

## Annex 1: Meeting Procedures

### Arcadia Complex

#### ANNUAL GENERAL MEETING 2019 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](mailto: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.