



DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 3 2012-2013

held on 23 January 2013, 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 Ho Kin Lok	(HKL)	Member
Mr Lam Wai Man	(LWM)	Member
Ms Lo Yuk Shan	(LYS)	Member
Ms Umehara Yukiko	(UY)	Member
Mr G H Koo	(GH)	Manager, Estate – City Management (CM)
Mr Ricky Leung	(RL)	Senior Officer, Estate – CM
Mr Kit Lam	(KL)	Assistant Officer, Estate – CM

Absent with Apologies:

Ms Bina Leung	(BL)	Member
Mrs Christine King	(CK)	Member
Ms Daggie Tse	(DT)	Member
Mr Edwin Rainbow	(ER)	Member
Ms Fiona Thompson	(FT)	Member
Mr Law Chi Wing	(LCW)	Member
Mr Lee Shap Chun	(LSC)	Member
Mr Martin Keen	(MK)	Member
Mr Michael Allardice	(MA)	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 Village Owners' Committee (VOC) Meeting No 2 of 8 November 2012 were confirmed provided that the typo of "Cheung" should be spelt as "Cheng" under "In Attendance" and "伯" should be written as "柏" under Item 3.1. The Chairperson signed the minutes.

2. Matters Arising

2.1 Lift Maintenance Services

CM advised that the work for a mockup of re-paint of lift doors was awarded to Fujitec the maintenance contractor at a sum of HK\$9,800. The work included:

- (1) to remove original paint from existing landing door panels and car cage
- (2) to surface grinding of all rust
- (3) to be surface and flattened with plaster
- (4) to be painted with coats of red iron oxide/Zinc chromate primer
- (5) all surface to be spray painted with coats of primer
- (6) all surface to be spray painted with two top coats of approved colour

The work would be carried out on 24 and 25 January and photo record would be kept for further discussion. While the lifts would be suspended one by one, the extend of nuisance caused by the site work if any could also be observed.

CM also advised that color chart was available for selection if the owners opted to change the colour in the future. The colour chart was tabled for reference. A Member suggested replacing the doors with stainless steel panel. The options would be considered in due course.

2.2 Black Spot of Traffic in front of Brilliance Court

LPK advised that as discussed in the last meeting, a blind spot in front of Brilliance Court main entrance was noted 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 was carried out with EF after last meeting for a solution. To prevent the vehicles from running too close to the egress, a concrete block was placed at the end of the temporary loading space such that the drivers were alerted when the vehicles are approaching the subject area.

2.3 Golf Cart Parking Control

CM briefed Members that new security deployment was in place immediately after the last meeting with which a specific post was assigned at the outdoor areas during daytime to monitor the parking of golf cart at designated area. Further, the guard

at outdoor area would also perform control over debris removal and bulk delivery. Members observed that the parking situation had been improved since then. It was also stressed that the driveway in front of the buildings formed part of the Emergency Vehicular Access and it was important to ensure the driveway to be clear and unobstructed for emergency services.

2.4 Debris Removal of Units under Decoration

LPK mentioned that there was a concern about decoration activities in some villages and more control was suggested. In Hillgrove's case, the following rules were recommended:

- Designating one particular lift for decoration delivery in each block as to minimize disturbance to residents.
- Conducting joint inspection by guards with the workers when the delivery and/or debris removal was completed to ensure that the common areas were cleared after the works.
- Setting out protection requirements such as plywood protection against floor and walls to be done by decorators before work commencement.
- Setting up lift car protection.

CM would contact the lift maintenance contractor Fujitec to quote for lift car protection pad. The railing inside lift cars could be dismantled in order to allow moving of sizable items.

2.5 Replacement of Playground Floor Mat

As discussed in the last meeting, it was proposed to replace the worn out playground floor mat as it was found wear and tear. CM issued a VOC Paper suggesting a replacement of whole system at the lowest bids offered by Spark Fair with the first option of mono-tone at HK\$94,000 or the second option of graphic at HK\$103,000. After discussion, the Committee unanimously agreed to award the job to Spark Fair at HK\$103,000, to be paid out from Reserve Fund. Further, Members suggested a price negotiation and CM would follow up with the supplier before confirmation.

3. Management Report by CM

CM briefed the Committee on the recent management operations as follows.

- 3.1 Replacement of lift rope was completed in last November and fine tuning was carried out to stabilize the lift car movement.
- 3.2 Additional bicycle rack was placed at Glamour Court in view of the increasing demand of the village.
- 3.3 Fire Drill was conducted in last November where Fire Service Department delivered a seminar on fire safety.
- 3.4 Air conditioner in Brilliance Court's lobby was replaced.
- 3.5 Questionnaire of building condition survey was issued and over 40 reply slips were

received. According to the feedbacks, no major leakage or drainage problem was detected. The results would be passed to respective consultant in future. Further, CM would contact individual residents on cases reported through the questionnaire.

4. Re-tender of Consultancy Services

CM advised that a management notice with the proposed list of consultancy firms under Hong Kong of Institute of Surveyors (HKIS) and recommended by VOC was issued to all owners. Owners were then requested to give their recommendation of firms by 22 January to be included in the list for express of interest. CM concluded that there were a total of 45 consultants under the list (as attached). CM was prepared to issue the express of interest in January.

LPK mentioned that it was mandatory to carry out a window inspection in every five years. CM would include the window inspection exercise in the tender document as an option, while a separate quote would be obtained for comparison. Members were welcomed to send the suggestions and comments on the tender document to CM for consolidation before the issuance of tender being scheduled by the end of February.

CM also advised that after the return of tenders, there would be a two-envelop system on technical and pricing aspects to select the most competent consultant. This process would usually last for about three to four months. Thus, it was expected to confirm the appointment of consultant by the end of June. The condition survey report would be drafted in another three months' time afterward.

A Member suggested inviting ICAC to give a presentation on the guides to tender process so that these could be applied in the future committee's work. The suggestion was welcomed by the Committee.

5. Report on Financial Status

The village account recorded a year-to-date deficit at about HK\$56,000 against the budgeted figure of a deficit of about HK\$250,000 as at 31 October 2012. The accumulative deficit was being reduced significantly. The cash position amounted to about HK\$10.7 million.

6. Report on Passenger Liaison Group Meeting of 20 December 2012

LPK advised that ferry fare review had been put forward in the recent meeting and the details would be further elaborated in the City Owners' Committee Meeting. LPK mentioned that the bus company would explore the feasibility of an outbound bus stop in

front of Hillgrove which would not only benefit the Village, but also the neighbouring villages where there was need of this service.

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

COC Meeting was held on 16 January and major discussions were as follows.

- A proposal of Ferry fare review was put forward to the committee for discussion. Members requested the Ferry Company to provide detailed financial data for consideration. LPK commented that a fare increase might be inevitable in view of the rising operation costs, however the amounts of such increase should be justified from the financial aspect.
- A proposal of Bus fare review was put forward to the committee for discussion. A working group was formed to study the feasibility of introducing other bus operators to compete for the service contract.
- Several sub-committees and working groups were approved, as follows:
 - Finance Sub-Committee
 - Environmental Protection Sub-Committee
 - Sports and Leisure Sub-Committee
 - Educational Facilities Sub-Committee
 - Unresolved Issues Working Group
 - Security Liaison Group
 - Rehab Bus Working Group
 - Seniors Community Group
 - Tender Working Groups for dealing with relevant tendering exercises

CM would send to the Committee a full list of the above groups and Members who were interested in joining these groups could submit their applications for the Chairperson's endorsement.

- A working group was formed to work together with the appointed consultant on the design and the tender of the new Building Management System. The cost of the new system would be shared by various villages, subject to respective VOCs' endorsement, with respect to the allocation of facilities. In Hillgrove's case, the existing system monitored several alarm signals such as flat panic alarm, potable water supply, flushing water supply, power supply, lift services and fire services.
- Surrender of Public Recreation Facilities to Hong Kong Resort area resulted in a

projected monthly saving of over HK\$300,000 in City expenses.

- Several tenders including street lamp post repairs, replacement of defective Water Leakage Monitoring Devices near Tennis Court and Headland Drive, and maintenance contract of access control of 3-hour golf cart parking were endorsed.
- The underground water pipe, which formed part of supply to the entire area, in DB North was being repaired and the costs would be borne solely by Hong Kong Resort.
- Application of smart card for Discovery Bay residents was suggested in order to strengthen security control and also to promote living convenience.
- It was also suggested that the Bus Company should explore opportunities by expanding the parking areas to ease the heavy traffic of both vehicles and passengers at the terminal for safety purpose.
- Rehab Bus service had been launched and donation activities would continue to sustain the service. Members felt that the service would be more popular and welcomed by residents at a lower charge.

8. Community Events

Event	Venue	Date
Plant Market	Nursery	2 February
Handmade Hong Kong in DB	Piazza	3 February
Sunday Flea Market	Piazza	17 February
Plant Market	Nursery	2 March
Parade Fun Fun Fun	Piazza	2 – 3 March
Easter Egg Hunt	Piazza and beach area	29 – 30 March

9. Any Other Business

9.1 Fire Drill in Hillgrove

LPK commented that Discovery Bay Fire Station was able to give support to the community against fire safety, however, ambulance services was marginal in view of the increasing senior population. At present, the ambulance would travel only to Hospital Princess Margaret, while residents could have options in the past.

9.2 Substantial Increase in LPG Price

LPK mentioned that LPG price had been raised by over 30 percent last year. This issue was brought to the last COC meeting where it was agreed to invite the supplier San Hing to give a presentation of the justifications.

9.3 Islands District Building Management Workshop of 15 December 2012

LPK advised the Committee that he and Mr Brian Cheng had attended the workshop at Tung Chung organized by Home Affairs Department in which the workshop dealt with mainly the renovation issues of Owners' Incorporation and owners' committees. Mandatory requirement of building and window inspections was mentioned in this workshop, and the practice of declaration of interest in a fair tendering exercise was also discussed.

9.4 Tai Chi Class Venue

LPK advised that Multi-purpose Hall at Discovery Bay Office Centre would be opened for Tai Chi classes upon request to Hotline 3651-2345 during inclement weather. This arrangement as supported by CM was in place.

10. Date of Next Meeting

The next meeting was scheduled at 7:30 pm on Wednesday 20 March 2013.

There being no other business, the meeting was adjourned at 9:45 pm.

Chairperson

