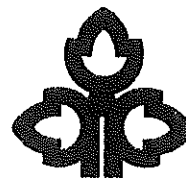


**THE MANAGEMENT CORPORATION - STRATA TITLE PLAN NO. 1166**

5 SIGLAP ROAD #01-43  
SINGAPORE 448908  
TEL : 64492188  
FAX : 64442188

YOUR REF :

OUR REF :



文華園

**Mandarin Gardens**

2<sup>nd</sup> April 2008

**To : All Subsidiary Proprietors/First Mortgagees  
The Management Corporation Strata Plan No.1166**

Dear Sir/Madam

**NOTICE OF THE 22<sup>nd</sup> ANNUAL GENERAL MEETING**

Notice is hereby given that the 22<sup>nd</sup> Annual General Meeting of the Management Corporation Strata Title Plan No.1166 will be held at:

**Venue : 13 Siglap Road  
Function Room (Above the Cafeteria)  
Mandarin Gardens**

**Date : 27<sup>th</sup> April 2008 (Sunday)**

**Time : 9.00 am**

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**AGENDA**

**1.0 Confirmation of Minutes of the 21<sup>st</sup> Annual General Meeting**

To confirm the Minutes of the 21<sup>st</sup> Annual General Meeting held on 25<sup>th</sup> March 2007.

**2.0 Management Council's Report**

To receive the Council's Report for the Year 2007/2008

**3.0 Audited Accounts**

To adopt the Audited Accounts for the Financial Year ended 31<sup>st</sup> December 2007.

**4.0 Management Fund**

To consider and resolve that the contributions to the Management Fund remain at \$55.00 per share value per month or such other amount as determined by the General Body and to be paid quarterly in advance, due and payable on the first day of May, August, November and February.

#### **5.0 Sinking Fund**

To consider and resolve that the contributions to the Sinking Fund remain at \$25.00 per share value per month or such other amount as determined by the General Body and to be paid quarterly in advance, due and payable on the first day of May, August, November and February.

#### **6.0 Interest for Late Payment**

To consider and resolve that the interest payable in respect of any contributions not received within 30 days when it becomes due and payable shall be charged at the rate of 12% per annum, calculated on a daily basis, and such interest shall accrue from the expiry of 30 days after the due date when the contributions become due and payable.

#### **7.0 Legal Fees including Disbursements and Incidental Costs.**

To consider and resolve that all legal fees including those on a full indemnity basis including disbursements and incidental costs, incurred in the recovery of arrears of any contributions and such other sums owing to the Management Corporation by the subsidiary proprietors shall be paid by the subsidiary proprietors concerned.

#### **8.0 Off-Set Interest against Payment Received**

To consider and resolve that the Management Corporation be authorised to off-set interest for late payment of Management Fund and Sinking Fund contribution against payment received from subsidiary proprietors.

#### **9.0 Off-Set Legal Fees and Other Costs against Payment Received**

To consider and resolve that the Management Corporation be authorised to off-set legal fees and other costs incurred for the recovery of late payment of Management Fund and Sinking Fund contributions, against payment received from subsidiary proprietors.

#### **10.0 Breach of By-Laws**

To consider and resolve that where a subsidiary proprietor of a lot has breached any by-laws and/or any rules and regulations passed by the Management Corporation and where the Management Corporation incurs any costs, fees or expenses whatsoever in enforcing the said by-laws or the rules and regulations concerned, the subsidiary proprietor shall reimburse the Management Corporation for all such cost, fees and expenses.

#### **11.0 Appointment of Auditors**

To empower the Council to appoint the auditors and to authorise the Council to fix the remuneration of the auditors.

## 12.0 Appointment of Managing Agent

To empower the Council to appoint a Managing Agent and to authorise the Council to decide on the fees and expenses of the Managing Agent and to determine which powers and duties and functions of the Management Corporation shall be delegated to the Managing Agent.

## 13.0 Insurance

13.1 To resolve as a **Special Resolution** to continue to insure the Property when the current policies expire for:

- **Fire damage** at the insured sum of \$330,000,000 or such other amount as the general body may decide.
- **Public Liability** at the insured sum of \$10,000,000 or such other amount as the general body may decide.
- **Errors & Omissions** for Council Members for an insured sum of \$2,000,000 or such other amount as the general body may decide.
- **Others** - Plate Glass, Workmen's Compensation, Money, Burglary, Fidelity Guarantee, for an insured sum of \$365,000 or any such other amount as the general body may decide.

13.2 To resolve as a **Special Resolution** to continue to insure all windows in the Estate including all individual unit windows under a Public / Personal Liability Insurance Policy.

## 14.0 Adopting the Procedural Flow Chart for Call for Tender

To approve and adopt the Procedural Flow Chart for the call for Tender where same shall not be amended except at a General Meeting.

## Special Resolutions

### 15.0 Lobby Tiles

15.1a To consider and resolve as a **Special Resolution** to improve and replace the Lobby Tiles to non-slip tiles and to expend a sum of \$550,000/- which is inclusive of a 20% contingency increase of variations due to increased cost of labour and materials, from the Sinking Fund and if this resolution is not passed,

15.1b To consider and resolve as a **Special Resolution** to replace the Air-well Rock Landscape to a Water Feature or alternative with improved drainage and to expend a sum of \$300,000 which is inclusive of a 20% contingency increase of variations due to increased cost of labour and materials, from the Sinking Fund.

15.2 To empower the Council to appoint the relevant consultants to advise on the design.

#### **16.0 By-Law for Killer Littering**

To consider and resolve as a **Special Resolution** to pass the by-law that no person shall endanger life or property by throwing or allowing to fall from his/her unit or any other part of the building in the condominium, any object, material, thing, article or substance.

No person shall place, suspend or fix any point, ornament, article, object or substance on any window-sill, balcony, corridor or common property within the condominium in such manner which, in the opinion of the Management, is likely to cause injury or damage to any person or property in the condominium.

#### **17.0 Motion Received by Subsidiary Proprietors**

Proposer: Mr Neoh Chin Chee #08-57  
Secunder: Mr Nitin Kumar #06-12  
Received on 25<sup>th</sup> March 2008.

- 17.1 To consider and resolve that the Council effect immediate repair and / or replacements to the following items which same should be commenced before the end of 2008 and to expend all necessary funds from the Sinking Fund :
- a) That the rain shields be replaced with suitable alternatives, and
  - b) That suitable solutions be found to contain the rain water in the air wells to prevent the rain water from splashing out and ponding the walkways and lift lobbies and
  - c) That major repairs be done to the swimming pool including the rectification of the de-bonded tiles “.

#### **18.0 Motion Received by Subsidiary Proprietors**

Proposer: Mr Paul Low #03-25  
Secunder: Mr Soo Thoo Fook Sung #07-41  
Received on 13<sup>th</sup> March 2008

- 18.1 That the current expenditure limit of \$300,000 on urgent matters for Office Bearers to decide without deliberation at Council Meetings be reduced to \$50,000.
- 18.2 That the Management Council fix a day and time for opening of all tenders and quotations on a weekly basis, and that the opening of all sealed tenders and quotations to be witnessed by at least 1 Council Member, 1 Subsidiary Proprietor, the Condo Manager and a Property Officer. Quotations received but not sealed are to be rejected.
- 18.3 That the Management Council calls for public tender any project expenditure exceeding \$100,000.



18.4 That all Management Council meeting minutes put on record Council member's name for each vote cast on any decision made.

**19.0 Motion Received by Subsidiary Proprietors**

Proposer: Mrs Jeannette Aruldoss Blk 3 #03-31

Seconder: Mr Wu Soon Wah Blk 5 #13-36

Received on 17<sup>th</sup> March 2008

19.1 That since the role of the Council is to carry out the statutory duties of the Management Corporation to manage, maintain and upkeep Mandarin Gardens in a state of good and serviceable repair (which duties are more particularly set out in **Section 29 of the BUILDING MAINTENANCE AND STRATA MANAGEMENT ACT 2004**), and since the role of the Collective Sales Committee (CSC) is to facilitate and carry into effect a collective sale of Mandarin Gardens in accordance with the **LAND TITLES (STRATA) ACT, cap 158**, therefore it is HEREBY RESOLVED THAT due to conflict of interest:

- a) no one shall hold office as Council Member and CSC member concurrently;
- b) no CSC member shall be eligible to stand for election to, or be otherwise appointed a member of, the Council; and
- c) no Council Member shall stand for election to be otherwise appointed as a CSC member.

\* See Page 84 Extract and Excerpt of the BMSMA 2004 .

**20.0 Management Council**

- 20.1 To determine the number of members of the 22<sup>nd</sup> Management Council and to elect the members of the Council.
- 20.2 To authorise the in-coming Council to elect its Office Bearers and appoint authorised signatories for the operation of the Management Corporation's bank accounts.
- 20.3 To decide what matters, if any, shall be determined only by the Management Corporation in a general meeting.

Yours faithfully,  
For & On Behalf of  
Management Corporation Strata Title Plan No 1166

Mary Hoe-Tan (Mrs)  
Honorary Secretary