

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 6 2014-2015

held on 20 July 2015, 7:30 pm in Discovery Bay Office Centre

Present:

Mr Edwin Rainbow	(ER)	Chairperson
Ms Alice Li	(AL)	Member
Mr Chung Kwok Wah	(CKW)	Member
Fine Faith Limited	(FF)	Member – represented by Mr Dominic Ho
Ms Lo Yuk Shan Connie	(LYS)	Member
Mr Tze Bo King	(TBK)	Member
Mr G H Koo	(GH)	Manager – Estate, City Management (CM)

Absent with Apologies:

Mr Lau Man Kit	(LMK)	Vice Chairperson
Mr Fok Chau Lun	(FCL)	Member
Mr Lam Wai Man	(LWM)	Member
Mr Martin Keen	(MK)	Member
Mr Michael McGuire	(MM)	Member
Mr Nigel JH Reid	(NR)	Member
Ms Nikki Wepener	(NW)	Member
Ms. Umehara Yukiko	(UY)	Member

In Attendance

Ms Janice Fung	(JF)	Renovation Working Group Member
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1. Confirmation of Previous Meeting Minutes

The meeting minutes of Village Owners' Committee (VOC) Meeting No 5 of 4 May 2015 was tabled. Members would give feedback shortly afterward.

2. Matters Arising

2.1 Dog Sign Replacement

“No Dog” signs placed at the lawn had been removed and new sign in words would be installed shortly.

2.2 Replacement of Flushing Water Supply Pipe at Elegance Court

Recently a underground flushing water pipe under the main lobby was burst and resulted in the water seepage. Due to its location of damage, it was proposed that a new water pipe in aboveground as replacement to minimize the impact to the residents. Temporary water pipe was installed to resume the supply after the incident. The Committee agreed to the proposal and CM would proceed with the work accordingly.

2.3 Lift Programming

CM advised that the existing operating mode of lift system was working according to the pre-set program as verified by the lift contractor. The lifts would pick up

calls at their designated parking zones at high and mid levels during morning peak, while they would be standby at Ground Floor afterward. The program was interrupted when the cleaners suspended the lift services during garbage removal in the mornings. To improve the situation, CM would liaise with cleaning contractor on revising the workflow in order to minimize the suspension time during the peak time.

2.4 Bicycle Parking Arrangement

To enhance the outlook of residential blocks, the Committee decided to keep the frontage clear from any articles including bicycle parking facilities or other equipment alike. CM would notify the owners accordingly.

2.5 Refund of Outstanding Balustrade Refurbishment

Some of the owners made requests to CM for a refund of the deposit paid for installing new balustrade in the last renovation since new actual site work had been done eventually at the end of that renovation. CM was retrieving the records for verification and proceed as appropriate.

3. Management Report by City Management

CM briefed the Committee on the following management operations:

3.1 Visual Tree Risk Assessment 2014

The inspection was completed while Landscape Team was reviewing the draft risk assessment report. The report would be available for viewing once finalized. ER added that there were successful cases outside the territory on tree preservation by employing a professional to maintain the trees and natural vegetation through an on-going caring process. As this was a Discovery-Bay-wide issue, ER would collect related information and put forward the same to City level for consideration.

3.2 Noise from Drain Pipe

CM reviewed the building plan and sought advice from related professional plumber on the noise at drainage system at Flats A of Elegance Court. However, there was no discernible sign of how the noise was generated. CM would arrange for a joint site inspection for investigation.

4. Consultancy Service Tender

Further to the last meeting on the procedure of appointment of Consultancy Services Stage A (Stage A), it was concluded that there were two views on the approach:

- i) The VOC view, which was to endorse the preferred tenderer through the approval following the VOC / RWG discussion; and
- ii) The CM view, which was to hold an owner's meeting to approve the appointment of Stage A consultant from the five (5) tenderers interviewed by the RWG interview panel.

Major rationales behind on these views were:

(i) VOC's view

The VOC was the consultation body to resolve the appointment as VOC was duly elected by owners for this purpose.

On Technical Interview – Performance of technical interview should prevail since the charge of this part was relatively low as compared to that of the main contract, however, the technical competence of constructing the main contract tender and site supervision would directly affect the final cost of the renovation.

On the buildings of Hillgrove itself – The building design and fabric of Hillgrove were becoming old and more complex essential repairs and complex remedies might be required, thereby justifying the higher cost for a more competent surveyor.

(ii) CM's view

On the Scoring Mechanism – The preferred consultant was not the one being rated the highest score under the agreed two-envelope-system mechanism. Despite the preferred consultant being recommended through committee consensus, the result deviated from the scoring sheets. Hence, an owners' meeting being a consultation process involving all Hillgrove Owners was demanded by CM, before they made an appointment.

On Cost – In view of the relatively high cost of Stage A and the costs of Stages B and C, with reference to Discovery Bay recorded experience, an owners' meeting was required

On the buildings of Hillgrove itself – The building design and fabric of Hillgrove were rather typical and simple. A higher charge of surveying process could be hardly justified. On the contrary, some viewed that the total charge had reflected the work on subsequent renovation of tendering and site supervision.

CM remained firm that it would not appoint the consultant chosen by the VOC, without the support of a quorum of owners at an owners' meeting.

After lengthy discussion, it was concluded that the VOC would cooperate fully with CM in an owners' meeting would to be convened to resolve the divergence of view on the appointment of the Stage A Consultant. CM would consult VOC / RWG Members on a preferred date on Thursday of either 10 September or 17 September after the Meeting. Draft of management notice together with related attachment and forms would be circulated again for comment. CM would issue the notice next week allowing more time for Owners to understand the tender exercise and works in the past seven months.

5. Report of Financial Status

Hilgrove's Deficit

CM advised that there was a surplus of about HK\$7,000 as at 31 May against a budgeted deficit of about HK\$91,000. The cash position accumulated to a level over HK\$11.1 million. In view of the current financial position, CM offered three (3) options to achieve a balanced account for this financial year without reducing the total Reserve Fund transfer of HK\$300,000:

- i) An increase of 10% in October, or
- ii) An increase of 13% in November, or
- iii) An increase of 16% in December

Since a breakeven was achieved in the first two months, the Committee would further study the impact of a management fee increase in the next two (2) months, whereas there was no adverse comment on the draft budget.

Long Outstanding Debts

Members enquired if CM needed to update the total of debts against units under memorandum of charges. CM would clarify and take action as not to prejudice its right of a creditor.

6. Report of City Owners' Committee (COC) Meeting

The next COC meeting was scheduled on 22 July.

7. Community Events

Event	Venue	Date
Plant Market	Plant Nursery	1 August

8. Any Other Business

8.1 Guard Deployment in Day Shift

According to the draft budget, there was one (1) Security Officer 2 provided in the day shift since 1 June. As observed during the last few weeks, it was noted that one (1) headcount at daytime could hardly discharge all the duties as scheduled especially when there were a number of home decoration in progress. To maintain the service level, CM recommended additional manpower for the day shift.

9. Date of Next Meeting

The next meeting to be confirmed.

There being no other business, the meeting was adjourned at 9:50 pm.

Chairperson