



นิติบุคคลหมู่บ้านจัดสรรเอ็มเมอร์ลด์ กรีน
Emerald Green Housing Estate Juristic Person
357 หมู่ที่ 13 ตำบลทับใต้ อำเภอหัวหิน จังหวัดประจวบคีรีขันธ์ 77110
357 Moo.13 Tab Tai Sub District, Hua-Hin District, Prachuap Khiri Khan 77110
E-mail: office@theemeraldgreen.com
Website: www.theemeraldgreen.com
Phone: 065-6347-402

**Minutes of the Emerald Green Juristic Board Meeting #9 held on 8th February 2019 at 13:00
at the Office of The Emerald Green**

Attendees:

Emerald Green: Khun Pete, Khun Arisa, Khun Malika, Khun Robert, Khun Heinz

Apologies:

QPM: Khun Ning, Khun Kook

Attachments:

No	Subject/Action	Result	Owner	Target Date	Status
	Agenda 1	Approval of previous minutes			
3/1/1	Approval of minutes of meeting held on 11 th January 2019	Approved	All	N/A	Complete
	Agenda 2				
6/2/1	Resignation of Kh Boom (Ms. Penappa Sayer)	Letter sent to Kh Boom, thanking for her efforts while serving on the Board			Complete
	Agenda 3	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. A letter to be sent to all debtors. Khun Pete to draft a letter.	Khun Pete	15 th Feb 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	Letter requesting defaulters to sort out their problems with Asia group. Defaulters will be informed that uncollected CAMs now have to be paid to the JP-account. Since the JP does not have any records on outstanding CAM reasons for non-paying are not comprehensive. Letter sent to all concerned on 13 th November. QPM will investigate further.	QPM, Robert, Heinz	1 st Mar 2019	Open
		Confirm the letter was sent to all 2016 CAM debtors. Letter sent.			Complete
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. QPM to confirm the price to send letters to debtors.	QPM	11 th Feb 2019	Open
8/3/1	Follow up of CAM Fee non-payers	QPM to expedite the non-payers for 2019. 27 invoices have not been paid. Update required on Monday. Refer to page 14.	QPM	11 th Feb 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
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
9/3/1	Develop a procedure for CAM defaulters. Example attached. (from reminder to injunction) with target dates	The process will be used from today.			Complete
9/3/2	Develop procedure for instalment payers. Example attached.	The existing process will be used.			Complete
9/3/3	Produce a definitive list of properties with injunctions including reference details.	There are 9 properties with injunctions placed at the Land Office. 30, 31, 45, 46, 57, 65, 77, 90, 96.			Complete
9/3/4	Produce a list of properties where fines and penalty invoices have been sent.	This data is included on the Summary of Outstanding Debt attached to the minutes.			Complete
	Agenda 4	Common Area – Infrastructure			
1/11/1	Entrance Road	Quotations are required from contractors for resurfacing. Two quotations received: NC Engineering – 336,000 THB Treenit Pumprasert – 375,000 THB			Complete
		An agenda item will be presented at the AGM for a resolution to fund the resurface of the road.			Complete
		If approved Thap Tai will be contacted for permission to proceed.	QPM	15 th Apr 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
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	Update at next Board Meeting	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 but more are required.	Pete QPM	28 th Feb 2019	Open
		A presentation to be presented at the AGM for installation of speed bumps throughout the estate.	Pete QPM	31 st Mar 2019	Open
6/4/1	Speeding: Some contractors are constantly speeding in our resort. QPM to inform the drivers that at the next speeding event their access to the resort will be denied	Install a speed limit sign on the entrance barrier.			Complete
4/9/1	Proposal to build a roundabout with a portrait of the King in the centre	Action on hold.	All	TBD	Open

No	Subject/Action	Result	Owner	Target Date	Status
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. 5 items were painting which can be completed together. The remainder by contractors. Quotations received for paint only. The remainder are required. (Refer to Attachments on page 11)	QPM	28 th Feb 2019	Open
5/6/1	Damage to the common area roads in need of repair.	QPM to arrange repairs. One quotation received at 1,469,025 THB which is far too much. More sensible quotations are required.	QPM	28 th Feb 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	31 st Mar 2019	Open
5/7/4	Pool Pump Room	Broken sealing caused leakage. QPM to arrange repair. Seal replaced. There appears to be more leaks in the pump room. QPM to investigate.	QPM	28 th Feb 2019	Open
5/7/5	Pool Fountain	Proposal from Khun Hans to change the Pool fountain. On hold pending funding.	All	TBD	Open

No	Subject/Action	Result	Owner	Target Date	Status
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. Expected to be circa 100,000THB. Full details to be provided to Khun Pete by 13th December 15 th February 2019.	QPM	15 th Feb 2019	Open
7/4/1	Insurance	Quotations provided. This action to be presented for a resolution at the AGM.	All	31 st Mar 2019	Open
7/4/2	Street Lights	Action from 4/9/1. 3 Street lights to be installed at the entrance square.			Complete
6/13/2	Hole in front of House 069 (B1)	QPM has already contacted technician for a quotation to repair broken pipes and fill the hole. Quotation is THB 3800. Hole to be repaired as soon as possible.			Complete
6/13/3	"Non-smoking" signs at the pool	Heinz suggested to laminate a copy "Swimming Pool" from our house rules and publish it at the pool and no smoking signs.			Complete
8/4/1	Gymnasium Access	Following an issue raised by a resident regarding children playing in the Gymnasium it is agreed to place signs "No Person under 16 years old allowed" and to place the Gymnasium Rules in a prominent position. It was also noted that parents must be responsible for preventing their children from entering the Gymnasium un-supervised.			Complete

No	Subject/Action	Result	Owner	Target Date	Status
8/4/2	Solar Power	A resident has proposed that perhaps solar panels could be utilised for common area power. This will be investigated for feasibility.	Pete	31 st Mar 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 meeting. Some prices have been obtained. Khun Arisa will investigate another supplier.	Pete	6 th Apr 2019	Open
9/4/1	Loose wires hanging.	QPM to arrange for all the loose wires hanging to be tidied and made neater.	QPM	28 th Feb 2019	Open
9/4/2	Street light turned	QPM to have the street light that has been rotated re-straightened.	QPM	28 th Feb 2019	Open
	Agenda 5	Landscape & Gardening			
3/4	To contact Asia Group Property asking them to clean up the uneven land area as plot No. B61 since there are plenty of construction wastes dumped at this location. The Management shall acquire quotation from the gardening contractor preparing for the same task just in case.	No Dog signs to be placed around the empty plots.			Complete
		Quotations required for a small low fence to keep dogs from entering the land. Depending on the costs a report will be presented at the next AGM with proposals and associated costs. 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.	QPM Pete	31 st Mar 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
4/11/2	Animal trap	Further debate concluded that the trap is to be purchased. Residents wanting to use it will need to sign a disclaimer to absolve the Board from any potential harm to animals caught in the trap.			Complete
	Agenda 6	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 4st Feb 2019 1 st March 2019.	All	1 st Mar 2019	Open
	Agenda 7	Bylaws & Rules			
6/7/2	Draft By-Laws	A draft has been presented to the Board, requesting comments and suggestions. After a reliable Thai to English translation of the current By-laws (including latest amendments) a new draft may have to be compiled. (Refer to 7/7/1)	All	31 st Jan 2019	Open
		Comments to Draft By-Laws until 15 th Feb 2019	All	15 th Feb 2019	Open
		By-law translation of Board-agreed Bylaws into Thai, to be added to AGM-invitation	Pete Heinz QPM	15 th Mar 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
7/7/1	By-law translation.	QPM to send the latest approved Thai version of the by-laws to Khun Pete. This version will need to be properly translated to English.	Pete	31 st Jan 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	31 st Mar 2019	Open
	Agenda 8	Feedback & Complaints			
6/8/1	Review open complaints.	Two complaints received and answers provided.		Ongoing	Open
	Agenda 9	Security			
4/6/2	Contract	New Guards appear to be working properly. This is to be monitored. Meeting with KhaoTaoPro arranged for week commencing 11 th February.	QPM	15 th Feb 2019	Open
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.	Pete, Heinz	31 st Mar 2019	Open
		QPM to obtain quotations. One quotation of 85,000 THB received.	QPM	6 th Apr 2019	Open
	Agenda 10	Communication			

No	Subject/Action	Result	Owner	Target Date	Status
8/10/1	Change of Website domain provider	After unauthorised activity was observed on the Emerald Green IT system it was agreed to change the domain provider. This is now completed and a payment to the new provider will be made via direct bank transfer.			Complete
	Agenda 11	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	<p>TopCCTV still looking for parts to repair the system. If single parts will not be available, a complete set has to be purchased. This action requires expediting. Khun Kook will check for another supplier for spare parts.</p> <p>This action is required to be completed as soon as possible with an invoice sent to the person who caused the damage to the gate.</p>	QPM	31 st Mar 2019	Open
8/11/1	Recycling Batteries	A resident suggested having a collection point at the Office for recycling batteries. QPM will investigate the feasibility. This is not deemed feasible. No further action required.			Complete
9/11/1	QPM Staff whereabouts	QPM to email all Directors when being absent from the office with information on where going and what time to return.	QPM	11 th Feb 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
9/11/2	Asset management	A process for asset depreciation is required. QPM to investigate and make a proposal at the next Board Meeting.	QPM	8 th Mar 2019	Open
7/11/1	Board Directors terms of office.	<p>This action has been re-opened due to confusion regarding the information provided by QPM to close the action.</p> <p>With the approaching AGM, QPM to determine which Directors will come due for re-election and how many new Director positions will be available. QPM to provide a new table listing each directors term of office.</p>	QPM	28 th Feb 2019	Open
	Agenda 12	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.	QPM	31 st Jan 2019	Open
		Quotations from contractors to conduct the rework is required. Due to little action from QPM Khun Malika will obtain quotations.	Malika	1 st Feb 2019	Open
		Following the above action Khun Pete will create a project plan for implementation.	Pete	27 th Feb 2019	Open
		All above to be presented to the AGM with costings for deciding the way ahead.	All	30 th Mar 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
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 to be completed by the Estate gardener. A quotation for gardening is unacceptable so another gardening company will be asked to quote.	Pete	28 th Feb 2019	Open
8/12/1	Failed builder	The builder who commenced the work failed to provide a proper service and left the work incomplete. QPM will consult with a lawyer to sue the builder for compensation. Lawyers costs range from 24,500 to 42,000 THB. The builder has no money, left home and disappeared. It is decided unanimously to write this off and close the action.			Complete
	Agenda 13	AGM 2019			
9/13/1	Confirm date of 30 th March 2019	The date was discussed and agreed to move to 6 th April 2019.			Complete
9/13/2	Book venue.	Venue to be the Ibis Hotel. Confirmation of the booking required.	QPM	28 th Feb 2019	Open
9/13/3	Produce agenda items. (Page 12)	Provisional agenda agreed and attached to these minutes.			Complete
9/13/4	Send out invitation letter.	QPM to arrange 1 month prior to the AGM.	QPM	1 st Mar 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
9/13/5	Send out Director nomination forms.	QPM to arrange 1 month prior to the AGM.	QPM Pete	1 st Mar 2019	Open
9/13/6	Send out proxy forms.	QPM to arrange 1 month prior to the AGM.	QPM	1 st Mar 2019	Open
9/13/7	Send out supporting documents.	All supporting documents to be sent out by 15 th March 2019 by email and letter.	QPM	15 th Mar 2019	Open
	Agenda 14	Any Other Business			

Minutes approved:

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Chairperson of the Emerald Green Board of Directors



EMERALD GREEN

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Emerald Green Housing Estate Juristic Person

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Website: www.theemeraldgreen.com

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Attachments

Outstanding CAM Fees February 2019

No.	House No.	2019
1	357/1	12,000.00
2	357/3	12,600.00
3	357/4	12,600.00
4	357/9	12,000.00
5	357/14	10,200.00
6	357/17	8,400.00
7	357/30	8,400.00
8	357/31	8,400.00
9	357/35	8,167.00
10	357/38	10,680.00
11	357/42	12,600.00
12	357/45	12,600.00
13	357/46	15,600.00
14	357/48	12,399.84
15	357/54	15,240.00
16	357/56	12,600.00
17	357/65	12,600.00
18	357/70	8,400.00
19	357/77	8,520.00
20	357/80	10,680.00
21	357/90	9,360.00
22	357/96	8,760.00
23	357/103	8,400.00
24	357/105	8,400.00
25	357/106	10,320.00
26	357/109	12,600.00
27	357/110	12,599.32
	Total = 23%	<u>295,126.16</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

AGM Agenda Items

- Agenda 1. Approval of the minutes of the Annual General Meeting dated 26th May 2018 and Extraordinary General Meeting dated 18th August 2018.
- Agenda 2. By-law amendments.
- Agenda 3. Report from 2018.
- Agenda 4. Finance
- 4.a. Approval of annual balance sheet.
 - 4.b. Appointment of the auditor and designation of auditor fee for 2019
 - 4.c. Approval of the budget for 2019.
- Agenda 5. Election of new Directors.
- Agenda 6. Projects
- 6.a. Entrance Road Re-surfacing.
 - 6.b. Empty Plot Fencing.
 - 6.c. Security Hut Toilet.
 - 6.d. Speed Bumps
 - 6.e. Perimeter Wall
- Agenda 7. Estate Insurance
- Agenda 8. Any Other Business