

MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 4463

GST No: M90371352Y

**MINUTES OF THE 2nd COUNCIL MEETING OF THE 6th MANAGEMENT COUNCIL
HELD AT THE CLUBHOUSE ON THURSDAY, 2th JUNE 2022 AT 8.00PM**

Present: -

Mr. Daniel Goh Chuen Wee	- Chairperson
Mr. Arnold Tan Sia Chye	- Secretary
Mr. John Tan Kay Soon	- Treasurer
Mr. Melvin Ong Chew Siang	- Council Member
Mr. Chua Teng Soon	- Council Member
Mr. Arumugam Sriganeshakantha	- Council Member
Ms. Sabrina Tay Hui Ling	- Council Member
Mr. Simon Tan Seng Leong	- Council Member
Mr. Farrell Ng Kian Giap	- Council Member

In Attendance: -

Ms. Annie Ooi	} Wisely 98 Pte Ltd (MA Wisely)
Mr. Jason Yeow	}
Mr. Alvin Tan	}
Ms. Varsha Devi	}
Mr. Chua Jin Ghee	} Knight Frank Property Asset Management Pte Ltd
Mr. Daniel Ngiam	} (MA KF)
Mr. Michael Koh	}
Ms. Nur Emieliana	}

Observer: -

Mr. Thomas Lai	- Block 68 #02-41
Mr. Benny Tien	- Block 50 #11-01

S/N	Description	Action By
	<p>COMMENCEMENT OF THE MEETING</p> <p>There being a quorum, the meeting was called to order at 8.03pm in accordance with paragraph 2 (1) (b) of the Second Schedule of the Building Maintenance and Strata Management Act.</p> <p>The Chairman welcome all members attending the meeting and introduced Knight Frank team. After which, the Chairman delegated MA Wisely to convene the meeting.</p>	Info
1.1	CONFIRMATION OF 12th COUNCIL MEETING MINUTES OF 5TH MANAGEMENT COUNCIL	

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	<p>The minutes of the 12th Council Meeting of the 5th Management Council was confirmed and adopted.</p> <p>With the minutes vetted by a member and confirmed by the Secretary of the exited 5th Management Council, namely Mr. Thomas Lai (present) and Mr. Andrew Cox (during the 1st Council Meeting of the 6th Management Council on 5 May 2022), and with no amendments by MA Wisely, this minutes was proposed for confirmation by Mr. Melvin Ong and seconded by Mr. Arumugam Sriganeshakantha.</p>	Info						
1.2	CONFIRMATION OF 1st COUNCIL MEETING MINUTES OF 6TH MANAGEMENT COUNCIL							
	<p>The minutes of the 1st Council Meeting of the 6th Management Council was confirmed and adopted.</p> <p>Proposed by Mr. Melvin Ong and seconded by Mr. Arnold Tan.</p> <p>However, it was noted the 12 items brought up by the Council, including related matter raised by Mr. Andrew Cox, were not included in the agenda and these were discussed after the meeting was closed. Hence these could not be recorded as minutes.</p>	Info						
2.0	MANAGING AGENT REPORT							
2.1	<p>To approve the Financial Statement for the month of April 2022</p> <p>The financial statement for April 2022 was presented.</p> <p>Below was the ageing analysis as at 30 April 2022.</p> <table border="1" data-bbox="268 1435 1366 1518"> <thead> <tr> <th></th> <th>Apr'22</th> <th>Mar'22</th> </tr> </thead> <tbody> <tr> <td>Total</td> <td>\$83,240.87</td> <td>\$125,600.51</td> </tr> </tbody> </table> <p>The financial statement for April 2022 was approved as proposed by Ms. Sabrina Tay and seconded by Mr. John Tan.</p> <p>The Council enquired about the claim against Mover Aspect with regards to the damage to the IU reader. MA Wisely informed that Aequitas (MCST Legal Rep) had received confirmation that the cheque payment is in process and will be sent to MCST's address. The Council tasked MA Wisely to have Aequitas to advise the legal fees and services incurred to-date.</p> <p>[Post meeting notes: MA Wisely had emailed to Aequitas on the above and the Council was kept in the cc loop.]</p>		Apr'22	Mar'22	Total	\$83,240.87	\$125,600.51	<p>Info</p> <p>MA Wisely</p>
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<p>2.2</p>	<p>Updates of new authorized Signatories for Banks</p> <p>The bank signatories' changes to the MCST current account were initiated on 29 May 2022.</p> <p>MA Wisely informed that the payment vouchers for May 2022 were prepared and uploaded to MCST's OCBC Velocity for due approval by Authorizers.</p> <p>To ensure proper handover and record keeping, MA Wisely confirmed that there are no urgent payments and the exited 5th Management Council has not, and will not be authorizing any payment after 30 April 2022, These invoices will be routed to the current Management Council's authorized signatories for approval. In addition, all outstanding invoices will be handed over to MA KF for processing.</p>	<p>Closed</p> <p>Info</p> <p>Info</p> <p>MA Wisely/ MA KF</p>
<p>2.3</p>	<p>Appointment of Auditor</p> <p>The MA Wisely re-presented the 4 companies' quotations to the Council for instruction. The Council deliberated and consulted MA KF whom had no objection to appoint YWL & Co as recommended, which was the lowest price among the 4 companies.</p> <p>MA KF to file the appointment of auditor with BCA.</p>	<p>Closed</p> <p>MA KF</p>
<p>2.4</p>	<p>HL Bank Fixed Deposit rollover for 6 months</p> <p>The Council had given directive via email to rollover the HL Bank fixed deposit maturing on 17 May 2022 for 6 months at proposed 0.88% per annum. Currently pending confirmation by the HL Bank.</p> <p>The Council was informed that the update of bank signatories to the fixed deposits bank is to be followed up by MA KF.</p>	<p>MA KF</p> <p>MA KF</p>

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<p>2.5</p>	<p>To discuss Term Contracts & Licenses- Expired/ Expiring within next 3 Months</p> <p>MA Wisely presented the followings with recommendations:</p> <table border="1" data-bbox="268 481 1321 1361"> <thead> <tr> <th>Service Providers</th> <th>Expiry Date</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>Vending Machines: Gardenia & Warburg</td> <td>07 & 30 Jun 2022</td> <td>Advised to continue. Income for Estate</td> </tr> <tr> <td>Information System: MyEstateHub</td> <td>30 Jun 2022</td> <td>Advised to continue. Domain name & Facilities Bookings familiarity for residents</td> </tr> <tr> <td>LEW: Portfolio Engineering PL</td> <td>11 Jun 2022</td> <td>Advised to renew, as the LEW was familiar with estate Electrical layout. Quote was emailed to Council.</td> </tr> <tr> <td>Cleaning: Cleaning Solutions</td> <td>20 Jun 2022</td> <td>Request for 2 months extension. Sourcing for Quotes from other companies</td> </tr> <tr> <td>Information System: M1</td> <td>17 Jul 2022</td> <td>Internet & Wifi. Advised to renew</td> </tr> <tr> <td>Fire Protection System: Fire-Mech PL</td> <td>31 July 2022</td> <td>To source for Quotes</td> </tr> <tr> <td>Generator: Crank Power Engineering PL</td> <td>31 Jul 2022</td> <td>To source for Quotes</td> </tr> </tbody> </table> <p>The Council decided to continue with the following Term Contracts for,</p> <ol style="list-style-type: none"> 1) Vending Machines: Gardenia & Warburg; 2) Information System: MyEstateHub at \$150 per month for facilities booking and \$65 per annum for the domain name; 3) LEW: Portfolio Engineering at \$800 per annum <p>With regards to Cleaning Term Contract, Cleaning Solutions agreed to extend their services for 2 months from 20 Jun 2022 at the same Terms & Conditions. The Council tasked MA KF to invite and obtain 4 more quotes for cleaning services.</p> <p>For all other Term Contracts expiring from August onwards, MA KF to follow up.</p> <ol style="list-style-type: none"> 1) Information System: M1 2) Fire Protection System: Fire-Mech PL 3) Generator: Crank Power Engineering PL 	Service Providers	Expiry Date	Remarks	Vending Machines: Gardenia & Warburg	07 & 30 Jun 2022	Advised to continue. Income for Estate	Information System: MyEstateHub	30 Jun 2022	Advised to continue. Domain name & Facilities Bookings familiarity for residents	LEW: Portfolio Engineering PL	11 Jun 2022	Advised to renew, as the LEW was familiar with estate Electrical layout. Quote was emailed to Council.	Cleaning: Cleaning Solutions	20 Jun 2022	Request for 2 months extension. Sourcing for Quotes from other companies	Information System: M1	17 Jul 2022	Internet & Wifi. Advised to renew	Fire Protection System: Fire-Mech PL	31 July 2022	To source for Quotes	Generator: Crank Power Engineering PL	31 Jul 2022	To source for Quotes	<p>Info</p> <p>Info</p> <p>MA KF</p> <p>MA KF</p>
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<p>3.2</p>	<p>Main Con Rectification Works</p> <p>The Developer had provided the schedule for rectification works on block 62 to 64. Block 64 Level 1 lobby closure is from 15-20 June 2022. Notices had been put up to inform residents of block 64.</p> <p>The Council requested for the Work at Height Permit, PE certification for supervisory works on gondola and the necessary permits. MA Wisely had been chasing Evan Lim & Co. Pte Ltd via email but to-date no response. MA KF will follow up on this matter.</p> <p>The Council queried if BCA had replied to MCST regarding the extension for the repainting and MA Wisely replied no response yet. MA KF will follow up on this matter.</p>	<p>Info</p> <p>MA KF</p> <p>MA KF</p>
<p>3.3</p>	<p>Private Enclosed Space (PES) Extended Roof Cover House Rule</p> <p>Upon queries from Council Member Mr. Arumugam Sriganeshakantha, MA Wisely reported that several PES Units had sheltered their open PES area using composite aluminum panel. However, MA Wisely had not regulated these installations during these years while they were managing the estate.</p> <p>The material as guided by 5th Management Council was tempered glass so to retain the design intent of the outline of the existing PES shelter when viewed from higher Units. No Units had used tempered glass to shelter open area of the PES.</p> <p>The Council sought MA KF to advice on the procedure for approving designs and material (e.g. composite aluminum, tempered glass, etc.) for PES shelter installation. As such installations affect the façade of the estate, MA KF advised that the Council has no power to decide the designs and material and these have to be proposed as Special Resolution to pass as By-law.</p> <p>The Council was also advised by MA KF & agreed by MA Wisely that any new By-laws passed are not retrospectively actionable.</p> <p>The Council would further deliberate and work with MA KF on this matter, including suitable designs and material.</p>	<p>Info</p> <p>Info</p> <p>Info</p> <p>Info</p> <p>MA KF</p>

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<p>3.4</p>	<p>Olive Tree</p> <p>The Council sought clarification if the Landscape contract includes maintenance of the olive tree. MA Wisely clarified that the contract did include special care for the olive tree and for this, Goodview Garden & Landscape Pte. Ltd (Landscape Term Contractor) (Goodview) had been served written notice for failing its duty as contracted.</p> <p>The Council also acknowledged that the tabled motion to approve the budget (not exceeding \$35k) to engage legal services for the olive tree was not passed in the last AGM.</p> <p>The Council tasked MA KF to arrange a meeting with the Landscape vendor, Goodview to discuss solutions to save the olive tree.</p> <p>Mr. Benny Tien (Observer) requested to be included in such meeting and the Council unanimously agreed to invite Mr. Benny for the Landscape meeting.</p>	<p>Info</p> <p>MA KF</p> <p>Info</p>
<p>3.5</p>	<p>Management Agent (MA) Service</p> <p>By the invitations from the 5th Management Council, a total of 16 MA proposals were received. Subsequently, the 6th Management Council invited 2 additional MAs to participate in the tender for better evaluations. Collectively 18 sealed tendering proposals were received by the Council.</p> <p>All proposals were ranked & banded into price ranges. Based on price, service package, track records, personal experiences and professional recommendations, the Council shortlisted 6 MA proposals (with at least 1 MA proposal from each band) and diligently conducted interviews with these 6 vendors using a standardized matrix to evaluate their past and present performance indexes.</p> <p>Four MA vendors were subsequently further shortlisted from the initial interviewed 6, and detailed discussions and negotiations were conducted with these 4 MA vendors for final selection.</p> <p>After careful evaluation (including overall evaluation matrix score and budget consideration), the Council decided to appoint Knight Frank Property Asset Management Pte Ltd (KFPAM) as the MA for MCST4463, effective from 1 June 2022.</p> <p>MA Wisely informed that the Handing Over/ Taking Over (HOTO) with the incoming MA KF was in progress since 23 May 2022 and the sign-off would be carried out over 3 and 4 June 2022. MA KF informed the Council that they have checked the HOTO prepared by MA Wisely against their checklist and are satisfied, and would sign the HOTO prepared by MA Wisely.</p>	<p>Info</p> <p>Info</p> <p>MA KF</p>

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	<p>Mr. Melvin Ong expressed his disappointment that MA Wisely reduced manpower manning the estate without consent from the Council. A total of 2 staff were vacated, namely 1 Property Executive from 14 May 2022 and 1 Technician from 22 May 2022. MA Wisely advised that these staff not deployed to site would not be billed to MCST as corresponded via email.</p> <p>Mr. John Tan requested MA Wisely to provide the remuneration information relating to the 2 reduced manpower.</p> <p>The Council requested MA Wisely to provide the original signed Contracts from FY2017 (i.e. since inception until present).</p> <p>The Council thanks Wisely 98 for the continuous support for the past 5 years to MCST 4463.</p> <p>[Post meeting notes: MA Wisely has passed over original copies of MA agreements signed on Year 2018, 2020 and 2021 to Mr. Arnold Tan on 4 June 2022. Council had in turn requested for photocopies of the missing MA agreements signed on Year 2017 and 2019.]</p>	<p>Info MA Wisely MA Wisely Info Info</p>
4.0	NEW MATTERS ARISING	
4.1	<p>Post AGM discussion</p> <p>MF/SF Budget</p> <p>MA Wisely informed that BCA had reply that if the proposed annual budget motion was defeated, the MCST would have to assess whether it has any effect to the management, operation and maintenance of the estate, and then decide if the motion needs to be revisited at a general meeting.</p> <p>The Council had assessed that the approved Management fund contribution at \$37 per share per month would not affect the management, operation and maintenance of the estate. The Council unanimously agreed to not hold an EOGM for the motion to pass the management fund budget.</p> <p>EV CHARGER</p> <p>Several Council Members attended the briefing held by LTA regarding installation of EV Chargers in non-landed private residences (NLPRs). The Council shared that the LTA grant was based on reimbursement model and the grant funding would return to the vendor. LTA's Electric Vehicle Common Charger Grant (ECCG) is available till December 2023 and would co-fund 50% of the three cost components as follow:</p>	<p>Info Closed Info</p>

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	<ol style="list-style-type: none"> 1. Charging system (e.g. charger equipment); 2. Licensed electrical worker fees; and 3. Cabling and installation costs (subject to \$1,000 cap). <p>The overall grant funding is capped at \$4,000 per charger. The number of chargers that ECCG may co-fund is up to 1% of total carpark lots. In the case of La Fiesta, La Fiesta is eligible for up to 9 EV-charging lots.</p> <p>Without further deliberation, the Council unanimously agreed to follow up on the EV item and Mr. Melvin Ong requested MA KF to conduct a feasibility study and invite EV vendors to submit proposals and follow up with interviews by the Council, before the next Management Council meeting.</p>	<p>Info</p> <p>MA KF</p>
4.2	Mirror at Side Gate (Blind Spot)	MA KF
	Mr. Arumugam Sriganeshakantha expressed the safety concern with in-coming pedestrians and mobility devices at the side gate and will arrange to have a physical walk with MA KF to identify the suitable location to install the mirror and explore the avenues for such installation.	
4.3	Temporary Closure of Carpark lots No. 365 and 382 near Central Notice Board	Closed
	Due to the potential risk of vehicles accidentally crashing towards the central notice board while manoeuvring and parking, the Council unanimously agreed to temporarily close the carpark lots No. 365 and 385 (adjacent to the central notice board, located directly opposite MA office) due to related safety concern.	
4.4	Sengkang CC Children Merit Awards in La Fiesta	Closed
	The Council unanimously agreed to allow Sengkang CC to host the event in La Fiesta Function Room on 18 June 2022 (Saturday) as the recipients of the awards were residents of La Fiesta.	
5.0	Any Other Business	
5.1	Feedback from 54 #XX-XX to have the same date/time for fogging with The Luxurie	Info MA KF
	The SP suggested to do the fogging in the estate to be on same date/time as The Luxurie. The Council tasked the MA KF to explore the feasibility with The Luxurie.	

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<p>5.2</p>	<p>Request from 64 #XX-XX to waive charges on 2nd Carpark since March 2022</p> <p>Blk 64 #XX-XX was charged 2nd car charges from Feb 2022 as the Resident did not inform the office that the 1st car was scrapped and therefore 2nd car to take over as 1st car.</p> <p>Blk 64 #XX-XX requested to waive all charges on 2nd Carpark from March 2022 via an email and had provided document proof that the 1st car was scrapped on 2 February 2022, hence the 2nd car takes over the 1st car slot.</p> <p>After much deliberation, the Council agreed to waive the related charges on this said 2nd car from March 2022 to August 2022 on a one-time good will basis.</p>	<p>Info</p> <p>Info</p> <p>Closed</p>
<p>5.3</p>	<p>Request the master access for Council member</p> <p>The Council would discuss with MA KF to allow selected Council members to have master access to all blocks so to carry out inspection.</p>	<p>Council/ MA KF</p>
<p>5.4</p>	<p>Feedback from 50 #XX-XX SP regards having 2-night shift cleaners</p> <p>The Council and MA KF would evaluate and look into this matter.</p>	<p>Council/ MA KF</p>
<p>5.5</p>	<p>Feedback from 50 #XX-XX SP regards to substation doors</p> <p>Blk 50 #XX-XX feedback that the substation door colour was discoloured and dirty. MA Wisely had arranged Cleaners to provide periodic cleaning to the substation door.</p> <p>SP feedback that the periodic cleaning was not a solution. After much deliberation, the Council tasked MA Wisely to write an email to ELC (Evan Lim & Co. Pte Ltd) to provide assistance.</p> <p>[Post meeting notes: MA Wisely had emailed to ELC on 3 Jun 2022 to address the discolouration of the doors at the substation.]</p>	<p>Info</p> <p>MA Wisely</p>
<p>5.6</p>	<p>Feedback from 50 #XX-XX SP regards the wash basin hairline crack defect</p> <p>Blk 50 #XX-XX feedback that he found out his unit wash basin had hairline crack and claimed that he did not receive the notice announcement made by MA Wisely that all such defect was to be reported and filed by 30 April 2020. Several members commented that they did receive this said announcement. As such, the MA Wisely replied that the extended timeline given by Main Con had long overdue. SP requested MA Wisely to email him the April 2020 circular for clarification.</p> <p>[Post meeting notes: MA Wisely emailed the April 2020 circular to Blk 50 #XX-</p>	<p>Info</p> <p>Closed</p>

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	XX on 3 June 2022.]	
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There being no other matters, the meeting ended at 10.45pm with a note of thanks to all present.

Minutes recorded by: Wisely 98 Pte Ltd

Confirmed By

Mr. Daniel Goh Chuen Wee
Chairman, 6th Management Council

Date:

File: 6CMMIN2(02062022).V3