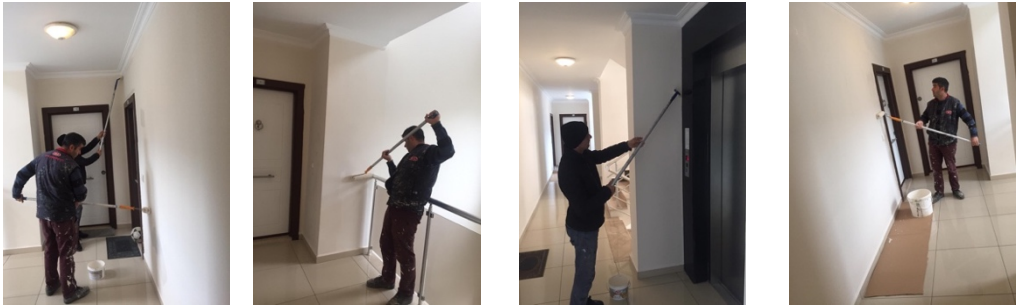


ACTIVITIES (2020 – JANUARY)

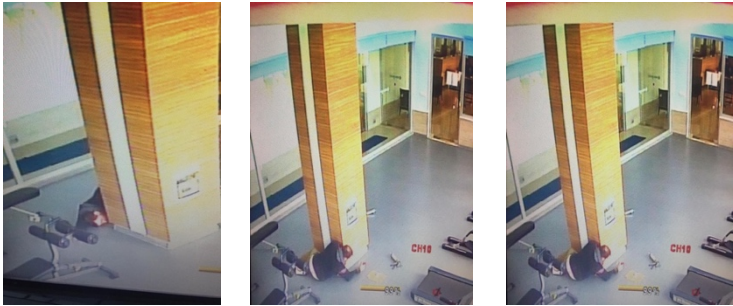
- Contracted routine monthly maintenance was performed and the maintenance documents were put in the file. (Occupational safety, Pool hygiene control,Control of Fire Tubes, Transformer maintenance and control, Elevator maintenance and control)
- On the days of visiting the site, contact is established with the residents of the site and the dues balances are taken.
- Customer interviews were made according to the monthly visit program and their notes were placed in the relevant archive file
- The monthly budget report was sent by e-mail to all site managers.
- The monthly work score of the site staff was forwarded to the head office as a list.
- Buildings, corridors and stair wells, social area and pool area cleaning, garden maintenance are carried out on the sites, the wishes and wishes of the residents of the site are met, the necessary studies are carried out taking into account their wishes and wishes.
- The information of the guests and the tenants who come to the apartments, the identity photocopies are taken and archived in the relevant files in the site management office.
- Site activities are carried out in accordance with the decisions taken in the general assembly and with the knowledge of the members of the board of directors of the site.
- Planning is carried out according to the needs and use of the services purchased by the sites. (Permit relaxers,Cleaning services,Garden maintenance and agricultural spraying services, Technical Service, Administrative and financial affairs, Cleaning Consumables, Pool Chemicals, Seasonal Flower plantings, etc.)
- Social spaces, garden equipment and blocks were checked.
- Seasonal garden ingandplant pundits were performed on all sites. According to the season and season, the necessary maintenance is continued.
- The use of winter leave of the staff completed
- A crane was called for rainwater that entered the outer façade glass joiners and tracework was carried out by Light Alüminym.
- As a result of the examination and detection carried out on the roof of block D, the ventilation pipe was monitored around the ventilation pipe in question with water coming in from around the ventilation pipe in heavy rain into the circle.
- Other blocks were repaired and maintenance of roofs.



- The blocks were repaired to aisle paint.



- Trace was performed for cement and soil poured around the middle beam in the fitness hall



- Garden maintenance continued



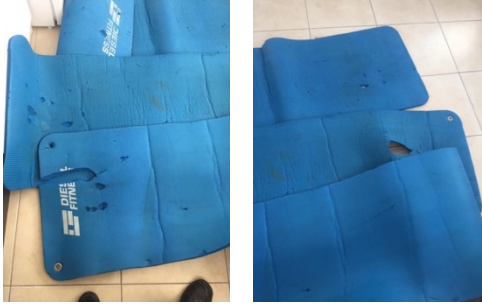
- Barbecue paint maintenance and repairs have been done.



- Bicycle warehouse entrance under block A was expanded at the request of the residents of the site.



- A new one has been ordered to replace the deformed exhausted mats used in the fitness room.



- B and C block exterior glass trace



- The encrypted input control panel, which is located in the pedestrian entrance door of the site, was modified due to its fault and because it was not possible to repair it.



PLANNED ACTIVITIES (2020-FEBRUARY)

Periodic routine monthly maintenance will be carried out (occupational safety, pool hygiene control, control of fire tubes, transformer maintenance and control, elevator maintenance and control)
Seasonal garden maintenance will continue throughout the season.