

## **ANNEX-1**

### **DETAILS OF SERVICES PROVIDED BY LOTUS M**

- **Management Service:**
  - Forming the legal management system and manage the site under Turkish Condominium Laws.
  - Keeping the official order book of the complex according to the T.C. Law
  - Preparing the yearly budget which will also involve the amount to be paid to the maintenance company (fixed yearly amount agreed by the owners and the maintenance company)
  - Forming the monthly fees according to the budget.
  - Collecting the maintenance fees.
  - Opening a bank account on the name of the complex and controlling this account. (Every expense will be made from one single bank account of the complex)
  - Organizing fixing and repairs that might be required in communal areas. (by using the funds created under the variable expenses budget)
  - Organizing the payment of the communal bills, fixing and repairs by using the bank account.
  - Organising the annual management and extra ordinary meetings.
  - Book keeping and accountancy for the variable expenses.
  
- **Garden Maintenance and Expenses:**
  - Salary, social security insurance, redundancy pay and/or retirement pay, transport and food cost of the gardeners.
  - Maintaining the gardens including lawns, trees and flowers on site.
  - All equipment that will be used for garden maintenance.
  - Fertilizers and chemicals that will be used for garden maintenance.
  
- **Swimming Pool and Expenses :**
  - The salary, social insurance, redundancy pay and/or retirement pay, transport and food cost of the pool men.
  - Maintenance of the swimming pools
  - Testing the swimming pool water quality on regular basis.
  - Chemicals that will be used for the swimming pools.

- **Cleaning Services and Expenses:**
  - The salary, social insurance, redundancy pay and/or retirement pay, transport and food cost of the cleaners.
  - Cleaning of communal areas (Swimming pool terrace, fitness room, sauna, business room, play room and stairs ways (every 6 to 10 days)
  - Chemicals and equipment required for cleaning services.
  
- **Relief staff Watchmen Services and Expenses :**
  - The salary, social insurance, redundancy pay and/or retirement pay, transport and food cost of the relief watchmen.
  - As the watchmen who are working for the complex will have free days, three security staff for 24 hours surveillance will not be enough. So Lotus M will be providing the necessary watchmen back up.