Contract on Arcadia Property Management 2019-2020

Between Unique Group and Arcadia Homeowner Association

Unique Group, Arcadia Property Manager is hereby offering Arcadia Complex in Side the following Complex management services from the period of 11 months starting 1st July 2019: (The financial period is 10 Months between 1st July 2019-30th April 2020)

- Managing swimming pool maintenance 11 months (open from 1. April – 31. October).
- Managing garden maintenance 11 months
- Managing cleaning of common premises including staircases 11 months
- Managing our staff and vacant and secure correct and timely payment of work done
- Managing correct payment of social insurances and other Arcadia obligations
- Actively secure and optimize communal expenses like electric, water, internet etc.
- Managing site fee payments from homeowners
- Managing accounts of income and expenses on transaction level and mandatory yearly report
- Managing bank transactions
- Monthly report on all payment and expenditure transactions.
- At least twice a week inspection of the complex
- Project Management of new facilities decided by the homeowners at AGM 2019.

For the management services, Unique Group management will receive 2.360,00 TL(including VAT) per month.

Arcadia Management: The Property Manager Unique Group will have full access bank accounts and be responsible for bank transactions and budget control. Unique Group will provide a monthly report with payments, expenditures and liquidity calculation.

In addition to this agreement Unique Group 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, social insurances, and Arcadia bills timely
- Sending a monthly transaction report to the Control Board before the 10th the following month
- Making sure that payments and expenditures are done through bank transfers when possible
- Keep all payment and Expenditure documents ready for inspection by the Control Board
- Making a yearly status report according to TCL
- Managing our staff and make sure they perform their duties as agreed with the Control Board.
- Managing 24 x 7 x 365 security by our staff and vacant as needed
- Make sure the pool is maintained properly with correct chemicals
- 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.
- Managing Arcadia within the approved budget
- Contact the Control Board when their authority is needed or if budget problems
- 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 Unique Group: 21/5-2019

Signed on behalf of Arcadia Homeowner Association:

UNIQUE GROUP