



Instruction for the manager

1. General

The Manager is responsible for maintaining an acceptable and agreed upon level of service. The service includes security (24 hrs) control in PBV area.

2. Reporting

The Manager will report directly to PHO (Pranburi Home Owners) on a monthly basis via Operations Report

3. Instructions

Detailed duties to be undertaken by the Manager:

- Responsible for security standard.
- Responsible for garden service standard.
- Responsible for house control in owner's absence.
 - o Provide and establish contact between house owners and Manager. (e-mail/ tlf.)
 - o Sign and accept House Inspection Report every month.
Any discrepancy discovered a message shall be sent to house owner, with recommendation for what action to be taken.

