



DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 6 2018-2019

held on 8 August 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 Edmund Fan	(EF)	Member
Mr Martyn Keen	(MK)	Member
Ms Nikki Wepener	(NW)	Member
Mr G H Koo	(GH)	Senior Manager – Estate, City Management (CM)
Mr Sam Lo	(SL)	Contracts Manger – Works, CM
Ms Alice Wong	(AW)	Manager – Estate, CM (Secretary)
Ms Ricky Kong	(RK)	Officer – Estate, CM

Absent with Apologies:

Fine Faith Limited	(FFL)	Member
Mr Nigel JH Reid	(NR)	Member
Ms Kimberly Keng	(KK)	Member
Mr John Antweilier	(JA)	Member
Mr Michael McGuire	(MM)	Member
Mr Yiu Leslie Sheun Lai	(LY)	Member

In Attendance

Mr Philip Wong	(HPA)	Messrs Ho & Partners
Ms Elaine Ho	(HPA)	Messrs Ho & Partners
Mr Harvey Yip	(Fulam)	Fulam Construction Engineering Co Ltd
Mr T S Yeung	(Fulam)	Fulam Construction Engineering Co Ltd
Ms Aurora		Elegance Court

1. Confirmation of last meeting minutes that dealt with the colour scheme issue

The drafts of meeting minutes of VOC Meeting No 4 of 4 April 2019 and No 5 of 20 June 2019 were tabled and circulated for review before the meeting and all comments from ER and JF have been included. There was no further comment to the drafts from Members. These drafts were proposed by MK and seconded by ET. The Chair signed off the two meeting minutes. The Chair then asked if there were any objections to the audio recording. There were no objections.

2. Site work progress

HPA firstly gave a short opening for their presentation. The presentation would be conducted in four sessions and they were: (2.1) Construction Works Progress; (2.2) Forecast Maintenance Items; (2.3) Other Maintenance Items and (2.4) Material Approval Summary.

2.1 Construction Works Progress

Fulam gave a presentation of the site work progress. A set of photo recorded was presented while Fulam briefed the Committee accordingly, as follows.

Elegance Court

- Replacement of stainless steel doors for R/F and lift machine room was in progress.
- Application of sealant for parapet wall at R/F and UR/F has been completed.
- Cleaning works at R/F and UR/F after the completion of re-roofing works was conducted.
- Waterproofing works inside pump rooms was in progress.
- Plastering and painting work at staircase from 21/F to R/F was completed.

Brilliance Court

- Application of sealer and painting works was still in progress for external wall and balcony.
- Paving of concrete blocks at UR/F and R/F was in progress.
- Replacement of stainless steel doors for R/F and lift machine room was in progress.
- Replacement of stainless steel cladding for lift landing doors and door frames was completed except 21/F.
- Applying of sealant at expansion joint at external wall was in progress.
- Waterproofing works inside pump rooms was in progress.

Glamour Court

- Scaffolding was already completed.
- To arrange for LPG system inspection with aid of existing scaffolding.
- Hammer tapping on external wall was in progress.
- Hacking off of debonding plaster at external wall was commenced.
- Installation of new flushing water stop cocks was in progress.

- Replacement of stainless steel cladding for lift landing doors and door frames was in progress.
- Removal of existing paint and plastering at staircase was in progress.
- Application of waterproof membrane and water test at UR/F and R/F was completed.
- Infra-red test for new waterproof membrane at UR/F and R/F was conducted.

General

- Security and cleaning services were deployed according to the programme.
- Pest control was in place and main contractor was reminded to increase frequency as appropriate.
- No accident was reported.

2.2 Forecast Maintenance Items

Fulam has tabled a list of works which would be commenced and carried out for the coming two weeks and they were:

Locations	List of works
Elegance Court	<ol style="list-style-type: none"> 1. Replacement of stainless steel doors on G/F 2. Main lobby refurbishment 3. General cleaning work 4. Make good defect
Brilliance Court	<ol style="list-style-type: none"> 1. Replacement of stainless steel doors on G/F 2. Internal painting work 3. Cleaning works for external before removal of scaffolding
Glamour Court	<ol style="list-style-type: none"> 1. Replacement of stainless steel doors on R/F 2. Internal painting work 3. Installation of LED lighting at lobbies 4. Hack off and repair defective render at external wall
Outdoor area	<ol style="list-style-type: none"> 1. Replacement of paving square concert blocks

2.3 Other Maintenance Items

HPA has prepared two items for discussion in the meeting and they were (1) Replacement of Drainage Pipes inside Hopper Rooms and (2) Air-conditioner Installation at G/F Lobbies.

(1) Replacement of Drainage Pipes inside Hopper Rooms

HPA has shown with photos for the existing broken and leaked condition of those drainage pipes inside hopper rooms. Those drainage pipes were used to drain the sewage water inside hopper rooms from 21/F to G/F and the broken pipe condition at Elegance Court was mild while those at Brilliance Court and Glamour Court were worst. HPA reported that the condition of those drainage pipes were found acceptable in 2016 as shown in the condition survey and therefore only repainting

works was being included in the renovation project without any replacement cost.

HPA presented the quoted price from Fulam for replacing 5 storeys at Elegance Court, 17 storeys at Brilliance Court and 18 storeys at Glamour Court at about \$340,000. After discussion, HPA and Fulam were instructed to provide the quotation for two proposals: (Option A) replacement of 5 storeys at Elegance Court and all floors for both Brilliance Court and Glamour Court and (Option B) replacement of all floors for the three buildings. It was agreed that CM to circulate the quotation for Option A and Option B from HPA to VOC for consideration and VOC to approve by email on or before 16 Aug next Friday.

(2) Air-conditioner Installation at G/F Lobbies

HPA showed the photo rendering of the G/F main lobby with a new wall mounted air-conditioner located above the existing notice board. Due to the existing environment and design of wall-mounted air-conditioner, a water pump was required to be installed next to the air-conditioner for discharge of condensation water from the A/C to the nearest drainage point. After discussion, installation of a water pump at the G/F lobby was not accepted and MK would conduct a site inspection with CM and Fulam on 9 Aug at 4pm to study further alternative.

2.4 Material Approval Summary for external wall colour; the material chosen for lift door and frame cladding and the choice of floor tiles

HPA has prepared a presentation to summarize the material approval procedures for external wall colour, lift landing door and frame cladding and floor tiles. The whole process started early in 2016 after the condition survey with various meetings with the VOC and Repair Working Group throughout these years.

For the external wall colour, HPA explained that the colour scheme was firstly discussed and studied with the VOC with production of sample board and then brought to the Annual General Meeting for voting and resolution in Oct 2018. A mock up paint was done on the external wall on G/F Glamour Court and was confirmed in meeting on 15 Jan 2019. The full colour scheme was developed by SKK and the respective specification was submitted by Fulam to HPA. HPA vetted the submission in details and approval was granted to Fulam. The site work was carried out by Fulam under the supervision of clerk of works, SKK site supervisor and main contractor project manager. Upon completion, the product was vetted and verified by all parties concerned. HPA stressed that the process of paint system application was handled under the agreed procedure and was properly carried out.

For the cladding work for lift landing door and door frames at typical lobbies from 1/F to 21/F, it was discussed and agreed to adopt stainless steel cladding and therefore HPA has included 1.5mm Grade 304 hairline stainless steel in the renovation tender since this grade of stainless steel was widely adopted and suitable for internal area use. ER concluded that the dispute created from the materials used for lift cladding was mainly

from the communication problem since the lift claddings were still protected with plastic sheet covers. When ER and JF were invited to inspect the lift cladding before the meeting on 5 August, the stainless stain cladding looked fine and acceptable when the plastic cover sheet was removed. After discussion, it was agreed that CM to invite VOC members to present for inspection during handover. Also, some members commented that the sealant works around the lift landing door frames should be improved. Fulam agreed to arrange rectification accordingly.

For the floor tiles and grouting, it was agreed that patch repair would be arranged for broken tiles for wall and floor and therefore specification for patch repair method was included in the renovation tender. Samples of tiles and grouting were presented and approved in meeting on 4 April 2019 that grouting of matching colour would be applied with white grouting for wall tiles and grey grouting for floor tiles.

ER concluded that the renovation works got mess up a little due to the disagreement among colours during the past few months. ER commented that communication could greatly help to reach consent among all parties including VOC, CM and HPA so that suspension of works could be prevented. HPA should provide samples in advance for better communication and help owners to visualize the actual condition in order to prevent any misunderstanding. HPA also has responsibility to provide solutions and get well preparation before meeting.

3. **To resolve the replacement work of floor tile at typical lobbies and material for lift car refurbishment works**

3.1 **Replacement work of floor tile at typical lobbies**

Due to the previous comment and disagreement of approved colour of floor tiles, the replacement works at Glamour Court was temporary suspended until formal resolution in current meeting. After previous explanation from HPA and discussion, the Chair moved the Committee to decide to retain the original approved colour of floor tile as agreed in the previous meeting. The motion was put forward to vote by show of hands. The result was shown in the following table.

Retaining of the original approved floor tiles	Replacing with another floor tile colour	Abstain
AL, CL, MK, CKW, EF, ET	--	ER, JF, NW
6 votes	0 vote	3 votes

The motion carried.

The Chair moved the Committee again to decide if the replacement works of floor tile to carry on at Glamour Court with the original approval floor tiles. The motion was put forward to vote by show of hands. The result was shown in the following table.

Replacement works at Glamour Court resumed	Replacement works at Glamour Court suspended	Abstain
AL, MK, CKW, EF, ET	JF, CL	ER, NW
5 votes	2 vote	2 votes

The motion carried.

3.2 Sample wooden board for lift car refurbishment work

Fulam has shown a sample wooden board which would be adopted for the replacement works of wooden cladding inside passenger lift cars. CL commented the sample board colour was slightly lighter than the existing one and also the wooden pattern was not good. Fulam explained that the wooden board was with natural wooden pattern like marble stone and the existing wooden cladding would be replaced as a whole and therefore problem of colour difference among new and old materials would be lessen. After discussion, Fulam agreed to adopt a layer of lacquer to the sample wooden board and showed to the VOC again for reference.

The Chair moved the Committee once again to decide if the provided sample wooden board be accepted for the replacement works of wooden cladding inside lift car as a whole on one by one basis. The motion was put forward to vote by show of hands. The result was shown in the following table.

For	Against	Abstain
JF, AL, MK, NW, CKW, EF, ET	--	ER
7 votes	0 vote	1 vote

The motion carried.

MK suggested if protection bumper could be installed for better protection of the lift finishing from clashing. JF also suggested if material resistance from scratches could be adopted for the wooden cladding. HPA and Fulam would study the same accordingly.

4. Report on Financial Status

4.1 Village Finances Update

As at 30 June, there was an accumulated deficit of about \$216,000 since April 2019 for the new financial year of 2019/20. The deficit was expected and fallen within the budget figure.

A collection schedule of renovation contribution as at 31 July 2019 was tabled and presented. The total collected renovation contribution was more than 96% and there were a total of 18 units with outstanding record of one or more installments. MK asked

about the chasing actions to be taken for the outstanding amounts and CM would provide the record through email by next week.

4.2 Budget 2019-2020

A conclusion from previous meetings in regarding to the Budget 2019/2020 and management fee schedule was summarized and presented. It was suggested that the management fee to be increased by 9.5% in Sep 2019 and another 9.5% in Apr 2020. After discussion, it was agreed to increase the management fee by 9.5% firstly in Oct 2019 so as to provide at least one month advance notice to all owners about management fee increase. CM would provide a draft management notice for VOC's comment by next week.

4.3 Legal Actions for Recovery of Interest over Long Overdue Debt

GH reported that quotations for taking legal action by solicitor have been sought. CM would take the subsequent actions in appointing the solicitor "Chung & Kwan" with the lowest quoted fee for the legal actions and to provide a weekly update to the VOC on Thursdays. CM also reported that the default owner was currently with outstanding record at both management fees and recent renovation contributions. CM would provide a final demand letter within this week to the default owner demanding the full settlement of outstanding amounts within 10 days.

EF insisted to provide the previous legal advice about compound interest to Chung & Kwun for reference and review. In case that Chung & Kwan has taken the advice for adopting compound interest calculation, the previous legal advice fee of \$18,000 should be reimbursed to ER.

5. Discuss the latest proposal from DBTSL, and seek agreement from the VOC on the response to the HAD Consultation on replacing part of the 24 Hour Ferry Service with a Bus Service (consultation period extended to 30th August)

ER told that DBTSL did not provide details about the saving in cost if adopting bus service to replace part of the 24-hour ferry service and invite VOC members to express their view about the proposal. All presents voted by show of hand to object the proposal of DBTSL unanimously and agreed the Chair to represent Hillgrove Village Owners' Committee to reply to the Consultation Paper.

6. Any Other Business

Nil

7. Date of Next Meeting

Next meeting would be held one month later with exact date to be confirmed by email.

The Meeting was closed at 9:55 pm.



Chairperson