

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 4 2014-2015

held on 23 March 2015, 9:10 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
Fine Faith Limited	(FF)	Member
Mr Fok Chau Lun	(FCL)	Member
Mr Michael McGuire	(MM)	Member
Mr Nigel JH Reid	(NR)	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:

Ms Lo Yuk Shan Connie	(LYS)	Member
Mr Lam Wai Man	(LWM)	Member
Mr Martin Keen	(MK)	Member
Ms Nikki Wepener	(NW)	Member
Mr Tze Bo King	(TBK)	Member

1. Confirmation of Previous Meeting Minutes

The meeting minutes of Village Owners' Committee (VOC) Meeting No 3 of 26 January 2015 was being reviewed by the Committee. Members would give feedback shortly after the Meeting.

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 was completed, while the third one behind Brilliance Court would be deferred for further observation. CM would advise on the final cost against actual man hours of work done.

2.2 **Declaration of Interest**

ER mentioned that the proposed declaration of interest would be drafted for various occasions related to procurement / tendering, rather than solely for renovations. He would review the content and present the revised version in next meeting.

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. ER suggested that a different approach should be considered in the future. Rather than regular inspections it might well be better to take a longer term "tree care" approach, which looked at the age and health of trees and plans replacement often before problems or danger arise. CM would obtain relevant information for discussion.

3.2 **Guard Bilingual Ability**

A reduction of the day-shift headcount to one senior officer performing the duty of customer service assistant to improve communication was discussed, by which the cost impact would be minimal.

The change was allowed in the draft budget.

3.3 Decoration / Renovation Charge

The non-refundable charge of HK\$1,000.00 per month applying to flats under decoration to reimburse extra security and cleaning cost to the common areas was effective from 1 February 2015. Notice was issued accordingly.

3.4 Bicycle Parking Arrangement

Clearance exercise of abandoned bicycles started in mid-March and those unused bicycles would be removed by the end of the month. Recently, it was noted that some of the bicycles were parked in non-designated area and CM issued notice to request the bicycle owners to move their bicycles to the racks. However, some of the bicycle owners repeatedly parked their bicycles in front of the building. GH would approach and meet these owners to explain to them the rule of bicycle parking which was set for the benefit of the Village.

3.4 Site Investigation on Slope

CM advised that the recent site inspection on slope behind Hillgrove was carried out to collect geographical data for future planning. There was no project nor site work to be done at the moment, and CM would keep the Committee updated on latest information.

3.4 Noise from Drain Pipe

A case related to noise inside drain pipe was reported to CM about few weeks ago. The noise was generated by water flow early in the mornings. Despite several inspections had been conducted by both CM's Works Team and the resident's contractor, there was little progress to reduce the noise. While the resident affected was away, CM would make another appointment with the resident for observation.

4. Consultancy Service Tender

As endorsed in the last Village Owners' Committee (VOC) Meeting, CM issued tender document to 11 consultants for the services. A site visit was conducted for the tenderers and 9 of them attended. By the closing, all these 11 consultants submitted the tender. The First Envelop – technical submission was opened on 9 March, while the Second Envelop – pricing were sealed and kept in CM Office.

A summary of First Envelop was tabled in the Renovation Working Group (RWG) Meeting this evening for shortlisting of tender interview. After discussion on the information, a list of interviewees was shortlisted. It was agreed to invite the four (4) consultants which had submitted all document required and to include a firm with architectural background and experience of over 10 years in Government sector. In conclusion, RWG was prepared to recommend a total of 5 for interview:

- Brightspect Ltd
- Ho & Partners Architects Engineers & Development Consultants Ltd
- PWL Surveyors Ltd
- Trusty Surveyors (HK) Ltd
- Wealthy Gate Architects & Associates Ltd

To proceed, RWG proposed a timetable for the interview / scoring process:

- Preparation of question list for tender interview on Tuesday 31 March at 7:30pm
- Tender interview on Friday 17 April starting at 5:45pm
- Second Envelop opening of pricing on Monday 20 April at 5:00pm
- RWG Meeting No 3 to recommend the consultant appointment on Monday 20 April at 7:30pm
- VOC Meeting No 5 on Monday 4 May at 7:30pm to endorse the appointment

The Committee unanimously agreed to the above recommendations. CM would issue management notice to update owners about the progress accordingly.

5. Report of Financial Status

Factors of Hilgrove's Deficit

It was observed that the transfer to Reserve Fund and major contracts such as security and cleaning services were the main reason accounted for the deficit. Apart from a deduction in the transfer to Reserve Fund, a moderate increase in management fee was allowed. ER reminded that with a Discovery Bay wide road system review ahead, a provision should be allowed for the future expenditure under the Share of City. NR would meet CM next week to review the details.

Long Outstanding Debts

NR and CM were working on the detailed calculation of interest charged on the long-term debt. NR would follow up with CM on the actions against the default owner.

Unit Rate of Management Fee

AL asked if there was a difference among the unit rate per foot. CM advised that the unit rate was based on management units instead of footage.

6. Report of City Owners' Committee (COC) Meeting on 11 March 2015

6.1 Mandate on the Road System and Utility Review

CM briefed the committee of the proposed road and utilities surveys. ER suggested that the Hillgrove VOC should support release of City reserve funds only for the consultants survey at this stage and only after the survey findings were known and properly considered would further release of funds be supported. There was no objection.

The method adopted for the RSUR would be the "Gate Method" of project control. To pass through any gate the "Gate Report" would have to pass through the COC.

It was important that the passage through the 1st Gate to appoint the consultant and the survey did not imply Hillgrove support for release of further funds for the work.

ER reminded the VOC that Martyn Keen was our representative on the RSUR and had attended the first meeting.

(The Chairmen had to request the opportunity to report on the City Owners Committee meeting of the 11 March. He had other items to add and these can be picked up adequately in the COC minutes when they were published).

6.2 Matters Arising

Several items were discussed such as tender procedure of appointing consultants for maintenance works, declaration of interest, confidentiality of working groups / sub-committees and binding effect of resolutions on Registered Owner.

6.3 Tenders

Report from CM on upcoming and completed tenders was delivered. One of the major contracts became due was security and customer services in Discovery Bay.

6.4 Security and Customer Service Tender 2015

The first envelop of technical part of the tender was opened.

6.5 Reports from Sub-Committees and Working Groups

Reports were made by different groups during the meeting. MM briefed Members about the crime rates covered in the Security Liaison Group Meeting; figures in Discovery Bay were dropping from 152 cases in 2013 to 80 cases in 2014.

7. Community Events

Event	Venue	Date
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Easter Egg Hunt	Piazza	3 – 4 April
Sunday Flea Market	Piazza	Cancelled / postponed to September tentatively
Action Sprint 2015	Discovery Bay	26 April

8. Any Other Business

8.1 Tendering Procedure

While the current practice had been implemented efficiently, improvement or changes would be made if required in future.

8.2 Resolution in City Owners' Committee

ER asked for one point to be specifically included in the minutes owing to its great significance to VOC members. As an example of difficulties with respect to CM transparency ER circulated one of five resolutions made by the Chairlady of Beach Village, concerning City accounts [COC Meeting Number 2 (2014-15), 11/3/2015]. All resolutions were turned down by the COC despite the fact that a large majority was in favour based on "show of hands". The resolution was overturned because there was a call for a poll vote, which meant that HKR/CM used the voting power it had from the large number of shares it chose to deploy. The document circulated made this very clear and was submitted with the minutes.

6. Date of Next Meeting

The next meeting was scheduled on Monday 4 May 2015.

There being no other business, the meeting was adjourned at 11:00 pm.

Chairperson