

SEDA TOWER RESIDENCE
MINUTES OF THE ORDINARY GENERAL MEETING OF PROPERTY OWNERS DATED 02.09.2024

It has been informed that the invitation and agenda for the ordinary general assembly meeting of property owners of **SEDA TOWER RESIDENCE**, Şekerhane Mah, Alanya, have been prepared in accordance with the **Condominium Ownership Law No. 634** and other regulatory laws and the complex management plan. The said documents were sent to the property owners by registered mail on **26.07.2024** and were also posted on the complex bulletin boards and at the entrance of the apartment building. Additionally, electronic copies were sent to all property owners via the complex's group chat. The first meeting was scheduled for **26.08.2024** and all owners were kindly notified. In the event that the majority could not be achieved, a second meeting would be held on **02.09.2024 at 14:00 pm** at the lobby of the complex. It was confirmed that all legal conditions required for the Ordinary General Meeting of the Property Owners were fulfilled, and the agenda items were then discussed.

MEETING AGENDA

1. Greetings and Attendance Count of Property Owners
2. Election of the Chairperson and Secretary of the Meeting
3. Presentation of Management Report for 2023-2024
4. Presentation and Approval of the Financial Report for 2023-2024
5. Election of Management board
6. Authorization of the Manager
7. Election of Auditor
8. Presentation and Approval of the Budget for 2024-2025
9. Suggestions and Proposals
10. Explanations
11. Determination of the General Meeting Date for 2025
12. Best Wishes and Closing

The meeting took place **Monday, 02.09.2024 at 14:00 (2:00 pm) at the lobby** of the complex. Out of the **67** flat owners who were requested to attend, **7** flat owners attended the meeting in person and **2** flat owners attended the meeting by proxy. With a total of **9** flat owners the meeting was started. The owners were asked if anyone would like to chair the meeting and **ELMİRA GÜRSES** was unanimously elected as the chairperson of the meeting with and **ELENA ÇİFTÇİ** was unanimously elected as the secretary

3. PRESENTATION OF THE MANAGEMENT REPORT FOR 2023-2024

REŞİT YILDIRIM, who took the floor on behalf of the management, informed the apartment owners about the activities carried out in **SEDA TOWER** complex in 2023-2024, his feelings and thoughts, what was done for the benefit of the complex, and the positive and negative situations encountered during the year. The condominium owners were asked if they had any questions they wanted to ask. No relevant questions were asked. The management report for 2023-2024 was put to vote and unanimously accepted by the general assembly. The management was acquitted for the past period.

4. PRESENTATION AND APPROVAL OF THE FINANCIAL REPORT FOR 2023-2024

Chairperson **Elmira Gürses** drew attention to the income and expenditure statement presented to the condominium owners at the meeting and made the necessary explanations. It was explained in detail that the total expenditure made during the year was **932,392.05 TL**, the total income collected during the year was **1,129,107.44 TL**, and the complex management account is now at a surplus of **96,715.39 TL**. As of 27.08.2024, it was informed that there is dues of **158,800.00 TL** for the period **01.07.2023 - 30.06.2024** that has not yet been collected and that those who do not pay their dues will be sued with the authorisation received at the meeting. The apartment owners were given 5 minutes to review the report. At the end of the time, the residents were asked if they had any questions.

1. The owner of flat number 23 asked whether the flats that do not pay dues live in the complex continuously and whether they benefit from the common areas of the complex. It was explained to the Board that the residence status of the non-paying flat owners or the extent to which they utilise the complex facilities is not important, as all flat owners are equally responsible for the common area expenses. It was explained to these homeowners that the facilities or amenities of the complex cannot be restricted, but legal proceedings should be initiated against them in accordance with the Condominium Law and the debts should be collected in this way.

As there were no further questions, the expenses for the year 2023-2024 were put to vote and unanimously accepted by the general assembly and the accounts were acquitted.

5. ELECTION OF MANAGEMENT BOARD

HALİL İBRAHİM DAYE, who wanted to continue his duty in the previous years as the manager for the **2024-2025** period, stated that he would again want to be a candidate. His nomination was put to vote and he was unanimously elected as the 2024-2025 manager. For the election of substitute members, the apartment owners were asked if they wanted to be a candidate, no substitute member was requested.

Pursuant to the Condominium Law No. 634, the management board elected by the board of flat owners is responsible for fulfilment of the decisions made by the board of flat owners; use of the main real estate in accordance with its purpose, taking necessary measures for protection, maintenance and repair; insuring the main real estate; collecting an appropriate amount of money in advance from the flat owners at the time specified in the management plan, or if no such time is specified, in the first month of each calendar year, for the general management works of the main real estate and upkeep works such as protection, repair, cleaning, elevator and heating, hot and cold air operation and insurance and in the event that this advance is spent and exhausted, to collect another advance for the remaining works;

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acceptance of all other payments related to the management of the main real estate, payment of debts arising from the management and, if separately authorized by the flat owners, collection of rents for the independent sections; acceptance of notification concerning the entire main real estate; taking necessary measures to prevent the lapse of a period of time or the loss of a right concerning the main real estate; taking the necessary measures on behalf of the flat owners for the protection and maintenance of the main real estate for the benefit of the flat owners, and in this context, appointing an external manager or management company when necessary; pursuing lawsuits and execution proceedings against flat owners who do not fulfil their debts and obligations related to condominium ownership and registering the legal mortgage right in the condominium registry; opening an account in a reputable bank in its own name, but with the title of manager of the main real estate, in order to deposit the money and advances collected and to receive them when necessary; calling a meeting of the board of flat owners, having the monthly maintenance and annual inspections of the elevators in the main real estate carried out in accordance with the relevant technical regulations in order to ensure the safe operation of the elevators in the main real estate and paying the fees related to these transactions.

6. Authorization of manager:

It has been decided unanimously to authorize HALİL İBRAHİM DAYE, T.R ID Number 51655492962 as representative of the management board to make the will of the complex, to do all the works related to the personnel, to open accounts in banks on behalf of the complex, to sign documents on behalf of the complex, to deposit money, to withdraw money, to collect dues on behalf of the complex, to hire a lawyer for dues not paid on time, to make legal proceedings and to file a lawsuit for the collection of dues, to hire a lawyer on behalf of SEDA TOWER RESIDENCE regarding debts and receivables, to authorize the lawyer and to represent, follow-up and conclude all legal affairs in all other official and private institutions, as well as to file a lawsuit for unauthorized intervention or prevention of construction in common areas, to file a lawsuit for the judge's intervention, to prevent the floor owners from interfering with the common areas and to have the authority to sue on this issue, to file a lawsuit for reinstatement, to authorize a lawsuit for the prevention of intervention due to construction and renovation contrary to the architectural project, to hire a lawyer for all these issues, to make collections and payments on behalf of the complex, to sign contracts, to eliminate the deficiencies of the complex, to collect dues, to hire a lawyer for dues not paid on time and to make legal follow-up, To obtain Internet Banking Password, to make transactions from Internet Banking, to represent our complex in all matters before SGK Tax Office, Banks, Municipalities, Land Registry Office, Notary Public, TEDAS, CK Akdeniz Electricity Distribution Company, ASAT Water Distribution Company, Turk Telekom and all other official institutions and organizations.

7. ELECTION OF AUDITORS

In order to audit the accounts of the complex for the 2024-2025 period and to control the expenditure and functioning of the management board, the chairperson Elmira Gürses asked for nominations for the position of auditor. ÜMRAN AYKUT, who served as auditor for the previous term, stated that she did not want to continue her duty this year. The duties of the auditor were explained to the homeowners and it was explained that one of the homeowners should take up the position. At the request of the general assembly, MARIA LIPOVA, the owner of apartment number 41, was nominated and unanimously elected as the auditor of SEDA TOWER RESIDENCE for 2024-2025.

8. PRESENTATION AND APPROVAL OF BUDGET FOR 2024-2025

The chairman briefly summarised the budget by showing the estimated budget proposal for the period 01.09.2024 - 30.08.2025 distributed to the condominium owners. The condominium owners were given time to review the estimated budget, and then asked if they had any questions about the budget.

01.06.2024 – 31.05.2025 PERIOD ESTIMATED BUDGET

ADMINISTRATION FEES	₺180.000,00	
VEHICLE AND FUEL EXPENSES	₺7.500,00	
ELEVATOR EXPENSES	₺60.000,00	
GARDEN EXPENSES	₺3.000,00	
ELECTRIC EXPENSES	₺250.000,00	
GENERAL EXPENSES	₺75.000,00	
POOL MATERIALS/MAINT.	₺45.000,00	
INTERNET EXPENSES	₺6.400,00	
STAFF SALARY & SOCIAL SECURITY	₺672.000,00	
WATER EXPENSES	₺55.000,00	
TECHNICAL EXPENSES & MAINTENANCE EXPENSES	₺15.000,00	
CLEANING EXPENSES	₺15.000,00	
COMMON AREA INSURANCE	₺100.000,00	
GENERATOR (Annual Maintenance, Fuel etc.)	₺3.500,00	
TOTAL	1.487.400,00 TL	
MAINTENANCE FEE TO BE COLLECTED PER FLAT	MONTHLY	ANNUAL
Daire Başı	1.850,00 TL	22.200,00 TL

1. The owner of apartment 23 asked for clarification regarding the common area insurance mentioned in the budget. It was explained to him that the common area insurance is compulsory in housing estate managements and that this insurance protects both the building and all homeowners, staff and visitors residing in the housing estate. In case of any kind of accident, disaster, damage, etc., it was explained that the common area insurance of the complex protects the management from big costs and that it is one of the most important expenses made on behalf of the complex made by residents.

2. Speaking on behalf of the management, REŞİT YILDIRIM suggested that the current minimum salary of the employees (17.002 TL) be increased to 20.000 TL. It was explained to the general assembly that the management was very pleased with the performance and dedication of the staff and that if they deemed it appropriate, an increase in their salaries would be a very good motivation for the staff in the current

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conditions in Turkey. The general assembly stated that they were very satisfied with their staff and that they were ready to accept this proposal with pleasure. It was unanimously accepted that the salaries of the personnel be increased from the minimum salary to 20.000 TL.

As there were no further questions about the budget, the budget was put to the vote and **unanimously** accepted by the general assembly.

9. SUGGESTIONS AND PROPOSALS

1. The owner of apartment number 23 stated that the artificial decorative flowers on the exterior of the complex were worn out due to the sun and weather conditions and that they looked bad. Speaking on behalf of the management, REŞİT YILDIRIM said that these flowers can be easily replaced through the construction company.
2. The owner of apartment number 38 reported that there were cracks in the decorative elements of the facade. It was explained to the owners that these plaster decorations are not connected to the structure and integrity of the building and do not cause any damage to the complex. Nevertheless, it was stated that this problem could be reported to the construction company and corrected.
3. The owner of apartment 38 also reported that the ceramics of the swimming pool in the complex had opened up and the joints were cracked. He was informed that the swimming pool would be serviced after it was closed at the end of the season and that all joint and ceramic problems would be resolved before the next season. The homeowners were reminded that such small openings towards the end of the season are normal in pools that are open for a very long period of time and that maintenance is a standard procedure that is repeated every year.
4. The owner of number 23 suggested that the garbage should be collected by the staff at a certain time of the day. The hygiene and odour problems that this may cause, the fact that not all homeowners in a complex with 67 flats will comply with these hours and the problems that may arise due to this were discussed in detail. The proposal was put to vote and rejected by majority vote.
5. The owner of apartment number 23 asked the homeowners to be a little more sensitive in the use of the car park and to comply with the parking rules. The complex officer was asked to follow this issue more closely. It was reminded that guest vehicles are not allowed to use the car park.
6. The owner of number 23 stated that there was moisture damage on the wall of the gym from the Turkish bath. It was explained that this damage was under follow-up, exploration work was carried out in the direction from which the moisture came, and the insulation was renewed and tightened. It was explained that if moisture damage continues in this area, which is currently left partially open for airing, this problem can be solved by contacting the construction company.
7. The owner of number 29 stated that there were cracks in the walls inside the flats and asked how to proceed in this regard. Speaking on behalf of the management, Reşit Yıldırım explained that the contractor company knew about this situation and asked the homeowners who had cracks in their flats to report this to the management. He stated that the contractor company will prepare a list and make renovations in all flats with this problem.
8. The owner of apartment number 8 reported that there was a crack in the balcony marble in his flat. He was asked to send a picture to the management. It was announced that the problem would be reported to the contractor.
9. 1. The owner of number 23 explained that the wooden floor in the sauna was buckling and the residents were afraid that the wood might break. The management suggested that a master should be called for this and the necessary checks should be made. He explained that weakened or worn panels could be replaced. This suggestion was accepted.
10. 2. The owner of number 23 stated that the sunbed cushions by the pool were discoloured and worn in places. The management announced that the cushions would be replaced in the winter period.
11. 3. The owner of number 29 stated that the LED lights on the SEDA TOWER sign on the exterior of the building were left on until 4 a.m. and that this light disturbed all residents whose bedrooms were on that façade. The management explained that these LED lights are the signature of the contractor company and that the company may not be willing to switch them off, but that they can negotiate with them to switch them off earlier.
12. 4. The owner of number 38 asked for a container for recycling within the complex. It was explained that a large recycling container could be requested from the municipality outside the complex as it may cause odour and filth inside the building and may not be very efficient in terms of recycling. This suggestion was accepted.
13. The tenant of apartment number 18 stated that the treadmill, whose engine was recently changed, stopped every 15 minutes and this could cause serious injuries. The management stated that this treadmill will be checked again as soon as possible.
14. 1. The owner of apartment number 41 stated that the spare keys of the flats were given back to the apartment owners while they were in the caretaker's possession in the past, but he wanted to leave his key with the caretaker again. The management explained that the residents could leave their keys to the caretaker in return for a signature.
15. 2. The owner of apartment number 23 stated that some residents smoke in the pool area, enter the shower and pool area with their shoes, eat food and generally do not comply with the rules. He asked all landlords to be a little more sensitive about this issue and to inform their tenants, if any.
16. 3. Elmira Gürses, who took the floor as a proxy for the owner of flats 45 and 58, stated that the resident that she is representing wanted her to vote in favour of allowing short-term rentals in the complex. After expressing the resident's thoughts and desire on this matter, this proposal was put to vote. Allowing short-term rentals was rejected with a majority of votes. It was explained to the apartment owners that even if the vote was unanimously in favour, short term rentals would not be allowed under the current law, that the government requires a licence for rental agreements shorter than 3 months and that it is extremely difficult to legally rent short term in Alanya, which is now regionally closed to residency.

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17. 4. The owner of apartment 23 asked whether the guests of the landlords could use the common areas. It was explained that in general, people staying as overnight guests can benefit from all common areas, but guests who come from outside every day and want to use the common areas will not be allowed.
18. 1. The owner of apartment 39 asked for the WC in the lobby to be opened for pool users. He was told that this WC was open and that the key was on the fire cabinet. He was told that the door was kept locked to prevent outside use, but that it could be easily used by the homeowners.
19. 2. ÜMRAN AYKUT, owner of flat number 29 and auditor for the period 2023 - 2024, took the floor and thanked the management team and the complex staff for their reliable and complete service and stated that the complex is really very clean and well maintained.

10.EXPLANATIONS

1. The obligation for homeowners to have common area insurance was announced. It was explained that the common area insurance both protects the complex against damages in all common areas of the complex and prevents the complex from being under any cost in case of a possible accident.
2. Homeowners were explained the duties of the management board and the auditor and reminded that the people elected to these positions are responsible for fulfilling their duties.
3. Homeowners were reminded that they can contact Reşit Yıldırım or the management company in case of any malfunction or undesirable situation they encounter on the complex and it was stated that in order to create the most ideal living conditions in the SEDA TOWER complex, which is a common life, everyone should be respectful, considerate and careful towards each other and take ownership of the area they live in.

11. DETERMINATION OF THE GENERAL MEETING DATE FOR 2024

It has been agreed to schedule the SEDA TOWER RESIDENCE General Meeting for 2025 on **23.08.2024**. The proposal was presented to the general assembly and **unanimously** approved.

12. BEST WISHES AND CLOSING

The chairperson expressed gratitude to the flat owners for their involvement. The general meeting concluded thereafter.