

**DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE**  
**Minutes of Meeting No 2 2015-2016**  
**held on 15 December 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 Edmund Fan	(EF)	Member
Mr Fok Chau Lun	(FCL)	Member
Ms Kimberly Keng	(KK)	Member
Ms Lo Yuk Shan	(LYS)	Member
Mr Martyn Keen	(MK)	Member
Mr Michael McGuire	(MM)	Member
Ms Nikki Wepener	(NW)	Member
Mr Reynolds Martin Charles	(RMC)	Member
Ms Umehara Yukiko	(UK)	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
Fine Faith Limited	(FF)	Member
Mr John Antweiller	(JA)	Member
Mr Nigel JH Reid	(NR)	Member

**In Attendance**

Ms Chiu Kit Yee		
Mr Charles Hung	(CH)	Ho & Partners Architects Engineers & Development Consultants Limited (HPA)
Ms Cecila Wong	(GT)	HPA

**1. Confirmation of Previous Meeting Minutes**

Copies of the meeting minutes of Annual General Meeting of 17 September and Village Owners' Committee (VOC) Meeting No 1 of 15 October were tabled. The Committee would give their comment if any to CM.

**2. Matters Arising**

**2.1 Refund of Outstanding Balustrade Refurbishment**

Some owners requested for a deposit refund for balustrade which was not replaced in the last renovation. CM would arrange for the refund as the internal approval process has been cleared.

### **3. Management Report by City Management**

CM briefed the Committee the following management operations:

#### **3.1 Noise from Drain Pipe at Flats C of Elegance Court**

The issue had been relayed to the appointed consultant for identifying the cause by and prepared for rectification.

### **4. Progress of Consultancy Service on Condition Survey**

#### **A. Introduction**

ER welcomed the representatives of HPA to join the Meeting. HPA presented that part of building condition survey was carried out in November 2015. This presentation included defects finding of Elegance Court and improvement work proposal for Hillgrove Village. During the presentation, there were some questions raised by RWG members.

#### **B. Discussion**

RWG members' questions and HPA responded as follows:

Q: The floor tiles on typical lift lobby were slippery and lighting at corridor was not sufficient. Any improvement work on typical lift lobby?

A: There was proposal on repainting work on lift car renovation. Besides, the corridor at typical lift lobby was narrow and lack of space for improvement work. As per RWG's request, HPA would present possible improvement work for RWG's consideration in next meeting.

Q: Any green improvement work on Hopper room?

A: As per RWG's request, HPA would present possible improvement work for RWG's consideration in next meeting.

Q: Method for re- painting work on external wall?

A: HPA replied that loose paint to be scraped off firstly, base coat and sealer layer would be applied on the loose paint area and finishes paint layer to be applied. Application of this method for defective part of external wall or whole external wall would depend on RWG's preference. Since there was mosaic tiles underneath, the spalling or bulging areas would be chipped off and filled up with plastering, while the new paint would then be applied as above afterward.

Q: Did HPA focus on defect repair work, especially roofing problem?

A: HPA recommended carrying out re-roofing repair work and included this item under essential work category so as to ease residents' concern on water leakage problem. RWG was informed that the warranty of re-roofing system was 10 year.

Q: How to decide the rusty pipe shall be repainted or replaced?

A: HPA replied that whether the rust pipe to be repainted or replaced depended on the corroded condition of items. Normally, rusty pipe shall be replaced when they

aged 15 years. For the PVC piping, the repainting work was focus on the associated metal fittings on the pipes.

Draft Questionnaires prepared by HPA would be sent to RWG via CM for RWG's comment. HPA suggested that advanced preference on controversial items from RWG/residents shall be collected. Therefore, questionnaire should include the related question:

- a. partial replacement or whole repaving at outdoor area
- b. touch up or whole repainting for external wall

Questionnaires would be issued after review by RWG and CM. RWG would like HPA to focus on essential / recommended work instead of improvement work in the project. CM would like to have a draft report for RWG's perusal by 18 Feb 2015. HPA finished presentation and Q&A session at 9:00 pm.

CM advised that by sending the invitation of formation of RWG for this term, there were two applications from Hillgrove owners received. In view of continuity of the work, the Committee endorsed the renewal of last RWG and the acceptance of the two applications.

## **5. Report of Financial Status**

CM advised that a surplus of about HK\$4,600 as at 31 October 2015 yielded against a budgeted deficit of about HK\$85,000. Cash position accumulated to a level over HK\$11 million.

### **Enquiry on Financial Statement**

Before the Meeting, NR sent an operations statement question list and CM replied as follows.

Why was there an adverse variance in management fee income of HK\$73,000?

[Ans: In the very beginning of drafting the budget, the budget provided a 10% increase in September and would be adjusted in the 4th quarter as appropriate.]

Why was other income interest of HK\$500? The interest on major overdue debtor alone was a multiple of this. Where did payment default interest get recorded – which line item?

[Ans: Interest earned was actual while the interest being charged to debtors (not yet paid) was recorded under balance sheet.]

Why was there an adverse variance on bank deposit interest of HK\$21,000? Interest rates had not fallen since the budget was set.

[Ans: Less interest was earned upon renewal of time deposit.]

What comprised sundry income? Was it just renovation fee permits?

[Ans: This was mostly income from individual units carrying out decoration such as permit, extra security / cleaning and deposit taken.]

What was the reason for the HK\$29,000 favourable staff costs variance?

[Ans: Junior rank (Assistant Officer) was recruited in Hillgrove.]

There was an adverse variance on R&M outsiders of HK\$28,000. Can [the Committee] please have a summary analysis of what, broadly speaking, the ytd overspend comprises please?

[Ans: The variance arose mainly from the flushing water supply pipe replacement costs at about HK\$48,000.]

What inside R&M projects/activities have been abandoned / delayed to give rise to the HK\$157,000 saving / favourable variance? This may impact our condition survey i.e. [the Committee] should inform Ho and Partners.

[Ans: Variance on minor work was expected and the updated record would be sent to HPA for review.]

CM added that the above figures were for reference only while the quarterly income and expenditure statement would be posted in due course.

#### Long Outstanding Debts

There were five (5) flats with management fee payable of over four (4) months. The overdue should be settled by the end of the month; otherwise, a memorandum of charge would be registered in Lands Office.

### **6. Date of Annual General Meeting**

The next Annual General Meeting was scheduled on Thursday 10 November 2016, tentatively.

### **7. Report of City Owners' Committee (COC) Meeting**

The last COC meeting was conducted on 9 December and discussions included:

#### Election of Chairperson

Mr Simon Mawdsley of Midvale was re-elected as the Chairperson of COC.

#### Endorsement of Conveners of Sub-Committees and Working Groups

Environmental Protection Sub-Committee	Mr Vic Riley
Finance Sub-Committee	Dr Francis Chiu
Road System and Utility Review Working Group	Mr Simon Mawdsley
Security Liaison Group	Ms Maggie Chan
Senior Citizens Working Group	Dr Jennie Lee
Sports and Leisure Sub-Committee	Mr Simon Mawdsley

#### Re-sanding of Tai Pak Bay

Hong Kong Resort was responsible for the upkeep of the beach including re-sanding and re-leveling. The detailed programme was yet to be confirmed.

#### Audit Report

The audit report 2014-2015 was provided and there was an additional charge of HK\$100,000 to be confirmed for additional work in dealing with an owner.

#### Highlight of CM Management Report

The proposal of expanding in-house security supervisory level was presented and was well received and welcomed by members. Green Lift Style was launched to promote a greener Discovery Bay.

#### Review of Taxi Services in Discovery Bay

A member suggested a review of taxi drop off / pick up points at the roundabout outside Tunnel area.

### **8. Community Events**

<b>Event</b>	<b>Venue</b>	<b>Date</b>
Flea Market	Piazza – Sales of pre-loved items	17 January 2016
Picnic in the Park	Central Park and seashore pitch at Discovery College	30 January 2016

### **9. Any Other Business**

#### **9.1 Chattels in Floor Common Corridor**

As far as fire safety was concerned, chattels or small furniture was not allowed to be placed in floor common corridors. CM would advise respective owners to remove their belongings accordingly while small loose items would be tolerated as provided in City Rules.

#### **9.2 Lift Breakdown Rate**

Some Members felt that there was a frequent breakdown of lift services and CM would provide the lift report figures after the Meeting.

### **10. Date of Next Meeting**

The next meeting was scheduled on Thursday 25 February 2016.

There being no other business, the meeting was adjourned at 10:35 pm.

Chairperson