



Invitation to the owners' meeting

Pursuant to art. 29 of Turkish Condominium Act no. 634

This document is a sample for information only. Adapt it to your situation before use and seek legal advice where necessary.
The Turkish version prevails.

Name of complex / building

Address

Dear owner,

The ordinary owners' meeting will be held with the agenda below. This invitation is sent at least 15 days in advance. If there is no quorum at the first meeting, the second meeting will take place on the date below at the same place and time.

	Date	Time	Place
1st meeting			
2nd meeting			

Agenda

1. Opening, roll call and election of the chair
2. Manager's annual report and auditor's report
3. Discussion of the accounts and discharge of the management
4. Operating budget for the new period and service charges
5. Election of manager and auditor
6. Maintenance and repairs of common areas
7.
8. Any other business, closing

Owners unable to attend may appoint a representative using the proxy form below. Resolutions are recorded in the minute book and signed by the owners present.

Manager – Hermess Gayrimenkul Yönetim

Full name · Date · Signature

Proxy

Owner – full name

Unit no.

Proxy – full name

ID no. (proxy)

I appoint the person named above to represent me at the owners' meeting on the date above, to vote and to sign the minute book.



HERMESS
Gayrimenkul Yönetim
Denizli

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Owner

Full name · Date · Signature

SAMPLE TEXT