

DISCOVERY BAY HILLGROVE VILLAGE OWNERS' COMMITTEE

Minutes of Meeting No 7 2018-2019

**held on 29 October 2019 and extended meeting held on 7 November 2019, both at
7:30pm 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 (29 Oct only)
Ms Lo Yuk Shan Connie	(CL)	Member
Mr Edwin Tam	(ET)	Member (29 Oct only)
Mr Edmund Fan	(EF)	Member (29 Oct only)
Mr Yiu Leslie Sheun Lai	(LY)	Member
Mr John Antweilier	(JA)	Member
Mr Martyn Keen	(MK)	Member (29 Oct only)
Mr Michael McGuire	(MM)	Member
Mr Nigel JH Reid	(NR)	Member
Ms Nikki Wepener	(NW)	Member
Ms Alice Wong	(AW)	Manager – Estate, CM (Secretary)
Mr G H Koo	(GH)	Senior Manager – Estate, City Management (CM)
Mr Sam Lo	(SL)	Contracts Manger – Works, CM
Ms Ricky Kong	(RK)	Senior Officer – Estate, CM

Absent with Apologies:

Fine Faith Limited	(FFL)	Member
Ms Kimberly Keng	(KK)	Member

In Attendance

Mr Philip Wong	(HPA)	Messrs Ho & Partners
Ms Michelle On	(HPA)	Messrs Ho & Partners
Mr Harvey Yip	(Fulam)	Fulam Construction Engineering Co Ltd
Mr T S Yeung	(Fulam)	Fulam Construction Engineering Co Ltd
Ms Polly Yuen		Brilliance Court
Mr Fan Suet Kam		Brilliance Court (29 Oct only)
Mr. Lau Ka Ho		Brilliance Court (29 Oct only)

1. Confirmation of previous meeting minutes

The drafts of meeting minutes of VOC Meeting No 6 of 8 August 2019 was tabled and circulated for review before the meeting and comments from ER have been included. There was no further comment to the drafts from Members. The draft was proposed by MK and seconded by NR. The Chair signed off the meeting minutes. There were no objections upon the Chair's seeking consent for the audio recording.

2. Matters arising

2.1 Report on actions on golf cart parking

CM has presented a table showing the distribution of golf cart ownership/users and Hillgrove owners/tenants and reported that the numbers of golf cart users in Hillgrove were more than the available parking spaces in Hillgrove.

The security guards in Hillgrove would conduct routine patrols on daily basis and requested those golf carts of non-Hillgrove residents and those illegal parking to leave with assistance provided by CM's Control Centre.

After discussion, CM would arrange the procurement of banners which would be placed at the exterior railings as a warning for prohibition of unauthorized parking and also VOC suggested adoption of parking label exclusively for Hillgrove for easy recognition by the security guard. CM would consider the same accordingly.

Since the current CCTV system at parking spaces and exterior driveway were stand-alone installation, the Local Management Office could not reach the instant condition of those areas. For the long-run planning, CM suggested an IoT proposal with AI function at the CCTV Security Surveillance System with multi-sensor camera and alert function while demonstration of video was shown in the meeting for the VOC's consideration.

3. Discussion and resolution of handling procedures of bicycle parking at common areas

CM reported that the intensive clearance works of old bicycles at Elegance Court and Brilliance Court has been conducted on 30 October while the one for Glamour Court would be pended until the removal of the scaffold. A total of 42 old bikes were collected and kept at store room which would be arranged for disposal according to the guidelines. Since the parking of bike was found to be normal after the clearance works, the new proposed handling procedures for imposing administration charge for non-compliance in parking at common areas would be pended for discussion later.

4. Management report by City Management

4.1 WR2 fixed electrical installation inspection

The fixed electrical installation inspection was a statutory requirement under Electrical and Mechanical Services Department every 5 years at residential properties and the last inspection at Hillgrove was in 2014. Therefore, CM's Works Team has conducted the tendering exercise and the result was reported to VOC through VOC Paper T1645/19 dated 13 August 2019. The result was summarized in the following table and the VOC agreed to appoint the lowest bidder "Cheung Fat" at HK\$36,000 which would be settled by reserved fund. The contractor has completed the inspection works on 18 Oct, 21 Oct and 22 Oct.

Cost comparison	Cheung Fat	Sang Lik	Shun Tung
WR2 defect rectification (excluding CAR)	<u>\$36,000</u>	\$66,000	\$75,000

4.2 Water pump replacement at Brilliance Court

CM's Works Team has reported to the VOC through VOC Paper T1660/19 dated 18 September 2019 that the potable water booster pumps at Brilliance Court were found deteriorated and temporary rectification works has been arranged in order to maintain normal supply of fresh water. After the tendering exercise, the lowest bidder was "Chung Bond" at the quoted fee of HK\$71,600. However, CM mentioned there was a recent malfunction report from Glamour Court for one the portable water booster pumps. After discussion, VOC agreed to arrange the replacement works to Chung Bond for three numbers of water pumps with the same unit rate quoted at the tendering exercise.

Cost comparison	Chung Bond	Jetshine	Superpower
Replacement cost of two booster pumps (excluding CAR)	<u>\$71,600</u>	\$78,300	\$97,700

As requested by the VOC, CM agreed to provide the breakdown of quoted price for all works in terms of material cost and labour cost for better understanding in any future tendering exercises.

5. Progress of Renovation

5.1 Site Work 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

- Lift interior refurbishment works was completed for Lift No. 1 with temporary protection applied before handover.
- Lift interior refurbishment works was in progress for Lift No. 2.
- Replacement of new epoxy cast iron drainage pipe inside hopper room has been completed and make good works at slab opening was in progress.

Brilliance Court

- Replacement of new epoxy cast iron drainage pipe inside hopper room has been completed and make good works at slab opening was in progress.
- Cleaning works for wall tiles at typical lift lobbies was in progress and continuous.

Glamour Court

- Painting works at external wall was completed.
- Cleaning works for windows and balcony was in progress before removal of scaffold.
- Painting work for parapet wall on roof floor and upper roof floor was in progress.
- Removal of white nets was completed while touch up works on façade painting was in progress before removal of scaffold.
- Painting works for ceiling and wall inside facility rooms was in progress.
- Application of sealant for parapet wall at R/F has been completed.
- Plastering and painting work at staircase from 21/F to R/F was in progress.
- Repair of defective nosing tiles at staircase on 21/F has been completed.

Outdoor Areas

- Replacement of paving square concert blocks would be resumed for remaining areas after site material clearance.
- Replacement of driveway bricks with leveling works would be commenced this week.

General

- Security service was deployed according to the programme until removal of all scaffolds at Glamour Court.
- Cleaning services were deployed according to the programme while site clearing works was in progress.
- Pest control was in place and main contractor was reminded to increase frequency as appropriate.
- No accident was reported.

5.2 Window Repairs at Common Area

CM has provided updates through the written statement before the VOC meeting that repair for the minor defects of windows has been arranged by in-house technician. It was suggested to arrange tender exercise for major window repair works upon the Mandatory Window Inspection Scheme (MWIS) by Buildings Department.

5.3 Refurbishment of G/F lobby and decision on painting colour for the G/F entrance façade with possible resolution as discussed

Before the meeting, Fulam has conducted a mock up paint on the paper stickers of grey and white colours for the entrance hallway outside the main lobby of Brilliance Court according to the colour scheme approved in the last AGM.

CL mentioned that she has collected the opinions of some owners and also herself with the intention to maintain the as-is condition of the wall tiles at the entrance hallway.

Most of the members pointed out that the original decision of the whole colour scheme was resolved in last AGM and there were several VOC Meetings to review whether such a resolution was questionable or should be upheld throughout the renovation. After discussion, the conclusion was that the original decision at last AGM should be held. Most of the Members believed that the last AGM's decision was straight forward and already there. As a result, no further voting nor resolution was deemed to be necessary.

CL mentioned that she objected to the painting works at the entrance hallway wall tiles and requested CM to record her objection in writing in the meeting minutes.

5.4 Other Maintenance Items

HPA and Fulam have presented a list of proposed improvement items which mainly covered the ground floor lobbies and also the exterior outdoor areas with reference prices for VOC's reference. After discussion, the following items were selected for further assessment and study:

Improvement Items	Reference price
i) Replacement of railing at outdoor	\$349,000
ii) Repair of stone staircase at main entrances	\$30,000
iii) Refurbishment of ramp surface (anti-slippery)	\$54,000
iv) Repair/replacement of cracked wall tiles at main lobby	N/A
v) Painting of ceiling at main lobbies	\$54,000
vi) Replacement of 3 nos. building name signs	\$25,500
vii) Replacement of 4 nos. plant room doors at G/F exterior areas	\$85,000
viii) Underground conduit placement works	\$150,000
Total (for reference only)	\$747,500

The above prices quoted by Fulam were for reference only which have not yet been submitted to the Quantity Surveyor for assessment.

6. Report on Financial Status

6.1 Village Finances Update

As at 30 September, there was an accumulated deficit of about \$596,000 since April 2019 for the new financial year of 2019/20 against a budgeted deficit of about \$505,000. The deficit was a result of the higher repair cost for outsider and also the debit of \$80,000 at cleaning cost for removal of fallen tree which was a damage cost from the super typhoon last year. This damage cost has also been submitted to insurance company for compensation and assessment was still pending from insurance company.

NR has prepared the calculation and reported to the VOC about the assessment of renovation contribution against renovation expenses. After consolidation of additional expenses in variation works and savings from the exclusion of works from the original contracts, there was surplus available for further improvement works without the need for additional contributions.

A collection schedule of renovation contribution as at 15 October 2019 was tabled and presented. The total collected renovation contribution was more than 97% and there were a total of 11 units with outstanding record of one or more installments. As per CM's schedule, final demanding letters would be issued in November to those owners/flats with outstanding records.

6.2 Legal Actions for Recovery of Interest over Long Overdue Debt

CM reported that the formal instruction to Messrs Chung and Kwan to commence the process of legal proceedings against the default owner(s) for the outstanding has been done. It was expected the process would go through the District Court as the case was beyond the jurisdiction of tribunal level.

Apart from the above, the legal advice of Messrs Carol Wong was sent to CM's in-house legal and Messrs Chung and Kwan as well. As agreed in previous VOC meetings, such legal advice would be studied by the appointed solicitors when drafting the demand which would also become a supporting in preparing the statement of claim. Since the interest calculation method has been a lengthy argument and both CM and VOC would take this opportunity to sort out a proper and reasonable definition to the enquiry. In this case, CM has asked Messrs Chung and Kwan to pay special attention to this point which would be a reference to not only this case, but also the future ones.

7. Matters of City Owners' Committee Meeting

ER has provided the summary of last COC meeting held on 24 September 2019 which was recorded as follow:

- (1) There was a presentation by the Property Management Services Authority on the Licensing Regime under the Property Management Services Ordinance (Cap. 626) in the meeting for which the proposed licensing regime to be launched by early 2020 was explained. The issue about declaration of interest was also discussed which would be one of the scopes under the licensing regime.
- (2) The Office of the Licensing Authority (OLA) was invited to attend the last COC meeting and explained the definitions of hotel and guesthouses under the ordinances, and stated it was a criminal offence to manage/operate unlicensed hotels/guesthouses including Airb&b. The OLA also reported that the trend in Discovery Bay was rising and emphasized the importance of cooperation with CM to tackle the problem. There were also successful prosecutions made for unlicensed guesthouses.
- (3) DBTSL presented a proposal on the adjustment of the existing toll charges by increase of 10% and the launch of a HK\$20 tunnel toll for inbound taxis. The purpose of this presentation was to collect views of the members and then submit to the Transport and Housing Bureau for their consideration.

8. Reports of Sub-Committees and Working Groups

Next COC meeting would be held on 27 November 2019 and representatives gave reports on various sub-committees and working groups as follows.

Sub-Committees and Working Groups	Particulars
Finance Sub-Committee by JA supported by NR	<ul style="list-style-type: none"> Meeting would be held next week for which the review of contracts and cleaning contract tender would be covered.
Environmental Protection Sub-Committee by NW	<ul style="list-style-type: none"> Various environmental measures would be adopted during Big Picnic on 9 Nov. The DB Recycling Day would be held on 16 Nov Recycling of Polyester at Hemingway's would be held on 17 Nov.
Infrastructure Working Group by MK	<ul style="list-style-type: none"> Meeting to be confirmed.
Security Liaison Group by LY	<ul style="list-style-type: none"> Meeting would be held next week.
Seniors Citizens Working Group by AL	<ul style="list-style-type: none"> Data base of demographic information of elderly in DB has been developed and maintained.
Sports and Leisure Sub-Committee by MM	<ul style="list-style-type: none"> Play/exercise equipment has been installed and being used by DB residents. DB North Sports Pitch improvement work including CCTV system and lighting installation.

Taxi Drop Off Point Working Group by JF	• Consultancy service to be arranged.
Passenger Liaison Group by ET	• Temporary bus terminus next to Glamour Court to be closed.

9. Community events

Date	Event	Venue
9 Nov	Big Picnic	Piazza / Tai Pak Bay
16 Nov	Discovery Bay Recycling Day	Piazza
10 & 24 Nov	Sunday Market	Piazza
13 Dec	Christmas Dinner	Auberge Discovery Bay Hotel


10. Any Other Business

Nil

11. Date of Next Meeting

Next meeting would be the Annual General Meeting with schedule on 12 December 2019. CM would prepare the logistics accordingly.

The first session of the Meeting held on 29 October was closed at 10:05 pm while the extended meeting held on 7 November 2019 was closed at 9:35 pm.



Chairperson