



DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 5 2011-2012

held on 28 February 2012, 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 (represented by Mr Brian Cheung)	(DT)	- Member
Mr. Ho Kin Lok	(HKL)	- Member
Ms. Umehara Yukiko	(UY)	- Member
Mr. G H Koo	(GH)	- Manager, Estate – City Management (CM)
Mr. Sam Lo	(SL)	- Manager, Contracts – CM
Mr. Kelvin Siu	(KS)	- Senior Officer, Estate – CM
Mr. Calvin Ting	(CT)	- Assistant Officer, Estate – CM
Ms. Pearl Curreen	(PC)	- Assistant Officer, Community Relations – CM

Absent with Apologies:

Mr. Chan Ping Leung	(CPL)	- Member
Mr. Fan Chak Wah	(FCW)	- Member
Mr. Law Chi Wing	(LCW)	- Member
Mr. Lee Shap Chun	(LSC)	- Member
Mr. Ravi Ranjan	(RR)	- Member
Ms. Wong Wai Man	(WWM)	- Member

In Attendance:

Nil

1. Confirmation of Previous Meeting Minutes

The meeting minutes of the Village Owners' Committee (VOC) Meeting No 4 on 27 October 2011 was confirmed by the Committee.

2. Management Report

CM advised the Committee on the followings:

2.1 Replacement of Lampshades

All the lampshades of outdoor lightings had been replaced with new ones due to wear and tear.

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2.2 Painting of Metal Works

All the metal railings at the outdoor areas and cleaners had cleansed and applied steel oil to stainless steel railings during the Chinese New Year. In addition, the bollards at street level were also re-painted.

2.3 Lift Breakdown Rate and Performance Pledge

The existing contract was due to expire in the mid of this year and the tender was proposed for a new maintenance contract. From 1 June 2011 to 31 January 2012, 8 cases were recorded in related to lift breakdown in Hillgrove. 1 case involved trapping people inside the lift on 3 July 2011. The other 7 were classified as service interruption. As regards the pledge of service performance, a full-load safety test would be carried out once every 5 years to all lifts in Hillgrove and an inspection for annual examination and certification would be conducted each year. For routine services, the contractor would check, clean and inspect all the lifts in every 12 working days. And the breakdown rate should not be more than 0.5 times per lift per month. In case of breakdown, contractor would provide 24 hours' emergency call out service including both Sunday and Holidays. The contractor committed to attend the incident within 30 minutes when the contractor was working in Discovery Bay; otherwise the technicians would attend the incident within 2 hours.

3. Matters Arising from Previous Minutes

3.1 Re-tender of Consultancy Services

As agreed at the last meeting, it was decided to carry out re-tender of the consultancy services and the whole renovation process.

CM presented the list of consultancy firms under the lists of Hong Kong Institute of Surveyors (Building Surveying) and those which had been employed in Discovery Bay projects. Members agreed to issue Express of Interest to these firms and to place newspaper advertisement in Chinese and English again to invite potential tenderers. The Committee with the Renovation Working Group would then shortlist the tenderers.

On the structure of the tender document, it was recommended to conduct a tender for Stage A – building survey only at the moment, while the Committee could consider to proceed with site work later. MMG commented that the quotations for Stage A only would not be so cost effective as compared to a tender of the whole consultancy services (from survey to project management). Further, since the appointment of various stages could be made by phases, the Committee could decide the subsequent stage after the completion of each stage. DT was of the opinion that it was important to understand the existing condition of the buildings before considering how and when the renovation was to be carried out, if required.

After lengthy discussion, the Committee suggested a general survey among the Hillgrove owners to obtain a most preferred view to structure the content of the tender document. CM would prepare a questionnaire and would circulate the draft to Members for comment.

4. Update on Outstanding Issues of Renovation Project

CM advised that there were about 8 outstanding cases of monies not yet refunded to owners who had installed the balustrade by themselves. The refund would be processed only after the completion of Building Department process. Formally speaking, the refund could be done after completion of Buildings Department's papers. To expedite the matter, CM would study if the cases could be closed under the contract terms.

5. Report on Financial Status

The village account yielded a year-to-date deficit at about HK\$130,000 which was in line with the budgeted figure as at 31 January 2012. The total fund including surplus and reserve reached a sum over HK\$10 million in January. (Post-meeting notes: To clarify the financial status of the village account, it was recorded that a surplus of about HK\$21,000 yielded as at 30 April 2012.)

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

The last COC meeting was held in January and the major issues were as follows:

● Cleaning Contract of Discovery Bay

The existing contract was due to expire on 1 July and a COC working group was formed to assist in the tender for the new contract.

● Working Group and Sub-Committee

During the meeting, the committee endorsed the formation of various sub-committees to work on different issues related to Discovery Bay residents, including cleaning services, environmental protection, recycling, financial aspects, Police liaison, education and recreational facilities.

7. Community Events

Date	Event	Venue
24 March 2012	Lantau 50	Discovery Bay area
15 April 2012	Flea Market	Piazza
29 April 2012	Rehab Bus Charity Event	Piazza

8. Any Other Business

8.1 Control of Decoration Work

Members felt that decoration works had been increasing numerous in Hillgrove as transactions and leasing activities were active. To address the needs, CM would re-schedule the working table of the day-shift guards, such that one of them could carry out routine duty while the other focused on decoration works, especially on the tidiness of common areas.

8.2 Use of Lift

MMG observed that the lift did not response to the floor call when the other lift was being engaged. CM replied that the lift program was designed to activate the lift in turn so that the system could attend the floor calls in a short period of time. CM would instruct the lift contractor to check the setting in the upcoming maintenance services.

8.3 Guard Booth

The guard booth acquired before consultation with VOC was no longer in use in Hillgrove, CM would arrange for transferring the booth to whichever other village required it and reimbursement of purchase cost would be borne by the respective village.

8.4 Speed Bump

It was observed that some of the vehicles were swift to enter into the driveway. To ensure the vehicles to reduce the speed at the access, CM would install a speed bump for a trial.

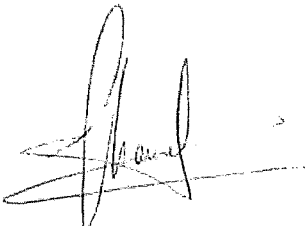
8.5 Control of Parking along Roadside

It was noted that there was inconsistency when the guards carried out their duty of controlling the lay-by section in front of the blocks. CM would set out the guidelines in the standing instruction so that both permanent and reliever staff were able to follow.

9. Date of Next Meeting

The next meeting was scheduled at 8:00pm on Thursday 3 May 2012.

There being no other business, the meeting was adjourned at 9:35 pm.



Chairman