

THIS REGULATION HAS BEEN PREPARED TO CREATE THE HUMAN AND LEGAL FRAMEWORK OF COMMON LIFE ON THE TWIN PARK SITE AND HAS BEEN APPROVED AT THE MEETING OF THE HOUSE OWNERS BOARD DATED 25/10/2020.

THE PREPARATION OF THIS REGULATION IS BASED ON THE LAW AND RELATED LEGISLATION AND THE TWINPARK SITE MANAGEMENT PLAN.

THIS REGULATION IS BINDING FOR ALL LAND OWNERS AND TENANTS

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GENERAL RULES

- Don't forget to fill out the flat owner information form,
- Make the move at the times determined by the site administrator,
- Do not damage the common areas during the moving process,
- Do not pour construction wastes into toilets and bathrooms,
- Do not smoke in elevators,
- Do not throw things such as cigarette butts, garbage, waste materials into common areas and parking lots,
- Do not allow children under the age of 12 to use the elevator,
- comply with the rules of use of social facilities (fitness, sauna, steam room, indoor and outdoor children's playground, hobby room),
- Do not damage trees, plants, flowers and grass,
- Prevent pets from damaging common areas,
- Prevent children from damaging playgrounds / parks,
- Park your vehicles properly in the parking lot,
- Do not leave things such as shoes and slippers in front of the door,
- Do not put items such as bicycles and prams in the corridors,
- Do not leave garbage, recycling and waste materials in front of the doors,
- Do not place items on fire escapes, water meters and other common places,

- Do not place materials such as trash cans and bins on the French balconies.
- Do not shake items such as tablecloths, carpets, rugs from balconies and windows,
- Do not throw garbage, cigarette butts and waste materials down the windows,
- Do not install units such as air conditioners and antennas on exteriors.
- Do not make noise to disturb your neighbors, do not listen to loud music.

FOR YOUR SAFETY

- Do not leave valuables in your vehicles,
- Do not leave the doors of your apartments and vehicles open,
- Do not invite peddlers to the site to shop,
- Do not give the password of the entrance doors to anyone other than those residing in your flat (including servants, cleaners),
- Do not open your doors to those who come by saying that they are on duty without informing the security guard.

SITE MANAGEMENT

A) FLAT OWNERS BOARD

A) The floor owners' board consists of all the independent section owners in the main real estate and the main real estate is managed by this board and the management style is decided by determining a site manager, provided that the mandatory provisions of the laws are reserved. Regardless of the land share, all independent section owners in the main real estate are members of the flat owners' board.

B) Disputes arising between the floor owners or between them and the managers and auditors due to the management or use of the main real estate are resolved and resolved by the floor owners board.

C) All floor owners and their heirs or independent sections who subsequently acquire for any reason, or the tenants or residents or beneficiaries of that section for any reason, as well as managers and auditors are obliged to comply with the decision of the floor owners board.

D) The floor owners' board convenes every 2 years in the first two weeks of January. The location, date and time of the meeting and the agenda are determined by the manager and notified to all floor owners at least three days before the meeting by registered letter against signature. In the event of an important reason, upon the request of the manager or one-third of the floor owners and at least fifteen days before the date requested for the meeting, the floor owners' board can be called to an extraordinary meeting at any time, provided that the reason for the meeting is also given by an invitation or registered letter to be signed by all floor owners. If the quorum is not reached at the first

meeting when the first call is made, the location, date and time of the second meeting will be announced.

E) Only the items written on the agenda of that meeting can be discussed at the meetings. However, if one-third of the current members of the meeting wishes, other issues can be discussed by taking them into the agenda. At each meeting, the floor owners board elect one of them as a chairman to manage that meeting.

F) The owner (floor owner) of each independent section in the main real estate, regardless of the land share, has one vote in the floor owners board. If the same owner has more than one independent section, each independent section has one vote. However, the number of votes the person will have cannot be more than one third of all votes. If more than one person owns an independent section, one of them to whom they will give proxy represents in the board of flat owners. Each of the floor owners can be represented by other floor owners or a proxy to whom they will give power of attorney from outside. However, the number of votes to be given by a person in person or by proxy cannot exceed one third of all votes. If one of the floor owners is incompetent (child, mentally ill, etc.), his legal representative (parent or guardian) joins the floor owners board instead. The decision to be taken directly concerns himself, the floor owner can participate in the board of floor owners and meetings, but he cannot vote for that job.

G) The floor owners' board convenes with more than half of the floor owners in terms of number and decides by majority of the votes. If the first meeting is not held because a quorum cannot be reached, the second meeting is held within one week at the latest and the decision is made by the majority of the attendees without seeking a quorum. The provisions that have been discussed separately for the quorum in the condominium law are reserved.

Ğ) The decisions taken by the floor owners board are duly announced by the manager to the floor owners who did not attend that meeting, and if necessary, to the tenants or those who live in the independent sections for any reason, or to those who benefit from the sections in any other way.) and each page is written in a notebook certified with a notary stamp and signed by all floor owners present at six meetings. Those who vote against the decision shall sign by stating the reason for this contradiction. Disputes that arise in the future about a matter are resolved according to the rule, if there is a previous decision on the same matter in the decision book. In addition, a notarized business book is kept by the manager for the record of all income and expenses. These books must be closed by the manager in January every year. I) The flat owners or the manager, who are harmed due to the failure of one of the flat owners who do not consent to the decision given by the floor owners board, or those who are tenants or residents of their section for any reason or who constantly benefit from them, due to the failure to fulfill the debts and obligations indicated in the law or management plan, In accordance with the article, they can apply to the Civil Court of Peace and request the intervention of the judge in order to fulfill their debts and obligations.

2) SELECTION AND DUTIES OF THE SITE MANAGER

Unless otherwise decided by the Floor Owners Board; A) At the ordinary meeting to be held in January every two years, the floor owners board appoint a manager among themselves or an outsider. The manager is elected for two years by the majority of both the number and the land share of the flat owners, it is possible for the former manager to be re-elected.

B) If the flat owners cannot reach a decision on the selection of the manager, the manager is appointed by the Civil Court of Peace upon the application of one of the flat owners. The manager appointed by the Civil Court of Peace cannot be changed for a period of six months without the permission of the court. The name and surname of the manager and his work and home address are hung in a frame in a place that can be seen next to the entrance door of the main real estate.

C) The Manager, apart from the duties specified in the Property Ownership and other laws, contract and management plan, especially performs the following works.

D) To call the Board of Flat Owners to a meeting and to strictly implement the decisions taken by this board.

E) If it is not prepared by the Flat Owners Board, to prepare an operation project covering the common general expenses of the site and submit it to the Flat Owners Board for approval.

F) By communicating the operation project approved by the Flat Owners Board to all the flat owners, to determine the expense and advance shares of the flat owners within the framework of this operation project, to collect all the said expenses and advances from the flat owners on time or to assign the representatives for these collections.

G) To take all kinds of legal remedies against the flat owners who violate any of the obligations in this Regulation and violate their obligations arising from the condominium law, such as not paying the Site advances and expenses on time.

Ğ) To make all payments of the Site on time and completely

H) To make the payments of the site with another bank account of the site as much as possible, if this is not possible, only to pay against the receipt/invoice

I) To keep the site decision and operation books in a regular way and to have them notarized, to keep the incoming and outgoing documents, expense documents, receipts and invoices related to expenses and income, and to keep the documents related to the site.

İ) To insure the main property, Common Place and Things at the value to be determined by the Flat Owners Board, J) To make employment contracts with the persons to be employed in the Site, to pay their salaries, to arrange their annual leaves, to fulfill all of their legal responsibilities regarding these persons.

K) To ensure that all management services, especially technical operation, maintenance, repair, cleaning, security, garden maintenance, social facility operation of the site, are carried out without any interruption, to conclude the necessary contracts for this, to make the payments, to take all kinds of measures.

L) Inspecting the contracted companies on the site, ensuring that the services are carried out without interruption.

M) To respond without delay by evaluating the complaints, wishes and recommendations regarding the Site.

N) To keep all kinds of documents related to the site, notifications, receipts, invoices and other documents related to income and expenses.

O) To receive notifications about the site, to notify the related flat owners about the notification issue.

Ö) To take the necessary measures that will not cause the expiration of a period concerning the Site or the loss of a right.

U) Notifying the notices made to the Site, posting a copy of these notices on a notice board where all the owners can see when necessary

Ü) To open an account in a reliable bank on behalf of the Site for the execution of financial transactions on the Site, and to provide information and account regarding this bank account, if requested by the Site Auditor.

P) To convey the decisions taken by the Floor Owners Board to all floor owners without delay by registered letter or by hand against signature, The name and address of the Site Manager, who is on duty in accordance with the floor ownership legislation, will be posted in the appropriate place on the site during his/her duty. The Site Manager may agree with a professional management firm that is an expert and experienced in the field in order to provide the optimum level of management and operation services such as cleaning, security, technical maintenance and repair on the site. The company in question is assigned to perform some or all of its management and business services. With a decision to be taken by 4/5 of the members of the Floor Owners Board, the management firm(s) working on the site may be dismissed. Flat owners on the Site are obliged to comply with this Regulation, the legislation in force, the decisions of the Board of Flat Owners, the site management plan and the decisions of the Site Manager.

The contractor firm has been authorized to manage the site until the completion of the construction of the site in order to ensure that the site is protected, management, technical operation, cleaning, security and maintenance services are carried out without interruption.

3) AUDITOR

The floor owners' board constantly monitors the manager's attitude in this task and can always change it in case of a justified reason. In addition, the board of flat owners may elect one of them as an auditor at the ordinary meeting in January every two years in order to audit the manager. No remuneration is paid to the auditor for this duty and he participates in all common expenses like other owners. The auditor may audit the accounts on behalf of the flat owners board once every three months. This audit can always be done if there is a justifiable reason. The auditor is elected by the Board of Flat Owners with a majority of the numbers and reports the results and opinions of the audit with a report to be submitted to the Board of Flat Owners at ordinary meetings. This report is

duplicated and a copy is sent to the flat owners by registered letter and at least one week before the meeting, and given in return for signature.

II) RIGHTS AND OBLIGATIONS OF FLAT OWNERS

1) RIGHTS AND OBLIGATIONS Flat owners of each Independent Section or holders of usufructuary or usufructuary rights, if any, have the right to participate in the Site Management by attending the meeting of the flat owners board and the election of the manager. As a rule, tenants in any Independent Section cannot participate in the management. However, the flat owners may authorize the tenants to use this right on their behalf.

The authority to use the rights in the Property Ownership Law, the Management Plan and the site regulation belongs to the Flat Owner. If there are usufruct and sukna rights on the entire Independent Section, these rights are used by the owner of the usufruct or sukna right. If an independent section has more than one owner, these persons jointly exercise their rights through a representative. If the floor owner is a legal person, the rights are a member of the authorized body of this legal person, and if the said body consists of more than one member, their options are used by a representative.

A) Independent Sections Flat Owners have all the rights granted to the owners by the Turkish Civil Code on the Independent Sections belonging to them. However, the provisions of the Management Plan regarding the limitation of the property right in question, the decisions of the Floor Owners Board, the site regulation and the Law No. 634 on Condominium Ownership are reserved. In addition to other obligations to be determined by the Board of Flat Owners, Flat owners are obliged to comply with the following rules in their Independent Sections and places where the right to use is granted, together with their complementary parts and add-ons.

A) Flat owners should avoid disturbing attitudes and behaviors of other site residents, personnel in charge of the site, that disrupt, disrupt, destroy the coexistence, peace and well-being in the Site. B) It is obligatory to use or make use of each Independent Section in accordance with the intended use determined by this Management Plan; Even if it relates to a part of the Independent Section, this purpose cannot be exceeded.

C) They cannot make any changes or additions to the exterior. In particular, they cannot expand, narrow, enlarge or reduce the size of exterior walls and windows; they cannot break the outer wall, they cannot build a new wall, they cannot move forward or backward; they cannot make any changes to the roof and chimneys; they cannot relocate the windows of the doors of the main real estate; They cannot reduce or enlarge windows and doors.

D) It is strictly forbidden to make repairs, installations and alterations in the Independent Section that may damage the main immovable, or to change the nature of the Independent Section. The flat owner who violates this provision shall indemnify all the damages and losses incurred by the other flat owners for this reason.

E) On exteriors, paint, whitewash, etc. that will change the existing color and appearance. They cannot make any transactions, cannot write. The principles regarding the color, size and usage of the awning and other accessories to be used will be regulated by the Site Manager.

F) They cannot make changes, additions or similar changes in the parts of the installations such as water, sewage, electricity, gas in the Independent Sections. For repairs in such installations, it is obligatory to obtain permission from the board of flat owners or the site manager in advance. However, in cases where urgent intervention is required, only the works required by the urgency are carried out and the situation is immediately reported to the site administrator. If the site administrator deems it necessary, he or she inspects the work done or has it audited. If it detects a transaction that exceeds the purpose stipulated in this article, it restores the transaction to be paid by the relevant flat owner.

G) The site manager will forward all the notifications to be made to him within the scope of this article, in writing, to the Board of Flat Owners without delay.

ğ) Elimination of simple faults that occur as a result of normal use is out of the scope of this article.

H) They cannot keep and feed animals other than cats, dogs and birds.

H) Sacrifices cannot be sacrificed and no animals are allowed on the Site.

I) They cannot hang or light poles, signs, signboards, flags, pennants, banners and similar things other than the Turkish Flag, except for tables, chairs, hammocks that will not spoil the exterior image in gardens where the right to use and furniture including carpets, rugs, tablecloths are allowed. They cannot keep items.

i) For the purpose of selling and renting any Independent Section, things such as posters cannot be hung, pasted or placed on the Site, in the areas where the right of use is allocated in the Common Areas, in the Independent Sections and in such places.

j) In addition, any Independent Section will not be sold or rented to the person(s) who may adversely affect the living order, culture and peace level on the site. Flat owners on the Site will comply with the provisions of this article and, if necessary, will give a power of attorney to the relevant parties.

K) They cannot make noise to disturb other flat owners; they cannot listen to music or play any musical instrument; computer cannot turn up the volume of radio and television.

L) They cannot keep explosive, flammable, foul-smelling, radioactive materials in their Independent Sections, areas where usage rights are granted, and Common Places.

M) They cannot leave garbage anywhere other than the place, time and hours determined in the Site Regulations. It is obligatory to comply with the rules set by the relevant municipality and the Site Manager in the sorting and packaging of garbage. Garbage will be collected once a day at the time determined by the manager and will be thrown into the trash cans to be provided by the manager in bags.

N) It is forbidden to leave shoes, slippers and garbage, except for small mats, in front of the outer doors of the Independent Sections. It is forbidden to place any objects on the fire escape stairs.

O) Entering into another independent section for the repair and elimination of a damage or defect occurring in the main immovable, Common Place and Things and/or the Independent Section of one of the flat owners or the facilities in this section, or the reconstruction of the facilities and the

technical inspections that seem necessary to be made regarding the building safety. if necessary that part

B) COMMON PLACES

Common Places in the site on the basis of those determined in Article 4 of the Condominium Ownership Law are as follows: roads within the site, parking lots, green areas, social facilities (hobby room, gym, fitness, sauna, steam room, indoor children's playground), outdoor swimming pool, basketball field, children's playground, security box, generator, site perimeter walls and fences. (Annex 1, list of fixtures available in site common areas and social facilities) - Contracts stipulating the sale, rental or use of Common Places and Things and/or Places Granted the Right of Use to third parties, apart from the Independent Section, cannot be concluded in any way. Persons living together with the owners of the flats, tenants, beneficiaries or residents of the right of residence, as well as the house servants, gardener, cook, driver, depending on the main right holder and as permitted by him, and to the Management Plan, Site Regulation, and the decisions of the Board of Flat Owners, they benefit from Independent Sections and Common Places and Things in accordance with the condominium legislation. It is essential that right holders exhibit good-faith attitudes and behaviors during the use of these places and things, avoid disturbing or harming others, preventing or restricting their right to use and benefit from Common Places and Things, and comply with the rules of accuracy. In addition, the rules of use arising from the nature of some of the Common Places and Things are as follows;

A) General roads in the site are for pedestrian and passenger vehicle traffic. It is necessary to obtain prior permission from the Site management in order to bring large and heavy vehicles such as construction equipment, trucks, pickup trucks to these places. It is forbidden to get on the passenger animals or use the cars they pull, to leave belongings, garbage and other things on the roads, and to park in a way that will block the traffic.

B) The right to benefit from the social facilities belongs to the Flat Owners, tenants, usufruct or sukna holders in the relevant blocks, and those who share the independent section with these persons. The guests of the aforementioned persons cannot benefit from the social facilities.

C) Flat owners, tenants, usufruct and residence right holders, facilities, networks, etc. They cannot enter and use places without permission. It is the Site Manager's responsibility to provide the operation, protection, maintenance and repair of these places. The number and qualifications of the people to be employed in these places are determined by the Site Manager and their activities are inspected.

D) workplaces cannot benefit from social facilities.

E) Except for emergencies, it is forbidden to park the guest vehicles in the site parking lot. More than one vehicle for each floor owner is considered a guest vehicle.

F) Playing ball, picnic, barbecue etc. on the green areas on the site. activities are prohibited. Flat owners and right-of-use holders have the right to use and benefit from common places and common things. While using these rights, they must comply with the Management Plan, the site regulation, the decisions of the Floor Owners Board, the floor ownership decisions, the rules and principles in the other relevant legislation together with the floor ownership law. Flat owners in the use, maintenance

and repair of Common Places and Things; They are obliged to comply with all the rules, principles and limitations arising from the Management Plan, the condominium legislation and other laws, the decisions of the Flat Owners Board, and the Site Regulations, while making use of the said places. To comply with the special sanctions regarding the debts and obligations of the Flat Owners regarding both the Site and its Independent Sections, Areas Granted the Right to Use, Site Common Places and Things; they are obliged to fulfill the requirements of these sanctions without delay and exactly. The said obligation is a contractual obligation accepted by this Regulation for all Flat Owners and their successors. Deficiencies and malfunctions observed in Common Places and Things should be reported to the Site Manager or the relevant personnel on the Site as soon as possible.

2) LIABILITIES:

To comply with the requirements of good neighborly relations when the flat owners use both their independent sections and the areas that have been given the right to use, as well as the common places and things; comply with the rules of accuracy; not to violate each other's rights; not to disturb others and not to infringe their rights; They are obliged to comply with the Management Plan, Site Regulation and the decisions to be taken by the Flat Owners Board. The provisions regarding the debts of the flat owners are also applied to the tenants in the independent sections, the holders of usufruct and sukna right, and those who constantly benefit from these Independent Sections in any way. Although these persons violate their debts and obligations, they are jointly and severally liable together with the relevant flat owners. The use of the phrase 'condominium owner' in the articles in this section will not change the application in question. In addition, these people are obliged to ensure that their guests comply with the rules and principles in the site regulations and the current practices on the site. In addition, persons in the independent sections or common areas of the site are obliged to abide by the rules herein, based on any legal relationship.

A) Material Liabilities Regarding the Main Immovable: Flat owners are obliged to preserve and maintain the appearance and architectural features of the main immovable. In parallel with this, the flat owners avoid the attitudes and behaviors harmful to the main real estate and other independent sections; otherwise, they are obliged to compensate for all the damages and losses they have caused. It is also among its obligations to ensure that the protection and maintenance requirements necessary for the realization of the said purposes are carried out without interruption, and to participate in the fees paid and expenses incurred within this scope. These obligations of the flat owners are also valid for the entire Site, including the entire Block, Independent Section and Common Place and Things.

B) Material Liabilities Arising from Common Expenses:

Flat Owners are obliged to participate in all expenses related to the operation, management, protection, maintenance and repair of the Site, Common Places and Things, within the framework of the Management Plan, Site Regulation, the current condominium legislation and other relevant legislation and the decisions of the Flat Owners Board. In this context, Flat Owners will especially comply with the following issues;

a) They are obliged to participate in the expenses to be determined by the business project/projects to be prepared by the Flat Owners Board and/or the Site Manager, to pay the advance to be

determined for these expenses in cash and in full on time, and to make additional payments exceeding the operating project as requested.

b) They are obliged to participate in the expenses of renewal, repair or replacement of Site Common Places and Things and to pay the necessary advances for these transactions. Such payments and advances are determined by the decision of the Floor Owners Board. However, if there is a situation that requires urgent repair in the said places, the Site Manager is authorized to collect the advance required for the repair.

c) They are obliged to pay their share of the compulsory earthquake insurance premiums to be made for the social facilities on the Site. 11 The flat owner who does not pay his share of general expenses, dues, advances and insurance premiums on the due date determined in the Operation Project, is also obliged to pay 5% monthly delay compensation from the first calendar day following the due date to the actual payment date. Flat owners cannot avoid paying the said expense advance shares by giving up their right to use the common ground facilities or claiming that their independent section does not need or need to benefit from them. If the common expenses are caused by the faulty action of one of the floor owners or the person who benefits from its independent section in any way, the right of recourse to the owner of that floor or to those who caused the expense for the payments made by the participants in the expenses are reserved.

d) Workplaces do not participate in the common expenses of the site. However, the workplace with block number 31 in A block and the workplace with block number 1 in block c are liable to pay a subscription fee of one unit, while workplaces with block number a block 32 and independent section 33 are liable to pay a contribution at the rate of 2 units. The decision can be changed unanimously.

C) PARTICIPATION IN SITE COMMON EXPENSES:

Unless otherwise determined by the Floor Owners Board, Floor Owners;

a) Equal to all the expenses related to all personnel providing common services such as security, cleaning, technical maintenance and repair, garden maintenance, and all kinds of fees to be paid to the professional management firm and the advances related to them.

b) Material, energy, fuel and insurance expenses incurred in all kinds of services required for the maintenance, repair and operation of Common Places and Things; They will participate in all of the expenses that provide common benefits to the flat owners on the Site, such as the total of the periodic maintenance fees of the devices in these areas, the purchase of fixtures, and the advances related to them, as well as all the common expenses not listed in the previous paragraph, in proportion to their independent section land shares.

D) PARTICIPATION IN SOCIAL FACILITIES COMMON EXPENSES

All Independent Section owners;

a) It will participate equally in the totals of expenses and advances related to the personnel working in the social facilities on the Site.

b) They will participate in all of the expenses that provide common benefits to all flat owners, such as the energy and fuel expenses incurred in all kinds of services required for the maintenance and

operation of the social facilities, the sum of the periodical maintenance fees of the device in these areas, the purchase of fixtures, and the advances related to these, in proportion to their independent section land shares. However, businesses will be excluded from these costs. The decision can be changed unanimously. If a social area is to be rented or operated by means of income sharing in the common areas of the site, the revenues to be obtained by these means will be accepted as the common income of the site and will be shared among the flat owners in proportion to the land shares to be deducted from the expenses.

E) PARTICIPATION IN THE EXPENSES OF THESE, WITH INNOVATIONS AND ADDITIONS:

Flat owners cannot make any changes on their own in the common areas of both the Blocks and the Site. For all the changes and additions that will be deemed necessary to make the use more comfortable and beneficial or to increase the benefit obtained, the decision of the Block Floor Owners Board is required in terms of the common areas in the blocks. Areas for which usage rights have been allocated are excluded from this provision. Additional and change expenses to be made in the Common Places of the Site are paid by all flat owners according to their land shares. However, businesses will be excluded from this cost.

The decision can be changed unanimously.

F) JOINT RESPONSIBILITY FOR EXPENSES, PRESSURE OF OWNERSHIP AND NOTIFICATION ADDRESS:

Persons residing in the Independent Section of the relevant flat owner for rent, sukna, usufruct or any other reason are jointly liable for the common expense share of the floor owner, advances in these expenses and delay compensation debts. In execution proceedings to be made for debts arising from the Management Plan, the site regulation and the current condominium legislation, the presumption that the debtor belongs to the Flat Owner is essential. The independent part of the flat owner on the site, who has not notified the Site Manager in writing, of another notification address, is accepted as the legal notification address, and any notification sent to this address is deemed to have been notified to the relevant flat owner. All flat owners who do not reside on the Site are obliged to notify at least one address in Turkey in writing to the Site Manager without delay. All kinds of notifications on all matters related to the site, such as the site administrator, common expenses, are made to this address. If the flat owner does not give an address or a notification is not made to the address he has given in writing, all subsequent notifications are made in the Independent Section belonging to that person, if he is the owner of more than one independent section, to the person who actually resides in any of them, and a copy of the notification is posted on the notice board to be kept at the entrance of the apartment. The notification made in this way to the person actually residing in the independent section shall be deemed to have been made to the relevant floor owner. If there is no actual resident in the Independent Section, the copy of the notification posted on the notice board is deemed to have been made to the relevant floor owner.

III) DUTIES OF THE UNIT STAFF

1) DUTIES OF ENVIRONMENTAL AND CLEANING STAFF

1) Cleaning the block entrances and elevators at the times determined by the Site Manager, every day.

- 2) To clean the surrounding of the block and halls for which he is responsible.
- 3) To comply with occupational safety rules
- 4) To ensure that materials and equipment are properly and cleanly maintained at the end of the work.
- 5) To ensure the collection and disposal of garbage and recycling
- 6) Cleaning the car parks, reporting the malfunctions to the technical personnel

2) DUTIES OF THE SAFETY STAFF

- 1) Not allowing posters to be hung around the site and on blocks, and for advertising purposes, 2) To prevent marketers, peddlers and beggars from entering the site.
- 3) Delivering and recording lost items to the Site Manager
- 4) Ensuring that the key is opened by a locksmith
- 5) To the resident of the flat in house and auto thefts; Informing the Site Manager and the police, 6) Preventing persons (including first-degree relatives) who are not written in the apartment information form from entering the apartment without informing the owner.
- 7) Preventing non-resident vehicles from entering
- 8) Preventing foreign vehicles from entering
- 9) Not allowing the vehicle belonging to the flat resident to go inside or out without informing the resident of the flat.
- 10) Informing the police and the Site Management in all kinds of judicial proceedings and suspicious situations.

IV) RULES OF USE OF COMMON AREAS

No one other than the residents of the site can use the social facilities of the site.

1) USE OF WET AREAS

A) CAFETERIA USE

The use of the cafeteria is open to the use of the residents of the site. Organization party etc. It is subject to the permission of the site administration. Do not go to the empty pool area between September and May when the pool is closed. After use, throw wastes such as plastic bottles, glasses, bags, bags into garbage bins. Turn off the lights for evening use. Children's responsibilities belong to their parents. Reservation and place allocation cannot be made in the cafeteria section.

B) USE OF SAUNA AND STEAM ROOM

Sauna and steam room are open 2 days a week, one day for women and one day for men. The time and day it will be open will be notified by the administrator.

1) Sauna cannot be used by people with skin infections, open wounds and cuts. It is not allowed to enter the sauna with any dressing. 2) Children under the age of sixteen cannot enter the sauna without their parents.

3) It is recommended to take a shower before entering the sauna. After drying, enter the sauna. Plastic and synthetic materials are not allowed in the sauna. 4) You can enter the sauna with shorts, swimsuit or bikini.

5) Towels or something similar must be placed on the seat in the sauna. It would be appropriate to use white towels as some colored towels stain the seating area.

6) Cool shower (cold shower if you don't mind for your health) is recommended at the sauna exit.

7) After exiting the sauna, a shower must be taken before entering the pool.

8) The ideal time in the sauna is 15 minutes. Depending on the person's desire and health, several sessions can be done by taking a break.

9) It is dangerous for people with heart disease and high blood pressure to enter without consulting a doctor.

10) It is necessary to make a reservation before coming to the sauna.

11) Guests who want to use the sauna for a day are not allowed.

12. Sauna should be used between 75-85 C degrees.

C) USE OF THE POOL

1) The swimming pool will be open six days a week between 15 May and 15 September of each year. The time and day it will be open will be notified by the administrator.

2) It is forbidden to enter the pool outside of the days and hours to be determined by the administrator, in terms of peace environment, disruption of cleaning activities, sanitary reasons and life safety. (Our pool engines operate in such a way that all engines make filtration during open hours.

3) It is obligatory to take a shower before entering the pool.

4) Our residents, who use sunscreen during sunbathing, have to take a shower before re-entering the pool.

5) There is no lifeguard service at this pool. The residents and their accompanying people who use the pool find that they are responsible for their own safety of life and property.

6) Any responsibility that may arise from using the pool belongs to the users and their families.

7) Pool area security cameras are monitored.

- 8) Children under the age of 12 cannot enter the pool and pool area without a parent. The Site Management does not bear any responsibility for children who are under the specified age group and enter the pool without the knowledge of the site management.
- 9) Pool area can only be entered with swimming clothes, t-shirt, towel, beach dress for ladies and slippers. It is forbidden to go to the pool side with daily clothes and shoes and muddy dirty slippers.
- 10) It is not allowed to enter the water with any clothes other than swimsuits / shorts / pool dresses.
- 11) Slippers are not allowed in the pool, slippers and beach shoes must be left by the pool before entering the pool.
- 12) Since our pool is reserved for the residents, it cannot be used for changing daily clothes in the pool locker cabins. In this respect, our residents are required to come to the pool area in appropriate clothes. It is forbidden to leave items in the cabins. These cabins can only be used for wet swimwear change.
- 13) It is strictly forbidden to enter the pool in cases of open, bleeding wounds, fungal and infectious diseases.
- 14) All kinds of glass and porcelain are not allowed in the pool area. Only plastic/metal canned beverages can be brought.
- 15) Reservations cannot be made for fixtures (sun loungers, umbrellas, chairs, etc.) around the pool.
- 16) Fixtures by the pool cannot be taken out of the pool area and sunbeds and similar items cannot be brought from outside. (Our site residents can use their own sun lounge cushions.)
- 17) Pets are strictly prohibited in the pool and its surroundings.
- 18) It is forbidden to run in and around the pool area and to engage in disturbing behavior (such as loud noise).
- 19) Oily, smelly food cannot be brought to the pool area.
- 20) Children over the age of six are not allowed to enter the children's pool. Children under the age of six cannot enter the large pool without their parents.
- 21) Babies can only be put into the children's pool using a special hygienic swimming cloth produced for the pool.
- 22) Children under the age of six should not be sent to the toilets without a parent for health reasons.
- 23) In case of damage to pool fixtures, the cost of damage is collected from the relevant persons.
- 24) The pool is for the residents of the site. Guests cannot use alone
- 25) In the pool and sunbathing area, care should be taken not to take photos with a camera or mobile phone in a way that will disturb people.

26) The site management or security personnel are not responsible for the safety of the personal belongings of the residents sunbathing or swimming in the pool.

27) After leaving the pool, it is not allowed to sit in the social facility with a wet swimsuit.

28) No smoking in the pool area

29) Do not spit into the pool water, do not clean the mouth and nose with the pool water

30) Particular attention should be paid not to walk around in swimsuits outside the pool and sunbathing area.

31) It is obligatory to use a swimming cap in the pool.

32) Residents using the pool and sunbathing area will be deemed to have accepted the above items.

2) USE OF OTHER COMMON AREAS

A) INDOOR PLAYGROUND USE

1) Indoor children's playground is only open to the use of children between the ages of 1-4. The time and day that it will be open will be announced by the administrator.

2) Children using the playground are required to be accompanied by their parents.

3) It is not allowed to enter the playground with shoes

4) The responsibility of the child using the playground belongs to the family.

5) Children's playground is open 4 (four) days a week.

B) USE OF BILLARDO TABLE TENNIS AND FOOTBALL

The activities in question are in the same place as the indoor children's playground.

1) Billiards is for adults only, table tennis and table football are for residents over the age of 15.

2) The tools needed for the use of the games in question are received by the management with embzzlement.

C) USE OF THE HOBBY ROOM

1) It will be open to common use every day between the hours to be notified by the administrator.

2) Lig TV can be used in conjunction with a common TV.

3) The game consoles are subject to the supervision of the administrator for 2 hours a day for each individual and are delivered with signature.

4) The password required for common computer and printer use is available in the manager.

D) USE OF GYM

The gym is open four days a week. The time and day it will be open will be notified by the administrator.

- 1) Residents under the age of 16 are not allowed to enter the gym.
- 2) It is obligatory to use individual towels during the use of the gym.
- 3) You can enter the gym only with sports clothes.
- 4) No one other than the residents of the site can use the gym. Call the site administrator for infrastructure related issues