

DRAFT

MINUTES OF THE 1ST COUNCIL MEETING OF THE 11TH MANAGEMENT COUNCIL OF MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 2523

HELD AT : Multi-Purpose Hall
DATE : Friday 5th April 2013
TIME : 8.00pm

Attendance

Present

Mrs. Doris Cheong (DC)	Chairperson
Mr. Lionel Mun (LM)	Secretary
Ms. Lily Wong (LW)	Treasurer
Mr. Ian Robertson (IR)	Member
Mr. Chee Han Bin (CHB)	Member
Mr. Patrick Ho (PH)	Member
Mr. Lee Kwong Nam (LKN)	Member
Mrs. Neena Sharma (NS)	Member
Mr. Dinesh Sanikere (DS)	Member
Mr. David Chee Tet Fong (DCTF)	Member
Mr. Tan Teck Kim (TTK)	Member

Absent

Mr. Cheman Yap (CY)

Observer

Mr. Prabhu Jyoti (Blk 92 #03-02)

In Attendance - Empire City Consultant Pte Ltd [Managing Agent (MA)]

Alvin Tan (Mr) Condominium Manager



Co. Regn. No. 200007382Z

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Min of the 8th CM of 10th MC dated 1st Oct

Action by

1.0 Commencement of Meeting

1.1 As there was a quorum, the meeting was called to order at 8.05pm.

1.2 MA informed Council that the Council Meeting materials will be emailed to them at least 3 days in advance and hard copies are available at the Management Office.

Info

2.0 Election of Office Bearers of the 11th Management Council namely Chairperson, Secretary and Treasurer

2.1 MA briefed on the duties of the Chairperson, Secretary and Treasurer and the voting procedures for decision-making to the new Council.

Info

2.2 Council unanimously elected the following members as Office Bearers for the 11th Management Council of the Management Corporation:-

Info

Appointment	Name
Chairperson	Mrs Doris Cheong
Secretary	Mr Lionel Mun
Treasurer	Ms Lily Wong

3.0 Appointment of authorized cheque signatories for the Management Corporation's Banks' account(s) and to decide on cheque signing procedures.

3.1 For ease of operations and transparency, the following 3 groupings were adopted by the Council.

Info

- 1) Chairperson and Treasurer
- 2) Secretary and Treasurer
- 3) Council Member and Treasurer

Council unanimously elected Mr. Ian Robertson to be one of the signatories and resolved that either one of the 3 authorised groups to sign cheques at all times.

4.0 Financial Guidelines

4.1 The Financial Authority guideline was reviewed and unanimously adopted by Council :

Info

No competitive quotation required if the amount is less than \$500 and within pre-determined market price level for procurement of goods and services.

Info



	<p>(a) Authority granted to MA if the amount is between \$501 and \$1,000 to carry out the works after obtaining minimum 3 quotations.</p> <p>(b) For works costing \$1,001 to \$3,000 – Approval to be obtained from any two (2) office bearers after obtaining minimum 3 quotations. Subsequently inform Council members via Council meeting.</p> <p>(c) All quotations/tenders for works costing \$3,001 and above shall be submitted in sealed envelopes and be opened in the presence of at least one (1) Council member.</p> <p>(d) For emergency repairs costing \$1001 and above, MA shall seek approval from office bearer/s through phone calls. Subsequently, MA should notify all Council members through e-mail or a Council meeting accordingly.</p>	
4.2	Regarding the signing of cheques, a list of all the cheques to be signed is to be presented to the Chairperson and Treasurer and cheques to be signed at the management office.	MA
4.3	LKN enquired as to why a same contractor would being used.. MA replied that they are familiar with the contractor's work and would therefore recommend accordingly.	Info
5.0	LKN opined that for emergency repairs, the main guideline is the safety factor and that there should be regular routine maintenance to reduce emergency repairs.	Info
5.1	Declaration of interest of Council members	
6.0	Council members present declared that they have no pecuniary interest, direct or indirect in any contract, proposed contract or other matter with the Management Corporation in accordance with Sections 60 and 61 of the Building Maintenance and Strata Management Act 2008 (Revised Edition).	Info
6.1	Declaration of interest of Managing Agent	MA
6.2	MA declared that they have no pecuniary interest, direct or indirect in any contract, proposed contract or other matter with the Management Corporation in accordance with Sections 60 and 61 of the Building Maintenance and Strata Management Act 2008 (Revised Edition).	MA
7.0	To review and adopt the financial statement for the month of February 2013	Info
7.1	MA presented the financial statement for the month of February 2013 and Managing Agent's report to the Council.	Info



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7.2	Council tasked MA to think of ways to save electricity for the gymnasium room, toilets and tennis courts. It was noted that aircond and lights are left running without the facilities being used.	MA
8.0	MA informed new members that a table format for the readings for all the electricity and water meters is already in place.	MA
8.1	Council noted Income for Feb 2013 was \$69,948.33, expenditure at \$71,081.96 ; a deficit of \$1,133.63.	
8.2	There being no further query, the financial report for February 2013 was passed as proposed by Ms. Lily Wong and seconded by Mrs. Doris Cheong.	
8.1	<u>Any Other Business</u> Appointment of Managing Agent The Managing Agent's renewal was reviewed and deliberated. Council unanimously agreed to the new fee of \$11,500 per month; an increase of \$500 per month with effect from 1 April 2013..	Info
8.2	Observers at Council Meetings Council was briefed on the attendance of Observers. The BMSMA – Second Schedule under 'Subsidiary proprietors attendance at council meetings' point 5 that 'a subsidiary proprietors who is a member of a management corporation shall be entitled to attend a meeting of the council of the management corporation but may not address the meeting except with the permission of the council.' Therefore An observer needs to seek permission from the Council to speak.	MA/Council
8.3	Water Seepage at Basement 1 Car Park Council was briefed on the status of the trial held on 28 March 2013 which was in favour of the MCST. Council unanimously agreed to pursue the matter in order for the SP to rectify the water seepage problem.	MA
8.4	Intercom System There are 2 options : a) outright purchase of the intercom system amounting to \$2,800 with 18 months warranty and annual maintenance of \$500 after the warranty period; breakdown maintenance charge at \$120 per trip excluding parts replacement. b) Free set of the entry phone system with a warranty of 18 months. After warranty period, comprehensive annual maintenance of \$500 together with existing security system (card access, barrier,CCTV) at a total annual fee of \$5,300. The current maintenance fee of the security system is \$400 per month without the intercom system.	MA MA



Council unanimously agreed on option b).

8.5 Renewal of Fixed Deposits

Council unanimously agreed on the following placements for 1 year :

\$200,000 with State Bank of India at 0.90% interest

\$150,000 with RHB NBank at 0.825% interest

\$100,000 with Hong Leong Bank at 1% interest.

8.6 Cleanliness of Blk 92 Lobby 6

DCTF feedback that there is cigarette butts litter at the staircases.
and tasked MA to instruct cleaners to clean up.

DC had also tasked MA to update Council on the next hi-jetting of all the staircases.

There being no further business, the meeting ended at 10:30pm with a note of thanks to all present.

Recorded by: M/s Empire City Consultant Pte Ltd (MA)

Confirmed by:

Mrs. Doris Cheong
Chairperson
11th Management Council
The MCST Plan No. 2523
(to be signed when confirmed)

Date



AMA
srsv-cpm