



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 431

32-62C Jalan Mariam, Singapore 509310

961-971C Upper Changi Road North, Singapore 507666

Minutes of the 1st Council Meeting of the 38th Management Council held on Wednesday, 19 April 2017 at 8:00pm at Changi Garden Container Office, Singapore

Present:

Ms. Elizabeth Lee Hsiao Yen	Chairman
Mr. Johnny Tay Siong Siew	Secretary
Mr. Raymond Wang See Kher	Treasurer
Ms. Molly Koh Puay Eng	Council Member
Mr. Ajmer Singh	Council Member
Mr. Abraham Teo Siew Kuey	Council Member

Observer:

Mr. Yap Wee Meng	Unit 40C
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In attendance

Mr. Frederick Loi	} Exceltec Property Management Pte Ltd } as Managing Agent
Mr. Gerry Salgado	

The meeting was called to order at 8:02pm

S/N0		ACTION BY																
A.0	FEEDBACK FROM UNIT 40C																	
A.1	Unit 40C, Mr Yap Wee Meng feedback that <ol style="list-style-type: none"> 1. There were white ants within his unit. He wanted to know if we have contract with pest control that would check the rooftop of any active termite within the estate. 2. Water pounding on the roof top. Water was cascading down the side of the wall outside his unit and it happened again due to chokage where there were small plants growing and fallen leaves covered up the drain hole. He suggested having maintenance to check and clean the gutter and the down pipe periodically. 3. Water downpipe inside his unit where water seeped through between the pipe and the wall. 	INFO																
A.2	Council asked MA to check if the pest control contract include checking the rooftop for active termite.	MA																
A.3	For water overflow, Council suggested to clear the floor trap and gutter regularly pending long term solution to this problem	MA																
1.0	APPOINTMENT OF OFFICE BEARERS OF THE 38TH MANAGEMENT COUNCIL	INFO																
1.1	It was unanimously resolved that the following members be elected for their respective office of the 38 th Management Council: <table border="1" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th>S/N</th> <th>Name</th> <th>Designation</th> <th>Unit</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Ms. Elizabeth Lee Hsiao Yen</td> <td>Chairman</td> <td>#44</td> </tr> <tr> <td>2</td> <td>Mr. Johnny Tay Siong Siew</td> <td>Secretary</td> <td>#58B</td> </tr> <tr> <td>3</td> <td>Mr. Raymond Wang See Kher</td> <td>Treasurer</td> <td>#961C</td> </tr> </tbody> </table>	S/N	Name	Designation	Unit	1	Ms. Elizabeth Lee Hsiao Yen	Chairman	#44	2	Mr. Johnny Tay Siong Siew	Secretary	#58B	3	Mr. Raymond Wang See Kher	Treasurer	#961C	INFO
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Managing Agent: **Exceltec Property Management Pte Ltd**

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2.0	APPOINTMENT OF AUTHORIZED SIGNATORIES FOR THE MANAGEMENT CORPORATION																	
2.1	It was unanimously resolved that all Office Bearers be appointed as authorized signatories to operate the MCST's bank accounts.	INFO																
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2.2	It was further resolved that ANY TWO of the authorized signatories shall sign cheques and any banking documents or contracts for and on behalf of the Management Corporation.	INFO																
3.0	DECLARATION OF INTEREST BY COUNCIL MEMBERS AND MA	INFO																
3.1	Council members present individually declared that he/she has no vested interests, direct or indirect in any of the contracts or services with the MCST 431 in accordance with Section 60 and 61 of the Building Maintenance and Strata Management Act (Revised Edition 2008).																	
3.2	MA declared that it has no vested interest, direct or indirect in any contracts or services except as its Managing Agents. MA would declare from time to time if any, of its subsidiary companies participate in any repairs or maintenance work or project work from time to time.	MA																
4.0	APPOINTMENT OF AUDITOR																	
4.1	MA presented a summary of quotations on audit services. After some deliberation, Council unanimously resolved to award to M/s KC Koon & Co being the lowest quote received at \$600.00.	INFO																
5.0	APPOINTMENT OF MANAGING AGENT																	
5.1	MA offered itself for renewal at the same terms and conditions as M/s Exceltec Property Management Pte Ltd took over last October 2016 from only.																	
5.2	Council has no objection to retain M/s Exceltec Property Management Pte Ltd as the MA until the next AGM	INFO																
6.0	TO CONFIRM MINUTES OF THE 11TH COUNCIL MEETING OF THE 37TH MANAGEMENT COUNCIL HELD ON 22 MARCH 2017																	
6.1	The minutes of the 11 th Council Meeting of the 37 th Management Council held on 22 March 2017 was unanimously confirmed.	INFO																
7.0	MATTERS ARISING																	
7.1	UPDATE ON UNIT #971A																	
7.1.1	MA reported that contractor had re-submitted an application for cleaning and servicing of the kitchen exhaust on 20-21 April 2017.MA to monitor closely.	MA																



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7.1.2	MA to send official letter to unit #971A if within the next one week, it didn't come back with details of compliances, its application for renovation work would be treated as withdrawn and cancelled.	INFO						
7.1.3	MA added that removal of LPG gas was part of the withdrawal of the lease of common area. MA to continue pursuing this matter with unit #971A for compliance.	MA						
7.1.4	Council by simple majority agreed not to renew the Letter of Undertaking (LOU) for unit #971A in view of its repeated non-compliances of fire safety concerned.	INFO						
7.1.5	MA updated that Taoist priest would come on 21 April 2017 (Friday) to pray and relocate the statues to Loyang temple.	MA						
7.2	UPDATE ON RE-INSTATEMENT OF TURF BY PUB							
7.2.1	MA reported that PUB had requested to invite landscape contractors to quote for its approval to close the issue.	INFO						
7.3	REVIEW OF LANDSCAPE MAINTENANCE							
7.3.1	Council unanimously agreed to continue with the current landscape contractor on month-to-month basis to continue monitor its performance.	MA						
7.3.2	MA reported that trees needed pruning/pollarding to keep them safe for the public.							
7.4	REVIEW OF CARPARK CONTRACT	MA						
7.4.1	MA to invite 2 short-listed contractors for a final interview with Council to form up the award soon.							
7.5	WATER SEEPAGE AT UNITS 32C AND 38C							
7.5.1	MA presented a summary of quotations for water seepage at units 32C and 38C. The meeting resolved unanimously to keep in abeyance pending further review on the matter. Council suggested to get contractor to clean up the rooftop every 2 months.	INFO						
7.5.2	Council would explore a permanent solution if the en-bloc sale did not succeed.	INFO						
8.0	TO ADOPT FINANCIAL STATEMENTS FOR MARCH 2017							
8.1	MA tabled a summary of financial details for March 2017 as follow:							
	<table data-bbox="341 1591 795 1686"> <tr> <td></td> <td style="text-align: right;"><u>March 2017</u></td> </tr> <tr> <td>Management Fund</td> <td style="text-align: right;">\$192,758.72</td> </tr> <tr> <td>Sinking Fund</td> <td style="text-align: right;">\$431,063.26</td> </tr> </table>		<u>March 2017</u>	Management Fund	\$192,758.72	Sinking Fund	\$431,063.26	INFO
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8.2	MA reported that there were 6 SPs with more than 90 days in arrears. Council asked MA to send Letter of Demand for units owed above \$5,000.00.	MA
8.3	For unit #967 the outstanding sum of \$1,189.96 part of which was for building works done outside the unit but were inadvertently billed to the unit. Mr. Tay confirmed that the building work was done outside the unit. Council having deliberated had to resolve to accept the testimonies of 2 council members to reverse the wrong entry plus interest.	MA
8.4	Mr. Tay advised that part of the outstanding was due to short payment of contributions plus interest, have to be paid by the SP. MA to follow up.	CLOSED
8.4	As there was no further comment, financial statements for March 2017 were unanimously adopted.	
9.0	INSURANCE RENEWAL	MA
9.1	MA presented a summary of quotations for insurance renewal. Council unanimously approved to award to M/s AXA Insurance Pte Ltd at \$1,401.70 per annum.	
10.0	USE OF BADMINTON COURT OR TURF AREA FOR FAMILY FUNCTION	INFO
10.1	Council unanimously agreed to allow unit 54A to use the badminton/turf area for its family function on condition that the SP's concerned be responsible to clean up the area after function.	
11.0	ANY OTHER BUSINESS	
11.1	EXTERNAL WALL LEDGE AT UNIT 38A	MA
12.1.1	MA presented a summary of quotations for repair/ close-up of an external wall ledge at the window area at unit 38A. Council unanimously agreed to award it to any contractor at \$150.00.	

The meeting ended at 9:35pm with a vote of thanks to all present.

Minutes recorded by: Exceltec Property Management Pte Ltd

Confirmed by:

Ms. Elizabeth Lee
Chairman (38th Management Council)
The Management Corporation Strata Title Plan No. 431
Changi Garden

Date



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