



นิติบุคคลหมู่บ้านจัดสรรเอ็มเมอร์ลด์ กรีน
Emerald Green Housing Estate Juristic Person
357 หมู่ที่ 13 ตำบลทับใต้ อำเภอหัวหิน จังหวัดประจวบคีรีขันธ์ 77110
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Agenda for the Emerald Green Juristic Board Meeting #11 to be held on 19th April 2019 at 13:00
at the Office of The Emerald Green

Attendees:

Emerald Green: Kun Heinz, Khun Robert, Khun Tim, Khun Alex, Khun Pete

Apologies:

QPM: Khun Lek, Khun Ning

Attachments: Page 11

No	Subject/Action	Result	Owner	Target Date	Status
	Agenda 1	Approval of previous minutes			
3/1/1	Approval of minutes of meeting held on 1 st March 8 th 2019	Approved	All	N/A	Complete
	Agenda 1.1	Election of new Chairperson			
11/1.1/1	In accordance with Article 8 of the Emerald Green Estate By-laws 'The Board of Directors shall select their Chairperson'.	Khun Tim was selected and elected as the new Chairperson of the Emerald Green Board of Directors by a unanimous vote.	All	19 th April 2019	Complete

	Agenda 2	Common Area Maintenance Fees			
4/3/2	CAM Defaulters	There are now 7 debtors with injunctions placed. A letter to be sent to all debtors. In total, there are 11 debtors and there are two more plots (77 & 96) to have injunctions placed at the Land Department.	QPM	10 th May 2019	Open
6/3/1	CAM-Defaulters to Asia-Group (2016): According to the Hand-over Document (MOA) the developer has passed all rights on uncollected CAMs to the JP. Request defaulters to pay Asia-Group debts of 2016 to JP-account	All efforts to pursue these debts has been exhausted by the Board. The lawyer will be consulted to establish if it is a viable option to pursue through the courts.	QPM	10 th May 2019	Open
7/3/2	Following 6/7/1. Legal advice is required to take action through the courts against CAM debtors.	Pete consulted with a lawyer who was confident that the courts will award in the JP favour for all debtors. QPM is tasked to commence legal proceedings to sue all debtors. Bunjerd Yamoath Law Office has prepared letters to be sent to debtors.	QPM	19 th April 2019	Open
8/3/1	Follow up of CAM Fee non-payers	QPM to expedite the non-payers for 2019. 9 invoices have not been paid.	QPM	10 th May 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

		QPM to sort out the problem of partial CAM payments that have been reported by Khun Arisa and other properties.			Complete
		Demand letters to be sent to all debtors by 9 th March 2019.			Complete
8/3/2	Invoices for the second CAM Fee period of 2019.	All invoices must be sent out by 1 st June 2019	QPM	1 st June 2019	Open
	Agenda 3	Common Area – Infrastructure			
1/11/1	Entrance Road	Three quotations now received: NC Engineering – 336,000 THB Treenit Pumprasert – 375,000 THB Aunn Tohai – 275,000 THB Action rejected at the AGM.			Complete
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. QPM to confirm when this will be returned and installed.	QPM	10 th May 2019	Open
3/8/5	Speed Bumps: Due to numerous complaints regarding the speed of vehicles it was agreed to investigate the cost for implementing speed bumps on all roads on the Estate. Quotations range between 280 – 700 THB/0,5 m. QPM to arrange the most cost-effective arrangement and install at the entrance gate.	Speed bumps have been purchased for the entrance gate. Positioning has been determined and now installed.			Complete
		A presentation to be presented at the AGM for installation of speed bumps throughout the estate. Action rejected at the AGM			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. A list was presented to the Board by QPM attached to these minutes. Work to commence 22 nd April. Quotation for pool lights is 9450 for 3 lights and to proceed.	QPM	29 th April 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 requires a 50% deposit. QPM to establish when he can commence the work.	QPM	10 th May 2019	Open
5/6/2	Complaint from land owner to Thap Tai regarding flooding.	QPM to provide a detailed action list for the resolution. Update to be provided. QPM report that Asia Property Ltd are the liable party so no further action is required.			Complete
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.	QPM	10 th May 2019	Open
5/7/5	Pool Fountain	Proposal from Khun Hans to change the Pool fountain. QPM to obtain costs for converting the fountain.	QPM	10 th May 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. QPM to report on a start date.	QPM	26 th April 2019	Open
7/4/1	Insurance	Quotations provided: AXA – 12,801 THB, BKK – 11,279 THB MSIG – 25,696 AGM chose AXA.	QPM	1 st May 2019	Open
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.	Pete	AGM 2020	Open
9/4/1	Loose wires hanging.	QPM to arrange for all the loose wires hanging to be tidied and made neater. Further ISPs will come to tidy up. This requires expediting.	QPM	10 th May 2019	Open
9/4/2	Street light turned	QPM to have the street light that has been rotated re-straightened.			Complete
	Agenda 4	Landscape & Gardening			
3/4	Empty Plots	QPM have a fence priced at 18,520 THB. It was voted at 4 in favour and 1 against to proceed. QPM to purchase and arrange installation. Installation has commenced but the fence posts require changing.	QPM	10 th May 2019	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.	QPM	1 st May 2019	Open
	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.	Pete QPM	10 th May 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.	Pete QPM	10 th May 2019	Open
	Agenda 7	Feedback & Complaints			
6/8/1	Review open complaints.	2 complaints reviewed and replies agreed.	All	Ongoing	Open
11/7/1	Repair work to House 22/23 perimeter wall.	This issue was debated and was agreed by a majority vote to fund the work 50/50.	All		Complete
	Agenda 8	Security			
4/6/2	Contract	New Guards appear to be working properly. This is to be monitored.			Complete

6/9/2	Check possibility to extend guards house with a toilet	Due to several complaints, this issue will be considered at the next AGM. Rejected at the AGM.			Complete
10/8/1	Reports of abuse to security staff.	QPM are to inform the guards to make a record of the time and date of any abuse and also the vehicle registration of the perpetrator. Police may be called if any person gets violent.			Complete
	Agenda 9	Communication			
	Agenda 10	Management			
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	10 th May 2019	Open
9/11/2	Asset management	A process for asset depreciation is required. Included in the annual audit report.			Complete
7/11/1	Board Directors terms of office.	It is confirmed and agreed with QPM that 5 Directors are due for replacement or re-election at the next AGM. Confirmed at the AGM.			Complete

	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.	QPM	10 th May 2019	Open
		Quotations from contractors to conduct the rework is required. Quotation is dependant on the structural survey.	All	10 th May 2019	Open
		Following the above action Khun Pete will create a project plan for implementation.	Pete	10 th May 2019	Open
		All above to be presented to the AGM with costings for deciding the way ahead. The AGM approved the commencement of the required rework.			Complete
6/12/1	Status-quo of wall rebuilding, foundation seems insufficient	Repairs now complete at a total cost of THB 225,000. The remaining finish of the wall garden border completed.			Complete
		House number 32 has asked for their water bill to be paid by the JP as it is higher than usual and has been blamed on the perimeter wall collapse. QPM sent a response letter.			Complete
	Agenda 12	AGM 2019			
9/13/4	Send out invitation letter.	QPM to arrange 1 month prior to the AGM.			Complete

9/13/5	Send out Director nomination forms.	QPM to arrange 1 month prior to the AGM.			Complete
9/13/6	Send out proxy forms.	QPM to arrange 1 month prior to the AGM.			Complete
9/13/7	Send out supporting documents.	All supporting documents to be sent out by 15 th March 2019 by email and letter.			Complete
10/12/1	Define resolutions	Agenda prepared. Voting information required.			Complete
	Agenda 13	Any Other Business			
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.	QPM	10 th May 2019	Open
11/2/1	The pool pump room requires a new filter.	Quotations reviewed with S Napa selected to install the replacement filter.	QPM	10 th May 2019	Open
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
11/4/1	Estate Pond.	The condition of the estate pond was debated and potential solutions discussed including partially filling it in with landscaping. Further information required with costings.	All	10 th May 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	10 th May 2019	Open
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Minutes approved:

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Chairperson of the Emerald Green Board of Directors



EMERALD GREEN

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Attachments

		Outstanding CAM Fees up to March 2019	
No.	House No.	Debt 2019	Total Debt
1	3	12,600	21,700
2	31	8,400	50,026.67
3	33/34	0	14,872.66
4	45	12,600	69,300
5	46	15,600	58,833.34
6	65	12,600	68,961.29
7	71	0	19,253.33
8	77	8,520	17,040
9	96	17,520	26,280
10	105-106	18,720	18,720
11	109	12,600	12,600
		<u>119,160 (9%)</u>	<u>377,587.29</u>

Repair List

1. Paint the bridge at the entrance
2. Paint parking spaces
3. Paint Guard Hut
4. Paint Clubhouse ceiling
5. Paint Clubhouse area walkways
6. Replace broken lamps
7. Check electrical systems in the Clubhouse
8. Remove broken Pool Lights
9. Check lamp poles and repair as necessary