

WORKSHOP SERIES



Facility Management (Strata Management) – Ensuring Compliancy and Effective Operations

WORKSHOP OVERVIEW

Facility management is an ever-evolving process – from compliance with the Building Maintenance and Strata Management Act (BMSMA) and its subsidiary legislation including the Building Maintenance (Strata Management) and the Land Titles (Strata) Act to cost budgeting and possible claims that may arise from home-owners and MCST.

INSIGHTS

Participants will gain a deeper understanding of the BMSMA and facilities management best practices to realize cost savings and improve maintenance management efficiency.

- i) **Overview of BMSMA and Key Clauses**
 - Introduction to BMSMA (brief)
 - Creation of Strata Titles
 - Constitution of MCST
 - Common Property and Limited Common Property
 - Management Council
 - Management Fund and Sinking Fund
 - By-Laws
 - Building Warranties and Defects
 - Dispute Resolution

- ii) **Pain points and “Blind Spots”**
 - Building Defects
 - Lack of Owner Engagement
 - Inadequate/Timely Communication
 - Readiness to handover units to purchasers

- iii) **Cost Budgeting for Establishment of Maintenance Contribution**
 - Initial Assessment
 - Professional Consultation
 - Inflation and Escalation
 - Life Cycle Cost
 - Legal and Regulatory Compliance

EDUCATION PARTNER

Ms Eleana Teo
Managing Director &
Head, Strata Management
Knight Frank Pte Ltd

DATE

27 February 2024
(Tuesday)

TIME

9:30am to 12pm

VENUE

[to be confirmed]

FEES (inclusive of GST)

- * **\$200** (REDAS Member)
- * **\$250** (Non-REDAS Member)

REGISTRATION

Registration will be
closed on **20 Feb 2024**

CPD ACCREDITATION

BOA-SIA: Pending
PEB: Pending

CONTACT

Please email enquiries to:

- Jojo Wong
jojo@redas.com
- Joyce Toh
joycetoh@redas.com

iv) **Best Practices for Handover of Units to Purchasers**

- Comprehensive checks on the unit
- Complete Handover Kit
- Clear Communication
- Orientation and Site Tour
- Defects Report and Rectification
- Scheduling and Co-ordination
- Customer Support and Follow Up

EDUCATION PARTNER



Ms Eleana Teo
Managing Director &
Head, Strata Management
Knight Frank Pte Ltd

Eleana's experience in the real estate industry spans three decades. At Far East Organisation Centre Pte Ltd and DTZ Debenham Tie Leung Property Management Services Pte Ltd, she engaged in leasing and property management before setting up a new department to manage properties under the purview of the Singapore Land Authority.

Eleana joined Knight Frank in January 2004 to lead a business unit managing 25 commercial and residential properties. In 2011, she was promoted to Executive Director and before assuming her current role as Managing Director (Strata Management) and Head, Corporate Services of Knight Frank Property & Facilities Management Pte Ltd. KFPFM is now managing more than 160 projects with more than 50,000 units.

Throughout her time at Knight Frank, Eleana has been instrumental in driving technology adoption and improving the firm's property management operations. Her efforts have led to Knight Frank being regarded as one of the strongest property management service providers today.

Real Estate Developers' Association of Singapore (REDAS)

190 Clemenceau Avenue, #07-01 Singapore Shopping Centre, Singapore 239924

Tel: 6336 6655 Email: redas_secretariat@redas.com URL : www.redas.com



REGISTRATION FORM
Facility Management (Strata Management) –
Ensuring Compliancy and Effective Operations
27 February 2024 (Tuesday); 9.30am – 12.00noon

Participants will be entitled to CPD Accreditation. Kindly email Registration Form to redas_secretariat@redas.com on or before Tuesday, 20 February 2024. For enquiries, please contact REDAS Secretariat Tel: 6336 6655. Thank you for your support.

Membership	
<input type="checkbox"/> REDAS Member	<input type="checkbox"/> Non REDAS Member

Information	
Company Name :	
Billing Address :	
Contact Person :	Designation :
Contact No :	Email :

Participants' Details			
	(1)	(2)	(3)
Full Name			
Designation			
Email			
Contact No.			

* If you are registering for more participants, please email the names to redas_secretariat@redas.com

Registration Fees		
(Inclusive of GST)	No. of Participants	Amount (S\$)
<input type="checkbox"/> REDAS Member @ \$200.00		
<input type="checkbox"/> Non-REDAS Member @ \$250.00		
Total =		S\$

CPD Accreditation BOA-SIA: Pending PEB: Pending	<u>E -Invoice (for statutory boards/govt only)</u> Sub-BU Code : _____ Department : _____ Attention to : _____
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Bank Transfer
 Name of Bank: United Overseas Bank (UOB), 1 Coleman Street, #01-14 The Adelphi, Singapore 179803
 Account Number: 501-301-727-2
 Account Name: Real Estate Developers' Association of Singapore
 Swift Code: UOVBSGSG II Bank Code: 7375 II Branch Code: 046
**Any bank charges incurred as a result of bank/telegraphic transfers will have to be borne by your company.*

Cheque
 Please issue cheque to "REDAS" and mail the crossed cheque to 190 Clemenceau Avenue, #07-01, Singapore Shopping Centre, Singapore 239924.

PayNow
 UEN Number: S59SS0018D II Name: Real Estate Developers' Association of Singapore

Please be advised that we do not accept cancellation after registration. However, participants may wish to register their replacements for the workshop. Kindly give the organizer at least one day's notice.