



[Home](#) > [For Home Owners](#) > [AGM 2016 Documents](#) > [Property Manager Requirements\[L\]](#)

Property Manager Requirements [L]

Side, 28. April 2016

Fritz (B6) is as Arcadia homeowner proposing that we for the period of 2016 – 2016 elect Mete Tanis as Property Manager with the following services and duties:

1. Managing our relationship to external Turkish stakeholders on behalf of Arcadia
2. Receiving fees from homeowners and make a monthly report update
3. Take proper actions against debtors not paying within agreed terms and conditions
4. Paying staff salaries and Arcadia bills timely and make a monthly report update on both paid and unpaid bills within the first week of the following month
5. Making sure that payments and expenditures are done through bank transfers when possible
6. Managing the bank accounts and make a monthly report update
7. Make transaction visible for the Control Board so verification is easy to do
8. Making a yearly status report according to TCL
9. Managing our staff and make sure they perform their duties as agreed with the Control Board. A list of staff duties must be maintained by the Property Manager
10. Make sure that Arcadia is guarded by our staff and extra staff as needed to maintain 24 x 7 x 365 security
11. Make sure the pool is maintained properly and kept open 7 months from 1. April.
12. Make sure the garden is maintained properly
13. Make sure the staircases are clean and tidy
14. Make sure minor repairs on pool, garden and building is performed as needed.
15. Contact the Control Board when their authority is needed. Purchasing a service or some equipment over 1.000 TL requires Control Board approval
16. Assist the Control Board with information and documentation when requested
17. Facilitate the yearly AGMs in cooperation with the Control Board
18. Make sure that Arcadia is managed within the relevant parts of TCL.

The offer from Mete Tanis at SPM for 2016 – 2017 is 12.000 TL (1.000 TL / month) for delivering the above property management services – not to finance the expenses of Arcadia. The offer from SPM can be seen [here>>](#)

The cost of property management services and all other costs for Arcadia are included in the [proposed budget](#).