

**DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE**

**Minutes of Meeting No 2 2011-2012**

**held on 6 July 2011, 8:00 pm in Discovery Bay Office Centre**

**Present:**

Mr Christian Chasset	(CC)	- Chairman
Mr. Michael McGuire	(MMG)	- Vice-Chairman
Ms Alice Li	(AL)	- Member
Mr. Chung Kwok Wah	(CKW)	- Member
Ms Daggie Tse	(DT)	- Member
Mr. Fan Chak Wah	(FCW)	- Member
Mr. Ho Kin Lok	(HKL)	- Member
Mr. Ravi Ranjan	(RR)	- Member
Ms. Umehara Yukiko	(UY)	- Member
Mr. G H Koo	(GH)	- Manager, Estate – City Management (CM)
Mr. Kelvin Siu	(KS)	- Officer, Estate – CM
Mr. Calvin Ting	(CT)	- Assistant Officer, Estate – CM

**Apologies:**

Mr. Chan Ping Leung	(CPL)	- Member
Mr. Law Chi Wing	(LCW)	- Member
Mr. Lee Shap Chun	(LSC)	- Member
Ms. Wong Wai Man	(WWM)	- Member

**In Attendance:**

Nil

**1. Confirmation of Previous Meeting Minutes**

The drafts of meeting minutes of the Annual General Meeting and Inaugural Meeting on 15 June 2011 were approved and CM would send both English and Chinese versions to Chairman for signature after the Meeting.

**2. Management Report**

CM advised the Committee the following operations:

**2.1 Security guard booth**

CM proposed to add a security guard booth near the playground in front of Brilliance Court as to increase the security control on vehicle parking and speeding issue.

**2.2 High pressure water jet cleaning**

The next high pressure water jet cleaning was scheduled on 12 July. This exercise would become a regular half-year maintenance services for Hillgrove.

2.3 Grass cutting services

CM briefed the Committee on the grass cutting safety measures. The Committee was content about precautionary measures.

**3. Matters Arising from Previous Minutes**

3.1 Request for Bus Stop in front of Hillgrove

The study would be deferred while all bus stations along Discovery Bay Road would be reviewed at a later stage. Also the proposed temporary bus stop in front of Hillgrove was not suitable as it would invite vehicles to overtake from behind when buses were parked for passengers. The lay-by between Hillgrove and the Fire Station was also not feasible as the gradient was too steep for buses.

3.2 Noise Control for Renovation

Chairman had raised out this issue in the past COC meeting and CM would draft the wording in the application form for decoration I according to those in the City Rules which clearly stated that noise would not be permitted on Saturdays.

3.3 Use of Golf Cart Parking Spaces

CM briefed Members that there were 21 golf cart parking spaces in Hillgrove and there were 17 Hillgrove golf cart owners actually owned golf carts. CM would further review the existing golf cart space usage rate and it was agreed that no change was required to the current operation, however, CM would observe the overnight parking to decide if new rule should be introduced to visiting golf carts.

**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 Two-envelop scoring system

CM briefed the Members that the method to select consultant would be based on a scoring system which was divided into two parts. The first part would rate on the result of the interviewing with the consultants. And, the second parts would deal with the prices. The selection would make reference to the overall result.

5.2 Selection to invite consultants

The list of express of interest was presented. There were 22 firms which showed interest in this renovation project. After discussions, it was decided to invite consultants with experience of at least 3 jobs of over HK\$10 million each for tendering of consultancy services. Therefore, 13 firms out of the 22 firms would be included for invitations.

**6. Major Expenses in Budget 2011-2012**

CM advised that at 31 May 2011, the surplus yielded at about HK\$64,000 as compared to the budgeted sum of about HK\$15,000.

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

The last COC meeting was held on the 2 June 2011 and the major issues were as follows:

- Confirmation on new security tender  
The new security service contract was awarded to Centurion Facility Company Limited and the terms in this contract had covered the requirement of Minimum Wage Ordinance.
- Decoration noise on Saturday  
Member proposed amending the wording in the application form and permits for decoration since the City Rules clearly stated that noise would not be permitted on Saturdays.
- Control of Dogs in DB  
A member mentioned that the problem with dog feces had been increasing as the major concern was some of dog owners did not clear after their dogs. Solutions would be further discussed in the next meeting.
- Retention and Accessibility to COC meeting minutes  
Some members mentioned that it was difficult to retrieve the past papers of COC meetings. The issue would be discussed in the next meeting.

**8. Any Other Business**

**8.1 Set up of indoor bicycle storage area**

CM advised that Siena Two had set up an indoor area for residents to park their bicycles and would charge the users a monthly storage fee, however it would be unlikely that this could be applied in Hillgrove as there was no suitable indoor area for bicycle storage.

**8.2 Window inspection report**

Inspection of all windows in communal area of Hillgrove Village was conducted in June and the cost of repairs was quoted at about HK\$85,000. Most of the defects identified were that the hinges were too tight. After discussions, Members agreed to apply lubrication to the hinges at this stage and the replacement of windows would be included in the scope of works in the upcoming renovation.

**9. Date of Next Meeting**

The next meeting was fixed at 8:00pm on Thursday 22 September 2011.

There being no other business, the meeting was adjourned at 10:25 pm.

Chairman