



นิติบุคคลหมู่บ้านจัดสรรเอีเมมมอรั๊ด กรีน
Emerald Green Housing Estate Juristic Person
357 หมู่ที่ 13 ตำบลทับใต้ อำเภอหัวหิน จังหวัดประจวบคีรีขันธ์ 77110
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Minutes of the Emerald Green Juristic Board Meeting #13 held on 14th June 2019 at 13:00
at the Office of The Emerald Green

Attendees:

Emerald Green: Khun Robert, Khun Pete, Khun Tim (Via video)

Apologies:

QPM: Khun Ning, Khun Lek

Attachments: Page 10

No	Subject/Action	Result	Owner	Target Date	Status
	Agenda 1	Approval of previous minutes			
3/1/1	Approval of minutes of meeting held on 19 th April 2019	Approved. Note: Khun Pete remarked that the minutes for the May Board meeting were sent late. QPM must make sure the minutes are sent in accordance with the bylaws.	All	N/A	Complete
	Agenda 2	Common Area Maintenance Fees			

No	Subject/Action	Result	Owner	Target Date	Status
4/3/2	CAM Defaulters	There are now 7 debtors with injunctions placed and a letter to be sent to all debtors. In total, there are 7 debtors and plot 77 is to have an injunction placed at the Land Department.	QPM	1 st July 2019	Open
7/3/2	Following 6/7/1. Legal advice is required to take action through the courts against CAM debtors.	QPM is tasked to commence legal proceedings to sue all debtors. Bunjerd Yamoath Law Office has prepared letters to be sent to debtors and is waiting for the Land Office registration of the Chair Person to be complete. Request Bunjerd Yamoath Law Office send Litigation costs in case by case. Bunjerd Yamoath Layer inform QPM the Maintenance fee for 2016 can try file a litigation but the judge will decide the debtor should be paid or not. Pending chairpersons signature.	QPM	17 th June 2019	Open
8/3/1	Follow up of CAM Fee non-payers	QPM to expedite the non-payers for 2019. 5 invoices have not been paid.	QPM	14 th June 2019	Open
		QPM have contacted the properties who have not paid the bank charges for transfer to funds and this will be settled at the next invoice period.	QPM	30 th July 2019	Open
8/3/2	Invoices for the second CAM Fee period of 2019.	All invoices must be sent out by 1 st June 2019			Complete

No	Subject/Action	Result	Owner	Target Date	Status
	Agenda 3	Common Area – Infrastructure			
3/8/3	Noisy entrance barrier: QPM to arrange for TopCCTV to investigate	Barrier motor has been sent to Bangkok for repair. Awaiting the return. Top CCTV confirmed will installed new control barrier machine within 14/5/2019			Complete
4/9/1	Proposal to build a roundabout with a portrait of the King in the centre	Action on hold and will be presented at the next AGM.	All	AGM 2020	Open
4/10/1	Common area paint: Entrance bridge, security hut, office, etc., should start as soon as a handyman is employed (also see 4/7/2)	A list of repairs and rework to common area to be prepared followed by contractors to conduct the work. Pool lights replaced. Work repaint the common area has been completed.			Complete
		The worker sends Quotation for repaint club house (only outside) 50,000 Bath. One more quotation to come.	QPM	12 th July 2019	Open
5/6/1	Damage to the common area roads in need of repair.	3 quotations received for 65,000. Accepted at the AGM with Mr Tawatchai selected as the preferred contractor. Mr Tawatchai was paid a 50% deposit. Work commenced around 18 th – 20 th May 2019. The repair work is not acceptable and needs to be significantly improved.	QPM	12 th July 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
5/7/4	Pool Pump Room	Broken sealing caused leakage. It has been reported that the pool pump is defective and requires replacing. WinWin are the preferred vendor at a cost of 26,882 THB. Seal replaced.			Complete
5/7/5	Pool Fountain	Proposal from Khun Hans to change the Pool fountain. QPM to obtain costs for converting the fountain. QPM present the fountain design from Mr. Hans at a cost of around 3,000 – 4,000 THB but will look for more designs.	QPM	12 th July 2019	Open
5/7/7	Floods & Drains	Kh Ning was informed that Emerald Resort also plans the maintenance of the sewer system. Local government will inspect and provide a quotation. Quotations received for 39,560 THB per day or 228,000 THB for 10 days. AGM approved. Work commenced and a report of any faults is requested.	QPM	28 th June 2019	Open
7/4/1	Insurance	Quotations provided and AGM chose AXA. Follow up the AXA company send the policy schedule to office.			Complete

No	Subject/Action	Result	Owner	Target Date	Status
8/4/3	Playground	A resident has proposed to install a children's playground on one of the empty plots. Costings will be obtained and presented at the next AGM.	QPM	AGM 2020	Open
9/4/1	Loose wires hanging.	QPM to arrange for all the loose wires hanging to be tidied and made neater. This requires expediting. A letter will be sent to all companies and QPM to expedite by 30 th June.	QPM	12 th July 2019	Open
11/2/1	The pool pump room requires a new filter.	Quotations reviewed with S Napa selected to install the replacement filter. Filter replaced.			Complete
11/2/2	Perimeter wall repairs.	A procedure for Members residing along the perimeter wall is required so that they can request the Board to conduct repairs to the wall where necessary. Not to include cosmetic work.	Pete	10 th May 2019	Open
		Board of Directors have resolution for Khun Kedt to be repair wall at North site 10,000 THB. Khun Kedt is not available so QPM to find an alternative by 30 th June.	QPM	30 th June 2019	Open
11/3/1	Road mirrors	A member at the AGM proposed to have more road mirrors placed to improve road safety. A map of existing and proposed new mirrors to be presented at the next board meeting.	Pete	12 th July 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
	Agenda 4	Landscape & Gardening			
3/4	Empty Plots	QPM to purchase and arrange installation. Installation has commenced but the fence posts require changing. QPM will looking fence posts made of steel for changed. Khun Robert will vist Thai Wasadu for a solution.	Robert	12 th July 2019	Open
11/4/1	Estate Pond.	The condition of the estate pond was debated and potential solutions discussed including partially filling it in with landscaping. Robert has obtained a rough estimate from Thai Garden Design but it is lacking detail. Before and after sketches would help. This can be presented at the next General Meeting.	All	AGM 2020	Open
	Agenda 5	Finance			
1/4/9	Number of bank accounts has to be discussed. Make petty cash available for office.	Robert proposed that the Board of Directors take responsibility of 10,000THB Petty Cash, stored in the office safe. A new combination will be provided to the Board. Process to commence on 1 st March 2019. Update: The safe key and combination has been handed to the committee with 4,400 THB. The remaining 5,600 requires adding to the safe. A procedure for the control of Petty Cash is required.	QPM	12 th July 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
	Agenda 6	Bylaws & Rules			
6/7/2	Draft By-Laws	Revised By-laws were not accepted at the AGM so will need to be re-presented for 2020. Until then the current By-laws will be translated to English. The English translation was not acceptable so has been resent to the translation company.	Pete QPM	21 st June 2019	Open
9/7/1	Garbage Bins. Letter for removing unwanted bins.	A letter to be sent to all residents to remove all unwanted garbage bins. Unwanted bins can be collected if left on the road from Saturday through to Tuesday. QPM is responsible for drafting a letter and send to the residents. Letter has been sent.			Complete
	Agenda 7	Feedback & Complaints			
6/8/1	Review open complaints.	Two complaints were reviewed and responses will be sent.	All	Ongoing	Open
	Agenda 8	Security			
	Agenda 9	Communication			
	Agenda 10	Management			

No	Subject/Action	Result	Owner	Target Date	Status
6/11/2	Incident at guard house on 19 th Oct. 2018: Resident rotated CCTV-cameras, ripped-off one box. Police report available. State of repair	There still remains the open/close button that is required to be replaced. Pete to investigate a replacement button control.	Pete	12 th July 2019	Open
	Agenda 11	Perimeter Wall			
1/9/1	Re-assess the status-quo, Peter will develop a project plan for a step-by-step repair and refurbishment project dependant on costs and available funds.	Details for the rework of the remaining walls is required. T.A. Tec – 32,100 selected at the AGM. QPM to have TA Tec commence as soon as possible. T.A. Tec send quotation making Drawing Plan for repair Perimeter Wall In accordance with the repair method as presented by the engineer in the report 20,000 THB. Board of Directors have resolution approve Drawing Plan for repair Perimeter Wall form T.A.Tec.	QPM	30 th July 2019	Open
		Quotations from contractors to conduct the rework is required. Quotation is dependent on the structural survey.	All	August 2019	Open
		Following the above action Khun Pete will create a project plan for implementation.	Pete	September 2019	Open
	Agenda 12	AGM 2019			

No	Subject/Action	Result	Owner	Target Date	Status
11/12/1	The AGM proposed and voted to fund the clearing of the vegetation along the outside of the perimeter wall.	The count of votes for, against and abstentions is required to be included in the AGM minutes. QPM to establish the votes from all Members that were in attendance at the AGM, including Proxy votes. Take this Agenda to EGM 2019	QPM	15 th June 2019	Open
	Agenda 13	Any Other Business			
12/13/1	EGM 2019	Date for EGM 2019 is 15 June 2019 And will inform the members about location and send out document again in next week.			Complete
		Prepare documents and schedule meeting date.			Complete
13/1	Sinking Fund 1,500,000 baht.	Request to add money in the sinking fund Bank Account from 640,193.28 to be 1,500,000 baht. (859,806.72 baht)	QPM	31 st July 2019	Open
13/4/1	Empty Plots	The empty plots have been left to overgrow. QPM to instruct the gardener to clear the plots.	QPM	21 st June 2019	Open
13/4/2	Gardening Plan	QPM to create a work plan for the gardener.	QPM	21 st June 2019	Open
13/12/1	AGM Minutes	The minutes of the 2109 AGM are still incomplete. QPM to finalise and send out.	QPM	19 th June 2019	Open

Minutes approved:

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Chairperson of the Emerald Green Board of Director

		Outstanding CAM Fees up to June 2019	
No.	House No.	Debt 2019	Total Debt
1	4	4,025	4,025
2	31	8,400	50,026.67
3	45	12,600	69,300
4	46	15,600	58,833.34
5	75	2,060	2,060
6	77	8,520	17,040
7	109	12,600	12,600
		<u>76,440.00</u>	<u>275,155.00</u>