

Invitation to Arcadia Annual General Meeting 2018

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 (<https://www.connys-side.net/>) on Tuesday the 15th May 2018 at 14:00 (Please note the changed time).

In case the majority will not be represented at this meeting a second meeting will be held on the Tuesday the 22th 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 2018
- Annex 3: Authorization Form for proxy votes

Other documents relevant for the AGM will be available at the Arcadia internet site (you need to login as homeowner): <http://www.arcadiaside.dk/arcadia/agm-2018-documents/>

Yours sincerely

Dursun Gül

Arcadia Property Manager

GSM:+90 546 916 22 56

E-mail: side.hill.03@hotmail.com

approved by the Arcadia Control Board

Annex 1: Meeting Procedures

Arcadia Complex

ANNUAL GENERAL MEETING 2018 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 selected person 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 as needed.

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 Dursun Gül (side.hill.03@hotmail.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 2018

Arcadia Complex

ANNUAL GENERAL MEETING 2018 for Homeowners

AGENDA:

1. Control Board Résumé of the most important events and issues 2017 - 2018.
2. Accounts for the previous period discussion
3. Approval of Accounts
4. Election of Management Board / Property Manager for 2018 - 2019. Please inform the Control Board about your candidates one week ahead (use <http://www.arcadiaside.dk/contact/>).
5. Election of Control Board for 2018 - 2019. Please inform our property manager Dursun Gül (side.hill.03@hotmail.com) or about your candidates one week ahead.
6. Information of legal situation for unpaid site fees
7. Watchmen salaries and task assignments
8. Information about the status of the staff toilet and sun bed shed
9. Approval of base-budget and fees for 2018 - 2019 (suggested budget at Arcadia internet)
10. Installation of pump against flood (discussion and decision)
11. Installation of security cameras (discussion and decision)
12. Painting of buildings needed (discussion and decision)
13. Discussion of Reserve fund for future building maintenance
14. Approval of Investment & Reserve budget and fees
15. Other items of homeowner's concern.

Annex 3: Authorization Form for proxy votes

Arcadia Complex

ANNUAL GENERAL MEETING 2018 for Homeowners

AUTHORIZATION:

I hereby authorize to represent me at the Homeowner's Meeting of Arcadia which will be held on 15th May 2018 and 22th May 2018.

The Property Owner's;

Name - Surname :

Property No. :

Date / Signature :/.....

NB: The Authorization formula must be e-mailed to our property manager Dursun Gül (side.hill.03@hotmail.com) or given directly to the person you trust your proxy.