

Discovery Bay Hillgrove Village Owners' Committee
Annual General Meeting 2010-2011
held on 23 June 2010, 8:10 pm at Multi-Purpose Hall, Discovery Bay Office Centre

Mr Kelvin Siu (KS) of City Management (CM) opened the meeting by welcoming everyone present and declared the meeting duly convened with the necessary quorum of owners being present or represented by proxy.

After introducing himself, KS introduced Mr Christian Chasset, the outgoing Chairman of the Committee and Mr G H Koo (GH), Manager – Estate of CM. KS stated that the main purpose of this meeting was to elect the Village Owners' Committee (VOC) for the ensuing year. Before the election, Mr Christian Chasset (CC) was invited to give a speech on behalf of the outgoing Committee.

1. Chairman's Speech

Mr Christian Chasset thanked everyone present at the Meeting and thanked the outgoing Committee members for their contributions throughout last year. His report was highlighted as follows:

A. Recycling Bins at Entrance Lobbies

Paper recycling bins were located at each entrance lobby to enhance the recycling activities in Hillgrove. Further, "No Junk Mail" stickers were displayed at the mailbox system to discourage promotional papers.

B. Defect Rectification after WR2 Inspection

After the WR2 Inspection last year, CM had tendered for the defect rectification and the works were completed in March. This exercise was a statutory requirement that all electrical installation over 100 amp needed to be checked at least once in every five years.

C. Plastic Trolley for Daily Garbage Collection

To avoid scratch to building fabrics, plastic trolley was used for daily garbage collection.

D. Monthly Extensive Cleaning of Playground Equipment

Extensive cleaning was scheduled on a monthly basis to cleanse the playground equipment. Cleaning mobile team carried out the job with disinfection's agents.

E. Update on Outstanding Issues of Renovation Project

Buildings Department was yet to confirm the application for the work completion of structural recalculation of balustrade. The consultant, Messrs R Cheng, would liaise with the Department for the acknowledgement of completion.

H. Additional Security Guard

In the current financial year, an additional day-shift guard was provided for better control of the activities at the ground floor lobbies. A total of two (2) guards were deployed during daytime.

I. Financial Position and Village Budget

A surplus of about HK\$318,000.00 was recorded in the financial year ended 31 March 2010. This amount was added to the accumulative surplus that yielded a total of about HK\$3.6 million. The balance of Reserve Fund amounted to about HK\$3.8 million. It was also noted that there was a sum of about HK\$1.8 million being retained in the renovation account since the last renovation. Hence, the total amount of funds reached the level of HK\$9.1 million.

The village budget was discussed in the VOC meeting in May. For the budget year ended 31 March 2011, the village account would be operating with a deficit of about HK\$60,000.00, while the management fee would therefore remain unchanged. With the provision of full Estate team and a cost increase in major services (security and cleaning), it would inevitably take away the saving at the present management fee level. Despite a deficit account, there was a transfer of HK\$600,000.00 to Reserve Fund. This yielded a

net saving of about HK\$540,000.00 in the budget. The expenses would be closely monitored in order to achieve a balanced budget.

K. City Owners' Committee

CC reported that there were four (4) City Owners' Committee Meetings in the last term in which several major resolutions were made:

- Renewal of security service contract with Centurion Facility Company Limited which submitted the lowest bid, for a term of one (1) year plus an option to renew for a further term of one (1) year, with new provisions of defibrillator and additional managerial staff
- Renewal of cleaning service contract with Winson Cleaning Service Company Limited for a term of two (2) years
- Award of pest and rodent control contract under which the service frequency was increased to monthly basis

2. Questions and Answers

(1) One owner mentioned that the Reserve Fund should be applied to upgrade the outlook and facilities of the buildings as the fund had reached a considerable sum. CC advised that the build-up of Reserve Fund in fact served the purpose of major repairs and improvement of the buildings. As required in Deeds of Mutual Covenant, the manager would arrange for a condition survey in every seven years, and the consultant would propose the scope of repairs and improvement. Owners' meetings would be convened to decide the scope and the costs of the works, including upgrade of building fabric and facilities, to be done for the villages.

(2) The owner also commented that the decoration workers might damage the common areas without compensation. CM replied that the management operations had been strengthened against the issue. Estate staff was required to communicate with respective owners and decoration works on fit out rules that specified the temporary

protection of passage and bulk delivery.

- (3) The owner pointed out that the laundry at balcony affected the outlook of the buildings. CM advised that despite the issue of management notice and written message to the occupants, it seemed that the situation persisted. To tackle the issue, CM would instruct the security to carry out regular home visits to remind the respective occupants to observe the rule.
- (4) An owner stated that the Local Management Office was left unattended at midnight in an occasion. CM advised that there were 1.5 security headcount during the night shift and the guards were required to be manned at the management office in alternative when one of the guards carried out patrol around the Village. CM would review the existing working procedure to eliminate the loophole and would arrange supports from patrol car team in case of emergency.

3. Election

CM took the chair and thanked Mr Christian Chasset, the outgoing Chairman, Mr Michael McGuire, the outgoing Vice-Chairman and all the Committee members for their contributions and support during the last term.

KS announced that according to the Sub-Deed of Mutual Covenant (Sub-DMC) of Hillgrove, the Village Owners' Committee (VOC) was composed of a Chairman, a Vice-Chairman and not less than five (5) members for a term of one year. The main purpose of the VOC was to discuss matters relating to the village. Every VOC meeting should have at least three (3) members present in order to meet the quorum. There would be at least six meetings with representatives from CM in a year. All meetings should be minuted and copies of minutes would be displayed on notice boards within the Village.

In addition, the Chairman would represent Hillgrove Village as a member of the City Owners' Committee (COC) which would meet at least four times a year to discuss matters relating to Discovery Bay as a whole.

3.1 Election of Chairman

CM announced that there was one candidate Mr Christian Chasset indicated his consent for election of the post of Chairman. Having proposed and seconded by the owners present or duly authorized representatives. As there was no further nomination, CM declared the nomination closed and Mr Christian Chasset was elected automatically as the Chairman for the ensuing year and took the Chair.

3.2 Election of Vice-Chairman

There was one candidate Mr Michael McGuire indicated his consent for election of the post of Vice-Chairman. He was proposed and seconded by the owners presented or duly authorized representatives. CM declared the nomination closed and Mr Michael McGuire was elected automatically as the Vice-Chairman for the ensuing year.

3.3 Election of Committee Members

CM further reported that there were six (6) candidates who indicated their consents for election of the post of Committee members and asked the floor if there was any further nomination. As there was no further nomination, CM then declared the nomination closed and the candidates were as follows:

No.	Name	Address	Proposed	Second
1	Ms Alice Li	Elegance Court	Yes	Yes
2	Mr Chan Ping Leung	Brilliance Court	Yes	Yes
3	Ms. Daggie Tse	Elegance Court	Yes	Yes
4	Mr Fan Chak Wah	Elegance Court	Yes	Yes
5	Mr Lee Shap Chun	Elegance Court	Yes	Yes
6	Mr Martyn Douglas Keen	Elegance Court	Yes	Yes

Having been proposed and seconded by the owners present or duly authorized

representatives, it was suggested having all the six candidates elected en bloc. The owners or duly authorized representatives present unanimously agreed to the suggestion. CM declared that the above-mentioned six candidates were elected en bloc as Committee members for the coming term.

There was no further question from the floor. CM thanked everyone for attending the meeting and declared the AGM closed. CM further requested the newly elected members to stay behind for the Inaugural Meeting.

The Annual General Meeting was adjourned at 9:20 pm.

Chairman