



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 2nd Council Meeting of the 38th Management Council of the Management Corporation Strata Title Plan No. 431 held on Wednesday, 24 May 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. Abraham Teo Siew Kuey	Council Member
Ms. Lim Yin Xia	Council Member

Absent with apologies

Mr. Ajmer Singh	Council Member
-----------------	----------------

In attendance

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

The meeting was called to order at 8:00pm

S/N0		ACTION BY
1.0	TO CONFIRM MINUTES OF THE 1ST COUNCIL MEETING OF THE 38TH MANAGEMENT COUNCIL HELD ON 19 APRIL 2017	
1.1	The minutes of the 1 st Council Meeting of the 38 th Management Council held on 19 April 2017 was confirmed unanimously.	INFO
2.0	MATTERS ARISING	
2.1	PEST CONTROL SERVICES TO INCLUDE ROOFTOP FOR ACTIVE TERMITE INSPECTION	
2.1.1	MA to follow up and email to council shortly.	MA
2.2	CLEANING OF ROOFTOP FLOOR TRAP GUTTER REGULARLY	
2.2.1	MA to work on a practical and safe access way to get to the rooftop to maintain the floor trap and gutter regularly to prevent water over-flowing to units below.	MA
2.3	APPOINTMENT OF AUDITOR	
2.3.1	M/s KC Koon & CO had been informed of its appointment as Auditor for the year 2017. Acceptance of its proposal had been signed and returned to M/s KC Koon & Co. Matter closed.	CLOSED
2.4	UPDATE ON UNIT #971A	
2.4.1	MA reported that no further update was available since our reply to their lawyer's letter.	INFO



Managing Agent: **Exceltec Property Management Pte Ltd**

No. 2 Jurong East Street 21 #05-05 IMM Building Singapore 609601

Tel: (65) 6565 5055 Fax: (65) 6567 5155

Internet Web Address: <http://www.exceltec.com.sg>



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 431

32-62C Jalan Mariam, Singapore 509310

961-971C Upper Changi Road North, Singapore 507666

2.5	RELOCATION OF EARTH GOD	CLOSED
2.5.1	MA reported that a Taoist came on 21 April 2017 to pray but did not relocate the statues to Loyang Temple. It was done by Mr. Tay & MA Gerry via taxi. Matter closed.	
2.5.2	The meeting asked MA to dismantle the remaining housing where the statues were soon.	MA
2.6	TREE PRUNING	
2.6.1	Mr. Tay offered to assist MA to work on trees pruning when Gerry is back to work on 25 May 2017.	MA
2.7	REVIEW OF CARPARK CONTRACT	
2.7.1	Having reviewed the summary of car park contract management proposals, the meeting resolved unanimously to award it to m/s Wilson Parking at a monthly fee at \$4,000.00 subject to a cap of 70 free season parking for residents. All other terms and conditions are accepted in principle to start with.	MA
2.7.2	MA to serve letter of termination on M/s Astro Parking on reason that there was no exercise of option by M/s Astro Parking to extend the car park contract which was due in September 2014. Also, the forward contract commencing from September 2017 for 3 years were not supported with any resolution approved under Section 33(1)C of BMSMA.	MA
2.8	INSURANCE RENEWAL	
2.8.1	MA reported insurance policies have been renewed. Matter closed	CLOSED
2.9	EXTERNAL WALL LEDGE AT UNIT #38A	
2.9.1	MA to follow up soon.	MA
2.10	REVIEW OF L.O.U. FOR UNITS #971A AND #965A	
2.10.1	UNIT #965A	
2.10.1.1	MA reported that URA had written to Jenny Pang on 8 May 2017 to submit renewal proposal by 8 June 2017 or it would be lapsed.	INFO
2.10.1.2	Council asked MA to check with Jenny Pang if she would like to renew same while MCST/MA to review unit's past conduct and terms and condition before due date on 8 June 2017.	MA
2.10.2	UNIT #971A	
2.10.2.1	Council deliberated at length of problems and hassles it has encountered with this unit. Council resolved unanimously not to support its LOU renewal upon expiry in September 2017. Council further resolved to give advance notice to unit #971A of its decision to facilitate their planning, if any.	MA



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 431

32-62C Jalan Mariam, Singapore 509310

961-971C Upper Changi Road North, Singapore 507666

<p>3.0</p> <p>3.1</p> <p>3.2</p> <p>3.3</p> <p>3.4</p> <p>3.5</p> <p>4.0</p> <p>4.1</p> <p>4.1.1</p> <p>4.1.2</p> <p>4.2</p> <p>4.2.1</p> <p>4.3</p> <p>4.3.1</p> <p>4.4</p> <p>4.4.1</p>	<p>TO ADOPT FINANCIAL STATEMENTS FOR MONTH OF APRIL 2017</p> <p>MA reported the following fund balances as of 30 April 2017.</p> <table border="0" style="margin-left: 40px;"> <tr> <td></td> <td style="text-align: center;"><u>April 2017</u></td> </tr> <tr> <td>Management Fund</td> <td style="text-align: right;">\$191,449.29</td> </tr> <tr> <td>Sinking Fund</td> <td style="text-align: right;"><u>\$435,383.26</u></td> </tr> <tr> <td>Accumulated Fund</td> <td style="text-align: right;"><u>\$626,832.55</u></td> </tr> <tr> <td>Income</td> <td style="text-align: right;">\$23,173.97</td> </tr> <tr> <td>Expenditures</td> <td style="text-align: right;"><u>\$24,483.80</u></td> </tr> <tr> <td>Deficit</td> <td style="text-align: right;">(\$ <u>1,309.43</u>)</td> </tr> </table> <p>MA added that the MCST recorded a deficit in April 2017 due to payment of AGM expenses (\$2,776.60). Year-to-date was a deficit of (6,960.52) as at 30 April 2017</p> <p>For fixed deposit, the next maturity would be in Oct 2017.</p> <p>On arrears listing, MA reported that MC Charges against units #967C and #971B have been lodged. MA to continue active recovery process to secure payment by these 2 units. No other alarming arrears were noted.</p> <p>The meeting resolved unanimously to adopt financial statements for April 2017</p> <p>ANY OTHER BUSINESS</p> <p>REVIEW OF SECURITY SERVICES</p> <p>MA presented a summary of proposals received for discussion.</p> <p>Council commented that the fees were high, but the quality of Guards were not matching the fee charged. Council suggested in-house Guards and to pay them higher than Agency to retain good Guards. Council requested MA to explore cost effectiveness if it were to employ in-house Guards (using other designation to avoid infringing Security Licensing Act) instead.</p> <p>TREE PRUNING</p> <p>See item 2.6 above</p> <p>ACCESS LADDER TO ROOF</p> <p>See item 2.2 above</p> <p>GARDENING AND USING OF COMMON AREAS FOR WASHING OF LAUNDRY BY TENANTS</p> <p>Mr. Tay commented that unit #46 has been found washing laundry on common areas. MA to advise tenant to refrain from doing so and to write to the registered SP for attention. MA would institute legal action if there were no improvement.</p>		<u>April 2017</u>	Management Fund	\$191,449.29	Sinking Fund	<u>\$435,383.26</u>	Accumulated Fund	<u>\$626,832.55</u>	Income	\$23,173.97	Expenditures	<u>\$24,483.80</u>	Deficit	(\$ <u>1,309.43</u>)	<p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>INFO</p> <p>MA</p> <p>MA</p>
	<u>April 2017</u>															
Management Fund	\$191,449.29															
Sinking Fund	<u>\$435,383.26</u>															
Accumulated Fund	<u>\$626,832.55</u>															
Income	\$23,173.97															
Expenditures	<u>\$24,483.80</u>															
Deficit	(\$ <u>1,309.43</u>)															



THE MANAGEMENT CORPORATION STRATA TITLE PLAN NO. 431

32-62C Jalan Mariam, Singapore 509310

961-971C Upper Changi Road North, Singapore 507666

4.5	KI GOURMET ELECTRICAL UPGRADING TO 3 PHASE CHARGES	
4.5.1	Council requested MA to write to Ki Gourmet to recover the electrical upgrading charge from 63 amp single phase to 63 amp 3-phase, amounting to \$12,600.00 made up of \$100.00 per amp/phase.(\$100x63x2)	MA
4.5.2	MA highlighted that there were no mention of such payment in any correspondences with Ki Gourmet to-date. There might be resistance in due course.	INFO
4.6	PUB QUOTATION FOR PATCHING UP DAMAGED GRASS	
4.6.1	Mr. Tay offered to assist MA Gerry when he resumed duty on 25 May 2017.	MA
4.7	REFUND OF PREVIOUSLY OVER_PAYMENT BY SPs FOR MF/SF CONTRIBUTION	
4.7.1	Mr. Tay shared with the meeting that due to incorrect record keeping by the former MAs, some SPs including Molly Koh had been made to pay MF/SF contributions again though payment had already been paid. Mr. Tay suggested to dip into the old records to verify same and to refund excess payment to SPs concerned.	INFO
4.7.2	MA noted that these cases happened many years ago. It would be very tedious and time consuming to dip out old records which might not be complete. It would therefore, not economically cost effective to carry out this exercise.	INFO
4.7.3	MA suggested to let it bygone-be-bygone and to treat those overpayments as donations to the MCST, to close the matter.	INFO
4.7.4	Members concerned have no objection to MA's suggestion. Matter closed.	CLOSED

The meeting ended at 10:05pm 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



Managing Agent: **Exceltec Property Management Pte Ltd**

No. 2 Jurong East Street 21 #05-05 IMM Building Singapore 609601

Tel: (65) 6565 5055 Fax: (65) 6567 5155

Internet Web Address: <http://www.exceltec.com.sg>