



**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 3<sup>rd</sup> Council Meeting of the 38<sup>th</sup> Management Council of the Management Corporation Strata Title Plan No. 431 held on Wednesday, 21 June 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
Ms. Lim Yin Xia	Council Member
Mr. Ajmer Singh	Council Member

Absent with apologies

Mr. Abraham Teo Siew Kuey	Council Member
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**In attendance**

Mr. Frederick Loi	} Exceltec Property Management Pte Ltd } as Managing Agent
Mr. Gerry Salagdo	
Ms. Noor Ellyanie	

The meeting was called to order at 8:01pm

S/N0		ACTION BY
<b>1.0</b>	<b>TO CONFIRM MINUTES OF THE 2<sup>ND</sup> COUNCIL MEETING OF THE 38<sup>TH</sup> MANAGEMENT COUNCIL HELD ON 24 MAY 2017</b>	
<b>1.1</b>	The minutes of the 2 <sup>nd</sup> Council Meeting of the 38 <sup>th</sup> Management Council held on 24 May 2017 was confirmed unanimously.	<b>INFO</b>
<b>2.0</b>	<b>MATTERS ARISING</b>	
<b>2.1</b>	<b>PEST CONTROL SERVICES TO INCLUDE ROOFTOP FOR ACTIVE TERMITE INSPECTION</b>	
<b>2.1.1</b>	Council resolved to invite other pest control companies to quote to include monitoring of termite treatment at rooftop.	<b>MA</b>
<b>2.1.2</b>	Council also asked MA to follow up with existing pest control company on rats issues reported by residents.	<b>MA</b>
<b>2.2</b>	<b>CLEARING OF ROOFTOP FLOOR TRAP GUTTER REGULARLY</b>	
<b>2.2.1</b>	Secretary commented that there were new ladder products in the market that was designed to work on staircase. Secretary to email product information to MA.	<b>SECRETARY</b>
<b>2.3</b>	<b>TREE PRUNING</b>	
<b>2.3.1</b>	MA presented a summary of quotations on tree pruning. After some deliberation, Council resolved to award it to M/s Yishen Pte Ltd at \$13,963.50 being the lowest quote received.	<b>MA</b>



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<b>2.4</b>	<b>REVIEW OF CARPARK CONTRACT</b>	
<b>2.4.1</b>	MA reported that letter of termination had been sent via AR Registered to M/s Astro Parking that there was no exercise of option by M/s Astro Parking. There was no response thus far.	<b>MA</b>
<b>2.4.2</b>	Letter of Award to M/s Wilson Parking was signed by 3 Office Bearers there and then for MA to follow up.	<b>MA</b>
<b>2.5</b>	<b>EXTERNAL WALL LEDGE AT UNIT #38A</b>	
<b>2.5.1</b>	MA reported that no contractor were prepared to do the job for \$150 due to height and safety reason as the place is in 2 <sup>nd</sup> level. Council suggested to do it during the tree pruning. MA to negotiate with the contractor if it could help to do it.	<b>MA</b>
<b>2.6</b>	<b>REVIEW OF L.O.U. FOR UNITS #971A, #965A, #967A and #969</b>	
<b>2.6.1</b>	<b>UNIT #965A</b>	
<b>2.6.1.1</b>	MA reported that unit LOU for 965A renewal for LOU was lapsed on 8 June 2017. Unit 965A was willing to pay for the security deposit provided it was included in the letter of counter undertaking and indemnity.	<b>MA</b>
<b>2.6.2</b>	<b>UNIT #971A</b>	
<b>2.6.2.1</b>	Council ratified unanimously not to support LOU renewal for units #971A upon expiry in September 2017. Council further resolved to give advance notice to unit #971A of its decision to facilitate their planning.	<b>MA</b>
<b>2.6.3</b>	<b>UNITS #967A and #969</b>	
<b>2.6.3.1</b>	Council resolved unanimously not to support LOU renewal for units #967A and #969 upon expiry on 14 July 2017.	<b>MA</b>
<b>2.7</b>	<b>REVIEW OF SECURITY SERVICES</b>	
<b>2.7.1</b>	MA reported that a preliminary comparison study between in-house and outsource Security had been sent to Council for review. It appeared that it might not be worthwhile to explore in-house Security in view of its high cost vs agency Guards.	<b>INFO</b>
<b>2.7.2</b>	Council suggested to invite Security agencies to quote and to present it by the next council meeting.	<b>MA</b>
<b>2.8</b>	<b>GARDENING AND USING OF COMMON AREAS FOR WASHING OF LAUNDRY</b>	
<b>2.8.1</b>	Council resolved to send circular to all residents regarding gardening, removal of potted plants in the common areas and use of common areas for washing of laundry.	<b>MA</b>
<b>2.9</b>	<b>KI GOURMET ELECTRICAL UPGRADING TO 3 PHASE CHARGES</b>	
<b>2.9.1</b>	MA reported that it would arrange to send a letter of demand to Ki Gourmet to recover the electrical upgrading fee, despite lack of written understanding or	<b>MA</b>



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	agreement between the party.	
<b>2.10</b>	<b>PUB QUOTATION FOR PATCHING UP DAMAGED GRASS</b>	
<b>2.10.1</b>	Council asked MA to talk to tree pruning contractor to quote for patching up damaged grass, too.	<b>MA</b>
<b>3.0</b>	<b>TO ADOPT FINANCIAL STATEMENTS FOR THE MONTH OF MAY 2017</b>	
<b>3.1</b>	MA reported the following fund balances as of 31 May 2017.	<b>INFO</b>
	<u>April 2017</u>	
	Management Fund                   \$191,770.46	
	Sinking Fund                        \$439,703.26	
	Accumulated Fund <b><u>\$631,473.72</u></b>	
	Income                                \$22,689.29	
	Expenditures <u>\$22,368.12</u>	
	Deficit                                 \$ <b><u>321.17</u></b>	
<b>3.2.1</b>	On arrears listing, MA reported that MC Charge 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.	<b>MA</b>
<b>3.2.2</b>	MA clarified and affirmed that the outstanding sum of money owed by unit #967 was NOT related to the cost of building works done outside this unit. It was accumulated late payment interest as this unit has a history of paying late to-date.	<b>INFO</b>
<b>3.2.3</b>	For unit #52, MA reported that \$62.40 was legal fee for legal letter sent in early January 2017. MA would absorb same for good will.	<b>MA</b>
<b>3.3</b>	The meeting resolved unanimously to adopt financial statements for May 2017.	<b>CLOSED</b>
<b>4.0</b>	<b>OTHER ESTATE MATTERS</b>	
<b>4.1</b>	<b>CLOCKING DEVICE</b>	
<b>4.1.1</b>	Council resolved to purchase a new clocking device in order to carry out clocking and patrolling especially for the night Guard	<b>MA</b>

The meeting ended at 9:23pm with a vote of thanks to all present.

Minutes recorded by: Exceltec Property Management Pte Ltd

**Confirmed by:**

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

**Date**



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