



**寶翠園**  
THE BELCHER'S

The Management Office of The Belcher's  
Management Office, Tower 1, Podium,  
The Belcher's, 89 Pok Fu Lam Road, Hong Kong.  
Tel: (852) 2542 7238 Fax: (852) 2542 7188

檔案編號 : BEL/MO/2020/01/001N

日期 : 2020年1月2日

### 寶翠園第9屆業主委員會第4次會議議程

致 : 寶翠園業主委員會各委員

茲通知各委員, 現根據寶翠園大廈公契, 謹定於下列時間召開寶翠園第9屆委員會第4次會議, 詳情如下:

日期: 2020年1月10日(星期五)

時間: 晚上八時正

地點: 寶翠會十樓會議室

#### 會議議程:

1. 2020 周年業主大會
  - i、討論及議決 2020 周年業主大會日期、議程及相關安排事宜
  - ii、討論及議決保安及清潔服務合約居民溝通及表決安排
  - iii、討論及議決業主大會委任代表文書交收安排及相關文件
  - iv、討論及安排委任法律顧問出席大會
2. 討論及議決揀選核數師事宜
3. 管理處匯報
  - i、2019 年度住宅部周年吊船清潔室外窗戶事宜
  - ii、2020-2022 度年保安服務合約招標進度
  - iii、2020-2022 度年清潔服務合約招標進度
  - iv、委聘 2020 年大廈保險合約承辦商安排、屋苑颱風保險索償及個案最新進度
  - v、屋苑維修及保養清單及進度
  - vi、屋苑交通安全措施及違例泊車問題
4. 討論及議決維修及更新配置項目
  - i、會所更換冷氣機組件工程相關事宜
  - ii、會所更換天花工程相關事宜
  - iii、翻新各座大堂雲石地磚; 更換大堂天花、傢俬擺設、地氈及服務台相關事宜
  - iv、招標委聘專業室內設計師為以上項目設計及監督
5. 匯報及檢討人力資源配置安排
6. 業主委員會運作規範
  - i、檢討管理公司及業委會電郵與機密資料外洩事件
  - ii、討論及議決修訂業主委員會「會議常規」及「紀律守則」
  - iii、討論及議決制定工作小組運作規範
7. 討論及議決座頭保安人手配置安排事宜
8. 討論及議決業主委員會聘請法律顧問事宜
9. 省覽及討論 2020 年度財政預算案
  - i、審閱 2020 年經常性收支預算
  - ii、審閱 2020 至 2024 年大廈資本性 5 年開支計劃



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10. 居民溝通
  - i、 討論成立其他溝通平台適時發送資訊及收集業主意見
  - ii、 討論及議決屋苑計劃編寫電話程式(APPS)相關事宜
11. 商討下次會議日期
12. 其他事項

歡迎寶翠園業主列席會議。但基於場地所限只可提供 20 個座位，因此只可以先到先得原則分配予各與會業主。

寶翠園第九屆業主委員會  
寶翠園管理處代行



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Our Ref: BEL/MO/2020/01/001N  
Date: 2<sup>nd</sup> January 2020

To : All Owners' Committee Member of The Belcher's

**Notice of the 4<sup>th</sup> Meeting of the 9<sup>th</sup> Owners' Committee of The Belcher's**

Notice is hereby given that the 4<sup>th</sup> Meeting of the 9<sup>th</sup> Owners' Committee will be held. Details for the meeting are as follows:

**Date:** 10<sup>th</sup> January 2020 (Friday)  
**Time:** 8:00 p.m.  
**Venue:** Level 10, Function Room, The Belcher's Club

**Agenda:**

1. 2020 Annual General Meeting of The Belcher's
  - 1.1 To discuss and resolve date, agenda and arrangement of 2020 AGM
  - 1.2 To discuss and resolve communication and voting arrangement for security service and cleaning service contracts
  - 1.3 To discuss and resolve submission details of proxy forms for 2020 AGM and relevant documents
  - 1.4 To discuss and appoint legal consultant to attend 2020 AGM
2. To discuss and resolve contract award of auditing service
3. Progress update by the Management Office
  - 3.1 Yearly window cleaning by gondola of 2019 for residential units
  - 3.2 Tendering for security service contract 2020-2022
  - 3.3 Tendering for cleaning service contract 2020-2022
  - 3.4 Appointment of property insurance service provider and update on building insurance claim after typhoon
  - 3.5 List of repair and maintenance items
  - 3.6 Road safety and unauthorized parking inside the estate
4. To discuss and resolve repair and items
  - 4.1 Replacement works for chiller plant of the Clubhouse
  - 4.2 Renovation works of ceiling of the Clubhouse
  - 4.3 Renovation of marble tile flooring of all tower lobbies; replacement of Clubhouse ceiling, furniture set up, carpet and concierge, etc.
  - 4.4 Appointment of professional interior designer for design and supervision of the above works



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5. To report and review manpower deployment plan
6. Operating protocol of Owners' Committee Meeting
  - 6.1 To review disclosure of email and/or confidential information between Management Company/Office and OC
  - 6.2 To review and discuss "The Rules of Procedures" and "Code of Conduct" of Owners' Committee Meeting
  - 6.3 To discuss and resolve the operating protocols of the Sub-committees
7. To discuss and resolve manpower deployment plan of tower lobbies
8. To discuss and resolve appointment of legal consultant
9. To review and discuss Budget plan 2020
  - 9.1 To review budget plan for current expenses of 2020
  - 9.2 To review 5-year budget plan of capital expenditure of 2020-2024
10. Communication with occupants
  - 10.1 To discuss setting up of a communication platform for timely dissemination of information and collection of owners' comments
  - 10.2 To discuss and resolve mobile app development for the estate
11. To discuss the date of next meeting
12. Any other business

All owners are cordially invited to sit-in the meeting. However, as seats are limited to 20 only and therefore will be allocated on a first-come-first-served basis.

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For the 9<sup>th</sup> Owners' Committee of The Belcher's