

Annex 1: Meeting Procedures

Arcadia Complex

ANNUAL GENERAL MEETING 2016 for Homeowners

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 SPM will be the chairman of the meeting.
- A secretary will note the meeting decisions.
- The meeting language will be in English. Turkish translation will be available.

3. About proxy votes.

- The homeowner can give authorization to someone to represent him/her at the meeting.
- 1 person cannot represent more than **2** homeowners. (TCL Article 31)
- If the you would like to give authorization to someone, you need to fill the attached authorization form (Annex 3) and email to Mete Tanis (mete@sidepropertymanagement.com) or give it directly to the person you trust your proxy.
- IMPORTANT: please do not give authorization 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.