

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE
Minutes of Meeting No 1 2015-2016
held on 15 October 2015, 7:30 pm in Discovery Bay Office Centre

Present:

Mr Edwin Rainbow	(ER)	Chairperson
Ms Janice Fung	(JF)	Vice Chairperson
Ms Alice Li	(AL)	Member
Mr Chung Kwok Wah	(CKW)	Member
Mr Fok Chau Lun	(FCL)	Member
Mr John Antweiller	(JA)	Member
Ms Nikki Wepener	(NW)	Member
Mr Reynolds Martin Charles	(RMC)	Member
Mr G H Koo	(GH)	Manager – Estate, City Management (CM)
Mr Sam Lo	(SL)	Manager – Contracts, CM
Ms Debbie Lau	(DL)	Assistant Officer – Estate, CM
Ms Ricky Kong	(RK)	Assistant Officer – Estate, CM

Absent with Apologies:

Ms Christine Law	(CL)	Member
Mr Edmund Fan	(EF)	Member
Fine Faith Limited	(FF)	Member
Ms Kimberly Keng	(KK)	Member
Ms Lo Yuk Shan	(LYS)	Member
Mr Martyn Keen	(MK)	Member
Mr Michael McGuire	(MM)	Member
Mr Nigel JH Reid	(NR)	Member
Ms Umehara Yukiko	(UK)	Member

In Attendance

Mr Charles Hung	(CH)	Ho & Partners Architects Engineers & Development Consultants Limited (HPA)
Mr Gilbert Tsang	(GT)	HPA
Mr Charles Lo	(CL)	K C Tang Consultants Limited (QS)

1. Confirmation of Previous Meeting Minutes

The meeting minutes of Village Owners' Committee (VOC) Meeting No 6 of 20 July and Annual general Meeting of 17 September 2015 was tabled. The Chair would send to CM the amendment shortly after the Meeting.

2. Matters Arising

2.1 Dog Sign Replacement

New signs were installed. Some residents that there was limited space for dogs in open area. CM would request the expressed consultant to study how traffic flow at street level could be re-designed to separate pedestrians and dog walking area.

2.2 Replacement of Flushing Water Supply Pipe at Elegance Court

An underground flushing water pipe under the main lobby was burst and resulted in water supply interruption in July. A new section of supply pipe was installed above street level for easy maintenance in order to avoid pro-longed suspension in case of breakdown. The work was completed on 29 September and the supply has resumed afterward. While the condition survey was ahead, this case would be referred to the appointed consultant for improvement plan.

2.3 Lift Programming

The lift maintenance contractor confirmed that the lifts were being operated according to the designated mode; lifts would be parked at mid-level and top floor during morning rush hours to accommodate the outgoing traffic flow. Normally, one lift would stay at ground floor while the other, on top floor to shorten the waiting time of floor calls. The mode was found reasonable and CM would monitor the feedback from residents before making any changes.

2.4 Bicycle Parking Arrangement

To enhance the outlook of residential blocks, the Committee decided to keep the frontage clear from any articles or other equipment alike. CM would ask the appointed consultant to provide an improvement proposal by utilizing these areas.

2.5 Refund of Outstanding Balustrade Refurbishment

Some owners requested for a deposit refund for balustrade not yet installed in the last renovation. CM would arrange for the refund upon receipt of undertaking from respective owners who had paid the said amount.

3. Management Report by City Management

CM briefed the Committee 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.

3.2 Noise from Drain Pipe at Flats C of Elegance Court

CM had relayed the issue to the appointed consultant which would assist in identifying the cause by examining the building plans for rectification.

3.3 Traffic Safety

CM mentioned that there was an accident recently on Discovery Bay Road near No 15 Seabird Lane where a girl was hit by a truck. The case was under Police's investigation. Apart from regular speed checks by both CM and Traffic Police, CM would liaise with schools in Discovery Bay on seminars related to traffic safety.

4. Progress of Consultancy Service on Contract Appointment

ER welcomed HPA and QS to join the Meeting. ER mentioned that in the last Annual General Meeting in September, the owners present and VOC Members had showed great support of appointing HPA as the consultant of consultancy services. The voting result

skewed towards HPA among the candidates by 70:1 during the meeting. ER also emphasized that control of renovation cost was important, in particular, a rising trend was expected in both material and labour markets.

HPA thanked the Committee. The organization chart and master programme were tabled and HPA gave an introduction of the programme. To address the need of cost control, an independent quantity surveyor would be employed to monitor the renovation costs in various phases.

In Stage A – Condition Survey, site inspection of all residential blocks would be carried out and a report on building condition with improvement proposal would be submitted. The survey would start with an inspection of all the top-floor units focusing on examination of water leakage and another site inspection would cover ten (10) percent of the remaining units. A paper questionnaire survey to all the Hillgrove units would follow. To assist in assessing the building condition, HPA would apply infra-red photographing and CCTV inspection on underground drainage system. After the survey was done, HPA would deliver a draft report which consisted of two parts, namely, essential items and improvement work. The content of the report would be discussed in Renovation Working Group (RWG) meetings and the recommendations would be endorsed by VOC afterward. Construction work as proposed in the report would be put forwarded to owners' meeting for a decision before renovation commencement. HPA advised that there was an extension of sixty (60) days of survey stage in addition to the period quoted in the tender, allowing a buffer for difficulties encountered during CCTV inspection. CM advised that several building defects were noted in Elegance Court recently, and HPA suggested starting the initial site inspection from Elegance Court before sending the paper questionnaires.

In order to conduct the RWG and VOC meetings effectively, it was proposed to set out a meeting time table with respect to the master programme. CM and HPA would submit a timetable after the Meeting for review.

In Stages B and C – Tender Preparation and Project Management. Although these two work stages had not been confirmed and awarded the contract, HPA would prepare the scope of work in the main contract for tendering. An addition of thirty (30) days was allowed in this stage for any unforeseeable changes during drafting the scope of work. HPA would manage the renovation work on site, after the award of main contract through owners' meeting. HPA deliberately provided an addition of thirty (30) days in the programme to reflect the possible extension of time of working period. A defect liability period of one year was guaranteed under the main contract, while some items, for instance, waterproofing, might carry a longer liability period as required.

After the Meeting, CM would issue invitation against to owners for the new RWG.

5. Representatives on Various Committees and Tender Opening

During the Meeting, the Committee confirmed the representatives who would participate in various sub-committees and working groups under City Owners' Committee, as follows.

Sub-committees and working groups

Environmental Protection Sub-Committee
Finance Sub-Committee
Passenger Liaison Group
Road System and Utility Review Working Group
Security Liaison Group
Senior Citizens Working Group
Sports and Leisure Sub-Committee

Representatives

Mr John Antweiller
Mr Nigel Reid
Ms Alice Li
Mr Martin Reynolds
Ms Janice Fung
Ms Alice Li
Mr Michael McGuire

6. Village Owners' Committee Attendance Record

ER suggested an attendance record of VOC Meetings and circulation of email address list among the Members for better communication. The Committee agreed.

7. Report of Financial Status

Hilgrove's Deficit

CM advised that there was a surplus of about HK\$39,000 as at 31 August against a budgeted deficit of about HK\$126,000. The cash position accumulated to a level over HK\$11 million. In view of the current financial position, the Committee would further study the impact of a management fee increase in the next two (2) months.

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.

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

The last COC meeting was conducted on 7 October and discussions included:

Road System and Utility Review

The project would be further discussed under the working group in view of the high cost of maintenance and repairs.

Road Re-surfacing of Discovery Bay Road

COC Paper would be issued to inform members scope and extent of work.

Re-sanding of Tai Pak Bay

The committee enquired about the maintenance of Tai Pak Bay. Hong Kong Resort was responsible for the upkeep of the beach including re-sanding.

Audit Report

Member requested that the audit report 2014-2015 should be issued not later than end October 2015.

The Plot near Siena Avenue for Leisure Purpose

Sports and Leisure Sub-Committee presented a proposal to use the plot near Siena

Avenue for leisure purpose of Discovery Bay community.

Picnic in the Park

It was agreed to undertake the event by a ceiling sum of HK\$300,000 from City fund which would be reimbursed by sponsorship generated from the event. All monies collected on the event day would be donated to charity.

DB Beach Festival

The festival organized by Hong Kong Resort would be held on 29 November.

9. Community Events

Event	Venue	Date
Halloween	Piazza - Halloween Workshop, making Candy Baskets from environmental friendly materials	31 October
10K Run2015	Headland, Peninsula, La Costa	14 November
Junior Challenge 2015	Parkridge, La Costa, Peninsula, Siena Two, Midvale, Parkvale, Chianti, Amalfi, La Vista and La Serene	29 November

10. Any Other Business

10.1 Reinstatement after Site Investigation at Slope

CM advised that the site investigation was completed and an enhancement programme was being planned to further stabilize the slopes behind the Village. Details would be provided upon confirmation.

10.2 Commercial Use in Residence

It was suspected that some of units were used for purpose other than residential in the Village. CM would observe the situation and advise respective owners on the user of their premises as appropriate. CM also stressed that any user other than such as allowed in the Deed of Mutual Covenant would constitute a breach under which the respective owners would be liable for consequential damages.

10.3 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 there was a need of another one (1) headcount at daytime for better operation. The Committee agreed to restore the total day-shift headcount of two (2). CM would work out the appropriate ranks and commencement date.

11. Date of Next Meeting

The next meeting to be confirmed.

There being no other business, the meeting was adjourned at 10:15 pm.

Chairperson