

Side, 24. April 2016

Invitation to Arcadia AGM 2016

Dear Arcadia Homeowners

As Homeowner you are hereby invited to attend the Annual General Meeting of the Arcadia Complex.

The meeting will be held at Conny's Restaurant (<http://www.connys-side.net/>) on Tuesday the 10th May 2016 at 14:00.

In case the majority will not be represented at this meeting a second meeting will be held on the Tuesday the 17th May at the same place at 14:00.

The meeting will be held according to Turkish Condominium Law (Law no. 634).

Meeting agenda, meeting procedures and other relevant documentation is attached here:

- Annex 1: Meeting Procedures
- Annex 2: Meeting Agenda for AGM 2016
- Annex 3: Authorization Form for proxy votes

Other documents relevant for the AGM is available at the Arcadia internet site (you need to login as homeowner): <http://www.arcadiaside.dk/arcadia/agm-2016-documents/>

Yours sincerely

Mete Tanis

SPM property management

mete@sidepropertymanagement.com

approved by the Arcadia Control Board

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.

Annex 2: Meeting Agenda for AGM 2016

Arcadia Complex

ANNUAL GENERAL MEETING 2016 for Homeowners

AGENDA:

1. Survey - Résumé of the most important events and issues 2015 - 2016.
2. Accounts for the previous period discussion and approval
3. Election of Control Board members for 2016 - 2017. Please inform our property manager Mete Tanis (mete@sidepropertymanagement.com) or about candidates
4. Specification of Control Board duties
5. Election of Property Manager for 2016 - 2017. Please inform the Control Board about candidates you may suggest (use <http://www.arcadiaside.dk/contact/>).
6. Explanation and legal situation for unpaid site fees
7. Approval of base-budget and fees for 2016 - 2017 (available at Arcadia internet)
8. Determination of duties and paying conditions
9. Watchmen salaries and task assignments
10. Installation of watchmen toilet & storage building
11. Solar panel subject required by some owners
12. The necessary precautions for flooding
13. Installation of security cameras and front gate lock
14. Discussion of Reserve fund for future building maintenance
15. Approval of Investment & Reserve budget and fees
16. Other items of homeowner's concern.

Annex 3: Authorization Form for proxy votes

Arcadia Complex

ANNUAL GENERAL MEETING 2016 for Homeowners

AUTHORIZATION:

I hereby authorize to represent me at the Homeowner's Meeting of Arcadia which will be held on 10th May 2016 (or 17th May 2016).

The Property Owner's;

Name - Surname :

Property No. :

Signature :

NB: The Authorization formula must be e-mailed to our property manager, Mete Tanis (mete@sidepropertymanagement.com) or give it directly to the person you trust your proxy.