

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 3 2014-2015

held on 26 January 2015, 9:00 pm in Discovery Bay Office Centre

Present:

Mr Edwin Rainbow	(ER)	Chairperson
Mr Lau Man Kit	(LMK)	Vice Chairperson
Ms Alice Li	(AL)	Member
Mr Chung Kwok Wah	(CKW)	Member
Mr Fok Chau Lun	(FCL)	Member
Ms Lo Yuk Shan Connie	(LYS)	Member
Mr Martin Keen	(MK)	Member
Mr Michael McGuire	(MM)	Member
Mr Nigel JH Reid	(NR)	Member
Ms Nikki Wepener	(NW)	Member
Mr Tze Bo King	(TBK)	Member
Ms. Umehara Yukiko	(UY)	Member
Mr G H Koo	(GH)	Manager – Estate, City Management (CM)
Ms Cherie Lau	(CL)	Assistant Officer – Estate, CM

Absent with Apologies:

Fine Faith Limited	(FF)	Member
Mr Lam Wai Man	(LWM)	Member

1. Confirmation of Previous Meeting Minutes

The meeting minutes of Village Owners' Committee (VOC) Meeting No 2 of 24 November 2014 was confirmed in principle, subject to a few minor amendments on financial section to be provided.

2. Matters Arising

2.1 Dog Bin Relocation

CM advised that the installation at the lawn near the walkway towards Tai Pak Bay and the driveway entrance would be completed before Lunar New Year, while the one behind Brilliance Court would be deferred for further observation after installation of the first two. CM would verify the final cost against actual man hours of work done.

2.2 Review of Building Management Ordinance

ER mentioned that the review was applied to all properties in the territory which also covered Discovery Bay management operations. Apart from the termination clause of manager, one of the main features of the recent consultation was to introduce amendments to the Building Management Ordinance by raising the quorum of owners' meeting in order to better control the owners' approval mechanism on major renovation.

3. Management Report by City Management

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

3.1 Visual Tree Risk Assessment 2014

The tree inspection was in progress and there was no irregularity found up to this stage. CM would verify the cost allocation of Hillgrove Village again after the exercise completed.

3.2 Fire Drill

The annual fire drill was conducted on Saturday 3 January. Fire Services Department attended the fire drill and delivered a presentation on home fire safety. About ten (10) residents signed in during the drill.

3.3 Guard Bilingual Ability

To improve the bilingual ability of day guards, Members suggested reducing the day-shift headcount to one senior officer performing the duty of customer service assistant, instead of two (2) junior guards, without a substantial increase on the total security costs. CM would allow the change in the new budget.

3.4 Decoration / Renovation Deposit

Further to the last discussion, it was agreed that a non-refundable charge of HK\$1,000.00 per month would be applied to flats under decoration, of which the charge was to reimburse extra security and cleaning cost to the common areas. The Committee confirmed that this charge would be effective from 1 February 2015. CM would issue notice accordingly.

4. Consultancy Service Tender

CM advised that 103 consultants were invited to submit express of interest - 83 consultants from Hong Kong Institute of Surveyors – Building Surveying Branch and Architectural Services Department and 20 consultants from the newspaper ads. 26 consultants responded and 20 of them submitted the required document. Pre-qualification was based on the submission, focusing on the following criteria:

- a) Experience for managing project over HK\$10 million;
- b) In-house authorized person and professional staff;
- c) Quality assurance system;
- d) Recommendation from the Incorporated Owners (IO) for the project performance; and
- e) Any projects terminated by Owners' Incorporation or employer.

Eleven (11) consultants were shortlisted, as follows.

- Brightspect Ltd
- Ho & Partners Architects Engineers & Development Consultants Ltd
- PWL Surveyors Ltd
- RPH Surveyors Ltd
- RS Surveyors Ltd
- Tom Ip Partners, Architects, Engineers & Development Consultants Ltd
- Trusty Surveyors (HK) Ltd
- WDA Architects Ltd
- Wealthy Gate Architects & Associates Ltd
- AHL Contract Management Ltd
- Vims Architect Ltd

As recommended by Renovation Working Group (RWG), VOC agreed to invite the above 11 consultants to tender for the consultancy services by two-envelop system. The First Envelop on technical aspect would be opened and reviewed by RWG, followed by a recommendation of shortlisting for tender interview.

4.1 Duty of Maintenance of Window Inspection

It was noted that the maintenance of window frames was under the duty of individual flat owners. To facilitate the repairs and/or replacement, CM would arrange the main contractor to quote the unit rates. Flat owner could opt to join this program under a separate contract between themselves and the main contractor.

4.1 Reference of Guideline from Government

ER suggested owners to visit Government websites for the details and CM would also include this information when updating owners on project progress by management notice.

5. Report of Financial Status

NR reported on the observations and proposed solutions on the financial status of the village accounts, as follows.

Financial Position

As at 31 December, a deficit of about HK\$446,000 was recorded. By the end of this financial year, a sum of HK\$600,000 was being transferred to Reserve Fund. The total fund consisted of accumulative surplus and Reserve Fund would be about HK\$7 million by 31 March 2015.

Factors of Hillgrove's Deficit

By studying the quarterly statement, it was observed that the transfer to Reserve Fund was the main reason accounted for the deficit. While major contracts such as security and cleaning services were also major components of the expenditure, the percentage of the increment would directly affect the village financial position.

Review by Hillgrove Finance Sub-Committee (HGFSC)

NR suggested that the above study needed to be further reviewed by HGFSC and a meeting would be held in March tentatively.

Long Outstanding Debts

CM advised that there was no provision of bad debt in the village account and NR would discuss further with CM on the actions against the default owner.

6. Report of City Owners' Committee (COC) Meeting on 17 December 2014

6.1 Election of Chairperson

The election was conducted in the meeting where Simon Mawdsley of Midvale and ER of Hillgrove ran for the chairpersonship. As a result, Simon Mawdsley was elected.

6.2 DB Family Park

DB Family Farm was launched in Central Park.

6.3 Concessionary Ferry Fare

The new fare for registered domestic helpers for travelling on weekends became effective on 4 January.

6.4 Security and Customer Service Tender 2015

A list of service providers was endorsed by COC and express of interest would be issued.

6.5 Community Activities

Several Discovery Bay wide activities would be launched shortly including recycling day, pet fun day and basketball contest.

6.6 Sub-Committees and Working Groups

A list of sub-committees and working groups was confirmed:

- Finance Sub-Committee led by Maggie Chan of Neo Horizon
- Environmental Protection led by Francis Chiu of Siena Two B
- Sports and Leisure led by Simon Mawdsley of Midvale
- Rehab Bus led by Colin Bosher of La Vista / La Serene
- Security Liaison Group led by Francis Chiu of Siena Two B
- Senior Citizen led by Jennie Lee of DB Plaza
- Road system review led by Simon Mawdsley of Midvale

6.7 Any Other Business

There were discussions on Building Management Ordinance review, conflict of interest and

anti-collusion clauses.

7. Report on Passenger Liaison Group (PLG)

FCL attended the last PLG meeting and briefed the Committee on the discussion:

- Tung Chung Bus Station was yet to be relocated.
- Concessionary ferry fare to domestic helpers was introduced in January.
- Hire car fare was increase in January.
- Services of Bus Route 9S was extended on Saturdays.
- Double decker would be deployed for outbound to Tung Chung and Sunny Bay.

FL asked if he could be relieved of the duty as PLG representative and AL agreed to take his place

8. Community Events

Event	Venue	Date
Recycling Day	Piazza	18 January 2015
Pet and Family Fun Day	Piazza	31 January 2015

9. Any Other Business

9.1 Declaration of Interest for Renovation Projects

ER was prepared to present the draft declaration of interest of Hillgrove VOC and its working groups to COC such that the declaration could be applied to related projects in Discovery Bay. This declaration would be applied whenever a group was prepared to handle a particular subject.

9.2 Communal Facilities

Some Members commented that communal facilities such as lobby air freshener and TV signal network needed more regular inspections as these were not always in a workable condition. Members also mentioned that certain damaged floor tiles on major walkway with heavy traffic required immediate repairs. CM would double the inspection frequency to similar facilities.

6. Date of Next Meeting

The next meeting was scheduled on Monday 23 March 2015.

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

Chairperson