

Minutes of Committee Meeting No. 3/2023

Wednesday 17 May 2023 at 14:00

Held at the Emerald Green Housing Estate Juristic Person Office

Committee members attended the meeting

1. Mr. Phisit	Sirimongkhon	Chairperson
2. Mrs. Saichai	Gustafsson	Committee
3. Mrs. Bunsanong	Schurtenberger	Committee
4. Mr. Warakorn	Maneewong	Committee

The Management of Quality Property Management Co., Ltd. who attended the meeting

1. Mrs.Kanokwan	Nilthap	Operation Manager
2. Miss Kusumol	Chumchuea	Operation Manager
3. Miss Pimpawee	Chotisuphaphokin	Housing Manager

The meeting opened at 14.00.

When all the attendees arrived as scheduled, with more than half of the committee members present, which constituted a quorum, the meeting was officially moderated by Ms. Kanokwan Nilthap.

Agenda 1 Matters to be Informed

Mr. Pisit Sirimongkhon extended a warm welcome and gratitude to all committee members for their valuable time in attending committee meeting no. 3/2023. He appointed Ms. Kanokwan Nilthap, the Operations Manager, as the moderator.

Agenda 2 Adoption of the minutes of committee meeting no.2/2023 held on 29 March 2023

The moderator presented the minutes of committee meeting no.2/2023, which took place on March 29, 2023, at 14.00. The committee was informed and reviewed the details as documented in the meeting materials.

Resolution: The meeting certified the minutes with no amendments.

Agenda 3 Performance Report

The moderator provided a comprehensive overview of the performance report, including progress and pending tasks. The details were outlined in the meeting materials.

Agenda 4 Financial Status Report

4.1 Cash Flow Report - February 2023

The moderator presented the financial status and outstanding balances as of April 2023, based on the cash flow report for February 2023.

Income	88,024.33	baht
Expenses		
- Management and Administration	128,250.00	baht
- Public Utilities	14,361.70	baht
- Operational Costs	11,230.70	baht
- Repairs, Maintenance, and Development	21,953.00	baht
- Other Expenditures	0.00	baht
- Provisional Payments	42,060.00	baht
Total Expenses	<u>217,855.40</u>	baht
Net Income Higher (Lower) than Expenses	<u>(129,831.07)</u>	baht
Total Net Income Higher (Lower) than Expenses	<u>296,573.62</u>	baht

มติที่ประชุม: ที่ประชุมมีมติรับรองรายงานสถานะการเงิน ณ เดือน เมษายน 2566 และรายงานลูกหนี้ค้างชำระค่าส่วนกลาง ณ วันที่ 30 เมษายน 2566

Agenda 5 Matters for Approval

Agenda 5.1 Security Personnel Uniforms

Due to the committee's resolution to change the security personnel uniforms for better flexibility in performing their duties and suitability according to weather conditions, the security company proposes a new uniform design. The committee is requested to consider the details provided in the meeting documents.

Resolution: The following resolutions were made in the meeting:

1. Purchase two sets of uniforms for each security personnel.
2. Substitute personnel are allowed to wear uniforms following the company's regulations.

3. Conduct a survey of the security post area to identify areas for improvement.
4. Notify the security company to change the uniforms to green.

Agenda 5.1 Renewal of Management Contract with QPM

As the contract for QPM management services expired on April 2, 2023, it is proposed to renew the contract. The committee is requested to approve the renewal of the QPM management contract.

Resolution: The meeting resolved to renew the management contract with QPM and adjust the management fee from the original 50,000 baht to 55,000 baht (including VAT).วาระที่ 5.1

Agenda 6 Other Matters (if any)

Additional matters presented in the meeting are as follows:

1. The management department reported the replacement of Mr. Pimwadee, who resigned.
2. Provide two sets of keys for every lock, one to be kept by the committee and one by the management department.
3. The management department should procure receipts and keep track of the documents sent to the attorney.
4. Mr. Pimwadee should complete the handover of access codes to various systems.
5. The management department should follow up and return the keys for house number 357/81 to the homeowner.
6. Establish a log book to record daily incidents.
7. During the period when Mr. Pisit Sirimongkhon is unavailable and traveling abroad, Ms. Saijai Kultafson is authorized to sign documents on his behalf.
8. After the replacement of personnel, the management department should conduct thorough inspections of work.
9. The management department should conduct checks and coordinate with the homeowners regarding parking issues in front of house numbers 2 and 4 to reduce traffic congestion.
10. Post the annual holiday schedule on the notice board.

At the end of the meeting, with no other matters to be discussed, the meeting chairperson, Mr. Pisit Sirimongkhon, thanked all committee members for attending and adjourned the meeting.

The meeting adjourned at 15.30

Signed..... Chairperson in the Meeting

(Mr. Phisit Sirimongkhon)

Chairperson

Emerald Green Housing Estate Juristic Person

Signed Moderator

(Mrs.Kanokwan Nilthap)

Operation Manager

Quality Property Management Co. Ltd.

Signed Minutes taken by

(Miss Pimpawee Chotisuphaphokin)

Housing Manager

Quality Property Management Co. Ltd.