

**ARCADIA COMPLEX
2015 ANNUAL GENERAL HOMEOWNERS MEETING
PROCEDURES**

1. Attending to the meeting.

- An entrance check will be done before the meeting.
- Only homeowners or their proxies can attend to the meeting.

2. Meeting management.

- One of the member of controller board or Lotus M will be the chairman of the meeting.
- A secretary (Lotus M staff) will note the meeting decisions.
- The meeting language will be in English and Turkish.

3. About proxy votes.

- The homeowner can give authorisation to someone to represent him/her at the meeting.
- 1 person can not represent more than 2 homeowners.(5% of total property no.)
- If the you would like to give authorisation to someone, you need to fill the attached authorisation form (Annex 3) and email to Lotus M (info@lotusm.com.tr) or deliver by hand to Lotus M office before AGM or your Proxy should give the authorisation form to Lotus M at the meeting entrance check.
- IMPORTANT; please do not give authorisation more than 1 person, otherwise any of them will be invalid.

4. Voting Rules

- The general decisions are taken by the majority vote of the homeowners or proxies.
- The luxury and private requests of homeowners decisions are taken by the 4/5 majority of all homeowners.
- Each condominium owner has one vote without any consideration for the proportion of his/her share in the building plot.
- A condominium owner of more than one independent division in the main property, has a separate vote for each independent division.
- If a property owned more than 1 owner, only one of the owners can use vote.
- Whatever the number of independent division owned is, homeowner shall not have a number of votes exceeding one third of all the votes.

Lotus M Management Co.