

## Minutes of The Board of Committee Meeting No. 5/2022

Wednesday, July 6<sup>th</sup>, 2022 at 2:00 p.m.

At the Emerald Green Housing Estate Juristic Person Office

### Board of Committee attend the meeting

- |                                  |                       |
|----------------------------------|-----------------------|
| 1. Mr. Phisit Sirimongkhon       | Chairman of the board |
| 2. Mrs. Saichai Gustafsson       | Committee             |
| 3. Mrs. Boonsanong Shertenberger | Committee             |
| 4. Mr. Warakorn Maneewong        | Committee             |

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

- |                                |                   |
|--------------------------------|-------------------|
| 1. Mrs. Kanokwan Nintap        | Operation Manager |
| 2. Ms. Pimpawee Chotisupapokin | Village Manager   |

### The Meeting commenced at 14.00 hours.

There being a quorum Khun Kanokwan Nintap opened the meeting to consider following Agenda:

#### Agenda 1 Appointment of the Chairperson and chairperson informed

Khun Pisit Sirimongkol welcomed and thanked all directors who sacrificed their time to attend the Board of Committee Meeting No. 5/2022 this time and assigned Khun Kanokwan Nintap, Operations Manager, to attend the meeting. to be the moderator of the meeting on various agendas

#### Agenda 2 Approval of the Minutes of the Meeting No. 04/2022 on May 18, 2022

Meeting moderator Minutes of the Board of Directors Meeting No. 4/2022, which was convened on May 18, 2022 at 2:00 p.m. for the Board's acknowledgment and approval. Details as shown in the documents of the Board of Committee Meeting No. 5/2022, pages 4 - 7.

**Meeting resolution:** The meeting resolved to certify the Minutes of the Board of Committee Meeting No. 4/2022 on the Minutes of the Meeting No. 04/2022 on May 18, 2022.

### Agenda 3 Performance Report on (During 11 May 2022 – -30 June 2022)

Meeting moderator have reported the performance between 11 May 2022 – 30 June 2022 to acknowledge the meeting. With reports of operating results and outstanding follow-up. Details as shown in the supporting documents of the Board of Committee Meeting No. 4/2565, pages 9 – 20

### Agenda 4 Financial Status Report

#### 4.1 Cash flow statement for the month of May 2022

Meeting moderator has reported financial status and outstanding balance as detailed in the statement of monthly cash flow as of May 2022, details are as follows:

<b>Revenue</b>	<u>1,141,348.00</u>	Baht
<b>Expenses</b>		
- Administration and Management	556,782.36	Baht
- Utilities Expenses	57,001.48	Baht
- Operation Expenses	41,103.44	Baht
- Repair and improvement	93,277.00	Baht
- Other expenses	16,129.00	Baht
- Advance payment	112,238.00	Baht
- Purchase of property	<u>3,000.00</u>	Baht
Total expenditure in every category	<u>879,531.28</u>	Baht
<b>/ Income is higher (lower) than expenses.</b>	<u><b>261,816.72</b></u>	Baht

**Meeting Resolution:** The meeting resolved to certify the financial status report as of May 2022.

### Agenda 5 Consider the cost of repairing the west wall and plans

Due to the resolution of the previous general meeting regarding the repair of members houses as detailed, the contractor, Mr. Chayapol Thiptientgae, offered 2 types of bids as follows:

- Dismantling of the old concrete block fence (prefabricated concrete fence 2.50 m. high)  
15,750.- baht

- Dismantling the old concrete block fence and disposing of it (the fence of the concrete block height 2.50 m.) 16,500.- baht

(Price per 1 channel, the fence is 3.00 m long, 250 m high, 0.70 m high retaining wall)

**Meeting resolution:** The meeting resolved to consider the prefabricated concrete fence design. and assign the management to perform the following actions:

- Make a letter agreeing to the action according to the specified format.
- Coordinating appointments with members to describe the operation.

## Agenda 6 Consider other matters

### 6.1 Consider and approve the financial signature

According to the legal regulations, Chapter 5, Accounting and Finance operations, Article 15. (3) in the case of documents related to accounting and

finance. The signature of at least 2 directors who have been appointed to take care of accounting and finance must be signed by the committee.

The Board of Directors jointly considered the appropriateness. Ease and speed to coordinate and ensure smooth and efficient operations. Therefore, there was a meeting and discussion on the authority to sign financial documents.

**Meeting resolution:** The meeting resolved to approve the financial signature. Based on the legal regulations, Chapter 5, Accounting and Finance operations, Article 15. (3) in the case of documents related to accounting and finance. Must sign the names of at least 2 directors.

The names of the Board of Directors who have the authority are as follows:

- |                                 |                       |
|---------------------------------|-----------------------|
| 1. Mr. Phisit Sirimongkhon      | Chairman of the board |
| 2. Mrs. Saichai Gustafsson      | Committee             |
| 3. Mrs. Boosanong Shertenberger | Committee             |
| 4. Mr. Warakorn Maneewong       | Committee             |

5. Mr. MATS GEORG ERIKSSON Committee

**and request to change the authorized signatory SCB Bank Account, Hua Hin Market Village Branch, in the name/account name, Emerald Green Housing Estate Juristic Person, 3 accounts are as followings:**

1. Savings Account number 927-2-43386-3
2. Current Account number 927-3-00336-0
3. Fixed Account number 927-1-02688-3

**by requesting to cancel from the previous 4 people who have the power to sign, namely:**

1. Mrs. Supawadee Pupala Committee
2. Mrs. Pornpimon Rurob Committee
3. Mrs. Melanie de Wit Committee
4. Mr. Robert Vereecke Committee

**and would like to add 3 authorized signature persons as follows:**

1. Mrs. Boonsanong Chertenberger Committee
2. Mr. Warakorn Maneewong Committee
3. Mr. MATS GEORG ERIKSSON Committee

**and request to change the conditions from the original signature of at least 2 out of 5 directors**

## **6.2 Considering the person authorized to sign documents on behalf of the chairman**

Because Mr. Phisit Sirimongkhom, Chairman of the Board informed the Board of Directors meeting that there will be times when it is inconvenient to sign documents of the juristic person, therefore, we would like to suggest that Mrs. Saichai Gustafsson be the signatory of the documents during that time.

**Meeting resolution:** The meeting resolved to approve Mrs.Saichai Gustafsson to be authorized to sign documents on behalf of the chairman during the time that the chairman unable to sign documents.

### 6.3 Receiving payment of various expenses of the juristic person and set up reimbursement of expenses

Because the Juristic Person has operations to accept various expenses according to the policies and regulations of Quality Property Management Company Limited, QPM does not accept payment of expenses in cash. And the Cross Bank system is used to check the transfer status and the transferor for safety convenient and fast in operation.

**Meeting resolution:** The meeting resolved to emphasize and urge the payment of expenses. Cash payments are strictly prohibited. And if it is going to set up any expenses reimbursement, there must be a resolution to consider by the board every time.

### 6.4 Consider and approve the purchase

1. Buy asphalt to cover the entrance hole of the project, budget 3,000.- baht.
2. Buy sand to sprinkle around the office and the clubhouse building, budget 2,000.- baht.
3. Buy an uninterruptible power supply for 1 computer, budget 3,500.- baht.
4. Buy curved glass. To install to replace the old one that is damaged, budget 10,000.- baht.
5. Buy a file cabinet and tidy up the office, budget 14,000.- baht.
6. Buy a solar lamp with equipment, budget 20,000.- baht.
7. Buy 1 water cooler, budget 5,000.- baht.
8. Buy a hose to water the plants, budget 5,000.- baht.

**The Board has assigned the management to take additional actions as the following list:**

1. Make a wooden frame for covering the lamp shade. The bridge area at the exit of the project.
2. Put a bottle of water in the toilet tank to save water.
3. Follow Lawyer Ratcha regarding the progress of the lawsuit
4. Coordinate with the Subdistrict Administrative Organization (Aor Bor Tor) regarding the labeling of the project.

When there is no other matter to be proposed to the meeting for further consideration Chairman of the meeting, Mr. Phisit Sirimongkhon, thanked. All committees who attended this meeting and closed the meeting

The meeting closed at 5:45 p.m.