



DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 4 2018-2019

held on 4 April 2019, 7:30 pm at Conference Room No 2

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
Ms Lo Yuk Shan Connie	(CL)	Member
Mr Edwin Tam	(ET)	Member
Mr John Antweiler	(JA)	Member
Mr Michael McGuire	(MM)	Member
Mr Nigel JH Reid	(NR)	Member
Mr G H Koo	(GH)	Manager – Estate, City Management (CM)
Mr Sam Lo	(SL)	Contracts Manger – Works, CM
Ms Ricky Kong	(RK)	Officer – Estate, CM

Absent with Apologies:

Mr Edmund Fan	(EF)	Member
Fine Faith Limited	(FFL)	Member
Ms Kimberly Keng	(KK)	Member
Mr Martyn Keen	(MK)	Member
Ms Nikki Wepener	(NW)	Member
Mr Yiu Leslie Sheun Lai	(LY)	Member

In Attendance

Mr Philip Wong	(HPA)	Messrs Ho & Partners
Mr Ritchie Yue	(Fulam)	Fulam Construction Engineering Co Ltd
Mr Shing	(Fulam)	Fulam Construction Engineering Co Ltd
Mr Wong		Owner of Brilliance Court
Mr Luk		Owner of Elegance Court
Mrs Luk		Owner of Elegance Court

1. Confirmation of Previous Meeting Minutes and Recording of Meeting

The drafts of meeting minutes of VOC Meeting No 3 of 26 February 2019 was tabled and circulated for review. There was no comment to the draft from Members. The

愉景灣服務管理有限公司
Discovery Bay Services Management Limited

香港大嶼山愉景灣廣場徑二號愉景灣商務中心103室
Unit 103, Discovery Bay Office Centre
No.2, Plaza Lane, Discovery Bay, Lantau Island, Hong Kong
電話 Tel: (852) 2238 3601 傳真 Fax: (852) 2987 8192

香港興業國際集團有限公司成員
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draft was proposed by JA and seconded by ET. The Chair signed off the meeting minutes. The Chair then asked if there were any objections to his independent audio recording. There were no objections.

2. Matter Arising

2.1 Report on actions on golf cart parking

CM had attempted to collect the information that could identify the occupiers of golf cart parking spaces. However, it was noted that the numbers of golf carts owned by Hillgrove residents might exceed those of parking spaces. In order to reach a fair assessment of the needs of Hillgrove, a separate meeting would be conducted with Committee's representatives on this issue, ER and MM, to review the findings as to formulate a feasible action plan to control the parking pattern.

2.2 Village Owners' Committee Communication

To enhance the communication among the Members, a WhatsApp group would be set up by the Chair. CM to send the updated contact list to the Chair after the Meeting.

2.3 Performance Pledge

CM advised the Committee that there was a check-and-balanced system in place in form of internal audit to monitor the performance of site services, operations and facilities. In principle, this system was applied to all Villages in Discovery Bay. JA commented that, apart from the checking of these standards, there should be guides that CM staff needed to follow with which a quality services could be delving the discussed. For example, the requirement of meeting minutes writing, responses to enquiry and complaints, etc. During the discussion, there was no conclusion on what type of services should be covered, however, CM replied that a new internal committee was set up recently to look into the problem and to develop a checking mechanism in form of quality management system. CM to update the Committee in the next Meeting.

3. Progress of Renovation

3.1 Site Work Progress

The Committee welcomed HPA and Fulam. Fulam gave a presentation of the site work progress, security and safety measures. A set of photo recorded was presented while Fulam briefed the Committee accordingly, as follows.

Elegance Court

- Concrete repairs and external water jet cleansing of old paint were completed.
- Pull out test was completed to ascertain the integrity of new plastering. The result was satisfactory.
- Application of base paint of new paint system commenced.

- Waterproofing work at roofs was in progress where a shelter was erected against severe weather so that the weather factor affecting the programme could be minimized.
- Installation of individual flushing water supply gate valves was completed. However, some owners mentioned that the water pressure dropped after the installation. The situation was observed at Flat D of high floor and Flat E of middle-high floor. Fulam had inspected the system and explained that the distance between the flats concerned and the roof water tank was remote and longer water pipes were required in this case. Since the water supply was operated by gravity, these flats might be affected. Fulam would further investigate into the pipe routing and come up with a solution shortly, as to avoid recurrence of similar problem in other residential blocks.
- There was a delay of about three weeks due to review of colour scheme, however, it would have little impact on the overall working programme.
- The scaffolding was expected to be dismantled after final inspection by the end of May.

Brilliance Court

- Scaffolding was already completed.
- Hacking off of loosen paint at staircase commenced. To reduce nuisance to residents nearby, additional air exhausted fans were in place to transfer the dust and odour outside the building.
- Electrical work of provision for future floor lobby LED was in progress.

3.2 Selection of LED and Grouting Color at Floor Lobby

A survey of choice of LED with sample photos was presented. After discussion and voting among the Members, it was agreed to the model of a slim square LED with white frame of 18W 4,000k. Fulam would proceed with formal submission for HPA's approval.

3.3 Refurbishment of Lift Cars

Upon the submission of lift car interior renewal, the details of materials were being reviewed. After clarification of the approach and the scope of work in the contract, it was concluded that the lift car interior was required to be renewed while the design and appearance should be maintained. In general, the defective parts would be replaced whereas the spots became wear and tear would be repaired. In these circumstances, there was a saving of the original quote totaling about HKD600,000, which would be utilized in another areas where repairing / improvement work was required. HPA would assess the adjustment afterward.

3.4 Window Repairs at Common Area

During the main contractor inspection of Elegance Court, it was noted that there were 26 nos of parts, mainly the handles and hinges, of windows in the staircase found defective. A quote of repairs at a sum of about HKD54,000 was tabled for consideration. The

unit rates had been verified by quantity surveyors. Since the job was considered repairing work only and whether the completion certificate was applicable to future mandatory window inspection scheme was uncertain, the Committee decided to defer this item for further review.

4. Report on Financial Status

4.1 Budget 2019/2020

An analysis of five year income and expenditure accounts was tabled. As at 28 February, there was a deficit of about HKD612,000 was recorded. The analysis consisted of mainly two groups of expenditures, say, those under a Discovery-Bay-wide master contract where Hillgrove had little control on the costs shared by Hillgrove and items incurred solely by Hillgrove at village level.

NR commented that a reduction of Reserve Fund contribution was able to set off the impact of a deficit account, however, based on fairness to all owners, current owners should have an obligation to make contribution for future maintenance or renovation when the building fabric deteriorated in years. As a result, it was necessary to work out the future maintenance plan and cost estimate in order to assess the level of Reserve Fund contribution. The Committee concluded that a management fee increase was required and it was proposed to adjust the management fee level in August. The Committee agreed.

JA and NR would conduct a separate meeting with CM to review the percentage of increase which would be justified by the planned maintenance work.

4.2 Legal Actions for Recovery of Interest over Long Overdue Debt

As there was no progress on the appointment of solicitors taking legal actions against the long-term debtor, the Chair expressed his disappointment on CM's approach on this issue. The Chair requested for a meeting with CM's senior management for an explanation of the difficulty in making progress and a solution to the issue. CM to reply.

5. Report of Passenger Liaison Group (PLG)

ET advised the Committee that Bus Team had introduced the plan of moving the temporary bus stops along Discovery Bay Road back to the new bus terminal. CM update the Committee that the opening of new bus terminal was scheduled at noon on 13 April and a notice with bus stop map would reach Discovery Bay residents shortly. Inbound services would move to the new terminal by phases. There was no major change on the existing routes, bus stops or schedules at the initial stage to reduce the impact on the passengers. Bus Team would review the situation and make necessary adjustment when going into next phase. Some of the inbound services would be

maintained along Discovery Bay Road with which the passengers could travel from South to North in one single journey.

6. **Any Other Business**

Nil

7. **Date of Next Meeting**

The meeting to be held on either Thursday 16 or 23 May 2019. To be confirmed by email.

The meeting was closed at 10:35 pm.



Chairperson