



DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 2 2012-2013

held on 8 November 2012, 7:30 pm in Discovery Bay Office Centre

Present:

Mr Lam Park Keung	(LPK)	Chairperson
Mr Edmund Fan	(EF)	Vice-Chairperson
Ms Alice Li	(AL)	Member
Mr Chan Ping Leung	(CPL)	Member
Mr Chung Kwok Wah	(CKW)	Member
Mr Edwin Rainbow	(ER)	Member
Mr Ho Kin Lok	(HKL)	Member
Mr Lam Wai Man	(LWM)	Member
Ms Lo Yuk Shan	(LYS)	Member
Mr Michael Allardice	(MA)	Member
Ms Umehara Yukiko	(UY)	Member
Mr G H Koo	(GH)	Manager, Estate – City Management (CM)
Mr Sam Lo	(SL)	Manager, Works – CM
Mr Ricky Leung	(RL)	Officer, Estate – CM
Ms Kendra Lam	(KL)	Assistant Officer, Estate – CM

Absent with Apologies:

Ms Bina Leung	(BL)	Member
Mrs Christine King	(CK)	Member
Ms Daggie Tse	(DT)	Member
Ms Fiona Thompson	(FT)	Member
Mr Law Chi Wing	(LCW)	Member
Mr Lee Shap Chun	(LSC)	Member
Mr Martin Keen	(MK)	Member
Mr Nigel Reid	(NR)	Member
Ms Wong Wai Man	(WWM)	Member

In Attendance:

Mr Brian Cheng

1. Confirmation of Previous Meeting Minutes

The meeting minutes of Annual General Meeting and Inaugural Meeting of 18 September 2012 were confirmed.

2. Matters Arising

2.1 Lift Maintenance Services

LPK mentioned that as discussed with respective maintenance contractor Fujitec, the condition of the lift doors was in a marginal condition as the lifts had been serving Hillgrove for over 24 years. Renewal of these doors could be considered in the upcoming renovation. Options included re-painting of the surface or replacement of the doors by stainless steel panels. In view of the costs and the extent of site work required, re-painting at about HK\$4,000 per set was more preferred, while a replacement would cost about HK\$16,000 per set. After consultation, it was agreed to obtain a quote from the maintenance contractor Fujitec to repaint a set of doors on a selected floor for trial. EF added that CM might obtain alternative quote from other contractors, however, CM would contact Fujitec on inspection arrangement if the painting work was to be carried by other contractors.

2.2 Replacement of Split-type Air-conditioner in Brilliance Court Lobby

LPK advised that the air-conditioner had been replaced at a total cost of HK\$28,800.00 in July and the performance was normal.

3. Management Report by CM

3.1 Speed Bump Installation

Placing a piece of speed bump on the driveway was to test the noise generated when vehicles physically ran over the bump. After testing, it was observed that noise emitted when a heavier vehicle ran over it created some nuisance to lower levels of the buildings. The proposal was then withdrawn. Alternatively, signs of "SLOW" and speed limit were considered. CPL commented that the signs were for information purpose only and not enforceable legally as these were not properly legislated through Gazette. LPK thanked CPL for professional advice on the subject. On the other hand, EF pointed out that there was a blind spot in front of Brilliance Court main entrance when vehicles ran towards Elegance Court. The drivers tended to drive to the left-hand side away for the playground and might not see the pedestrians leaving Brilliance Court. A joint inspection would be conducted on 10:00am on 9 November for a solution to improve traffic safety.

3.2 Golf cart parking

CM briefed Members that there was enough golf cart parking spaces in Hillgrove for Hillgrove golf cart owners. 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 straightly control overnight parking of visitors and impound wrong doers as required. New security deployment would be in place next week for implementation.

3.3 Debris Removal Control

Members felt that decoration works had been increasing in Hillgrove, resulting especially dirt and dust were created during debris removal. CM would demand respective contractors to cover the debris and the floors should be properly protected by plywood sheet.

4. Update on Outstanding Issues of Renovation Project

CM advised that there were about 8 outstanding cases of refund to owners who had installed the balustrade by themselves. The refund could be processed only after the completion of Building Department process. Finance and Accounts team was to maintain proper records for the subject.

5. Re-tender of Consultancy Services

A summary of last tender exercise was tabled for reference. LPK advised that the structure of tender should contain a provision allowing the client to award the contract by phases; ie A) Condition survey, B) Main contract tender preparation, and C) Project management. CM advised that the practice of Discovery Bay tender maintained this mechanism such that the client was able to discontinue the services if the performance of consultant became unsatisfactory in any stage. CPL emphasized that this mechanism should be made clear to the tenderers so to avoid future dispute, and CM believed that this practice of Discovery Bay was well understood among the trade.

CM also advised that as there was a recent legislation requiring the owners to carry out a survey on buildings of an age over 30 years, it was recommended including this requirement in Hillgrove's tender as the mandatory survey would become due in 2018. The Committee unanimously agreed.

In addition, LPK pointed out that the existing lighting system had been operated for a long time and it would be difficult to acquire parts for maintenance. For energy saving purpose, he suggested a requirement of proposing energy saving plan in the tender document. The suggestion was welcomed by Members.

CM suggested adopting the building surveyor list of Hong Kong of Institute of Surveyors (HKIS) for express of interest. Members asked if owners might wish to make recommendation of addition firms to the proposed listing. After discussions, it was agreed to issue a management notice with the HKIS list for owners' reference and also invite owners to propose any suggestion in three weeks' time. Meanwhile, a preliminary survey would be conducted with which CM might focus on particular issues upon the tender preparation.

6. Report on Financial Status

The village account recorded a year-to-date surplus at about HK\$48,000 against the budgeted figure of a deficit of about HK\$205,000 as at 30 September. The major savings resulted from Staff Costs and Repairs / Maintenance – Outsider. The cash position amounted to about HK\$10.7 million. LPK commented that in view of the inflation throughout the years and Minimum Wage Ordinance in place, it could be foreseen that there would be a need of management fee increase after a renovation in order to pay for the operating costs.

7. VOC Discussion and Resolution for Inter-village Projects

LPK commented that for future consultation related to expenditure items shared by various villages, it was desirable to proceed and to endorse by VOC Meetings and to record the resolution in meeting minutes. The Committee agreed.

8. Proposed bus Stop and Crossing in front of Hillgrove

LPK advised that the request for a new bus stop and additional crossing in front of Hillgrove remained outstanding and little progress was made for years. LPK discussed with Transportation Division's representative and found that there would be congestion when all outbound buses were required to stop at the existing bus bay in front of Hillgrove. To overcome the difficulties, it would be appropriate to work on one route each time so that the traffic could be regulated in an efficient manner. For the proposed crossing, after observing the pedestrian pattern, LPK noted that residents were likely to leave Hillgrove in the directions along the two walkways at the ends. Hence, modification of the island at the mid of Discovery Bay Road was considered unnecessary.

9. Report on Previous City Owners' Committee (COC) Meeting

COC Meeting was held on 7 November and major discussions were as follows.

- Mr Simon Mawdsley was re-elected as the Chairperson of the new term.
- COC endorsed the proposal of allowing taxi and coaches entering into controlled areas of Discovery Bay North. LPK explained that there would be checkpoints for registration and no taxi or coaches as provided in this proposal would go beyond PCO/PRO area.
- Several areas such as Tai Pak Bay and Central Park were taken over by Hong Kong Resort, in which case there would be a saving estimated at about HK\$300,000 per month in City account.

10. Community Events

Event	Venue	Date
10K Run	Discovery Bay areas	10 November
Junior Challenge	Discovery Bay areas	25 November

11. Any Other Business

11.1 Deterioration of Floor Mat at Playground Equipment

LPK received a request from residents for replacing the floor mat as it was found wear and tear. This might lead to a potential hazard to the children. EF suggested repairing the gaps between the floor mats, but some Members opined that patch repairs might be effective. After discussions, it was agreed to replace the whole floor mat area. CM would obtain quotes for consideration.

11.2 Lift Car occupied by Decoration Workers for Delivery and Cleanliness of Lobbies

To protect the interior of lift cars, a set of plastic sheet temporary protection would be set up for demonstration. Members were asked to view the demo and to give feedback. Meanwhile, CM would also review the guard deployment for better performance on the subject.

12. Date of Next Meeting

The next meeting was scheduled at 7:30 pm on Wednesday 16 January 2013.

There being no other business, the meeting was adjourned at 10:30 pm.

Chairperson

