

## The Management Corporation Strata Title 3241

Minutes of 4<sup>th</sup> Council Meeting of the 11<sup>th</sup> Management Council of the Management Corporation Strata Title Plan No. 3241 held on 24<sup>th</sup> July 2018 at 8.00pm in the Multi-Purpose Hall, 36 Choa Chu Kang Street 64, Singapore 689101.

### Present:

- |     |                          |   |                 |   |
|-----|--------------------------|---|-----------------|---|
| 1.  | Mr. William Wong         | - | Chairman        |   |
| 2.  | Mr. Bernd Harnisch       | - | Treasurer       |   |
| 3.  | Ms. Hiwase Bhavana Parag | - | Secretary       |   |
| 4.  | Ms. Marjorie Siow        | - | Vice Chair      |   |
| 5.  | Ms. Rachel Tan           | - | Asst. Treasurer |   |
| 6.  | Dr. Li Zhi Wang          | - | Council Member  |   |
| 7.  | Mr. Terence Kew          | - | Council Member  |   |
| 8.  | Mr. Neo Yong Eng         | - | Council Member  |   |
| 9.  | Mr. Giam Hong Leng       | - | Council Member  |   |
| 10. | Mr. Steven Mun           | - | Council Member  | - |

### Absent with apologies:

- |    |                  |   |                |   |
|----|------------------|---|----------------|---|
| 1. | Mr. Ng Loke Koon | - | Council Member | - |
|----|------------------|---|----------------|---|

### In Attendance:

- |    |                    |   |   |
|----|--------------------|---|---|
| 1. | Mr. Glenn Lim      | } | Managing Agent<br>Newman & Goh Property Consultants P/L |
| 2. | Mr. Vijay          |   |   |
| 3. | Mr. Nicholas Leong |   |   |

### Observer:

- |    |                         |
|----|-------------------------|
| 1. | Ms Ang Lay Eng – Blk 42 |
|----|-------------------------|

S/N	DESCRIPTION	ACTION BY
	<b>Opening of Meeting.</b>  The meeting was called to order at 8.10pm, with sufficient meeting quorum.	Info
1.0	<b>To confirm Minutes of 3<sup>rd</sup> Council meeting of 11<sup>th</sup> Management Council held on 19<sup>th</sup> June 2018.</b>  The above minutes were adopted, as proposed by Mr Neo and seconded by Mr William.	Info

<b>2.0</b>	<b>To discuss any matters arising from the above Minutes.</b>	
<b>2.1</b>	<p><b>Security systems – CCTVs</b></p> <p>MA informed Council that the contractor Asis Tech has revised their cost quote lower to \$4,000/-, for 4 IP cameras and other necessary equipment.</p> <p>Council agreed and decided that the 4 CCTVs to be set up at the following areas, namely the residents' lounge, gym, roundabout and children playground. MA to liaise with the contractor on the installation processes.</p>	<p>Info</p> <p>MA</p>
<b>2.2</b>	<p><b>Residents' feedback</b></p> <p>MA presented the summary of feedback received for June 2018. Council noted.</p>	Info
<b>2.3</b>	<p><b>Update on energy saving exercise proposal</b></p> <p>Treasurer Mr Bernd updated Council on the subject matter. Following careful deliberation, he suggested checking with Phillips and Osram, on the lights products that are used in the estate. He also enquired on the timers' daily operations. MA to update further.</p> <p>MA also reported that a 3M lamp light has been installed at a lamp post next to the residents' barrier at the main entrance.</p>	<p>MA</p> <p>Info</p>
<b>2.4</b>	<p><b>Proposed children playground/water slides improvement works</b></p> <p>Upon careful consideration, Council reviewed the 4 received costs quotes, and decided on evaluating further the playground proposals by Semec and Retro-max. This is because the other two playground contractors, Sports Builder and Playwkz, do not supply water slides for the children wading pools.</p> <p>After due discussion, Council decided to review the type of new fitness equipment/ children play equipment to be proposed for the playground, taking into account the safety aspects. MA to liaise with Semec and Retro-max for their quotes. More info to be furnished in due time.</p>	<p>Info</p> <p>MA</p>
<b>2.5</b>	<p><b>Proposed Karate lessons @ MPH, Monday evenings 7-8pm</b></p> <p>MA informed Council that the Karate lessons had begun in late June 2018. The resident signed the general agreement, for use of the MPH in relation to privately organised activities.</p>	Info
<b>2.6</b>	<p><b>Periodic inspection of buildings (Section 28, Building Control Act)</b></p> <p>MA reported that the building inspections conducted by appointed</p>	

	surveyor, BK Consulting Engineers P/L, were completed. MA to update further, upon receipt of the building reports from the surveyor.	MA
<b>2.7</b>	<p><b>Proposed trees pruning works</b></p> <p>MA reported that 3 more costs quotes were solicited, to prune and cut trees which are deemed critical. Following due discussion, Council agreed to award the job to Chen Wa Landscape whose costs quote of \$6,660/- is the lowest amongst all received costs quotes.</p> <p>MA to liaise with the landscape contractor, for the trees pruning and cutting works to be carried expeditiously. The works were scheduled on 23<sup>rd</sup> July and 3<sup>rd</sup> August 2018.</p>	<p>Info</p> <p>MA</p>
<b>2.8</b>	<p><b>Proposed fire rated door's replacement works</b></p> <p>MA informed Council that a new metal fire-rated door has been installed at Multi-storey carparks level 1A staircase.</p>	Info
<b>2.9</b>	<p><b>Proposed replacement/rectifications works at the Ladies sauna</b></p> <p>MA reported that a new steam generator with control panel, has been installed at the Ladies sauna.</p>	Info
<b>2.10</b>	<p><b>Proposed grouting works at basement carparks</b></p> <p>MA presented 3 costs quotes for grouting works at basement carparks. 6 locations were identified.</p> <p>After due discussion, Council agreed to Summer Fix's P/L, being the lowest costs quote of \$2,800/-, pending on further confirmation of the other costs quotes being similar in scope of works. MA to update in due time.</p>	<p>Info</p> <p>MA</p>
<b>2.11</b>	<p><b>Proposed repairs works to bin centre gate</b></p> <p>MA updated Council on the proposed repairs works to bin centre gate. It has been repaired at \$450/-, and the side of the gate was shifted so as to allow a wider opening for the ingress/egress of the cleaners' BOC.</p>	Info
<b>2.12</b>	<p><b>Renewal of Hitachi Lifts maintenance term contract</b></p> <p>MA reported that the Hitachi Lifts maintenance term contract is renewed for another year till June 2019, at the same monthly fees of \$9,311/- after the lift company replied that it is unable to reduce the contract price any lower. MA asked that the lift ventilation fans be cleaned.</p>	Info

2.13	<b>Pest control checks on common areas for termites</b>  After due discussion, Council requested MA to seek clarifications from Pestman, pertaining to the warranty issues, method of treatment and the different types of termites covered under warranty. MA to update further.	MA																																																																				
3.0	<b>To confirm and adopt the financial statements for period ending June 2018.</b>  The financial statement was presented at the meeting and Council noted the following : <table><tr><td></td><td><b>May 2018</b></td><td><b>June 2018</b></td><td></td></tr><tr><td><b>Income</b></td><td>\$113,786.07</td><td>\$113,831.77</td><td></td></tr><tr><td><b>Expenditure</b></td><td>\$105,724.27</td><td>\$108,196.53</td><td></td></tr><tr><td><b>Surplus/Deficit</b></td><td>\$8,061.80</td><td>\$5,635.24</td><td></td></tr><tr><td><b><u>Main Highlights on Expenses :</u></b></td><td></td><td></td><td></td></tr><tr><td><b>Building Repair</b></td><td>Nil</td><td>\$1,090.00 Basement rubber strips n external façade water proofing #13-01</td><td></td></tr><tr><td><b>Electrical Repairs &amp; Parts/Air-Con RepairPlumbing /Security Systems</b></td><td>\$375.90 Tubes &amp; bulbs \$346.66 Office aircon</td><td>\$3,917.50 Main driveway street lamps n electrical troubleshooting</td><td></td></tr><tr><td><b>Fire Protection System Repairs/ Landscape/Professional fee/Refuse Disposal</b></td><td></td><td></td><td></td></tr><tr><td><b>Security Systems</b></td><td>Nil</td><td></td><td></td></tr><tr><td><b><u>Utilities :</u></b></td><td></td><td></td><td></td></tr><tr><td><b>Water</b></td><td>*\$3,349.31</td><td>\$3,919.47</td><td></td></tr><tr><td><b>Electricity</b></td><td>*\$16,103.26</td><td>\$14,133.32</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr><tr><td><b><u>Balance Sheet :</u></b></td><td></td><td></td><td></td></tr><tr><td><b>Accumulated Management Fund</b></td><td>\$225,423.54</td><td>\$216,294.46</td><td></td></tr><tr><td><b>Sinking Fund</b></td><td>\$1,081,169.61</td><td>\$1,081,466.65</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></table>		<b>May 2018</b>	<b>June 2018</b>		<b>Income</b>	\$113,786.07	\$113,831.77		<b>Expenditure</b>	\$105,724.27	\$108,196.53		<b>Surplus/Deficit</b>	\$8,061.80	\$5,635.24		<b><u>Main Highlights on Expenses :</u></b>				<b>Building Repair</b>	Nil	\$1,090.00 Basement rubber strips n external façade water proofing #13-01		<b>Electrical Repairs &amp; Parts/Air-Con RepairPlumbing /Security Systems</b>	\$375.90 Tubes & bulbs \$346.66 Office aircon	\$3,917.50 Main driveway street lamps n electrical troubleshooting		<b>Fire Protection System Repairs/ Landscape/Professional fee/Refuse Disposal</b>				<b>Security Systems</b>	Nil			<b><u>Utilities :</u></b>				<b>Water</b>	*\$3,349.31	\$3,919.47		<b>Electricity</b>	*\$16,103.26	\$14,133.32						<b><u>Balance Sheet :</u></b>				<b>Accumulated Management Fund</b>	\$225,423.54	\$216,294.46		<b>Sinking Fund</b>	\$1,081,169.61	\$1,081,466.65						Info
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	<b>Surplus/Deficit year to date</b>	(\$14,764.32)	(\$9,129.08)		(\$14,764.32)
	<p>MA fielded questions from Council, pertaining to the monthly accounts.</p> <p>Treasurer Mr Bernd commented on the SOA, and asked for clarifications. HQ accounts to revert on his queries. He also asked to transfer the petty cash at MA HQ to site office, and an inventory list to be submitted together with the monthly SOA.</p> <p>On MCST's fixed deposits with HL bank due to expire in late July 2018, he recommended to extend three tranches of \$100k plus interest, for another 24 months @ 1.85 per annum, and to place a fresh fund of \$100k with HL bank for 12 months @ 1.65 per annum. MA to see to the arrangements.</p> <p>There being no other comments, the financial statements for June 2018 was unanimously adopted.</p>				<p>Info</p> <p>MA</p> <p>MA</p> <p>Info</p>
<b>4.0</b>	<b>Any Other Business</b>				
<b>4.1</b>	<b>Maintaining office records for documentation/reference purpose</b>				
	<p>Upon due discussion, Council enquired about the maintaining office records for documentation and future reference purposes, eg labelling of street lamp posts to track warranty issues. MA to check with Axon consulting on storage of office files in cloud. MA to update further.</p>				MA
<b>4.2</b>	<b>Swimming pool maintenance term contract renewal and proposed replacement of faulty filter pump at water features pond near main entrance</b>				
	<p>MA presented 3 costs quotes regards pools maintenance contracts. Following due consideration, Council agreed to renew Aquarius term contract for another year, at the same monthly contract price of \$2,100/-, with effect from August 2018. Other terms and conditions remain unchanged.</p> <p>For the proposed replacement of faulty filter pump, MA presented 3 competitive costs quotes. Council asked MA to check for previous maintenance records of these filter pumps, and to decide on matter, following MA's update. More details to be furnished in due time.</p> <p>Council informed that the pools' pumps at basement 2 pump room, sound noisy. MA to inform Aquarius to check accordingly.</p>				<p>Info</p> <p>MA</p> <p>MA</p>

<b>4.3</b>	<b>Proposed fire hose-reel door and door frames replacement works at blk 42</b>  MA presented 3 competitive costs quotes for the above replacement works. Following due consideration, Council to decide on the matter later. More details to be furnished in due course.	MA
<b>4.4</b>	<b>URA guidelines on leasing and renting of private properties</b>  MA presented some general URA guidelines pertaining to the above subject matter. After careful deliberation, Council asked MA to check on any feedback received in regards to any household units having more than 6 occupants load. For those units which are wholly rented out, MA to verify the tenants residing in the units.	MA
<b>4.5</b>	<b>Unauthorised dumping at Blk 38</b>  MA highlighted to Council that a resident in Blk 38 had been spotted leaving bulky items, eg partition boards and mattresses, at several locations within common areas at blk 38. Cleaners were activated to clear away those items discarded therein. Upon careful discussion, Council decided to impose an administrative fees of \$200/- (being \$50/- per occurrence) on the unit as per the MCST's By-laws, for the dumping offences committed.  MA also informed Council that the Subsidiary proprietor has been notified, to ensure compliance to MCST's House-rules and By-laws, as well as any legislative requirements by government agencies.	Info  Info
<b>4.6</b>	<b>Proposed purchase of office projector for meeting</b>  After due discussion, Council asked MA to consider the purchase of an office projector to be used for meeting purposes. MA to update further.	MA
<b>4.7</b>	<b>Recycling programme</b>  Upon due consideration, Council asked MA to enquire with refuse collection contractor, SembWaste, about the recycling programme at the estate. Council also asked MA to purchase 4 rubbish bins for use at the various blocks' bin chutes.	MA
<b>4.8</b>	<b>Proposed installation of CCTVs at the lifts</b>  After due discussion, Council asked MA to get some quotes for the proposed installation of surveillance CCTVs at the internal lifts carriages. MA to update further.	MA

<b>4.9</b>	<b>Block parties organised by The Quintet Neighbourhood Committee</b>  Upon due discussion, Council suggested to approach the estate's NC, for consideration to organise block parties, so as to foster stronger community bonding amongst the block's residents. More details to be furnished in due time.	Info
<b>4.10</b>	<b>Yew Tee National Day estate decoration competition</b>  The Quintet NC has advised that The Quintet won the 2 <sup>nd</sup> prize for the friendly estate decoration competition organised by Yew Tee CC. The NC thanked MCST for their co-operation and assistance.	Info
<b>4.11</b>	<b>Proposed swimming pools' timber deck planks rectifications works</b>  It was highlighted that the pool area timber deck is degrading at the end of the planks. MA was tasked to look into this matter and to provide full proposal and quotes during next meeting.	MA

There being no further business, the meeting closed at 11.45pm with a note of thanks to all present.

The next meeting is to be scheduled tentatively on 21<sup>st</sup> August 2018.

Minutes recorded by Glenn Lim, Condo manager.

Confirmed by

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Ms Hiwase Bhavana Parag  
Secretary, MCST3241

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Mr William Wong  
Chairman, MCST3241