> <p>MA further presented the debtors list as of 30th August 2022.</p> <p>The financial statements for the month of August 2022 were adopted as proposed by Mr. Sim Ching Tong and seconded by Ms. Dixin Su Meiyu.</p>	INFO

5.0	Matters Arising from the Minutes of 1st Council Meeting of the 10th MC	
5.1	<u>Rectification Work of Metal Structure at FCC</u>	
	<p>MA reported that the work was delayed by a week and started on 26th September 2022, due to factory delays. The work was 90% completed on the day of the meeting and the projected completion date is Friday, 30th September 2022.</p> <p>Due to a shortage of workers, M/s LTC is unable to conduct paint defect rectification work currently. They would inform MA of the schedule later.</p>	MA
5.2	<u>Carpark Water Seepage</u>	
	<p>MA shared that M/s Movenflow had completed the first round of the water seepage work at the basement car park. MA is currently monitoring the places that have been PU grouted and will activate the contractor when new or recurring seepages are detected within the warranty period.</p> <p>The Council commended that they have spotted recurring leakages in a few areas, especially at the swimming pool pump room at Block 75.</p>	MA
5.3	<u>Update of EPDM Flooring Replacement</u>	
	<p>MA shared that the final design of the EPDM has been submitted to the vendor, and are currently awaiting the work schedule from the vendor.</p> <p>The Council informed MA that they have decided to swap the merry-go-round initially proposed for Block 65 with another piece of equipment at Block 69. The reason for this is that the size of the merry-go-round fits better with the much larger playground at block 69, and it also complements the barbeque area right next to it.</p> <p>The installation of the merry-go-round would be scheduled together with the EPDM replacement.</p>	MA
5.4	<u>Water Seepage to Units</u>	
	<p>MA reported that there is a new leak reported at Block 77 #xx-xx. The initial investigation indicated that it was likely due to the air conditioning ducting system, but the contractor has investigated further by cutting an access point in the plaster board to confirm the actual cause of the leak. If it is an internal unit air conditioner pipe, the residents would have to bear the cost of the investigation and repair work.</p> <p>MA also shared that an initial investigation into Block 61's leak to the common area in the basement revealed that the leak is not from the ground floor unit but from units higher up the level. However, as this work would require equipment to detect and be time-consuming, there will be charges for the investigation. MA is waiting for a quotation from the vendor. One of the above units currently has COVID cases, and MA would need to arrange an inspection after the family members are cleared from COVID.</p>	MA

5.5	<u>Pneumatic Waste System Underground Pipe Fracture</u>	
	<p>MA shared that the work has started but the vendor has found that the thickness of the concrete is much thicker than what was formally envisaged in the drawing, which required additional excavators and the presence of electric cables has slowed down the work significantly. The new estimated completion date is 11th – 13th October 2022. There would be cost implications from the earlier agreed price due to the additional work and machinery involved.</p> <p>The Council tasked MA to collaborate with the vendor to reduce foul smells during the change of the pipe and to send out a revised notice to inform residents of the delay in completion.</p>	MA
5.6	<u>Aircon Issues</u>	
	<p>MA shared that the vendor is not willing to give an undertaking that the gym air con temperature issue can be resolved by the recommended chemical washing alone. They have investigated the site a few times and are preparing a proposal to change the air-conditioning system at the clubhouse.</p> <p>One of the recommendations is to change the current VRV system to a cassette system. This would be easier and cheaper to maintain in the future.</p> <p>However, there are currently some site constraints due to piping embedded in the wall of the gym, which will make replacement a lengthy and complicated process.</p> <p>The Council emphasised that it would be important to ensure that all efforts are made to ensure that whatever solutions are proposed do not compromise the aesthetics of the clubhouse area.</p>	MA
5.7	<u>Utilities Usage</u>	
	<p>MA shared that electricity consumption for the month of August was 108,623 KWh. This brings the average consumption per month for the first 8 months of 2022 to 100,555.87 kWh, slightly higher than the 2021 average of 99,501 kWh.</p> <p>The water consumption for the same month was 1,802.1 CuM, with the average monthly consumption for 2022 at 962.56 CuM. This is still below the 2021 monthly average of 1,231,27 CuM.</p>	MA
5.8	<u>BBQ Pits</u>	
	<p>MA shared that they have purchased two portable charcoal pits after the gas type (within management's budget) was not available. These are placed at Pits 2 and 3.</p> <p>As these are not the usual gas types, MA are still relying on manual bookings like pit 1A and 4A, which do not have a cooking facility. This is to ensure that</p>	MA

	<p>residents are made aware of the difference between the usual gas-fired ones.</p> <p>The Council emphasised that MA follow up closely with the supplier for the replacement parts required for the BBQ grill.</p>	
5.9	<u>Pests Issue</u>	
	<p>MA reported that over the past month, five rats were caught at Blk 77, the surface carpark, and the Blk 65 area. There are sightings of rodents at Blk 71 and 73 as well.</p> <p>Additional bait and traps have been placed in this area. Pest control vendors are looking into this issue on a weekly basis.</p>	MA
5.10	<u>Unauthorised Alteration to Façade/ Glass Panel</u>	
	The Council tasked MA to investigate units that had carried out unauthorised alterations to their façades and to issue demand letters if necessary to rectify this.	MA
6.0	<u>Any Other Business</u>	
6.1	<u>EV Charger</u>	
	<p>MA shared that 6 companies have submitted their initial proposals. Most of these proposals, with zero capital investment from MCST, require more than 3 years of lease. MA also shares that in the AGM, although the MCST has passed the resolution to change car park lots to EV charging lots, there is no mandate for the MCST to sign any lease with EV vendors.</p> <p>After deliberation, the council tasked the MA to organise the resident's forum for the vendors to present their proposal to the residents as soon as possible. Plans for how the MCST can sign a contract with a vendor will be discussed at a later date.</p> <p>The Council also recommended a survey to find out the buying intention of residents for electric cars. This will help the decision-making process. The survey can be conducted together with the facility's opening hours survey.</p>	INFO
6.2	<u>Facilities Opening Hours</u>	
	<p>As there has been feedback for certain facilities to extend their operating hours, the council tasked MA to share the facilities' opening hours.</p> <p>MA shared the opening hours for the facilities as such:</p> <ol style="list-style-type: none"> 1. Basketball Court: 0800hrs-2200hrs 2. Tennis Court: 0800hrs-2200hrs 3. Gym hours: 0500hrs - 2300hrs 4. Swimming Pool: 0700hrs-2200hrs 5. Entertainment Room: 0800hrs - 2200hrs 	MA

	<p>6. Function Room/BBQ: 0900hrs-1500hrs; 1600hrs-2200hrs</p> <p>Upon deliberation, council tasked MA to run a resident survey for the following facilities and operating hours as follows: -</p> <table border="1" data-bbox="358 346 1218 604"> <thead> <tr> <th>Basketball Court</th><th>Tennis Court</th><th>Gym</th></tr> </thead> <tbody> <tr> <td>0800hrs-2200hrs</td><td>0800hrs-2200hrs</td><td>0500hrs-2300hrs</td></tr> <tr> <td>0700hrs-2200hrs</td><td>0700hrs-2200hrs</td><td>0500hrs-2400hrs</td></tr> <tr> <td>0900hrs-2200hrs</td><td>0900hrs-2200hrs</td><td></td></tr> </tbody> </table>	Basketball Court	Tennis Court	Gym	0800hrs-2200hrs	0800hrs-2200hrs	0500hrs-2300hrs	0700hrs-2200hrs	0700hrs-2200hrs	0500hrs-2400hrs	0900hrs-2200hrs	0900hrs-2200hrs		
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6.3	<u>Yoga and Other MCST Planned Event</u>													
	<p>Mr. John Neo of Block 61 presented the idea for the estate to promote healthy living by organising yoga classes in the function room. He suggested that the type of classes could vary from month-to-month and be based on a balloting system if there are other coaches that want to conduct lessons for residents.</p> <p>There would still be priority given to residents who want to book the facility for their own private functions.</p> <p>Upon deliberation, the council is concerned about using the function room to run lessons but is open to studying this initiative. The Council tasked MA to do a study on the usage of the function rooms and to report back on the least popular times and dates for function room booking. The Council will review the suggestion again later.</p>	MA												

There being no other matter to discuss, the meeting was called to close at 10.25 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