

28 March 2011. The committee has been in place for 1 month. The purpose of this report is to tell owners about what the committee has been doing and inform them about important issues.

## Legal

Held several meetings with our lawyer to understand laws, procedures and obligations.

Followed through the registration of the committee and Juristic Person manager at the land office

Requested that the condo lawyer, Khun Sa-art bring the condo rules (bye-laws) in compliance with the act as required by law in a month.

Khun Kamphol resigned on the 27th February 2011. Committee member Khun Malee is the new Juristic Person manager.

## Safety

Checked the emergency lighting. The batteries on all the floors are dead and the system could not be tested.

Obtained quotes for replacing the batteries (2,000 per floor) or installing new self-contained systems (5,000 per floor)

Tested the fire hoses on the 14th and 15th floor to check the pressure at the top of the building. Pressure is good on all floors except the 15th which requires that the hoses be connected to the rising main on the roof. The missing adapter was replaced.

Took an inventory of the fire hoses and extinguishers. 34 hoses are missing or expired and need to be replaced. (Quotes between 156,000 and 290,000) Several extinguishers are missing. (Cost about 3,000 each). Others need servicing.

We plan to have a training day when all the hoses are in place so owners understand how to connect and use the equipment.

The original installation engineer Khun Thawan who is a committee member tested the fire panel. The system was not working but was reinstated. However, there are faults with the wiring to the sensors and the alarm system can not be tested.

Set up a program to test and repair the faults in the wiring using our technical staff.

Proposed replacing half the heat detectors with smoke detectors. (waiting for quotes)

The lightening conductor on the roof cannot function because the copper grounding wire on the roof has been stolen. We are getting quotes to replace it.

## Lifts

Contacted several lift companies to check the condition of the lifts and advise on safety and renovation. The manager reported all 3 lift ropes (steel pulley cables) have been replaced with the last 4 years.

Otis did a preliminary inspection of the lifts and motor room. The pulley wheels are slightly worn. The ropes and motors appear to be in good condition but need to be tested. The dead lift could not be inspected. The 3 control boxes which are the heart of the system are old and failing and this is the main cause of the lift breakdowns.

The quote from Otis is attached (890,000 + VAT per lift). This is to completely renew all control boxes with modern equipment, replace all electrical wiring and renovate the interior of the lifts plus new wall switch panels and lift switch panels. It also includes servicing the 3 motors (new bearings and seals) and doing a safety check and handover. Any sub-standard items will be brought up to modern spec, for example, door closing sensors.

Attached are brochure photos of the proposed new lift and wall switch panels

Their service contract (parts only) is about 4,000 baht.

## Finances

The committee has not yet received the manager's report or financial information which makes it difficult to plan or buy urgently needed items.

However, the new bank signatories will be Khun Malee and Paul and for large amounts countersigned by John H and Madame Ju.

John H, as head of the finance sub-committee with spend time in the office learning the current system, supervising and proposing changes.

## Maintenance fee

We discussed how to pay for the high cost items such as renovating the lifts which may cost a total of about 3 million baht.

There are several options. Once we have all the financial information and quotes for the work, there will be a general meeting for owners to discuss and vote.

It may be possible to use the sinking fund to spread the cost but we will need a financial plan in place to replace it.

## Management

Interviewing management companies to provide a full time bi-lingual manager, complete accounting system, consultancy, planning, organising general meetings etc

The cost varies but is about 65,000 baht per month (including the manager's salary).

Compile and distribute a job description for the post of manager with a salary negotiable of about 25,000 baht per month

## Appointed sub-committees

Arrears – Steven

Fire and safety – Paul

Finances – John Haggett

Communications and website – John Toft

Parking – Eric and John Toft

Staff – Madame Ju

Lifts and head of all sub-committees – Craig

## Staff

The salaries of the staff are very low. We plan to improve their salaries and working conditions and at the same time improve our services with deep cleaning programs, preventative maintenance etc perhaps on a bonus scheme. The committee has not had time to focus on this as they are so many urgent issues to deal with.

## Parking

Checking and issuing parking stickers to residents soon. Designating certain areas for resident parking only

## Planning:

to put a barrier on our side of the alleyway to Pattaya Tai to stop motorbikes driving through this pedestrian walkway.

Checking how to remove abandoned vehicles

Proposal to charge people from outside to park

## Communication

John T has set up this website and incorporated the suggestions received in the box, highlighted problem areas with photos and along with John H, photographed other condos to give ideas especially about renovating the lobby area.

## Renovating the lobby

It was suggested that we try to raise 75,000 baht by voluntary contribution (so we can use condo money on more urgent things) to renovate the lobby. Steven Malarski made a very generous offer that if we collected 75,000, he would add another 75,000 for a total of 150,000.

With this money we can transform the lobby into something looking like a high-end condo. We need to get input from owners to help design and plan the new look. We hope to start this as soon as we have a design. Please contribute directly to John H who is controlling raising the money.

See attached photos that John T took of a nice lobby area in another condo

## Practical items (when the budget allows)

Replace the prison-style floor signs with something attractive

Remove or improve the cages around the electrical breakers on each floor

Replace the flooring

Improve the outside areas and repaint the parking lines

Schedule regular repainting

## Other

Clear the lobby of stored items

Cleaning check of roof area to prevent blocked drains

#### SUB-COMMITTEES

(Lift, fire and safety, arrears, infrastructure, parking, finance, improvements)

THE COMMITTEE HAS A LOT TO DO SOLVING THE PROBLEMS. YOU CAN HELP WITH BY JOINING THE SUB-COMMITTEES AND ADDING YOUR INPUT OR SHARING THE WORKLOAD. Contact a committee member or Craig (head of the sub-committees)

#### LOBBY RENOVATION FUND

If you wish to make a contribution to the lobby renovation fund, please pay John H directly. He will issue a receipt and John T will display the contributions and running total on our website.

When we hit 75,000, we can look forward to having a high-class lobby area which will transform the feel of the whole building and be to everyone's benefit.