

ANNEX 1

QUOTATION AND THE SERVICE DETAILS

QUOTATION:

Management and Maintenance Services for Arcadia Development 2015-2016 (01 July 2015-30 June 2016): **42.000,00 TL + 18% VAT.(7.560,00 TL) = 49.560,00 TL**

SERVICE DETAILS:

- **Management Services:**
 - Managing 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 management company (fixed yearly amount agreed by the owners and the management company)
 - Forming the monthly fees according to the budget.
 - Collecting the management fees.
 - Controlling the complex 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:**
 - 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 :**
 - Maintenance of the swimming pools
 - Testing the swimming pool water quality on regular basis.
 - All type of chemicals that will be used for the swimming pools.

- **Cleaning Services and Expenses:**
 - 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 Services and Expenses :**
 - As the staff who are working for the complex will have free days once week and yearly holidays, Lotus M will be providing the necessary staff back up.

- **Notes :**
 - The budget prepared by 2 staff costs.
 - 1 staff will work 8 hours between 01st April – 31st October between 08:00 – 16:00 hours. This staff will do gardening works also. In winter season between 01st November – 31st March, this staff will change the shift and will work between 16:00 – 00:00 hours.
 - A watchman will work 8 hours all year between 00:00 – 08:00 hours.
 - There won't be any staff on 08:00 – 16:00 hours in winter season.

Lotus M Management Co.