

**DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE**

**Minutes of Meeting No 4 2009-2010**

**Held on 23 February 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 Nicholas Wade	(NW)	- Member
Mr Martyn Douglas Keen	(MDK)	- Member
Mr G H Koo	(GH)	- Manager, Estate – City Management (CM)
Mr Kelvin Siu	(KL)	- Officer, estate – CM
Mr Calvin Ting	(CT)	- Assistant Officer, Estate – CM

**Apology:**

Ms Alice Li	(AL)	- Member
Ms Daggie Tse	(DT)	- Member
Mr Fan Chak Wah	(FCW)	- Member

**1. Confirmation of Previous Meeting Minutes**

The draft meeting minutes of the Village Owners' Committee (VOC) Meeting No 3 of 7 January 2010 was approved. The minutes was signed by the Chairman.

**2. Management Report on VOC Site Walk on 9 January**

GH introduced Kelvin Siu the new Officer of Estate to the Committee. KL would station at Local Management Office and would be responsible for the coordination of various service providers working in the Village.

Representatives of the Committee have carried out a site inspection on 9 January with CM on various aspects of management services and CM advised the Committee on the follow up actions, as follows.

**2.1 Cleaning**

- Plastic trolley for garbage collection should be stored at non-conspicuous area after use. Old metal trolley needed to be replaced by when being used for lobby cleaning work. CM would liaise with service provider on this provision.
- Regular cleaning with leather stain remover would be applied to furniture in entrance lobbies.
- Cleaners would pick up junk mail being left on the top of the mailbox system on a daily basis.

- Monthly cleaning exercise would include items at high level, such as walls and light shades.
- Playground equipment would be cleaned with bleaching agent on a monthly basis.
- The list of equipment has been prepared as to ensure that each cleaner was equipped with proper tools for the work. The use of a cleaning cart that carried tool set would be introduced to Hillgrove if it could enhance the efficiency of daily lobby cleaning work.
- Quotations were being invited for placing 3M floor mats at entrance lobbies during rainy days.
- CM advised that the mandarin of Lunar New Year stained the entrance lobbies years ago. Members pointed out that cleansing chemical was also a cause of the marks. CM would clarify the issue and seek remedial proposal from the service provider.

### 2.3 Repairs and maintenance

- Door phone access system - CM advised that according to the contract of existing service provider there were two models of stainless steel panel available for replacement. CM has approached suppliers (under the supplier list provided by Hong Kong Police) for alternative models. However, after inspection of the existing system, limited choices of new panels was found compatible. To obtain alternatives, CM would contact manufacturers directly for sourcing.

### 2.4 Landscape area

Weeding on outdoor floor tiles was removed and Landscape Department would submit grass-growing proposal for the upcoming planting season.

### 2.5 Improvement items

- It was proposed to acquire metal paper recycling bins to be placed near the mailbox system.
- A temporary debris collection point was proposed at the covered area under Brilliance Court for trial. Proper hoarding would be erected to enclose the area if the operation was satisfactory.
- A new dog toilet at the rear was under construction. The dog toilet next to the playground would be relocated due to hygienic concern.

## 3. Matters Arising from Previous Minutes

### 3.1 Clothes hanging at balconies

Members commented that there was little progress of improving the laundry behaviour of some of residents. The situation intensified especially during fine weather. CM would take a stringent approach by conducting home visit and by writing to the residents concerned.

3.2 Fragrance dispenser at entrance lobbies

CM advised that a tester would be fixed at the entrance lobby of Elegance Court. Members were requested to give feedback on the choice of fragrance.

3.3 Traffic Black Spot on Discovery Bay Road

CM advised that the existing design of the respective infrastructure has been adopted since the opening of the Tunnel in 2000, after a thorough study conducted by traffic consultant. CM would provide more information of the planning of this area in the next meeting.

4. **Update on Outstanding Issues of Renovation Project**

No further update.

5. **Report on previous City Owners' Committee (COC) Meeting of 21 January**

5.1 Budget Discussion

Finance Sub-committee reported on its findings on the City budget including Road Fund and CM would provide further information for review.

5.2 Tai Pak Beach

Site walk would be conducted on the beach area to view the condition of sand erosion.

5.3 New Transportation Arrangement in Yi Pak Area

New transportation mode would be operated to facilitate the opening of Yi Pak Area. The new arrangement would be further discussed when information was available.

5.4 Building Energy Efficiency Fund Scheme

A tender would be issued for cooperation program of energy saving exercise in Discovery bay under which option would be allowed for an application of Government subsidy.

5.5 Residents' Survey – Estate Management

According to the result of the survey with a return rate over 20% of the total, about 70% of the returned questionnaire indicated satisfaction or above on the service level in general.

5.6 Bus Passenger Safety

Members raised the concern on the passenger safety especially when the buses were crowded. The subject would be put forward in the Passenger Liaison Group meeting for further review.

5.7 Rebate of Manager's Fee on Renovation Cost

There was a request for a reduction of Manager's Fee on renovation cost. The subject will be deferred until obtaining respective legal opinion.

5.8 Review of Water Charges of Reservoir Supply

The committee resolved an increase on various water charges on residences and non-domestic consumption in the next financial year.

5.9 Unauthorized Building Works

Letters were issued to respective owner and contractor on unauthorized structure and Buildings Department would also be informed.

5.10 Hire Car Sign at Piazza

A sign was proposed at Piazza to indicate the availability of hire car services.

5.11 MSF Event at the Beach Area

Some Members opined that the beach area was not appropriate for activities such as MSF event that attracted crowds of people.

5.12 Provision of Defibrillator

The provision of two defibrillators was provided in the tender requirement of new security service contract.

5.13 Site Walk of Central Park

Site walk would be conducted to review the security operation and landscape maintenance.

5.14 Temporary Sport Playground

The soccer field would be ready for use in April.

5.15 Electric Golf Cart

CM advised that the trial of running in Discovery Bay was satisfactory and applications were received from golf cart owners.

6. Community Event

Date / Time	Event	Activities
3 March starting from 2:00pm	"Walking on the Air" for Playright	Charity walk
11 April from 12:00 noon to 5:00 pm	Sunday Flea Market at Piazza	120 booths selling pre-loved items

**7. Any Other Business**

**7.1 Unauthorized golf cart parking**

Members mentioned that some golf carts were parked along the driveway at night. CM would advance the security night patrol to clear any unauthorized overnight parking.

**7.2 Obstruction at Floor Lobby**

It was observed that some residents have occupied the common floor lobby for packing persona belongings from time to time. Security staff would be reminded to ensure that the passage should be free from any obstruction in view of fire safety. CM would also issue management notice to alert residents on the subject.

**7.3 Door of refuse chamber**

Members commented that some doors banged at the refuse chamber when closing. CM would arrange Works Department to adjust the door closer or would apply buffer strip if appropriate to reduce the noise.

**8. Date of Next Meeting**

The next VOC meeting would be held on Tuesday 21 April 2010 at 8:00 pm.

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

Chairman