

**Board of Directors' Report**  
**on the approval of the minutes of the 6<sup>th</sup> General Assembly**  
**meeting held on May 10 and 17, 2025**

**First: Introduction**

In accordance with the requirements of the notice for holding the General Assembly stipulated in Article (53) of Resolution No. (1) of 2020 regulating owners associations of joint properties issued by the Real Estate Regulatory Authority (RERA), which specified that the General Assembly ratify the minutes of previous meetings.

The Board of Directors, in its meeting No. (8) of 2025 held on May 28, 2025, approved the minutes of the first and second meetings of the 6<sup>th</sup> General Assembly held on May 10, 2025, and May 17, 2025.

**Second: The Board of Director's recommendation**

Based on the above, the Board of Directors of the Riffa Views Owners Association recommends the General Assembly to ratify the minutes of the 6<sup>th</sup> General Assembly meeting held on May 10, 2025, and May 17, 2025.

**Attachments:**

- 1- Minute of first Meeting, on May 10, 2025
- 2- Minute of second Meeting, on May 17, 2025

**تقرير مجلس الإدارة**  
**التصديق على محضري اجتماع الجمعية العمومية السادسة**  
**المنعقدة بتاريخ 10 و17 مايو 2025**

**أولاً: تمهيد**

وفقاً لضوابط الإخطار لعقد الجمعية العمومية المنصوص عليها في المادة (53) من القرار رقم (1) لسنة 2020 بتنظيم أحكام اتحادات المُلاك في العقارات المشتركة الصادر من مؤسسة التنظيم العقاري، والتي حددت قيام الجمعية العمومية بالتصديق على محاضر الاجتماعات السابقة.

فقد أقر مجلس الإدارة في اجتماعه رقم (8) لسنة 2025 المنعقد بتاريخ 28 مايو 2025 محضري الاجتماعين الأول والثاني للجمعية العمومية السادسة المنعقدتين في 10 مايو 2025 و17 مايو 2025.

**ثانياً: توصية مجلس الإدارة**

بناءً على ما سبق، يوصي مجلس إدارة اتحاد مُلاك الرفاع فيوز الجمعية العمومية بالموافقة على التصديق على محضري اجتماع الجمعية العمومية السادسة المنعقدة بتاريخ 10 مايو وتاريخ 17 مايو 2025م.

**المرفقات:**

- 1- محضر الاجتماع الأول في 10 مايو 2025
- 2- محضر الاجتماع الثاني في 17 مايو 2025

Attachment (1)

المرفق (1)

Minute of 1<sup>st</sup> Meeting, on May 10, 2025  
English Version

محضر الاجتماع الأول في 10 مايو 2025  
النسخة الإنجليزية



## Minutes of the First Meeting of the 6<sup>th</sup> RVOA General Assembly

Saturday, 10 May 2025, 10:00 AM, Riffa Views International School Hall

The Sixth General Assembly of the Riffa Views Owners Association held its first meeting on Saturday, 10 May 2025, at 10:00 AM at the Riffa Views International School Hall. The legal quorum was not achieved during this meeting, which lasted for one hour, and accordingly the meeting was adjourned to 17 May 2025. Participation in this meeting was as follows:

First: Physical Attendance: (18) members owning (25) units participated, of which (4) units submitted voting papers.

Second: Participation via Voting Papers: (19) members owning (43) units participated.

**Total number of units represented in the meeting (excluding duplicate units between attendance and voting papers):**

- (64) units out of a total of (1,054) units. The representation ratio of units in this meeting was (6.07%).

The meeting was chaired by Dr Mazin Mohammed Ali Jumaah, Chairman of the Board of the Riffa Views Owners Association, in the presence of:

1. Ms. Latifa Isa Albnoodha, Board Secretary (Meeting Rapporteur)
2. Mr. Mohammed Mahmood Alshaikh , Board Treasurer
3. Ms. Dana Khamis Alzayani, Board Member

The following representatives from RV Real Estate W.L.L. also attended the meeting:

1. Mr. Yasser Abdulrahman Alraee, Managing Director, RV Real Estate W.L.L.
2. Mr. Waleed Abdulwahab Alqasimi, Executive Secretary of the RVOA Board

At the beginning of the meeting, the Chairperson delivered the following statement:

*"I am pleased, at the commencement of the Sixth General Assembly meeting of the Riffa Views Owners Association, convened at 10:00 AM on Saturday, 10 May 2025, at the Riffa Views International School Hall, to welcome you all, personally and on behalf of the Board of Directors.*

*With reference to Article (61) of Resolution No. (1) of 2020 regulating the provisions of Owners Associations in Joint Properties, issued by the Real Estate Regulatory Authority, which stipulates that a General Assembly meeting shall be valid if attended by owners representing (50%) of the Association's units, equivalent to owners representing a total of 527 units out of the 1,054 units in Riffa Views,*

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Dr Mazin Jumaah  
Chair of the Meeting

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Latifa Albnoodha  
Meeting Rapporteur

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Mohammed Alshaikh  
Meeting Member

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Dana Alzayani  
Meeting Member

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Yasser Alraee  
Meeting Member



*I hereby inform you that the legal quorum has not yet been achieved. Accordingly, and in implementation of Resolution No. (1) of 2020, I invite you to wait for one hour, until 11:00 AM, in order to verify whether the legal quorum can be achieved to commence the meeting.*

*In the event that the quorum is not achieved by that time, the General Assembly meeting shall be adjourned for seven days, and the second meeting shall be deemed valid regardless of the number of attendees."*

After the lapse of one hour from the scheduled time of the General Assembly meeting, the Chairperson delivered the following statement:

*"Now, after the lapse of one hour from the scheduled time of the General Assembly meeting of the Riffa Views Owners Association, I hereby inform you that the legal quorum required to convene this meeting has not been achieved. The number of participants to date is as follows:*

- **Participants attending in person:** (18) members representing (25) units, including (4) units that submitted voting papers.
- **Participants via voting papers:** (19) members representing (43) units.
- **Total units represented in the meeting, excluding duplication between attendance and voting papers:** (64) units.

*Accordingly, I hereby announce the adjournment of the General Assembly meeting to Saturday, 17 May 2025, at 10:00 AM at the Riffa Views International School Hall. The second meeting shall be deemed valid regardless of the number of attendees, and no waiting period for quorum shall apply."*

The meeting concluded at 11:15 AM.

**The Board of Directors hereby confirms that notice of the meeting was duly sent to all owners, that the meeting was convened in accordance with the provisions of Resolution No. (1) of 2020, and that the above minutes accurately reflect the outcomes of the meeting. The Owners Association has retained complete records of the meeting, including proxy forms and voting papers, and voting was conducted in compliance with Resolution No. (2) of 2022 amending certain provisions of Resolution No. (1) of 2020.**

This minutes were signed on Tuesday, 27 May 2025, by:

- 1- Dr Mazin Mohammed Ali Jumaah, Chairman of the Board (Chair of the Meeting)
- 2- Ms. Latifa Isa Albunoodha, Board Secretary (Meeting Rapporteur)
- 3- Mr. Mohammed Mahmood Alshaikh, Board Treasurer (Meeting Member)
- 4- Ms. Dana Khamis Alzayani, Board Member (Meeting Member)
- 5- Mr. Yasser Abdulrahman Alraee, Managing Director, RV Real Estate W.L.L (Meeting Member)

Copy to: Real Estate Regulatory Authority (RERA)

Dr Mazin Jumaah  
Chair of the Meeting

Latifa Albunoodha  
Meeting Rapporteur

Mohammed Alshaikh  
Meeting Member

Dana Alzayani  
Meeting Member

Yasser Alraee  
Meeting Member

Attachment (2)

المرفق (2)

Minute of 2<sup>nd</sup> Meeting, on May 17, 2025  
English Version

محضر الاجتماع الثاني في 17 مايو 2025  
النسخة الإنجليزية



## Minutes of the Second Meeting of the 6<sup>th</sup> RVOA General Assembly

Saturday, 17 May 2025, 10:00 AM, Riffa Views International School Hall

The Sixth General Assembly of the Riffa Views Owners Association convened its second meeting on Saturday, 17 May 2025, at 10:00 PM, at the Riffa Views International School Hall. This meeting was deemed legally valid, as it was the second meeting following the failure to reach a quorum at the first meeting held on Saturday, 10 May 2025.

Participation in the meeting was as follows:

- **Personal attendance by members:** A total of (26) members owning (31) units participated, including (4) units that submitted voting papers. Accordingly, the number of non-duplicated units was (27) units.
- **Personal attendance by proxies:** (2) members owning (2) units participated, including (1) unit that submitted a voting paper. Accordingly, the number of non-duplicated units was (1) unit.
- **Personal attendance by legal representatives:** (1) member owning (25) units participated and submitted voting papers.
- **Participation via voting papers:** (23) members owning (48) units participated.

**Total units represented in the meeting, excluding duplication between attendance and voting papers:**

- (76) units out of a total of (1,054) units, The representation ratio of units at this meeting was 7.21%

The meeting was chaired by Dr Mazin Mohammed Ali Jumaah, Chairman of the Board of the Riffa Views Owners Association, in the presence of:

1. Mr. Abdulla Ahmed Kamal, Board Vice Chairman
2. Ms. Latifa Isa Albunoodha, Board Secretary (Meeting Rapporteur)
3. Mr. Mohammed Mahmood Alshaikh, Board Treasurer

The meeting was also attended by representatives of RV Real Estate W.L.L., as follows:

1. Mr. Yasser Abdulrahman Alraee, Managing Director, RV Real Estate W.L.L.
2. Mr. Waleed Abdulwahab Alqasimi, Executive Secretary of the RVOA Board

The Chairman informed attendees of the apology of Board Member, Ms. Dana Khamis Alzayani, for her absence due to an official assignment outside the Kingdom of Bahrain.

During the meeting, the items on the agenda were discussed as follows:

Dr Mazin Jumaah  
Chair of the Meeting

Latifa Albunoodha  
Meeting Rapporteur

Abdulla Kamal  
Meeting Member

Mohammed Alshaikh  
Meeting Member

Yasser Alraee  
Meeting Member



**Item No. (1): Approval of the Agenda**

The Chairman of the meeting indicated that the agenda included nine (9) items and that it had been circulated to all members together with the meeting invitations. He further noted that the Board of Directors' recommendation regarding this item was to approve the agenda.

The Chairman then opened the floor for discussion on this item; however, no requests for intervention or comments were raised.

Accordingly, the Chairman requested the attendees to vote on the proposed resolution, and the voting results were as follows:

Type of Participation	Yes	No
1- Result of in-person attendance	28	0
2- Result of voting papers	45	0
<b>Total</b>	<b>73</b>	<b>0</b>

The General Assembly issued its Resolution No. (1), approving the agenda.

**Item No. (2): Ratification of the Minutes of the Fifth General Assembly Meetings Held on 20 and 27 April 2024**

The Chair of the meeting stated that the Board of Directors, in its Meeting No. (2) for the year 2024 held on 29 May 2024, had approved the minutes of the first and second meetings of the Fifth General Assembly held on 20 and 27 April 2024. The Board's recommendation regarding this item was to approve the previous minutes. The Chair then opened the floor for discussion on this item, and no requests for intervention were raised.

The Chair requested the attendees to vote on the proposed resolution, and the voting results were as follows:

Type of Participation	Yes	No
1- Result of in-person attendance	28	0
2- Result of voting papers	45	0
<b>Total</b>	<b>73</b>	<b>0</b>

Accordingly, the General Assembly issued Resolution No. (2), approving the ratification of the minutes of the Fifth General Assembly meetings held on 20 and 27 April 2024.

Dr Mazin Jumaah  
Chair of the Meeting

Latifa Albunoodha  
Meeting Rapporteur

Abdulla Kamal  
Meeting Member

Mohammed Alshaikh  
Meeting Member

Yasser Alraee  
Meeting Member



**Item No. (3): Board of Directors' Report for the Year 2024-2025**

The Chair of the meeting stated that the Board of Directors' Report for the year 2024-2025 had been circulated to the Association members as part of the General Assembly meeting documents. The report addresses the Association's affairs and the work of the Board of Directors during its third electoral term, which commenced on 27 April 2024. It includes the key topics and milestones in the Association's journey, covering administrative, technical, and financial matters, as well as concluding remarks.

The Chair then requested the Board Secretary, Ms. Latifa Isa Albnoodha, to present her overview of the **administrative matters**. Her presentation covered the following points:

- The Board of Directors held (15) meetings since its election at the previous General Assembly on 27 April 2024.
- The Board was keen to engage Association members in submitting proposals and topics of interest through holding periodic meetings with residents. During the past year, the Board held two such meetings, and it addressed members' proposals and issues with a high level of integrity, fairness, and transparency, many of which were implemented on the ground.
- The Board approved the Association's Strategic Plan for the years 2024-2028, which aims to enhance quality of life within the community, improve infrastructure, and ensure financial stability.
- The Strategic Plan set out a vision to "create a vibrant, harmonious, and prosperous community in which residents feel safe, valued, and proud to live," supported by a mission focused on "commitment to transparency, inclusiveness, and effective communication to meet the needs of our community, while maintaining high standards of property management to enhance quality of life for all residents and ensure sustainable development."
- The Strategic Plan identified five (5) main values: Sustainability, Security, Respect, Partnership, and Excellence. These values informed six (6) strategic objectives: Improving infrastructure, Promoting Environmental Sustainability, Enhancing Security Measures, Improving Communication and Transparency, Strengthening Community Engagement, and Enhancing Planning and Cost Management.
- Strategic initiatives were developed for these objectives, from which the Association's projects were derived, and key performance indicators were defined and are to be implemented by the end of the current year.
- The Board organized (28) community events aimed at strengthening social ties among Riffa Views residents, with participation exceeding 5,500 attendees.

Thereafter, the Chair requested the Board Treasurer, Mr. Mohammed Mahmood Alshaikh, to present his overview of the **technical matters and Association projects**. His presentation included the following points:

- The Board identified a list of priority projects in accordance with the approved Strategic Plan. These projects contribute to maintaining and improving the quality and performance of infrastructure facilities, enhancing and developing common gardens, and providing all essential amenities.
- During 2024, there was a strong focus on infrastructure projects aimed at ensuring smooth rainwater flow and preventing the damage experienced in Riffa Views in April 2024 due to heavy rainfall. All related projects, totaling 13 projects, were completed. The most notable included improving the boundary wall

Dr Mazin Jumaah  
Chair of the Meeting

Latifa Albnoodha  
Meeting Rapporteur

Abdulla Kamal  
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Mohammed Alshaikh  
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Yasser Alraee  
Meeting Member



and earth embankment, and installing concrete barriers to prevent rainwater runoff from Road 96, in addition to projects to enhance rainwater pumping and drainage systems, particularly in areas affected during the previous year.

- Among the most prominent ongoing projects are Phase Two of the Lagoon Gate Development Project (Gate 2), along with projects related to increasing parking spaces, maintaining and upgrading children's play equipment in communal gardens, and other projects aimed at improving and developing water pump systems, irrigation networks, and the sewage network.
- The Board identified several projects to be implemented during 2025 and 2026. Key among these is the study and preparation of engineering designs for the construction of the Association's permanent headquarters on the designated plot in Park Estate. This plot benefits from available parking, is not adjacent to residential units, and is located on three streets.
- The Board continues its efforts to expand green spaces through well-planned landscaping projects that significantly improve air quality and the overall environment. It is also developing innovative landscaping strategies and initiatives to enhance the natural beauty of common areas. Among these initiatives was the distribution of plant seedlings to residents.

Mr. Mohammed Mahmood Alshaikh then proceeded to present the **financial affairs of the Association**, covering the following points:

- The Board entered into a number of contracts and commitments during its current term, totaling (8) contracts.
- Service charge contribution are the primary source of funding for the activities and services provided by the Association to Riffa Views residents. These charges are determined based on accurate assessments of the area's needs and the costs of maintenance and various services, ensuring that they are fair and transparent. Charges are collected periodically to ensure operational continuity and the delivery of high-quality services to Association members.
- According to the financial data at the end of 2024, total collections amounted to BHD 1.42 million, compared to BHD 1.34 million at the end of 2023, representing a 6% increase in collections.
- Total collections from invoices issued in 2024 alone amounted to BHD 1.16 million out of BHD 1.45 million, representing 80% of total billed amounts.
- The service charge collection rate is very high. Total service charges for the past five years (2020-2024) amounted to BHD 6.5 million, of which 97% had been collected as of April 2025.
- Members' commitment to paying service charges on time achieves all the objectives pursued by the Board, as it ensures financial stability, operational sustainability, maintenance of service quality, development of infrastructure and facilities, and the realization of fairness and equality.
- The Board is keen to ensure adequate funding of the Association's reserve account, which is a key element of sound financial management to maintain stability, ensure service continuity during emergencies, and support unforeseen expenditures. The reserve account is expected to reach BHD 965,000 by the end of this year.

The Chair then stated that the Board wished to provide updates on **key matters of interest** to the Association, as follows:

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Dr Mazin Jumaah  
Chair of the Meeting

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Latifa Albunoodha  
Meeting Rapporteur

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Abdulla Kamal  
Meeting Member

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Mohammed Alshaikh  
Meeting Member

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Yasser Alraee  
Meeting Member



- 1- **Riffa Views Solar Power Plant Project:** One of the most significant development projects launched by the Association in 2023, as part of its sustainable development initiatives aimed at environmental preservation, making Riffa Views the most sustainable community among joint properties in the Kingdom of Bahrain. The Board has made substantial progress in completing the required procedures to commence construction and is currently awaiting final approval from the Electricity and Water Authority (EWA) to proceed with implementation.
- 2- **Approval of the Amended Riffa Views Master Plan:** Following continuous follow-up, approval was obtained from the Urban Planning and Development Authority (UPDA) for the amended Riffa Views Master Plan. This plan had been approved by the Second General Assembly during its meeting held on 24 April 2021, and it resulted in the commencement of procedures for transferring ownership of additional lands to the benefiting units.

In accordance with the prescribed procedures, Riffa Views Company will begin submitting applications to the Urban Planning Authority to approve the subdivision of additional land plots for the benefiting units. The Survey and Land Registration Bureau (SLRB) will then issue separate title deeds for the additional lands, enabling unit owners to subsequently apply for deed consolidation.

In this regard, the Board wishes to express its appreciation and gratitude for the significant efforts made by Riffa Views Company, as well as the Urban Planning and Development Authority and the Real Estate Regulatory Authority, in completing the review of the master plan and approving the subdivision of the additional lands.

- 3- **Additional Lands:** The number of units benefiting from additional lands amounts to 542 units, of which (284) units have completed the purchase of the additional lands, while (258) units still have the opportunity to apply for the purchase of these lands.

The Chair concluded the Board's presentation on this item and opened the floor for discussion. The interventions and the Board's responses were as follows:

- **There are still outstanding service charge arrears owed by a number of members. What measures is the Board taking to ensure the collection of these arrears?**

With regard to service charge arrears from previous years, these have been decreasing on an annual basis. This is due to a set of regulatory decisions issued by the Real Estate Regulatory Authority, which allow the Association to take legal action to collect outstanding amounts from non-paying members.

Figures indicate that service charge arrears for the years 2012 to 2019 decreased from BHD 41,000 at the beginning of 2024 to BHD 28,000 by the end of April 2025. As for the years 2020 to 2024, arrears declined from BHD 342,000 at the beginning of 2024 to BHD 220,000 by the end of April 2025.

The Board is keen to take all measures that contribute to the collection of these amounts, whether through amicable financial settlements with members or by initiating the legal procedures stipulated in



the applicable regulations and by-laws through the enforcement courts. In this regard, the Board emphasized that cases referred to the enforcement courts are due to a lack of cooperation from members in reaching settlements.

- **With respect to the additional lands, what criteria were applied to determine the areas allocated to the benefiting units, particularly given the significant variations in the allocated areas?**

The Board explained that specific criteria were applied to determine the size of the additional land allocated to each benefiting unit. These include the location of the unit, as corner units may receive a larger area than adjoining units. In addition, the allocated additional land does not exceed 10% in each area where additional lands are available.

The Board also clarified that the approval of the subdivision of additional lands for the benefiting units was included in the Master Transfer Agreement signed between the Board of Directors and Riffa Views Company. This agreement was presented to and approved by the Second General Assembly at its meeting held on 24 April 2021.

- **With regard to the reserve account, the expected balance by the end of 2025 is BHD 965,000, which is relatively low compared to the age of the project, which exceeds 15 years. This may require the Association to undertake major maintenance works for key infrastructure facilities that could cost several million dinars.**

The Board confirmed its full commitment to funding the reserve account, noting that the surpluses realized in the Association's budgets, as reflected in the audited financial reports, will ensure the progressive sustainability and growth of the reserve account.

- **With regard to sustainability, it is noted that there is significant pressure on electricity consumption loads from the secondary and main substations supplying the units, due to additional construction works carried out by some units. Do the existing substations have sufficient capacity, or will there be a need to construct new substations?**

The Board stated that it has taken all necessary measures to ensure the availability of additional electrical loads for units wishing to carry out construction works. An engineering consultancy has been appointed to review new construction applications to confirm the availability of the required electrical load in accordance with the engineering drawings, prior to issuing the applicant with an approval letter for the building permit.

- **With regard to the level of security and security measures in the Oasis and Lagoon areas overlooking the golf course, these are considered below the required standard due to the absence of a secure boundary wall separating the golf course from the unit fences, compared to other areas.**

The Board confirmed that it places great importance on enhancing security measures in Riffa Views. A joint preliminary study has recently been completed with officials from the Royal Golf Club, and



assessment reports have been obtained from several security companies, each providing recommendations on ways to enhance security measures. Members will be updated on developments in this regard.

- **With regard to the Association's projects, it is evident that the Board exerts significant effort in supervising and implementing these projects. However, arranging them according to a detailed timeline specifying start and completion dates would benefit members and help address many inquiries from owners about projects that have taken a long time, due to a lack of information about their details.**

The Board affirmed the necessity of having a clear timeline and an integrated work program for all Association projects, to be shared with members, and stated that it will proceed accordingly.

- **With respect to changes made to the Riffa Views Master Plan, it is necessary to take into account the views of Association members and owners, as these changes have a significant impact on their community. Moreover, the changes are considered substantial, as many new units have been added that did not previously exist, including the area at the Lakes entrance (Gate 2), which had previously been a fire assembly point and a vehicle parking area.**

The Board noted that the changes made to the Master Plan were presented during previous General Assembly meetings and were approved by members through voting. It is not possible at this stage to change the designated land uses in the approved master plan. The Board will, however, explore solutions that may achieve the objectives sought by Association members.

- **The main artificial lakes suffer from stagnant water, which increases the breeding of insects and pests, causing inconvenience to residents and potential health issues. Are there plans and a periodic maintenance program to mitigate the negative effects of the lake conditions, particularly the installation of solar fountains to help circulate stagnant water?**

The Board emphasized the importance of this observation and stated that appropriate solutions will be identified in coordination with the Royal Golf Club management, which is responsible for the management and maintenance of the main artificial lakes.

- **There is a need to review the main service contracts in Riffa Views, as they account for the largest share of the Association's annual budget. Are there clear criteria for awarding or renewing these contracts, particularly those for which residents have expressed reservations regarding the quality of services provided?**

The Board confirmed that all service contracts in Riffa Views are subject to approved administrative, financial, and evaluation procedures adopted by the Board and the Association Manager, and are fully compliant with the Association's financial by-laws. In addition, monthly payments for major service contracts are processed in accordance with an evaluation system that measures the achievement of key performance indicators (KPIs). This system applies deductions from the monthly cost if KPIs are not satisfactorily met.

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Dr Mazin Jumaah  
Chair of the Meeting

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Latifa Albunoodha  
Meeting Rapporteur

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Abdulla Kamal  
Meeting Member

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Mohammed Alshaikh  
Meeting Member

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Yasser Alraee  
Meeting Member



All feedback received from residents regarding service providers is taken into consideration and is continuously communicated to the service providers through official correspondence, messages, and meetings that are almost daily with the responsible representatives of these companies. In this context, the Board invites all Association members to submit their observations to the management, whether to the Board or the Association Manager, as such feedback is extremely valuable.

- **It has been noted that there are a number of improper practices that contradict the provisions of the Association's by-laws, including water flowing in the streets, leaving food waste in common areas, and other violations that require action through obliging members to comply with all rules and guidelines that preserve the distinction and quality of the Riffa Views community.**

The schedule of financial penalties is approved under the Association's by-laws and is applied to a range of specified violations. Penalties are imposed on units that breach the rules and regulations. The Board will work to identify the best methods to enhance the effective implementation of these measures.

The Chair of the meeting then thanked all participants for their engagement with the Board of Directors' Report for 2024-2025, noting that all comments and observations raised by attendees will be reviewed and studied in upcoming Board meetings.

**Item No. (4): Approval of the Audited Financial Report for the Financial Year Ended 31 December 2023**

The Chair of the meeting invited the Vice Chairman of the Board, Mr. Abdulla Ahmed Kamal, to present this item. In his presentation, he stated that the Association's external auditor had issued its report on the financial statements for the year ended 31 December 2023. The report was unqualified, with the auditor confirming that the financial statements were fairly presented and contained no material misstatements. Unqualified audit reports are considered among the best types of audit opinions issued by audit firms.

The report had already been approved by the Board of Directors and was submitted to the General Assembly for ratification.

The Chair then opened the floor for discussion on this item, and no interventions were raised.

The Chair requested the attendees to vote on the proposed resolution, and the voting results were as follows:

Type of Participation	Yes	No
1- Result of in-person attendance	28	0
2- Result of voting papers	45	0
<b>Total</b>	<b>73</b>	<b>0</b>

Dr Mazin Jumaah  
Chair of the Meeting

Latifa Albunoodha  
Meeting Rapporteur

Abdulla Kamal  
Meeting Member

Mohammed Alshaikh  
Meeting Member

Yasser Alraee  
Meeting Member



The General Assembly issued Resolution No. (3) as follows: Approval of the audited financial report for the financial year ended 31 December 2023.

**Item No. (5): Appointment of an External Auditor for the Financial Years Ended 31 December 2025 and 31 December 2026**

The Chair of the meeting invited the Vice Chairman of the Board, Mr. Abdulla Ahmed Kamal, to present this item. In his presentation, he highlighted the following points:

- The resolution regulating Owners Associations issued by the Real Estate Regulatory Authority authorizes the General Assembly to appoint the external auditor.
- The Board of Directors received three (3) proposals from KPMG Fakhro, Ernst & Young, and BDO Bahrain.
- The Board concluded that the proposal submitted by KPMG Fakhro was the most suitable, and that the proposed fees were in line with the approved budget.
- Accordingly, the Board submitted its recommendation to the General Assembly to approve delegating the Board of Directors to contract with KPMG Fakhro to conduct the audit of the Association's accounts for the financial years ended 31 December 2025 and 31 December 2026, with the Board authorized to negotiate the audit fees.

The Chair then opened the floor for discussion on this item, and the following intervention was raised along with the Board's response:

- **Since KPMG Fakhro is the current auditor of the Association, the General Assembly should review the other proposals submitted by the remaining audit firms.**

The Board explained that audit firms typically refrain from disclosing their financial proposals in order to protect the confidentiality of financial data and information, and to ensure the integrity and fairness of the evaluation and selection process. The Board also confirmed that the fees of the submitted proposals were broadly in line with the budget allocated for 2025. Any member wishing to review the submitted proposals may do so by visiting the Association's office.

With regard to the current auditor, the Board clarified that KPMG Fakhro has been the Association's auditor for the years 2023 and 2024, and that continuing their engagement for the years 2025 and 2026 would benefit the Association by leveraging their existing knowledge and experience. The Board also emphasized its commitment to appointing top-tier audit firms.

Dr Mazin Jumaah  
Chair of the Meeting

Latifa Albunoodha  
Meeting Rapporteur

Abdulla Kamal  
Meeting Member

Mohammed Alshaikh  
Meeting Member

Yasser Alraee  
Meeting Member



The Chair requested the attendees to vote on the proposed resolution, and the voting results were as follows:

Type of Participation	Yes	No
1- Result of in-person attendance	27	1
2- Result of voting papers	43	2
<b>Total</b>	<b>70</b>	<b>3</b>

The General Assembly issued Resolution No. (4) as follows: Approval to delegate the Board of Directors to contract with KPMG Fakhro to carry out the audit of the Association's accounts for the financial years ended 31 December 2025 and 31 December 2026.

**Item No. (6): Renewal of the Contract with the Association Manager (RV Real Estate Co. W.L.L.) for a Period of Two Years**

The Chair of the meeting invited the Vice Chairman of the Board, Mr. Abdulla Ahmed Kamal, to present this item. In his presentation, he highlighted the following points:

- Pursuant to Article (66) of Resolution No. (1) of 2020 regulating Owners Associations in joint properties, issued by the Real Estate Regulatory Authority, the appointment of the Association Manager shall be approved by the General Assembly.
- The Board of Directors referred to the most recent tender conducted in 2021 for the appointment of the Association Manager, which resulted in the appointment of RV Real Estate Co. W.L.L., noting that the results of that tender remain valid to date.
- The fees proposed by the company for reappointment were reviewed and compared with the best offer submitted in 2021 by Savills Middle East Co. W.L.L., and the Board concluded that the proposed fees by RV Real Estate Co. W.L.L. are acceptable.
- The Board relied on an assessment of the company's performance during the previous period, based on the evaluation conducted by the previous Board, which was satisfactory and supported the renewal of the appointment.
- The Board examined the advantages and disadvantages of reappointing the company and concluded that the Association would benefit from the continuity of the company's services, particularly given the ongoing matters related to the Association, including the approval of the Master Plan, transfer of ownership of common areas, and other related matters.
- Accordingly, the Board resolved to recommend to the General Assembly to delegate the Board of Directors to reappoint RV Real Estate Co. W.L.L. as the Association Manager for a period of two (2) years, commencing 1 April 2025 and ending 31 March 2027, with a fee of BHD 271,156 for the first year and BHD 273,867 for the second year.

The Chair then opened the floor for discussion on this item, and no interventions were raised.

Dr Mazin Jumaah  
Chair of the Meeting

Latifa Albunoodha  
Meeting Rapporteur

Abdulla Kamal  
Meeting Member

Mohammed Alshaikh  
Meeting Member

Yasser Alraee  
Meeting Member



The Chair requested the attendees to vote on the proposed resolution, and the voting results were as follows:

Type of Participation	Yes	No
1- Result of in-person attendance	28	0
2- Result of voting papers	43	2
<b>Total</b>	<b>71</b>	<b>2</b>

The General Assembly issued Resolution No. (5) as follows: Approval to delegate the Board of Directors to reappoint RV Real Estate Co. W.L.L. as the Association Manager for a period of two years, from 1 April 2025 to 31 March 2027.

**Item No. (7): Approval of the Association's Budget for the Year 2025**

The Chair of the meeting invited the Board Treasurer, Mr. Mohammed Mahmood Alshaikh, to present this item. In his presentation, he highlighted the following points:

- In preparing the Association's budget for the year 2025, the Board of Directors adopted ten (10) key principles, as follows:
  - 1- Achieving a balance between revenues and expenditures.
  - 2- Generating a financial surplus to cover any unforeseen expenses.
  - 3- Ensuring annual funding of the reserve account.
  - 4- Calculating service charges on additional built-up areas.
  - 5- Covering expenses related to early payment discounts and payment fees.
  - 6- Adopting best financial practices in cost control and rationalization of expenditure.
  - 7- Ensuring transparency and periodic review.
  - 8- Flexibility in allocating resources to meet emergency needs.
  - 9- Ensuring financial sustainability to address future challenges and major projects.
  - 10- Planning for future projects.
- Based on these principles, a draft budget for the year 2025 was prepared and presented to the Board of Directors at its Meeting No. (1) for the year 2025, held on 8 January 2025, where it was discussed in the presence of the Association Manager. The meeting concluded with the approval of the Association's budget for 2025 in the amount of BHD 1,419,837, while maintaining the same service charge rate of BHD 3.500 per square meter of the total original built-up area.
- On 12 January 2025, the Board of Directors circulated a notice to the Association members informing them of the approval of the 2025 budget and the service charge amount. Members were also notified of

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Mohammed Alshaikh  
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Meeting Member



the availability of a 5% early payment discount if the annual service charges were paid no later than 31 January 2025, noting that this discount applies only to payments made by cash, cheque, or bank transfer.

- Accordingly, the Board of Directors resolved to submit its recommendation to the General Assembly to approve the Association's annual budget for the year 2025 in the amount of BHD 1,419,837.

The Chair then opened the floor for discussion on this item, and no interventions were raised.

The Chair requested the attendees to vote on the proposed resolution, and the voting results were as follows:

Type of Participation	Yes	No
1- Result of in-person attendance	28	0
2- Result of voting papers	43	2
<b>Total</b>	<b>71</b>	<b>2</b>

The General Assembly issued Resolution No. (6) as follows: Approval of the Association's annual budget for the year 2025 in the amount of BHD 1,419,837.

**Item No. (8): Approval of Establishing a Projects Account and Transferring Cash Surpluses**

The Chair of the meeting invited the Vice Chairman of the Board, Mr. Abdulla Ahmed Kamal, to present this item. In his presentation, he highlighted the following points:

- As stated in the Board of Directors' annual report, there are a number of projects that the Board intends to implement, which are contingent upon the availability of financial resources.
- As the Board does not wish to impose additional financial burdens on the Association members in order to allocate the required funding for the implementation of these projects, it has deemed it appropriate to establish a dedicated Projects Account, to be funded through the financial surpluses realized in the audited budgets.
- Accordingly, the Board of Directors resolved to submit its recommendation to the General Assembly to approve the establishment of a Projects Account and the transfer of cash surpluses thereto, after the Board completes the Association's annual audited financial reports and ensures that all financial obligations of the Association have been met, including adequate funding of the reserve account.

The Chair then opened the floor for discussion on this item, and no interventions were raised.

The Chair requested the attendees to vote on the proposed resolution, and the voting results were as follows:

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Chair of the Meeting

Latifa Albunoodha  
Meeting Rapporteur

Abdulla Kamal  
Meeting Member

Mohammed Alshaikh  
Meeting Member

Yasser Alraee  
Meeting Member



Type of Participation	Yes	No
1- Result of in-person attendance	28	0
2- Result of voting papers	42	3
<b>Total</b>	<b>70</b>	<b>3</b>

The General Assembly issued Resolution No. (7) as follows: Approval of the establishment of a Projects Account and the transfer of cash surpluses thereto, following the completion of the Association's annual audited financial reports and confirmation that all financial obligations have been fulfilled, including the funding of the reserve account.

#### Item No. (9): Any Other Business

The Chair of the meeting explained that the regulations of Resolution No. (1) of 2020 issued by the Real Estate Regulatory Authority specify the mechanism for including discussion items on the General Assembly agenda, which requires submitting such items in writing to the Board of Directors. As the Board had not received requests from members, except for one request only, the Board deemed it appropriate to encourage Association members to participate positively.

The Chair noted that the Board had circulated a notice to Association members on 30 April 2025 inviting them to submit topics for consideration. The Board received submissions from (17) members, covering (31) topics. The Chair expressed his appreciation to all members who submitted topics and confirmed that the Board would not overlook any submitted item, and would study and discuss them in a manner that serves the best interest of the Association. The Board categorized these topics as follows:

- **First: Topics to be implemented immediately:** These are four (4) topics aimed at safeguarding the security and safety of the Riffa Views community and its residents. The Board will commence preparing the necessary programs to implement them, as follows:
  - 1- Enhancing security procedures at entry gates.
  - 2- Establishing traffic regulations for delivery service drivers.
  - 3- Providing continuous training courses in first aid and fire-fighting.
  - 4- Intensifying cleaning and landscaping services in the East Lagoon area (Gate 4).
- **Second: Topics already addressed:** One of the submitted topics related to re-tendering major service contracts. This matter has already been addressed, as all service contracts are subject to established financial procedures adopted by the Board. In addition, monthly payments for major service contracts are processed in accordance with an evaluation system that measures the achievement of key performance indicators (KPIs).

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Meeting Member



- **Third: Topics requiring cooperation from Association members:** These are two (2) highly important topics that require cooperation from residents, and residents have previously been made aware of their associated risks:

- 1- Prohibiting children from using motorcycles and electric vehicles.
- 2- Removing dog waste from common areas.

- **Fourth: Topics included within Association projects:** These are nine (9) topics already included in the Association's projects approved by the Board for the years 2025 and 2026, and will be implemented according to the approved project priorities under the Board's strategic plan:

- 1- Increasing lighting poles in main communal gardens.
- 2- Increasing vehicle access lanes at the Park Estate gate (Gate 3).
- 3- Installing children's playground equipment in the main Oasis Estate park.
- 4- Reviewing and reassessing the locations of directional signage on internal roads.
- 5- Re-marking sharp turning lanes at intersections.
- 6- Increasing CCTV cameras to complete the security system in Riffa Views.
- 7- Preparing an independent cost-benefit review for the Association's permanent headquarters project.
- 8- Developing the communal garden in the East Lagoon area (Gate 4).
- 9- Providing additional parking spaces across all Riffa Views neighborhoods.

- **Fifth: Topics requiring approvals from other entities:** These are five (5) topics that the Board is keen to implement, subject to approvals from relevant governmental and non-governmental authorities:

- 1- Sale of additional land to units overlooking the golf course (meeting held).
- 2- Installation of security surveillance cameras along the golf course.
- 3- Conducting an air quality assessment study in Riffa Views.
- 4- Increasing lighting and installing a speed bump at Gate 4 entrance.
- 5- Resolving rainwater accumulation at Gate 4 entrance.

The Chair noted that a meeting had been held with the Executive Committee of the Royal Golf Club, during which the Club confirmed its approval of the sale of additional land to units overlooking the golf course. The sale procedures will commence this year for the eligible units associated with the Club. Regarding the installation of security cameras along the golf course, this matter was also given priority and will be studied in coordination with the Board of Directors.

- **Sixth: Topics previously studied:** The Board received a topic that had been studied previously, concerning allowing the installation of car shades in common areas. This was deemed not to serve the interest of the Riffa Views community due to its negative impact on the overall visual appearance. Alternative solutions were identified to achieve the intended objective, namely:



- 1- Intensifying the planting of shade trees.
  - 2- Allowing units with wide road-facing frontages to open their fences and install car shades within their own boundaries.
- **Seventh: Topics requiring further study:** These are nine (9) important topics that require further study to ensure maximum benefit:
- 1- Introducing new options for calculating service charges on additional built-up areas.
  - 2- Exploring options to reduce the level of service charges (annual contributions).
  - 3- Utilizing cash surpluses to reduce service charges.
  - 4- Setting a maximum cap on early payment and credit card discounts.
  - 5- Installing protective shades over children's playgrounds in communal gardens.
  - 6- Establishing courts for tennis, padel, and badminton.
  - 7- Constructing an artificial turf football field.
  - 8- Establishing a community skills development center for adults and children.
  - 9- Increasing speed bumps and installing one-way automatic barriers.

The Chair concluded by stating that the Board of Directors will prepare a comprehensive study of the topics submitted by Association members to assess the feasibility of their implementation. The results of this study will be shared with the members during the current year, and they will be invited to attend a coordination meeting to discuss these topics, with the aim of enhancing services, developing facilities, and preserving the common areas in Riffa Views.

Thereafter, the Chair opened the floor for discussion on this item. The interventions and the Board's responses were as follows:

- **Among the submitted topics are the use of motorcycles and electric vehicles by children, and the failure to remove dog waste from common areas. Does the Association not have regulations and bylaws that include financial penalties for such violations? And why are they not being enforced?**

The Board confirmed that the Association has an approved schedule of penalties covering all violations stipulated in the Association's By-Laws, and that it has already commenced applying financial penalties in relation to the use of motorcycles and electric vehicles by children. As for violations related to leaving dog waste in common areas, these require additional financial resources through increasing the number of security personnel. Nevertheless, the Board will intensify awareness efforts among members, and penalties will be imposed on any violations that are identified.

- **The Association needs to review the violations and penalties schedule approved in the Association's By-Laws, and it should be updated periodically to ensure alignment with new laws and regulations, in a manner that safeguards the rights and obligations of both the Association and its members.**



The Board confirmed its agreement to review all provisions and regulations related to violations and penalties set out in the Association's By-Laws. These will be shared with relevant Association members to obtain their feedback, and will subsequently be presented to the General Assembly for approval.

The Chair then requested the attendees to vote on the proposed resolution, and the voting results were as follows:

Type of Participation	Yes	No
1- Result of in-person attendance	28	0
2- Result of voting papers	N/A	N/A
<b>Total</b>	<b>28</b>	<b>0</b>

The General Assembly issued Resolution No. (8): Approval to authorize the Board of Directors to study the topics submitted by Association members and to take the necessary actions in this regard.

#### **Conclusion of the Meeting:**

At the conclusion of the meeting, the Chair expressed his sincere thanks and appreciation to all participants in the second meeting of the Sixth General Assembly, whether in person or through voting papers. He also extended his gratitude to all staff of the Real Estate Regulatory Authority for their dedicated national efforts in developing the joint properties sector. The Chair then announced the conclusion of the Sixth General Assembly of the Riffa Views Owners Association, which was held at 10:00 AM. on Saturday, 17 May 2025, at the Riffa Views International School Hall.

The meeting concluded at 12:15 PM.

**The Board of Directors hereby confirms that notice of the meeting was duly sent to all owners, that the meeting was convened in accordance with the provisions of Resolution No. (1) of 2020, and that the above minutes accurately reflect the outcomes of the meeting. The Owners Association has retained complete records of the meeting, including proxy forms and voting papers, and voting was conducted in compliance with Resolution No. (2) of 2022 amending certain provisions of Resolution No. (1) of 2020.**

This minutes were signed on Tuesday, 27 May 2025, by:

- 1- Dr Mazin Mohammed Ali Jumaah, Chairman of the Board (Chair of the Meeting)
- 2- Ms. Latifa Isa Albunoodha, Board Secretary (Meeting Rapporteur)
- 3- Mr. Abdulla Ahmed Kamal, Board Vice Chairman, (Meeting Member)
- 4- Mr. Mohammed Mahmood Alshaikh, Board Treasurer (Meeting Member)
- 5- Mr. Yasser Abdulrahman Alraee, Managing Director, RV Real Estate W.L.L (Meeting Member)

Copy to: Real Estate Regulatory Authority (RERA)

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Chair of the Meeting

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