

Contract on Arcadia Property Management 2016-2017

Between Mete Tanis, SPM and the Control Board of Arcadia

I, Mete Tanis, Side Property Management (SPM) are hereby offering Arcadia complex in Side the following property management services from the period of 12 months starting 1. July 2016:

- Professional active swimming pool maintenance 7 months open maintenance and 5 months winter maintenance without open the pool.
- Professional garden maintenance 12 months
- Garden and blocks cleaning 12 months
- To arrange and follow site Maintenance payments
- Site Maintenance payments accountancy
- To arrange and follow up staff salary and insurance (for 3 employees)
- To follow and make communal payments (electric, water, internet...etc.)
- Twice a week inspection of the complex ourselves (apart from gardener and swimming pool company)

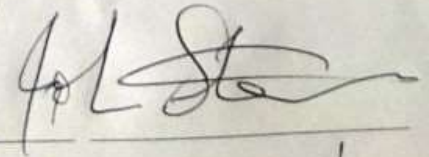
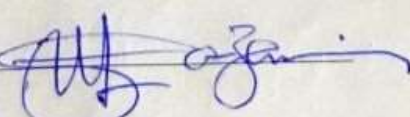
The SPM offer is, with 1.000 TL monthly fee. Total 12.000 TL for the whole period.

In addition to this agreement SPM will fulfill the Arcadia requirements:

- Managing our relationship to external Turkish stakeholders on behalf of Arcadia
- Receiving fees from homeowners and make a monthly report update
- Take proper actions against debtors not paying within agreed terms and conditions
- 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
- Making sure that payments and expenditures are done through bank transfers when possible
- Managing the bank accounts and make a monthly report update
- Make transaction visible for the Control Board so verification is easy to do
- Making a yearly status report according to TCL
- 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
- Make sure that Arcadia is guarded by our staff and extra staff as needed to maintain 24 x 7 x 365 security
- Make sure the pool is maintained properly and kept open 7 months from 1. April.
- Make sure the garden is maintained properly
- Make sure the staircases are clean and tidy
- Make sure minor repairs on pool, garden and building is performed as needed.
- Contact the Control Board when their authority is needed. Purchasing a service or some equipment over 1.000 TL requires Control Board approval
- Assist the Control Board with information and documentation when requested
- Facilitate the yearly AGMs in cooperation with the Control Board
- Make sure that Arcadia is managed within the relevant parts of TCL.

All expenses for Arcadia maintenance comes from the Arcadia budget not from the Property Manager.

Signed by Mete Tanis, SPM: 17/5-2016



Signed by Arcadia Control Board:

