

**Decision date / number** : 15.09.2021 - ....

**Subject** : Annual Ordinary General Assembly Meeting

**Agenda** :

01. Election of the chairman and the secretary of the meeting
02. Taking attendance of the people at the meeting
03. Presentation of the annual report by the board
04. Presentation of the annual accounting report by the board and getting approval by the owners
05. Discussion and processing of proposals
06. Election of the chairman and the members and the alternate members of the board
07. Election of the auditor (controller) and the assistant (deputy) auditor
08. Presentation of the budget by the Board, determination and approval of the staff compensation fund
09. Election of the administrator
10. Extra
11. Reading of the meeting minutes by the translator and approved by the owners

The invitation to the Home Owners Assembly Meeting of **Panorama Garden A-B-C Residential complex**, located in **Antalya** Province, **Alanya** County, **Tosmur** District, **Merkez Camii Street, No.39** and registered at Land Registry on section 184, parcel 1, was prepared and served on home owners by registered post on 17.07.2021 according to the Act of Condominium Ownership No.634 and other regulatory laws and also put up on the announcement boards of the complex. The general meeting of home owners starts at **16:00** o'clock. Proceeded to the discussion of the agenda articles notified in the invitation to the meeting.

1. Proceeded to the first article of the agenda - election of the Chairman and the minute-taker. **Frank Nielsen** is unanimously elected as Chairman of the meeting and **Sevgi Öztürk** is unanimously elected as minute-taker.
2. Proceeded to the next article of the agenda - Roll-call of home owners and approval of power-of-attorneys. The attendants to the meeting have been established according to the prepared attendance list. The meeting cannot be held as no home owners have joined the meeting. The meeting is ended and shall be held on **22.09.2021** at **16:00** o'clock at the same place.

**Minute-taker**

Sevgi Öztürk

**Chairman of the meeting**

Frank Nielsen

**Decision date / number** : 22.09.2021 - ....

**Subject** : Annual Ordinary General Assembly Meeting

**Agenda** :

The invitation to the Home Owners Assembly Meeting of **Panorama Garden A-B-C Residential complex**, located in **Antalya** Province, **Alanya** County, **Tosmur** District, **Merkez Camii Street, No.39** and registered at Land Registry on section 184, parcel 1, was prepared and served on home owners by registered post on 17.07.2021 according to the Act of Condominium Ownership No.634 and other regulatory laws and also put up on the announcement boards of the complex. The general meeting of home owners starts at **16:00** o'clock. Proceeded to the discussion of the agenda articles notified in the invitation to the meeting.

1. Proceeded to the first article of the agenda - election of the Chairman and the minute-taker of the meeting. **Jan Pedersen** was elected as the Chairman of the general meeting in Turkey; **Sevgi Öztürk** was elected as a minute-taker.
2. Proceeded to the next article of the agenda - Roll-call of home owners. The attendants to the meeting have been established according to the prepared attendance list. **48** home owners have joined the meeting in total, where 16 owners were present in person and 32 owners were represented by proxy, the quorum was there for reached.
3. Proceeded to the next article – presentation of the annual report by the board. It was stated that the annual report was sent out to all owners before the meeting. Sometime was given to owners for reading the report. The representative of the apartment number C-10 asked the reason for not taking action against the previous management when the complex was taken over and the delay in the process. The employee of the administration company Aysun Akçay informed that there was 5 TL in the bank account when the complex was taken over from Mr Hilmi and the information related to the transferring period was given to all owners. It was informed that the legal case was started to the debtors. The accounting documents were delivered to the financial adviser but the originality of the documents can be proof only by the court decision. And as it will be costly to open a legal case and taking a long time, the legal case was not started since it is not clear to win something. The representative A-19 proposed to adjust the board and management authority based on this to avoid having the same problems.
4. Proceeded to the next article – presentation of the annual accounts by the manager and presentation of the controller’s report and approval of these reports by homeowners. It was asked if there is any question. The annual accounts were approved and a discharge granted unanimously by homeowners.
5. Proceeded to another article of the agenda – discussion of proposals. The proposals were discussed like below.
  - a. It was proposed to make covered bike and scooter parking. It was proposed to postpone this work to the next year as the financial situation is not in good condition. This proposal was not accepted with the majority of the votes. (8 acceptances, 2 abstaining and 38 against votes were used)
  - b. Proposal for recording of remote controls for the door and new delivery procedures. It was stated that the new remote control system and registration of the remote controls. This proposal was accepted with the majority of the votes. (10 against, 1 abstaining and 37 acceptance votes were used.)
  - c. It was proposed to have a security guard at the gate 24 hours a day. This proposal for having the security 7/24 was not accepted with the majority of the votes. (2 abstaining and 46 against votes were used)
  - d. It was proposed that JOD come to the complex more often. The issue was discussed once a week. It was also reminded the inspector has a regular control every 10 days. It was also noted that closed areas and not controlled and these areas should be inspected as well. The proposal that J.O. Dreams should have a site managing hours was not accepted with the majority of the votes. (34 against, 2 abstaining, 12 acceptance votes were used.)
  - e. The board proposed more light at the entrance area. It was accepted to have more light at the entrance with the majority of the votes. (14 against, 2 abstaining, 32 acceptance votes were used.)
  - f. The board proposed a new system to open the gates from the apartments. Then Emre and Mustafa should not open the door to anyone. The owners and tenants must open to their guests themselves. This proposal was not accepted with the majority of the votes. (25 against, 1 abstaining, 22 acceptance votes were used.)

- g. It was proposed to not opening the indoor pool any time. The representative of apartment number A-21 stated that they come here in the winter time from other countries and they want the indoor pool open. The representative of apartment number A-19 stated the indoor pool would increase the value of the complex and two issue should be considered; first who much indoor pool cost and how many owners use the indoor pool in the winter time. The chairman of the meeting Jan Pedersen stated that he understands this proposal as the indoor pool is operated with heater in winter period, the indoor pool is operated without heater in summer period or not opening. The proposal not to open the indoor pool was presented for voting. The proposal to open the indoor pool was accepted with the majority of the votes. (8 against, 4 abstaining, 36 acceptance votes were used.)
- h. It was proposed to have more flowers and grapes in the common area - where the fabric cover has been before. This proposal was accepted with the majority of the votes. (3 against, 11 abstaining, 34 acceptance votes were used.)
- i. It was proposed to Operate the bar; self-service - or if possible running the bar - maybe only for 2 or 3 days a week in the afternoon. The administration company stated that the refrigerator in the bar and garbage bins in front of each block were removed as the residents use these in bad condition. It was stated the common area should be used carefully with showing respect to other owners. it was noted there is no title deed for the bar area in the complex and it can not be rented out. The proposal to operate the bar was not accepted with the majority of the board. (32 against, 6 abstaining, 10 acceptance votes were used.)
6. Proceeded to the next article of the agenda - Election of the President, members and substitute members of the Board. Frank Nielsen, Heidi Jacobi, Aake Christer Andersson, Sheila Shaghayegh, Jan Patrik Granat, Lars Micael Torbjoern Joensson, Morten Berg Simonsen, Dorte Lindegaard Kristensen and Axel Halbauer were proposed as the board members candidates. In the result of the voting; 41 acceptance votes for Frank Nielsen, 36 acceptance votes for Heidi Jacobi, 27 acceptance votes for Aake Christer Andersson, 21 acceptance votes for Sheila Shaghayegh, 35 acceptance votes for Jan Patrik Granat, 15 acceptance votes for Lars Micael Torbjoern Joensson, 19 acceptance votes for Morten Berg Simonsen, Dorte Lindegaard Kristensen 18 acceptance votes and 6 acceptance votes for Axel Halbauer were used. **Frank Nielsen** was elected as the chairman of the board; **Heidi Jacobi, Aake Christer Andersson, Sheila Shaghayegh and Jan Patrik Granat** were elected as the board members with the majority of the votes.

**Frank Nielsen** was elected as the chairman of the board, **Heidi Jacobi, Aake Christer Andersson, Sheila Shaghayegh and Jan Patrik Granat** were elected as the board members with the majority of the votes. The Board of the complex consisting of **Frank Nielsen, Heidi Jacobi, Aake Christer Andersson, Sheila Shaghayegh and Jan Patrik Granat**, have been and are authorized to act on behalf of the General Assembly of Home Owners of **Panorama Garden A-B-C Residential complex**, thus, to take and to implement decisions, which are to be followed by home owners and which the 'Manager' is vested with, according to the provisions of the Act of Condominium Ownership, to open and close accounts in banks, to make internal money transfers among the accounts, to make money transfers, to give orders to the bank regarding accounts, to withdraw cash, to deposit funds, to make all banking operations regarding the opened accounts, to obtain and to use passwords for internet banking, to make all banking operations via internet-banking in all current or future accounts acting in the capacity of 'the manager', to apply to Telekom for new telephone and internet lines or for cancellation of existing telephone and internet connections, to obtain information about the real estate, which belongs to home owners, in the Land Registry Directorate, to obtain ID details of home owners, to obtain address details of home owners, to make electricity and water subscriptions on behalf of the building and to make agreements and to terminate or to transfer such agreements and subscriptions to others, to represent, to handle and to conclude affairs and procedures acting as the Manager of **Panorama Garden A-B-C Residential complex** in Prefecture, Governor's Office, Police Department, Gendarmerie Headquarters, PTT, Municipalities, Tax Office, Tedaş, CK Akdeniz, ASAT, Telekom and TTNET, ADSL organizations, Land Registry, Directorate of Cadastre, Revenue Administrations, Social Security Institution, Employment Organization of Turkey, Regional

Labour Directorate and other social establishments, notary public offices, courts and enforcement proceedings offices, with the right to hire a lawyer, to authorize a lawyer, and in all legal affairs and matters and all other official, public and private institutions, to employ staff, to dismiss staff if needed, to make relevant employment contracts, to terminate and to renew the employment contracts made, to make extensions/ additional constructions or other maintenance and repair works for the complex/building to resolve on an additional payment in case the budget is insufficient or when needed, and also to be authorized to file a lawsuit in order to prevent the occupation of common places, to be enabled to start a legal case demanding the judicial interference, to be authorized to intervene the occupation of common areas by unit owners and to file a relevant lawsuit, to file a reinstatement lawsuit, to hire a lawyer regarding all these issues, to grant power to file a lawsuit in order to prevent the interference due to construction and repairs, which do not comply with the architectural project, to apply to the Social Security Institution on behalf and account of the complex in order to be able to submit via internet monthly premiums and service certificates of the staff working on behalf of the complex, to submit via internet monthly premiums and service certificates to the SSI, to make relevant applications, to sign an e-declaration agreement, to receive envelopes with user code and user password from institutions, to send via internet monthly premiums and service certificates regarding insured employees of the workplace to the institutions, and to grant authority to conduct other proceedings in this regard, to object against penalties and premiums accrued by the SSI now and in future, to apply for reformation and to do all acts and procedures regarding these issues and also to appoint a bookkeeper on behalf of the complex/building, to discharge the bookkeeper if necessary, to have decision and operating books signed and closed at notary public offices, to have documents attested, to obtain records and copies, to receive compensations, which have been or will be confirmed in the name of the complex, from insurance companies and other official institutions and organizations, in sum, to represent and to bind in all affairs and works, which should be done by the home owners and the Board, and also to delegate all these mentioned authorities partly or as a whole to other real persons or legal entities titled as companies and to revoke the granted authorities (revocation), and also to appoint a real person or a legal entity as an external manager to the Board to use these authorities or to discharge a manager appointed. It is resolved unanimously that **Frank Nielsen, Heidi Jacobi, Aake Christer Andersson, Sheila Shaghayegh and Jan Patrik Granat** shall use their authorities to represent and to bind each solely by way of affixing majority of the signatures under the title of **Panorama Garden A-B-C Residential complex** Management.

7. Proceeded to the next article – Election of the auditor and assistant auditor. **Dorte Lindegaard Kristensen** was elected as controller.
8. Proceeded to the next article of the agenda – Budget planning. It was decided to have same maintenance fee per month 300 TL until 30.04.2022. The budget prepared unanimously accepted 3.600 TL annual payment per apartment. The information was given to all owners regarding the severance payment. It was stated the total severance payment for both employees 71.000 TL. It was stated there are two options to have this payment; collecting the extra payment of 750 TL per apartment or giving authorization to the board. The chairman of the meeting Jan Pedersen proposed to discuss this issue in the next meeting in May for collection of the rents of the amount if there will be surplus from this year accounts. This proposal unanimously accepted. It was decided that local owners pay the maintenance fee on monthly latest 5th days of each months, and the other owners pay the annual maintenance amount every 3 months in advance for the period 01.05.2021 – 30.04.2022. It was unanimously resolved that maintenance fee payment period starts on 01.05.2021 and lasts for 12 months and maintenance fees be paid for three-months periods; therefore, 900 TL for the first 3 months be paid latest 15.05.2021; 900 TL for the second 3 months be paid till 15.08.2021; 900 TL for the third 3 months be paid till 15.11.2021, 900 TL for the fourth 3 months be paid till 15.02.2022 at latest. It was resolved that a 5% late fee be imposed on maintenance fees and additional payments unpaid in due time; it was resolved that the late fee be charged on the total remaining due amount of the maintenance fee. In addition, it was resolved by the majority of votes that enforcement proceedings be started via authorizing a lawyer to collect the unpaid maintenance fees and extra payments or any other existing debt to the complex without making any notification or warning. It was unanimously decided to charge the late fee determined by court on receivables not paid when due and pursued by

the lawyer, to recover expenses for lawyer's fee and all other prosecution expenses from the unit owner in debt. It was unanimously resolved that the expenses determined in the budget estimate be paid in equal amounts without considering the land share. The manager is entitled until the next general meeting in **2022**. In case the maintenance fees determined at the general meeting are insufficient the Board is vested with full powers to collect additional payments.

9. Proceeded to the next article of the agenda - Election of a manager **J.O.Dreams Yat. Gay. Dan. İnş. Nak. Tur. İth. İhr. San. ve Tic. Ltd. Şti.** is elected as Manager. **J.O.Dreams Yat. Gay. Dan. İnş. Nak. Tur. İth. İhr. San ve Tic. Ltd. Şti.** has been and is authorized to act on behalf of the General Assembly of Home Owners of **Panorama Garden A-B-C Residential complex**, thus, to take and to implement decisions, which are to be followed by home owners and which the 'Manager' is vested with according to the provisions of the Law of Condominium Ownership, to open and close accounts in banks, to make internal money transfers among the accounts, to make money transfers, to give orders to the bank regarding accounts, to withdraw cash, to deposit funds, to make all banking operations regarding the opened accounts, to obtain and to use passwords for internet banking, to make all banking operations via internet-banking in all current or future accounts acting in the capacity of 'the manager', to apply to Telekom for new telephone and internet lines or for cancellation of existing telephone and internet connections, to obtain information about the real estate, which belongs to home owners, in the Land Registry Directorate, to obtain ID details of home owners, to obtain address details of home owners, to make electricity and water subscriptions on behalf of the building and to make agreements and to terminate or to transfer such agreements and subscriptions to others, to represent, to handle and to conclude affairs and procedures acting as the Manager of **Panorama Garden A-B-C Residential complex** in Prefecture, Governor's Office, Police Department, Gendarmerie Headquarters, PTT, Municipalities, Tax Office, Tedaş, CK Akdeniz, Asat, Telekom and TTNET, ADSL organizations, Land Registry, Directorate of Cadastre, Revenue Administrations, Social Security Institution, Employment Organization of Turkey, Regional Labour Directorate and other social establishments, notary public offices, courts and enforcement proceedings offices, with the right to hire a lawyer, to authorize a lawyer, and in all legal affairs and matters and all other official, public and private institutions, to employ staff, to dismiss staff if needed, to make relevant employment contracts, to terminate and to renew the employment contracts made, to make extensions/additional constructions or other maintenance and repair works for the complex/building to resolve on an additional payment in case the budget is insufficient or when needed, and also to be authorized to file a lawsuit in order to prevent the occupation of common places, to be enabled to start a legal case demanding the judicial interference, to be authorized to intervene the occupation of common areas by unit owners and to file a relevant lawsuit, to file a reinstatement lawsuit, to hire a lawyer regarding all these issues, to grant power to file a lawsuit in order to prevent the interference due to construction and repairs, which do not comply with the architectural project, to apply to the Social Security Institution on behalf and account of the complex in order to be able to submit via internet monthly premiums and service certificates of the staff working on behalf of the complex, to submit via internet monthly premiums and service certificates to the SSI, to make relevant applications, to sign an e-declaration agreement, to receive envelopes with user code and user password from institutions, to send via internet monthly premiums and service certificates regarding insured employees of the workplace to the institutions, and to grant authority to conduct other proceedings in this regard, to object against penalties and premiums accrued by the SSI now and in future, to apply for reformation and to do all acts and procedures regarding these issues and also to appoint a bookkeeper on behalf of the complex/building, to discharge the bookkeeper if necessary, to have decision and operating books signed and closed at notary public offices, to have documents attested, to obtain records and copies, to receive compensations, which have been or will be confirmed in the name of the complex, from insurance companies and other official institutions and organizations, in sum, to represent and to bind in all affairs and works, which should be done by the home owners and the Board, and also to delegate all these mentioned authorities partly or as a whole to other real persons or legal entities titled as companies, and to revoke the granted authorities (revocation), and also to appoint a real person or a legal entity as an external manager to the Board to use these authorities or to discharge a manager appointed. It is resolved unanimously that **J.O.Dreams Yat. Gay. Dan. İnş. Nak. Tur. İth. İhr. San.**

**ve Tic. Ltd. Şti.** shall use its authorities to represent and to bind solely by way of affixing its sole signature under the title of **Panorama Garden A-B-C Residential complex** Manager. It was unanimously resolved that the Manager **J.O.Dreams Yat. Gay. Dan. İnş. Nak. Tur. İth. İhr. San. ve Tic. Ltd. Şti.** remains in office till the next general meeting. Based on the election of the Manager, the Company has been and is authorized by a separate authorization decision taken in addition to the meeting.

10. Proceeded to the next article of the agenda - extra. The representative of the apartment number A-29 asked to have the general assembly meeting in September. The chairman of the meeting Jan Pedersen stated that the ordinary general assembly meetings are in May but it will be a long time until next May since the last meeting, it has been also held in September. It was decided to discuss this issue in the next general assembly meeting. It was discussed to send the meeting minutes by post to the owners who did not attend the meeting, not to the attendees as real owners and proxy. It was unanimously decided to send the meeting minutes by post to only owners who did not attend the meeting. The next general assembly meeting was decided to be held on 28.05.2022 unanimously. (If there is no enough quorum then the meeting will be held on 04.06.2022)
11. Proceeded to the next article of the agenda - approval of the minutes of the meeting by home owners. The meeting has been held in Turkish and English and the minutes have been approved. The meeting ends at **18:50.**

**Chairman of the Meeting**  
**Jan Pedersen**

**Minute-Taker**  
**Sevgi Öztürk**