

# 2024\_1 - Minutes NDPC Board and Varaporn Law and Accounting Rev 1

Date: 20<sup>th</sup>, March 2024

Time: 1PM

Place: Varaporn Law and Accounting Office at Soi 4, Pratamnak, Thailand.

Participants from:

Service Provider: Mrs. Varaporn Karinrak Soederlund and Mr. Per Soederlund

NDPC's Board: Ketil Loenne, Ivar Drageseth, Stein Aage Johansen, Per T. Andersen and Olav Lindal

Task	Description	Responsible
	<p><b>Approve the agenda.</b></p> <ul style="list-style-type: none"> <li>Mr. Ketil Lonne, Chairman of the NDPC Board declared the meeting for open and the agenda was approved without any comments.</li> <li>Representative from the Board Mr. Olav Lindal is responsible for writing the minutes from the meeting.</li> </ul>	<p><b>NDPC Board</b></p> <p><b>Olav</b></p>
1	<p><b>Goal and objectives.</b></p> <ul style="list-style-type: none"> <li>The new Board called for this meeting to get to know Varaporn's employees and their future roles in connection with NDPC.</li> <li>Varaporn will make a presentation of the employees and a list of duties to be carried out by 3. party.</li> <li>Present Varaporn Karinrak Soederlund is NDPC's temporary Building Manager.</li> <li>Maintenance and repair will be followed up by Building Manager in cooperation with the Board as before.</li> </ul>	<p><b>Varaporn</b></p> <p><b>Varaporn &amp; Ivar</b></p>
2	<p><b>Common Fee</b></p> <ul style="list-style-type: none"> <li>Fixed common fee was registered at the land office by Mr. Kurt Svendheim - New Nordic in March 2013.</li> <li>Present common fee is not registered at the land office and therefore not compare to the requirements and regulations for condominium located in Thailand.</li> <li>The Board decided to follow the recommendation from Varaporn.</li> </ul> <p>Common fee will be invoiced all units by THB 4 200 from April 2024 (next invoice) Varaporn will make sure that the total common fee is updated in the financial statement 2024. Varaporn will send information to all Co-owners as soon as possible regarding change of common fee.</p>	<p><b>Varaporn</b></p> <p><b>Per Varaporn</b></p>
3	<p><b>Fiscal year.</b></p> <ul style="list-style-type: none"> <li>If the Annual General Meeting (AGM) is to be held early January, the financial year must be changed due to presentation of the financial statements and belonging audit within time limit before the AGM.</li> <li>Varaporn suggested the fiscal year ends on 31<sup>st</sup> October.</li> </ul> <p>Changing the fiscal year was approved by the AGM several years ago but not implemented in NDPC's regulations.</p>	<p><b>Varaporn</b></p>
4	<p><b>List of Co-owners.</b></p> <ul style="list-style-type: none"> <li>The Service Manager will provide an updated list every month regarding owners contact information and date of transfer for new Co-owners or by company name.</li> <li>The Board suggested to update the "Owner list Report" from 12/01/2022 added a column for the date when the unit was purchased or transferred to new owner only.</li> <li>The Service Manager do not keep record of previous ownership for the units in NDPC.</li> </ul> <p>The Service Manager will update the list of Co-owners as soon as possible.</p>	<p><b>Varaporn</b></p> <p><b>Varaporn</b></p> <p><b>Varaporn</b></p>
5	<p><b>List of water and electricity shut off.</b></p> <ul style="list-style-type: none"> <li>The Service Manager will provide an updated list of apartments disconnected from utilities due to outstanding payments more than 6 months.</li> </ul> <p>The list will be sent to the Board every month.</p>	<p><b>Varaporn</b></p>
6	<p><b>NDPC's handyman scope.</b></p> <ul style="list-style-type: none"> <li>The board want to know what kind of work the handyman can carry out for NDPC.</li> </ul>	

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	<ul style="list-style-type: none"> <li>The goal is to make sure the handyman is working one day a week and take responsibility for minor maintenance and repair tasks found on the maintenance list. The Service Manager will provide a list of what kind of work and tasks the handyman is capable to perform within NDPC.</li> </ul>	Varaporn
7	<p><b>Monthly inspection and maintenance.</b></p> <ul style="list-style-type: none"> <li>Board member Ivar Drageseth will on behalf of the Board be responsible to follow up NDPC' maintenance tasks in cooperation with the Building Manager.</li> <li>The list regarding Maintenance and Repair will be the tool to follow up the tasks and updated continuously.</li> <li>The list will be uploaded to NDPC's web portal every quarter, as before.</li> </ul>	Varaporn & Ivar  Varaporn
8	<p><b>Lights on the Building's facade.</b></p> <ul style="list-style-type: none"> <li>For energy saving purposes only the outside lights on the building's facade will be shut off at midnight every day.</li> </ul>	Varaporn
Other	<p><b>Co-Owners and residents address notification.</b></p> <ul style="list-style-type: none"> <li>Address notification to the Immigration will be carried out free of charge by the Service Provider online system as agreed upon before.</li> <li>Co-Owners or residents must bring their passport to the office shortly after arrival.</li> <li>In case of the system is off-line the TM 30 registration must be done by the resident personally or by the Service Provider against a fee.</li> </ul>	Varaporn  Co-owners & residents

  
Mr. Ketil Loenne

  
Mrs. Varaporn Karinrak Soederlund