



นิติบุคคลหมู่บ้านจัดสรรเอ็มเมอรัล 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 #8 held on 11<sup>th</sup> January 2019 at 13:00**  
**at the Office of The Emerald Green**

**Attendees:**

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

**Apologies:** Khun Malika

**QPM:** Khun Ning, Khun Kook, Khun Lek

**Attachments:**

No	Subject/Action	Result	Owner	Target Date	Status
	<b>Agenda 1</b>	<b>Approval of previous minutes</b>			
3/1/1	Approval of minutes of meeting held on 9 <sup>th</sup> November 2018	Minutes approved	All	N/A	<b>Complete</b>
	<b>Agenda 2</b>				
6/2/1	Resignation of Kh Boom (Ms. Penappa Sayer)	Kh Arisa to send letter to Kh Boom, thanking for her efforts while serving on the Board	Arisa	14th Jan 2019	<b>Open</b>
	<b>Agenda 3</b>	<b>Common Area Maintenance Fees</b>			

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	14 <sup>th</sup> Jan 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 <sup>th</sup> November. QPM will investigate further.	QPM, Robert, Heinz	1 <sup>st</sup> Mar 2019	Open
7/3/1	CAM Fee Invoices for 2019	Invoices sent but all must have both hard copy and email sent. QPM to follow up with non-payers at action 8/3/1			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	8 <sup>th</sup> Feb 2019	Open
8/3/1	Follow up of CAM Fee non-payers	QPM to expedite the non-payers for 2019	QPM	8 <sup>th</sup> Feb 2019	Open
8/3/2	Invoices for the second CAM Fee period of 2019.	All invoices must be sent out by 1 <sup>st</sup> June 2019	QPM	1 <sup>st</sup> June 2019	Open
	<b>Agenda 4</b>	<b>Common Area – Infrastructure</b>			

No	Subject/Action	Result	Owner	Target Date	Status
1/11/1	Entrance Road	Thap Tai now report that there are no funds to resurface the road.	QPM		Complete
		Quotations are required from contractors for resurfacing.	QPM	8 <sup>th</sup> Feb 2019	Open
		An agenda item will be presented at the AGM for a resolution to fund the resurface of the road.	QPM	31 <sup>st</sup> Jan 2019	Open
		If approved Thap Tai will be contacted for permission to proceed.	QPM	15 <sup>th</sup> Apr 2019	Open
3/8/3	Noisy entrance barrier: QPM to arrange for TopCCTV to investigate	TopCCTV waiting for spare part from BKK. TopCCTV are to visit the estate on 12 <sup>th</sup> Jan 2019.	QPM	8 <sup>th</sup> Feb 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.	It was agreed that two speed bumps will be installed at the main entrance. One on entrance and one on exit. QPM presented two quotations for speed bumps: Magnify @ THB 749 Global House @ THB 295 Products from Global House were selected by the Board as the preferred option. QPM to purchase. (Refer to Attachments on page 11)	Pete QPM	31st Jan 2019	Open
		A presentation to be presented at the AGM for installation of speed bumps throughout the estate.	Pete QPM	31 <sup>st</sup> Mar 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
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.	QPM	31 <sup>st</sup> Jan 2019	Open
4/9/1	Proposal to build a roundabout with a portrait of the King in the centre	Action on hold.	All	TBD	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. 5 items were painting which can be completed together. The remainder by contractors. (Refer to Attachments on page 11)	QPM	31 <sup>st</sup> Jan 2019	Open
5/6/1	Damage to the common area roads in need of repair.	QPM to arrange repairs.	QPM	31 <sup>st</sup> Jan 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	8 <sup>th</sup> Feb 2019	Open
5/7/4	Pool Pump Room	Broken sealing caused leakage. QPM to arrange repair.	QPM	31 <sup>st</sup> Jan 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 13 <sup>th</sup> December.	QPM	31 <sup>st</sup> Jan 2019	Open
7/4/1	Insurance	Quotations provided. This action to be presented for a resolution at the AGM.	All	31 <sup>st</sup> Mar 2019	Open
7/4/2	Street Lights	Action from 4/9/1. 3 Street lights to be installed at the entrance square.	QPM	31 <sup>st</sup> Jan 2019	Open
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.	QPM	31 <sup>st</sup> Jan 2019	Open
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.	QPM	31 <sup>st</sup> Jan 2019	Open
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.	QPM	8 <sup>th</sup> Feb 2019	Open

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	8 <sup>th</sup> Feb 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	Pete	8 <sup>th</sup> Feb 2019	Open
	<b>Agenda 5</b>	<b>Landscape &amp; Gardening</b>			
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.	QPM	31 <sup>st</sup> Jan 2019	Open
		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 Pete	31 <sup>st</sup> Mar 2019	Open
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.	QPM	31 <sup>st</sup> Jan 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
8/5/1	Vegetation Garbage	A resident has suggested that residents could deposit garden waste near the office for disposal. This was debated and concluded that residents should dispose of all waste responsibly and that garden waste near the office would not look pleasant, could create extra costs to have it removed and could attract unwanted and potentially dangerous pests. This suggestion was not accepted for further action.			<b>Complete</b>
	<b>Agenda 6</b>	<b>Finance</b>			
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 <sup>st</sup> Feb 2019.	All	1 <sup>st</sup> Feb 2019	<b>Open</b>
	<b>Agenda 7</b>	<b>Bylaws &amp; Rules</b>			
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 <sup>st</sup> Jan 2019	<b>Open</b>
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 <sup>st</sup> Jan 2019	<b>Open</b>

No	Subject/Action	Result	Owner	Target Date	Status
8/7/1	Post Gymnasium Rules	Refer to action 8/4/1			Complete
	<b>Agenda 8</b>	<b>Feedback &amp; Complaints</b>			
6/8/1	Review open complaints.	No complaints received during this period.		Ongoing	Open
	<b>Agenda 9</b>	<b>Security</b>			
4/6/2	Contract	New Guards appear to be working properly. This is to be monitored. Meeting with KhaoTaoPro arranged for 18 <sup>th</sup> Jan 2019 at 10:00.	QPM	18 <sup>th</sup> Jan 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 <sup>st</sup> Mar 2019	Open
		QPM to obtain quotations.	QPM	31 <sup>st</sup> Jan 2019	Open
7/9/1	Procedure and Briefing to security staff	QPM explained that the procedure is posted in the security hut. QPM to continue to brief staff daily.	QPM		Complete
	<b>Agenda 10</b>	<b>Communication</b>			
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.	QPM	19 <sup>th</sup> Jan 2019	Open
	<b>Agenda 11</b>	<b>Management</b>			



No	Subject/Action	Result	Owner	Target Date	Status
6/11/2	Incident at guards house on 19 <sup>th</sup> Oct. 2018: Resident rotated CCTV-cameras, ripped-off one box. Police report available. State of repair	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.	QPM	31 <sup>st</sup> Jan 2019	Open
7/11/1	Board Directors terms of office.	With the approaching AGM, QPM to determine which Directors will come due for re-election and how many new Director positions will be available. List has been provided and attached to the minutes. (Refer to Attachments on page 11)	QPM		Complete
8/11/1	Recycling Batteries	A resident suggested having a collection point at the Office for recycling batteries. QPM will investigate the feasibility.	QPM	31 <sup>st</sup> Jan 2019	Open
8/11/2	Printing & Copying Service	A resident suggested introducing a printing and copying service at the office for Estate residents. All agreed that this is not a viable idea as the equipment in the office is not suitable for large amounts of copying or printing and data memory devices could introduce unwanted viruses to the Office IT system.			Complete
	<b>Agenda 12</b>	<b>Perimeter Wall</b>			
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 <sup>st</sup> Jan 2019	Open
		Quotations from contractors to conduct the rework is required.	QPM	31 <sup>st</sup> Jan 2019	Open

No	Subject/Action	Result	Owner	Target Date	Status
		Following the above action Khun Pete will create a project plan for implementation.	Pete	27 <sup>th</sup> Feb 2019	Open
		All above to be presented to the AGM with costings for deciding the way ahead.	All	30 <sup>th</sup> Mar 2019	Open
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.	QPM	31 <sup>st</sup> Jan 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.	QPM	8 <sup>th</sup> Feb 2019	Open
	<b>Agenda 13</b>	<b>Any Other Business</b>			

Minutes approved:

.....  
**Chairperson of the Emerald Green Board of Directors**



EMERALD GREEN

นิติบุคคลหมู่บ้านจัดสรรเอ็มเมอรัล 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

## Attachments

### Term of Directors

Name	Start Date	Full Term
Miss Lek Modgaserm	22 <sup>nd</sup> March 2017	22 <sup>nd</sup> March 2019
Mr Robert Vereecke	8 <sup>th</sup> January 2018	8 <sup>th</sup> January 2020
Mr Heinz Munz	29 <sup>th</sup> October 2018	29 <sup>th</sup> October 2020
Mr Pete Smith	29 <sup>th</sup> October 2018	29 <sup>th</sup> October 2020
Mrs Arisa Gainford	29 <sup>th</sup> October 2018	29 <sup>th</sup> October 2020

### Speed Bumps

#### Price Comparison Chart

Name of Shop	Size	Amount	Price Each	Total Price
Magnify Hua Hin	35x50 cm	16 pieces	THB 749	THB 11,984
Global House	35x50 cm	16 pieces	THB 295	THB 4,720

### 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