

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 6 2010-2011

held on 4 May 2011, 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
Ms Alice Li	(AL)	- Member
Ms Daggie Tse	(DT)	- Member
Mr. G H Koo	(GH)	- Manager, Estate – City Management (CM)
Mr. Dino Mak	(DM)	- Manager, Landscape – CM
Mr. Kelvin Siu	(KS)	- Senior Officer, Estate – CM
Mr. Calvin Ting	(CT)	- Assistant Officer, Estate – CM
Ms Carol Lee	(CL)	- Assistant Officer, Community Relations – CM

Apologies:

Mr. Martyn Douglas Keen	(MDK)	- Member
Mr. Fan Chak Wah	(FCW)	- Member
Mr. Lee Shap Chun	(LSC)	- Member

In Attendance:

Nil

1. Confirmation of Previous Meeting Minutes

The meeting minutes of the Village Owners' Committee (VOC) Meeting No 5 on 23 March 2011 was approved, except that the wording of decoration noise control would be amended to state the period of "from Mondays to Fridays". The revised version would be sent to Chairman for endorsement.

2. Management Report

CM advised the Committee the following:

2.1 Removal of abandoned bicycles and purchase of new bicycle racks

CM had removed all abandon bicycles and replaced 3 newly installed bicycle racks. Since the demand for bicycle racks had been increasing, CM would purchase 3 additional bicycle racks.

2.2 Set up of temporary debris collection point

A temporary debris collection point was set up at the ground level of Brilliance Court so that all decoration waste could be placed in the collection point rather than being disposed near the entrances of each building. CM already informed all the current decorators to co-operate with site staff in this operation.

2.3 Cleaning of underground drain pipes

The cleaning would take place on 5 May as to prevent blockage of the drainage. Such operation would be conducted twice a year in future.

2.4 Action against hanging clothes over fencing of the balcony

7 units had been reminded by CM to remove their clothes, in which 4 of them already complied with the request. CM also issued reminder to the remaining 3 units to seek their co-operation. Members also noticed the same in another unit in Brilliance Court and CM would take action against the flat concerned.

2.5 Review of collection box of cheque for management fee

CM confirmed that there was collection box located in each building. After discussion, Members agreed that new collection box was not required but would record this item in the wish list of the next renovation.

3. **Matters Arising from Previous Minutes**

3.1 Request for bus stop in front of Hillgrove

The issue was being reviewed by Transport Division, while traffic data such as bus travelling time and ridership on outbound services had being collected. Evaluation would be prepared in respect of the project usage rate of the proposed bus stop.

3.2 Landscaping maintenance at Hillgrove

Discussion on landscape maintenance concluded that no improvement would be required in light of the upcoming renovation. CM would maintain regular services at the moment, while any new design or proposal would be passed onto the consultant for review in the future.

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

No further information was available since last update.

5. **Update on Tender of Consultancy Services**

5.1 Condition survey questionnaire to residents

CM advised that 13 questionnaires had been received from residents, and these would be passed to the consultant.

5.2 Advertising in newspapers to invite consultants

It was agreed to place newspaper advertisement in Sing Tao Daily and South China Morning Post on 23 May 2011 and 30 May 2011 to invite consultants to express interest for tendering. CM would also issue express of interest to those consultants under the list of Hong Kong Institute of Surveyors or with working experience in Discovery Bay. To conduct due diligence, the submission of project reference would be extended to a period of past 10 years.

6. Noise Control for Renovation

CM would adopt the wording of City Rules in Notice of Renovation regarding the noise control, specially working on Saturdays. The Chairman would raise this item again in the next City Owners' Committee meeting.

7. Budget 2011-2012

After discussions, Members agreed to maintain the existing management fee level until the exact cost of the new security service contract had been confirmed.

8. Report on previous City Owners' Committee (COC) Meeting

The last COC meeting was held on 30 March 2011 and the major issues were as follows:

- Declaration of interest
It was recommended that all COC members should sign the declaration of interest.
- Irrigation water charges
Some locations of check meters in the sample irrigation areas were considered by the committee not adequately reflecting the actual consumption rates, hence it was difficult to obtain a fair rate of irrigation water charge. In view of this, members suggested a close review on the respective irrigation areas and metered areas.
- Training for Estate Staff
CM provided training courses and seminars to Estate staff as to improve knowledge and skills at work.
- Dedicated transport services in Discovery Bay for elderly, handicapped and the sick
Some members suggested introducing rehab bus into Discovery Bay as to enhance transport for the needy. CM would study the feasibility under existing Traffic Ordinances.
- Noise control on renovation work on Saturdays
Some members suggested the City Rules and the renovation permits to be the same in order to eliminate any misunderstanding and misinterpretation among owners and decorators. The discussion would be brought forward to the next meeting.
- Terms of Reference of Environmental Protection Working Group
The terms of reference regarding convener and vice-convener should be members of the working group and be elected by members. It was endorsed during the meeting.

9. Community Event

Date	Event	Venue
5 June 2011 to 6 June 2011	Dragon Boat Carnival on 5 th -6 th and Races on 6 th	Piazza and Tai Pak Beach
26 June 2011	Flea Market	Piazza

10. Any Other Business

10.1 Poor TV signal in certain location

Members pointed out that the signal received was poor especially when watching the 4 basic local channels. CM would check with the current service provider Cable-TV for further inspection.

10.2 Fragrance dispenser at main lobbies

Members felt that the scent of the dispenser had been diminishing recently. CM would check the batteries once a month to ensure the machine functioned properly.

10.3 Checking of windows inside refuse room

Some of the window frames in refuse room were found deteriorating, therefore CM would invite contractor to carry out free inspection and would advise the Committee in the next Meeting.

10.4 Progress of installation of new booster tank at Brilliance Court

Tender had been awarded to the contractor, however the exact schedule was yet to be confirmed. Repair work was expected to start in mid-May. Works Department had also inspected the booster tanks in both Elegance Court and Glamour Court and confirmed they were running normally.

10.5 Progress of optical fibre installation of PCCW

CM advised the Members that PCCW had already re-submitted a revised proposal of installation. The work was in progress and would be completed by October. The improvement was able to provide a 100M broadband services to each flat.

10.6 Floor Mat in main lobbies

As rainy season was approaching, heavy-duty floor mat would be placed at lobby area to avoid slippery floor.

10.7 Lift car protection sheet

CM would source alternative temporary protection while protection pad from original lift supplier was not available.

11. Date of Annual General Meeting

The Annual General Meeting of Hillgrove Village would be held at 8:00pm on Wednesday 15 June 2011.

There being no other business, the meeting was adjourned at 10:00 pm.

Chairman