

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 3 2009-2010

Held on 7 January 2010, 8:00 pm in Discovery Bay Office Centre

Present:

Mr Christian Chasset	(CC)	- Chairman
Mr Michael McGuire	(MMG)	- Vice-Chairman
Mr Chan Ping Leung	(CPL)	- Member
Mr G H Koo	(GH)	- Manager, Estate – City Management (CM)
Mr Calvin Ting	(CT)	- Assistant Officer, Estate – CM
Ms Pearl Curreem	(PC)	- Assistant Officer, Community Relations - CM (Secretary)

Apology:

Ms Alice Li	(AL)	- Member
Ms Daggie Tse	(DT)	- Member
Mr Fan Chak Wah	(FCW)	- Member
Mr Martyn Douglas Keen	(MDK)	- Member
Mr Nicholas Wade	(NW)	- Member

1. Confirmation of Previous Meeting Minutes

The draft meeting minutes of the VOC Meeting No 2 of 3 November 2009 was approved provided that the words “purifier” shall be replaced by “deodorizer” under the item of Any Other Business. CM would amend the draft and send the same to the Chairman for signature.

2. Management Report

CM presented the management report on various operations, as follows.

2.1 On-site operation

GH advised that a manager team rotation was implemented in last December and took up the duty of providing estate management services to Hillgrove. The on-site management team was supported by both in-house landscape / works team and outsource service providers. Of the man strength of security, an additional guard has been deployed at daytime (at a total of 2 day-shift guards) which improved the daily patrol among the buildings.

2.2 Cleaning

3 new plastic trolleys for garbage collection were provided in Hillgrove to replace the small metal pushcarts.

Members commented that occasionally the service providers were unable to spot dirt left behind in floor lobbies during evenings. To rectify the problem, it was proposed to deploy a part-time cleaner (4 hours) in the evening. The provision would be allowed in the new budget for review.

Meanwhile, CM would liaise with the cleaning service provider on the following actions:

- To ensure each cleaner being equipped with standard cleaning tools for quality services.
- To implement rotation within the Village to standardize the performance.
- To set out a working programme with outbound team for the next quarter focusing on high-level areas inside the buildings.
- To review the need of part-time cleaner of evening shift.

Further, it was proposed to purchase 3M floor mats to be placed at entrance lobbies during rainy days.

2.3 Repairs and maintenance

CM advised that new door access panel was installed while the existing one became wear and tear. Members commented that the model of new panel was rather old-fashioned. CM would source alternatives, compatible to the existing system, for consideration.

CM also reported that the bulging wall tiles at floor lobbies were replaced.

2.4 Landscape area

New evergreen species were planted at the landscape area between Brilliance Court and Glamour Court.

2.5 Fit out control

5 apartments were under fitting out in late December. MMG stressed that the contractors should be reminded of the maximum period of 14 days for scaffolding. CM would review the village fitting out rules to ensure the contractors were properly notified.

2.6 Complaint and request

About 35 cases of complaints were logged in December, of which major issues were false panic alarms and electricity failure of individual apartments. CM would provide more details in future reports.

3. Proposed site walk with VOC Members in January 2010

The site walk was scheduled at 12:00 noon on Saturday 9 January. The site walk would focus on the traffic black spot in front of Hillgrove. CM would contact and invite Members to join the site walk after the Meeting.

4. Matters Arising from Previous Minutes

4.1 Clothes hanging at balconies

CM advised that there were still about 4 units failed to be cooperative after repeated requests for not using the balconies for laundry purpose. To further improve the situation, CM and security personnel would continue home visits reminding the occupants concerned, followed by written notice to the respective owners.

4.2 Air deodorizer at entrance lobbies

The catalogue of the Air sterilizer and purifier MAP-5000N (being used in Neo Horizon) was tabled. Members opined that the device mainly served the purpose of deodorization and disinfections at indoor area, rather than the passage of entrance lobbies. Further, this device did not offer a pleasant scent to the area. Alternatively, CM recommended air freshener to be installed in the entrance lobbies in order to enhance the interior condition. CM would source various types of fresheners for the Committee's consideration. Samples would be provided for trial if available from suppliers.

5. Update on Outstanding Issues of Renovation Project

No further update.

6. Discussion on Traffic Black Spot on Discovery Bay Road in front of Hillgrove

CC mentioned that there would be a traffic black spot in front of Hillgrove which might create a potential hazard to the pedestrians. Vehicles running down from Discovery Valley Road did not fully stop before the double white lines when entering into Discovery Bay Road. It was then possible that the vehicles might run over the walkway at the opposite. The site walk of 9 January would focus on this issue and Members would review the situation with CM.

7. Community Event

Date / Time	Event	Activities
10 January from 12:00 noon to 5:00 pm	Flea Market	Sales of pre-loved items
17 January from 9:00 am to 11:30 am	MSF Orienteering Competition	About 2,000 participants of orienteering

8. **Any Other Business**

Nil

9. **Date of Next Meeting**

The next VOC meeting would be held on Tuesday 23 February 2010 at 8:00 pm.

There being no other business, the meeting was adjourned at 9:55 pm.

Chairman