

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 6 2011-2012

held on 31 May 2012, 8:00 pm in Siena One Local Management Office

Present:

Mr Christian Chasset	(CC)	- Chairman
Mr. Michael McGuire	(MMG)	- Vice-Chairman
Mr. Chan Ping Leung	(CPL)	- Member
Mr. Chung Kwok Wah	(CKW)	- Member
Mr. G H Koo	(GH)	- Manager, Estate – City Management (CM)
Mr. Ricky Leung	(RL)	- Officer, Estate – CM
Mr. Calvin Ting	(CT)	- Assistant Officer, Estate – CM

Absent with Apologies:

Ms Alice Li	(AL)	- Member
Ms Daggie Tse	(DT)	- Member
Mr. Fan Chak Wah	(FCW)	- Member
Mr. Ho Kin Lok	(HKL)	- Member
Mr. Law Chi Wing	(LCW)	- Member
Mr. Lee Shap Chun	(LSC)	- Member
Mr. Ravi Ranjan	(RR)	- Member
Ms. Umehara Yukiko	(UY)	- 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 5 on 28 February 2012 was confirmed by the Committee subject to the following amendments:

- (i) The discussion about the update of outstanding refund of replacing balustrade in last renovation would be added;
- (ii) Item No 3.1 "and the whole renovation process" would be added under the first paragraph;
- (iii) Item No 3.1 "completion of each stage" would replace "completing on stage" under the third paragraph;

- (iv) The details about the transfer of existing guard booth to other village subject to a reimbursement would be stated.

2. Management Report

CM advised the Committee the followings:

2.1 High Pressure Water Jet Cleaning of Underground Drainage

To prevent the common areas from flooding during the rainy season, CM had instructed respective contractor to carry out water jet cleaning to the underground system of the village and the work was smoothly completed.

2.2 Lift Maintenance Services

During the services of April, the contractor observed that the lift doors became wear and tear and replacement should be considered in the near future. The Committee then requested the contractor to provide an assessment, in terms of life span and costs, of replacement work on the whole doors and major parts for further review. If feasible, the replacement or improvement works could be carried out during renovation to avoid disturbance to residents.

As the existing contract was due to expire on 1 July, a VOC Paper had been issued for consultation. After the consultation, CM would renew the contract with the original supplier Fujitec (HK) Company Limited at a monthly fee of HK\$16,476 which was about 3 percent higher than the existing rate for a term of two years. The Chair also commented that for certain important matters, such as rules related to renovations which required a considerable amount of funding from village accounts, it was more preferred to have an adequate discussion in the meeting, rather than through a document circulation with COC Paper for feedback or endorsement.

2.3 Abandoned Bicycle Removal

The exercise was started in March with notices posted onto the old rusty bicycles. Bicycles left unattended had been removed in May and the photos and records were kept by the Local Management Office. 10 bicycles were removed in this exercise, whereas on the average, about 30 bicycles were removed in each exercise in the past.

2.4 Tree Trimming

Landscape team had trimmed the branches near golf cart parking to avoid potential hazard before the typhoon season.

2.5 Replacement of Split-type Air-conditioner in Brilliance Court

CM mentioned that the air-conditioner was found malfunction recently. After checking twice, it was found that the condenser was beyond repairs as it had served for over 7 years. A replacement was needed. The replacement cost including labour and supply would be in the range of HK\$30,000. The Committee agreed to the replacement work.

3. Matters Arising from Previous Minutes

3.1 Use of Lift

The contractor had checked the setting of the lift program and confirmed that it was normal. By further observation, it was noted that the garbage collection in the mornings would occupy one of the lifts, thus affecting the response time for floor calls. To improve the situation, CM would liaise with the cleaning contractor on altering the garbage collection session, if possible, to avoid a clash with rush hours in the mornings. For the time being, guards could assist in sending the lifts to top floors manually to speed up the travelling frequency.

3.2 Speed Bump

The proposal had been circulated to Members before the meeting. It was suggested that CM would place a section of the speed bump as a sample on the driveway to test the noise generated when the vehicles physically ran over the bump. CM would inform Members once the test was ready after the meeting.

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. To expedite the matter, CM would study if the cases could be closed under the contract terms.

5. Re-tender of Consultancy Services

The draft questionnaire for the preferred view of tender process of consultancy services was being reviewed. After lengthy discussion, the Committee suggested that the format of the notice was acceptable, however, the details of the work progress as well as pros and cons needed to be stated in an annexure, so that the residents concerned would have read the whole process when making a choice. CM would revise the draft accordingly and circulate the same to the Committee before issuance.

6. Report on Financial Status

The village account yielded a year-to-date surplus at about HK\$21,000 against the budgeted figure of a deficit of about HK\$26,000 as at 30 April. The proposed budget for 2012/2013 was tabled. There would be a deficit of about HK\$337,000 by the end of the financial year 2012/2013 at the existing management fee level. As the new cleaning contract would commence in July, it was necessary to revise the proposed City expenses budget for further evaluation of management fee review. In principle, the Committee preferred to reduce the Reserve Fund to achieve a balanced account. CM would study.

7. Report on previous City Owners' Committee (COC) Meeting – Cleaning Services

The next COC meeting would be held in June. CM advised that the cleaning service tender was opened and the price of Hillgrove had almost been largely increased by 50 percent under the new contract despite the quotes being the lowest bid in this tender exercise. After price negotiation, the lowest bidder Winson Cleaning Services Company Limited offered a reduction. In order to maintain the service level, the Committee agreed to maintain the existing manpower of 3 cleaners and accepted the price reduction at a monthly charge of HK\$43,751 or an increase of 32 percent.

The Chair also commented the for certain important matters, such as rules related to renovations which required a considerable amount of funding from village accounts, it was more preferred to have an adequate discussion in the meeting, rather than through a document circulation with COC Paper for feedback or endorsement. The chair would raise this issue in the upcoming meeting.

8. Community Events

Event	Venue	Date
Sunday Flea Market – For sales of pre-loved items	Piazza	3 June
Dragon Boat Races and Carnival – Races at beach area and booths at Piazza	Tai Pak Beach and Piazza	23 and 24 June

9. Any Other Business

9.1 Proposed Bus Stop and Crossing in front of Hillgrove

Members mentioned that the request for a new bus stop and crossing in front of Hillgrove remained outstanding and little progress was made for years. In brief, the

proposal included a new bus stop in front of the Village providing outbound services and two crossings would be added on two sides of the lawn areas while the existing crossing with islands would be removed. CPL suspected if the new road markings could be legally enforceable without probably posting in Gazette and requested CM to take this into consideration when preparing a proposed solution. CM would liaise with related parties on reviewing the current situation.

9.2 Stain at Lobbies

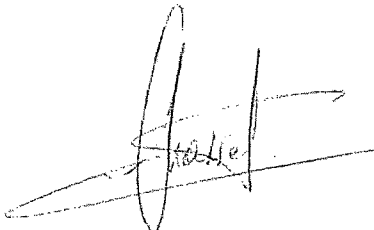
MMG was concerned about the stain left during the garbage collection. CM advised that the cleaning contractor was working on a trial of polishing in order to remove the marks. Further, the contractor was requested to make recommendation of apply a protection layer to the granite floor tiles for better maintenance.

10. Date of Next Meeting

The Annual General Meeting was scheduled at 8:00pm on Thursday 12 July 2012 subject to availability of venue.

(Post Meeting Note : The Annual General Meeting was scheduled to be held on 13 September, 2012 in MPH of DBOC)

There being no other business, the meeting was adjourned at 10:05 pm.

A handwritten signature in black ink, appearing to be 'H. H. H.', is written over a horizontal line. The signature is stylized and somewhat abstract.

Chairman