

**PHOENIX VALLEY RESIDENCE**  
**MINUTES OF THE ORDINARY GENERAL MEETING OF PROPERTY OWNERS DATED 19.10.2024**

It has been determined that the invitation and agenda of the ordinary general assembly meeting of apartment owners of the **OBA PHOENIX VALLEY RESIDENCE** complex in Alanya Oba neighbourhood, which was prepared in accordance with the **Condominium Ownership Law No. 634** and other regulatory laws and the site management plan, was sent to the apartment owners by registered mail on **17.09.2024**, and was also posted on the apartment notice boards and at the entrance of the apartment building; and it has been determined that the first meeting would be held on **19.10.2024**, and if the majority was not met, the second meeting would be held on **26.10.2024** at **14:00** in the cafeteria area of the complex, and it was confirmed that the legal conditions required for the General Assembly of Condominium Owners meeting were fulfilled, and then the agenda items were 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 was held on Monday **19.10.2024** at 14:00 in the lobby area of the complex. Of the **72** independent unit apartment owners who were required to attend, **28** apartment owners attended the meeting in person and **21** apartment owners attended the meeting by proxy. A total of **49** apartment owners attended the meeting and with majority reached, the meeting was started. The owners were asked if there was anyone who wanted to chair the meeting and **ELMIRA GÜRSES** was unanimously elected as the meeting chairperson. **ENES YILMAZ** was unanimously elected as the secretary.

**3. PRESENTATION OF THE MANAGEMENT REPORT FOR 2023-2024**

Speaking on behalf of the management, **REŞİT YILDIRIM** informed the apartment owners about the activities carried out in the **PHOENIX VALLEY** 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 apartment owners were asked if they had any questions they wanted to ask. The management report for 2023-2024 was put to vote. The management report was not accepted by a majority of votes with **0 rejections** and **49 acceptances**. The management was not 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 schedule presented to the apartment owners a week before the meeting and distributed during the meeting and made the necessary explanations. It was explained in detail that the total expenditure made during the year was **2.339.636,24 TL**, the total income collected during the year was **2.370.865,46 TL**, and the site management account is currently in surplus of **31.229,22 TL**. As of 24.09.2024, it was informed that there are **€ 36,595.40** dues for the period **01.10.2023 - 30.09.2024** that have not yet been collected and 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 apartment owners were asked if they had any questions.

1. The owner of flat number B-3 asked when the treatment filters were changed. Speaking on behalf of the management, **REŞİT YILDIRIM** explained that the odour coming from the sewerage outlet of the site was not completely eliminated with the interventions made, but it was greatly reduced. It was stated that the municipality should frequently mentholise this outlet, but this was not done as often as necessary. It was suggested by number E-3 to install a reverse valve on the sewerage outlet of the site. It was decided that the management should investigate this issue and find a solution.
2. The owner of flat number C-30 was asked what was included in the vehicle expenses. All expenditures made under vehicle expenses during the year were read to him.
3. The owner of flat A-9 asked for an explanation about the management fee. The services covered by the management fee were explained to him.

Number A-9 was also asked about the meaning of SSI expenses. It was explained to him that SSI is the labour insurance of the working staff. The owner of flat number D-3 attended the meeting.

The financial report for 2023-2024 was put to vote after there were no further questions. The financial report was **unanimously** accepted with **00** reject and **50** accept votes. The management was released for the past period.

**5. ELECTION OF MANAGEMENT BOARD**

The apartment owners were asked whether they could form a board of directors to accompany **HALİL İBRAHİM DAYE**, who will continue his duty as the manager for the previous year for 2024-2025, and whether there is anyone who wants to be a candidate for the board of directors.

|                       |                     |                 |                  |
|-----------------------|---------------------|-----------------|------------------|
| CHAIRMAN OF THE BOARD | BOARD MEMBER        | BOARD MEMBER    | SECRETARY        |
| HALİL İBRAHİM DAYE    | ALEXEY K AidARGAZIN | SÜLEYMAN CEYLAN | AV. MURAT ARSLAN |

Since there were no other candidates, **HALİL İBRAHİM DAYE**, the owner of apartment number E-3, **was voted as the manager. As a result of the voting, HALİL İBRAHİM DAYE was unanimously elected as the administrator and was authorised to represent the site individually.**

**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. **Halil İbrahim Daye, the chairman of the board of directors, is authorised to represent the complex individually**; to ensure 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; 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** with T.R ID Number **51655492962** as representative of the Phoenix Valley Residence condominium owners. He shall take all action to carry out 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 **PHOENIX VALLEY 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 apartment 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**

It was stated that **AYGERİM YEŞİLÇİMEN**, the owner of apartment number C-10, the auditor elected to audit the accounts of the site for the period 2023-2024 and to control the expenditure and operation of the board of directors, wanted to be a candidate for the period 2024-2025. Owner **AYGERİM YEŞİLÇİMEN**, owner number C-10, was nominated and **unanimously** elected as the auditor of OBA PHOENIX VALLEY RESIDENCE for the year 2024-2025.

#### **8. PRESENTATION AND APPROVAL OF BUDGET FOR 2024-2025**

The chairman briefly summarised the budgets by showing the estimated budget proposals for the period **01.10.2024 - 30.09.2025** distributed to the apartment owners. It was explained that upon the request of the apartment owners, two separate budgets were prepared with equal distribution and divided according to the size of the flats and that the apartment owners could choose between them. The apartment owners were given time to examine the estimated budgets and then asked if they had any questions about the budget.

1. The owners of flats C-30 and C-21 stated that the vehicle expenses were too high and suggested that the transfer vehicle be removed. It was decided to vote for this proposal. Those who wanted to continue the transfer service cast 21 votes and those who wanted to abolish the transfer service cast 13 votes. It was decided to continue the transfer service with a majority of votes.
2. The owner of apartment number B-9 stated that the site shuttle is used 5 times a day and in addition to this, he asked if it could be used like a taxi so that groups can be taken wherever they want. It was explained that the site vehicle cannot be used in case of special needs.
3. The owner of flat number C-30 asked whether the budget could be reduced according to the large dues debt not collected from the previous year. He was reminded that the site's budget for the next period was planned taking this into account, that there were current payments that had not yet been made and that the expected inflation rates in the coming year also affected the budget.

As there were no further questions about the budget, the budgets were voted and the budget with equal shares received 35 votes and the budget with shares received 13 votes. The equal share budget **was accepted** by the general assembly **with a majority of votes**. The adopted budget is as follows.

CHAIRMAN OF THE BOARD  
HALİL İBRAHİM DAYE

BOARD MEMBER  
ALEXEY KAI DARGAZIN

BOARD MEMBER  
SÜLEYMAN CEYLAN

SECRETARY  
AV. MURAT ARSLAN

**01.06.2024 – 31.05.2025 PERIOD ESTIMATED BUDGET**

|   |                                 |
|---|---------------------------------|
| ADMINISTRATION FEES                       | €17.280,00                      |
| VEHICLE AND FUEL EXPENSES                 | ₺250.000,00                     |
| ELEVATOR EXPENSES                         | ₺40.000,00                      |
| GARDEN EXPENSES                           | ₺70.000,00                      |
| ELECTRIC EXPENSES                         | ₺550.000,00                     |
| GENERAL EXPENSES                          | ₺250.000,00                     |
| POOL MATERIALS/MAINT.                     | ₺60.000,00                      |
| INTERNET EXPENSES                         | ₺12.400                         |
| STAFF SALARY EXPENSES                     | ₺1.584.000,00                   |
| SOCIAL SECURITY EXPENSES                  | ₺434.000,00                     |
| WATER EXPENSES                            | ₺150.000,00                     |
| CLEANING EXPENSES                         | ₺25.000,00                      |
| COMMON AREA INSURANCE                     | ₺120.000,00                     |
| GENERATOR (Annual Maintenance, Fuel etc.) | ₺3.500,00                       |
| <b>TOTAL</b>                              | <b>₺3.615.000,00 + 17.280 €</b> |

| MAINTENANCE FEE TO BE COLLECTED PER FLAT | ANNUAL     | MONTHLY  |
|--|------------|----------|
| 1+1 Apartments                           | € 1.560,00 | € 130,00 |
| 2+1 Apartments                           | € 1.560,00 | € 130,00 |
| 2+1 Duplex Apartments                    | € 1.560,00 | € 130,00 |
| 3+1 Apartments                           | € 1.560,00 | € 130,00 |
| 4+1 Apartment                            | € 1.560,00 | € 130,00 |

1. It was asked why the budget was set in euro. It was explained that due to the economic situation and inflation in Turkey, it would be in the best interest of the apartment owners for the fees to be paid in euro.

1. A request was made that the fee of the management company be paid in TL and not in Euros. It was proposed to pay **54.000 TL** as the equivalent of the specified Euro fee at the daily exchange rate. It was decided that the fee of the management company would be **54.000 TL** per month for 3 months, re-evaluated at the end of **3 months** according to the services provided, if the services are deemed sufficient, the fee will be **increased to the fee specified in the budget**, and if the services are deemed inadequate, it will remain at **54.000 TL**.

The budget **was unanimously accepted** by the general assembly after there were no further questions about the budget.

**9. SUGGESTIONS AND PROPOSALS**

1. The owner of flat number E-3 suggested that instead of paying rent for the transfer vehicle in the future, the vehicle should be purchased from the site contractor on behalf of the site. At the end of the long negotiations, it was unanimously decided that the manager should carry out the necessary market research for the purchase of the 34 FKZ 899 plate vehicle or another equivalent vehicle and that the owners should meet again in December and make a choice according to the offers received. BİLAL TOPRAK, the official of TOPRAK GROUP, who allocated the transfer vehicle currently used by the site, stated that they will not charge rent from the site for the vehicle until this process is completed. The owner of apartment number A-7 requested that there is a path on the grass at the back of Block C to enter the block and that stones be poured here for pedestrian use. This suggestion was unanimously approved.
2. Number A-7 also stated that the external lighting of the site was not working in some places. Contractor company official BİLAL TOPRAK stated that they are aware of this problem, that it is an electrical problem and that they are working on it to eliminate it.
3. The owner of flat number B-9 requested that the sauna hours be updated in a way to increase mixed use. It was decided to set the sauna hours as three hours for men, three hours for women and three hours for mixed use.
4. The owner of flat B-3 and a few other flat owners requested to be allowed to close the balconies as glass windows. The balconies were unanimously allowed on the condition that all balcony closing systems must be guillotine systems specified by the management and must be the same colour, model and design. The management was authorised to investigate this issue, draw a project and make an agreement with a company.
5. The owner of flat number B-9 asked whether there was a lightning rod on the site. It was explained to him that the height of the site was not enough to require the installation of a lightning rod and that even if a lightning rod was installed, the number of lightning strikes would actually increase.
6. REŞİT YILDIRIM, the site personnel and management officer, took the apartment and mentioned the self-sacrificing work of Mr Turgay, the site officer, and suggested that the salary of this personnel should be 30.000 TL per month. This proposal was unanimously accepted by the apartment owners.
7. The owner of apartment number A-7 asked about the mould in the bath and when the problem would be eliminated. Speaking on behalf of the management, REŞİT YILDIRIM announced that insulation work was carried out and that this section would be closed after the repair. If the problem continues, it was announced that the most appropriate solution will be provided by calling a master.

8. The owner of flat number B-3 asked for one speed bump in each direction to prevent fast vehicle use on the winding road on the west side of the site entrance. The manager stated that this could be done by asking the Municipality. Adding a mirror to this exit will be investigated.
9. It was requested to contact the Municipality to build a barbecue area in the green garden area outside the site plot on the A block side of the site.
10. Number B-3 requested an electric barbecue to be placed in the inner area. It was decided that this would not be necessary if the barbecue area discussed in the previous item is provided, so it was decided to wait for this issue for now.
11. Number A-7 requested that the outdoor pool should not be emptied in winter. It was explained that the pool would not be emptied anyway.
12. Number A-7 requested that the exterior paint was dirty and should be cleaned. The contractor company stated that they would investigate this issue and inform the site.

#### 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 at the complex and it was stated that in order to create the most ideal living conditions in the PHOENIX VALLEY complex, which is a shared living space, 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 PHOENIX VALLEY RESIDENCE General Meeting for 2025 on **18.10.2025** 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 participation. The general assembly meeting concluded thereafter.