



**Center Condotel Condominium Juristic Person**  
3 Moo 10 South Pattaya Road, Nongprue, Banglamung, Chonburi 20150  
Tel. 038-411151-2, 038-422255-60 Fax : 038-411785

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**Minutes of the Annual General Meeting 2025**  
**Center Condotel Condominium Juristic Person**  
**On Sunday 30<sup>th</sup> March, 2025 at 10.30 a.m.**  
**At the Lobby of the Condominium**

3 Moo 10 South Pattaya Road, Nongprue, Banglamung, Chonburi 20150  
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**Attending Committee Member :-**

1. Ms. Darin	Prangjan	Committee & Chair Person
2. Ms. Malee	Benjaphong	Committee & Juristic Manager
3. Mrs. Jaruan	Potitakun	Committee
4. Mr. Paul Nicholas Keohane		Committee
5. Mr. Steven	Ralf Malarski	Committee
6. Mr. Sigurdur	Palsson	Committee
7. Mr. Glen Alan	Dickenson	Committee
8. Ms. Rojanart	Peungsnith	Building Manage
9. Mrs. Jirarat	Thesrak	Minutes Taker

**There were 57,207 votes of co-owners and proxy from 184,375 Votes, equal to 31.03% of all co-owners, attending the meeting, constituted the quorum according to Condominium Acts. Article 43, Ms. Darin Prangjan was the Chairman of the meeting. The meeting started at 10.40 a.m.**

**Agenda 1 Appoint the minute taker and Start the meeting**

After the registration of co-owners and proxy, **Ms. Darin Prangjan**, the Chairwoman, welcomed all participants and reported to the meeting that **there were 57,207 votes of co-owners and proxy from 184,375 Votes, equal to 31.03% of all co-owners, attending the meeting, constituted the quorum according to Condominium Acts. Article 43.** The Chairman advised the meeting that **Khun Jirarat Thesrak will be the minutes taker** of the Annual General Meeting 2025 and **Mr. Paul Nicholas Keohane** shall report to the meeting on behalf of the Committee.

**The meeting acknowledged the report from the Chairman.**

**Agenda 2. 2024 Operation Report from the Committee**

The Chairman, **Ms. Darin Prangjan**, requested **Mr. Paul Nicholas Keohane** to report the overall operation 2024 to the meeting.

**Mr. Paul Nicholas Keohane**, the Committee member, welcomed all the meeting members and reported as follows :-



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First of all, the Committee would like to thank all condominium staff who were the backbone of the condo. Mr. Paul said that they really had an excellent team and the building had always been well maintained and cleaned. We had a new member, Khun Jaa, this year.

The committee's thanks went to the manager Khun Sai, the cleaning staff led by Khun Kanong, chief technician Boompeng, Khun Da in the office and the groundsman Khun Pagorn

Mr. Paul Kiohane reported to the meeting that everyone has a copy of the operation report from the Committee so he insisted that :-

In 2024 we repaired the spa but we still have a couple of problems with the plumbing system. The spa was originally paid for and installed many years ago by a third party. So by repairing it we improved the facilities of the condominium and essentially have a free spa. We also upgraded the gym which now has full equipment, a running machine and is air conditioned.

In addition we continued to do maintenance on all the infrastructure in the building.

One of the meeting asked about how to use the Spa ?

Mr. Paul suggested that if anyone would like to use the spa, they can book with Khun Jaa and the Committee shall put the telephone number of her at the Spa door that all co-owners can book the spa with her.

There was no other question about the 2024 Operation report from the Committee, Mr. Paul Kiohane.

**The meeting acknowledged the report from Mr. Paul Keohane .**

**Agenda 3 Considering approving the minutes of the AGM 2024**

**Mr. Paul Nicholas Keohane** reported to the meeting that everyone already had a copy of the minutes of the AGM 2024 so he requested the meeting to consider adopting such minutes of the meeting in case the meeting had no question and agreed to such minutes.

**After considering, the majority of the meeting resolved to approve the Minutes of the AGM 2024 with 55,155.50 Votes which was 96.41 % of all the attending meeting. The agenda was passed in accordance to the Condominium Acts, Section 44.**



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**Agenda 4. Considering approving the Balance Sheet 2024**

**Mr. Paul Nicholas Keohane** said that all attending meeting had already received the copy of the Balance Sheet 2024 which were attached in the meeting document which was certified by the certified auditor, **Ms. Pattarin Promprasert (License No. 8602)**. So he asked the meeting if there was any question, they could ask.

**The summary of the income and expenses of 2024 are as follows :-**

**Income and Expenses Statement**

	<b>2024/Baht</b>
Income	11,428,654.45
Expenses	<b>(11,322,825.71)</b>
Income more(less) than Expenses	105,828.74
Revenue higher (lower) than expenses brought forward	6,999,203.22
Adjustment	<b>( 381,975.00)</b>
<b>Balance Revenue higher (lower) than expenses carried forward</b>	<b>6,723,056.96</b>

**Statement of Financial Position**

	<b>2024/Baht</b>
Total Current Assets	15,094,712.06
Total Fixes Assets	1,291,514.51
<b>Total Assets</b>	<b>16,386,226.57</b>
Total Current Liabilities	2,029,634.91
Capital Funds Condominium units Co-owners'Equity	7,633,534.70
Revenue Higher (Lower) than Accumulated Exp.	6,723,056.96
<b>Total Liabilities and Co-Owners' Equity</b>	<b>16,386,226.57</b>

Khun Paul requested the meeting to consider approving the Balance Sheet 2024.

After considering, the majority of the meeting resolved to approve the Balance Sheet 2024 **with 55,155.50 Votes which was 96.41 % of all the attending meeting. The agenda was passed in accordance to the Condominium Acts, Section 44.**



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**Agenda 5. Consider Appointing auditor 2025 and fee**

The Chairman asked Khun Paul to propose the auditors and fee for 2025 to consider. Khun Paul suggested that for the year 2024 he would propose 3 auditors and fee for the meeting to consider. He reported that we needed only 1 person and fee as follows :-

**“ Approving Auditor & fee 2025”**

	<b>AUDITOR NAME/License No.</b>	<b>Fee</b>	<b>Vote for 2025</b>
<b>1</b>	<b>Ms. Pattarin Promprasert (8602)</b>	<b>12,000</b>	<b>53,768.50 = 92.91%</b>
<b>2</b>	<b>Ms.Nutvadi Khanom ( 5595 )</b>	<b>30,000.-</b>	<b>-</b>
<b>3</b>	<b>Ms.Panthipa Chawalitwachara (7738 )</b>	<b>30,000.-</b>	<b>-</b>

After considering, the majority meeting resolved to approve Ms. Pattarin Promprasert license number 8602 with the fee of 12,000.-Baht yearly to be the auditor of 2025 with 52,424 Votes which was 91.64% of all attending meeting. The agenda was passed in accordance to the Condominium Acts, Section 44.

**Agenda 6. Report Financial and debtor situation**

Mr. Paul reported to the meeting that Financial and Debtors' situation remains the same. There was little change from last year the total outstanding long-term debt on the common fee is about three million baht going back 30 years. This is from units where the owner has died or been abandoned and no common fee has been paid for years. Last year we received about 105% of the common fee, so some absent owners paid off arrears. The Financial and debtor Situation to the meeting as follows :-

Debtor since 2001 up to December 2024 is		3,850,886.- Baht
Maintenance Fee Balance account 31/12/2024	=	3,870,746.79 Baht
Capital Fund Balance Account 31/12/2024	=	4,581,196.62 Baht
Utilities Balance Account as of 31/12/2024	=	1,365,993.69 Baht
Co-Owners Fund Deposit as of 31/12/2024	=	1,150,584.10 Baht

There were no question from the meeting.

**The meeting acknowledged the report from Khun Paul Keohane.**



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**Agenda 7. Approving 2025 Revenue and Expenses Budget to approve.**

Mr. Paul reported to the meeting that at the moment they didn't know of any unusual expenses for this year. He then reported that :-

Over the last 10 years, we have grown a surplus of about 4 million baht plus 1 million baht cash float when the committee started. This is due to the savings of not having a management company with the committee doing all the work and also we have been lucky we have not had major expenses.

The projects and expenses last year were within budget and as we suggested last year we propose to transfer between one and two million baht into the sinking fund.

However, the fire pump is 30 years old and end of life. It is critical to fire safety because our building does not have a sprinkler system. The cost of installing the new system and associated water pumps is about 1.5 million baht. It is not an option. It is a legal requirement to keep the firefighting system in good order.

In addition this year we are allocating 500,000 baht to upgrade the CCTV System and to replace the wood panelling in the lobby that has been eaten by termites. Mr. Paul presented some photos of the lobby style to the meeting ..

Mr. Paul proposed to use PU panelling that has a traditional Thai look and blends with an older building but also has a clean and modern feel. It is also fire resistant and is termite proof.

If the meeting looked at the budget, the meeting would see that the Committee have added 2.5 million to the projected income by transferring the amount from the surplus into the common fee account.

Mr. Paul proposed that these 3 extra expenses added to the total expenses. They were allowing 500,000 baht extra because all the costs are estimated.

Before voting this agenda, one of the co-owners suggested the committee should install fan in the room in front of the elevators because it was so hot while waiting the elevator.

All the meeting agreed to this proposal that the Committee should fix it.

Mr. Paul Nicholas Koehane presented 2025 Budgets to the meeting according to the document that all co-owners had already received. In summary the revenue and expenses of 2025 are as follows :-

**2025**

<b>Revenue</b>	<b>10,780,000.-</b>	<b>Baht</b>
<b>Transfer from Common fee account</b>	<b>2,500,000.-</b>	
<b>Total Revenue 2025</b>	<b>13,280,000.-</b>	<b>Baht</b>
<b>Total Expenses 2025</b>	<b>13,280,000.-</b>	<b>Baht</b>



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After considering, the majority of the meeting resolved to **approve 2025 Revenue and Expenses Budgets** with **55,155.50 Votes**, represented **96.41 %** of all the attending meeting. **The agenda was passed in accordance to the Condominium Acts, Section 44.**

### **Agenda 8. Electing of the Condominium Juristic Manager**

**Mr. Paul Nicholas Keohane**, the committee member of the condo reported to the meeting that this year we were going to elect the Juristic Manager once more because the previous manager, Ms. Malee Benjapong's term was ended. Today there was no other candidate except Ms. Malee Benjapong **to apply for our Juristic Manager. Mr. Paul** further informed the meeting that Khun Malee had been the juristic manager for a few years and had done a fantastic job. She took care all legal acts, such as signing contractor contract, which was the most important to our building. He, therefore, requested the meeting to consider.

After considering, **the majority meeting resolved to elect Ms. Malee Benjapong to be the Juristic manager** with **55,155.50 Votes** which was **29.92 %** of all co-owners. **The agenda was passed in accordance to the Condominium Acts, Section 49.**

### **Agenda 9. Electing Committee Members**

**Mr. Paul Nicholas Keohane**, the committee member of the condo reported to the meeting that all 9 Committee members' term was ended, we had to elect new ones. Before this meeting, the committee had propose to all co-owners to apply for committee member and there were 9 nominees as follows :-

	<b>Name</b>	<b>Owner of unit number</b>
1.	Mr. Tawan Chatsomsgna	3/377
2.	Ms. Malee Benjaphong	3/246
3.	Mrs. Jaruan Potitakun	3/362
4.	Ms. Darin Prangjan	3/292
5.	Mr. Paul Nicholas Keohane	3/476
6.	Mr. Steven Ralf Malarski	3/149
7.	Mr. Sigurdur Palsson	3/447
8.	Mr. Rhett Cleeve Magrath	3/137
9.	Mr. Glen Alan Dickenson	3/030

After considering, **the meeting resolved to elect 9 committee members** as follows to be committee member, they were elected according to the Condominium Acts, Section 44 :-



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Name		Votes Received	% of attending meeting
1. Mr. Tawan	Chatsomsgna	49,926.50	87.27 %
2. Ms. Malee	Benjaphong	55,155.50	96.41 %
3. Mrs. Jaruan	Potitakun	53,400.50	93.34 %
4. Ms. Darin	Prangjan	54,278	94.88 %
5. Mr. Paul	Nicholas Keohane	56,155.50	96.41 %
6. Mr. Steven	Ralf Malaski	54,824	95.83 %
7. Mr. Sigurdur	Palsson	54,278	94.88 %
8. Mr. Rhett Cleeve Magrath		53,615	93.72 %
9. Mr. Glen	Alan Dickenson	54,278	94.88 %

**Agenda 10.** Approve allowing the committee to control smoking when a resident complains it is affecting his health (if necessary with fines)

Mr. Paul suggested to the meeting that last year we had a number of complaints from residents affected by other residents smoking. We contacted City Hall and Banglamung District health and Chonburi regional health to check on the Thai law and also contacted a lawyer to ask specific questions at a committee meeting.

We were advised that Thai law specifies there is no smoking allowed in common areas. But owners can smoke in their rooms if not prohibited by condo rules. However, if someone's smoking affects the health of another, that is a breach of the law.

The committee thinks most owners would agree that although we want to allow personal freedom to smoke in the room, we must also protect the health of owners. As a community we would expect owners to be able to sit on the balcony have the balcony door open without being affected by other people's cigarettes smoke.

Over the last 10 years it was only this year we have had complaints about smoking and we did not believe the relatively small number of complaints justifies enforcing a smoking ban.

However let's take an example of someone who bought a condominium here and a month later 2 renters move in below who are heavy smokers. The owner is badly affected by this- both the health aspects of second hand smoke and also being unable to enjoy living in the condo. He couldn't sit on the balcony or open the windows to let the air come through.

So he proposed that the owners voted to give the committee power to control smoking and to deal with this on a case by case basis. In this example the committee would seek to get cooperation from the smokers to close the windows and smoke inside the room but if not the committee can impose a fine on them for smoking on the balcony. The same applies to somebody who smokes but leaves their inner door open and allows cigarette smoke into the hallway which is common area. We were advised that allowing smoke into common areas is also illegal.



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Even some of the co-owners disagreed with this proposal but after considering, the majority of the meeting resolved to approve allowing the committee to control smoking when a resident complains it is affecting his health (if necessary with fines) with 54,156 Votes which was 94.67 % of the attending meeting. The agenda was passed in accordance to the Condominium Acts, Section 44.

### **Agenda 11. Any other matters (if any )**

Mr. Paul reported to the meeting that they had completed all agenda for the AGM 2025 if there was any suggestion or question from the meeting, they could do now.

Some of the co-owners mentioned as follows :-

11.1 Sticker for every vehicle who has authority to park in the parking lot. Motorcycle should not ride in by the barrier door. Mr. Paul agreed and said that this was the responsibility of the security guard.

11.2 the entrance road from Pattaya Tai Walk way to Center Condo from South Pattaya Road, why there were some people entering our area. Mr. Paul said that this issue was in last year 2024 and he suggested that because such entrance was co-owned by Center Condo and one outsider. Negotiations were ongoing.

11.3 Requesting more dumbbell in the gym. Khun Paul agreed and asked him to specify the required dumbbell later.

11.4 Some of the co-owners still leave some belongings on the corridor. Khun Paul agreed that there was already a rule and this should be enforced.

**The meeting acknowledged what have been suggested by Co-owners and Khun Paul.**

There was no other matters to consider, the chairman, Ms. Darin Prangjan thanks all participants and the meeting adjourned at 11.30 a.m.





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Signed \_\_\_\_\_ Chairwoman Signed \_\_\_\_\_ Minutes taker  
( **Ms. Darin Prangjan** ) ( **Mrs. Jirarat Thesrak** )

**Certified True Copy**

Signed \_\_\_\_\_ Committee  
( **Ms. Darin Prangjan** )

Signed \_\_\_\_\_ Committee Signed \_\_\_\_\_ Committee  
( **Ms. Malee Benjaphong** ) ( **Mrs. Jarawan Potitakun** )

Signed \_\_\_\_\_ Committee Signed \_\_\_\_\_ Committee  
( **Mr. Paul Nicholas Koehane** ) ( **Mr. Steven Ralf Malaski** )



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**THE CONDOMINIUM JURISTIC MANAGER  
NAME & SIGNATURE**

**Ms. Malee Benjaphong**

Signature \_\_\_\_\_



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### **THE CONDOMINIUM BOARD OF THE COMMITTEE NAMES & SIGNATURES**

**NAME**

**SIGNATURE**

**1.Mr. Tawan Chatsomsagna**

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**2. Ms. Malee Benjaphong**

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**3.Mrs. Jaruwan Potitatkun**

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**4.Ms. Darin Prangjan**

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**5. Mr. Paul Nicholas Koehane**

\_\_\_\_\_

**6. Mr. Steven Ralf Marlaski**

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**7.Mr. Sigurdur Palsson**

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**8. Mr. Rhett Cleeve Magrath**

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**9. Mr. Glen Alan Dickenson**

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