

MINUTES FROM THE ORDINARY MEETING OF THE COMMUNITY OF OWNERS “ZENIAMAR I”

In Orihuela Costa (Alicante), on 4th of February 2017, the owners of Residential “Zeniamar I”, meet at 10:30 hours on the second call, as there was not a sufficient quorum on the first call, owners attending and represented, that below are related, in the pub “Blarney Stone” at the Commercial Centre Zeniamar, dully called in time and format by the President Mr. Leslie Lane, and with Mrs. María Jesús Sevilla Lizón acting as Secretary-Administrator, in order to deal with the Agenda items of this Ordinary Meeting as it follows:

AGENDA:

- 1.- Presentation and approval of the Accounts for year 2016 Approval of certificates of debt.
- 2.- Presentation and approval of the Ordinary Budget of Expenses for 2017 and fees. (Proposal of keeping same budget and fees as last year).
 - 2.1.- Proposal of installation of rubber (bonded rubber bark, as in children playgrounds) in the floor of the pool area. Cost approx. 13.500 €, in case of being approved to be paid from community funds, not from extraordinary fee. (proposed by the president).
 - 2.2.- Proposal of installation of a couple of benches in the pool area. (proposed by the president).
- 3.- Information about Pentágono Court proceeding.
- 4.- Election of officers. The current President, Mr. Ray Parker (68) expresses his intention of standing again this year. Any owner is welcome to stand for any of the positions.
- 5.- Any other business.
 - 5.1.- Reminding of procedure to follow regarding modifications-extensions. Ratification of modifications of properties number 20, 49 & 88. Any other property that did or is going to do any modification and wish to be included for ratification at the AGM, please send all the info and asking form permission before the Meeting.
 - 5.2.- New code for the gates to be changed in January 2017 previous notification to all owners.
 - 5.3.- Proposed date for the next AGM in 2018.

Attendees:

Owner	House	Coefficient
Wenche & Terje Hansen	17	1,11
Jannick Jessen	20	0,99
María Mercedes Cubero Gómez	28	0,99
Peter Anthony & Jacque French	47	0,63
Sylvia Jean Mitchell-Gears	48	0,63
William Joseph & Eileen Jones	51	0,82
Jo Sand	57	0,71
Stephen Perry	58	0,71
Svein Rune & Ingebord	65	0,99
Raymond Parker	68	1,11
Patrick Driscoll	71	0,72
Lisa Hellerud	73	1,11
Tomás Talledo Herrán	74	0,82
William & Annette Cusack	79	0,82
Jonny & Brit Fjellet	80	1,11
Trevor Langridge & Janet Cooper	83	0,72
Koren / Eithor Eivind	92	1,11
Concepción Moreno Arellano	99	0,82
Sigmund Lind	100	0,99
Marc Pierre Josephin Van Hoek	119	0,72

Total Coefficients..... 17,63%

Represented:

Owner	House	Coef.%	Represented by
Grete Hogsveen	17	1,11	Wenche & Terje Hansen (17)
Paul Anthony Leaves	14	0,77	Ray Parker (668)
Tom Skamo	17	0,77	Wenche & Terje Hansen (17)
Alfredo Santoni Hernández	40	1,11	AGM Administradores
Arild Krokene	56	0,99	Ray Parker (68)
Amyesha Kamaljit Boswell	90	0,77	Ray Parker (68)
Jan Arild Knudsen	107	0,72	Jo Sand (57)
Total Coefficients.....			6,24%

The President opened the Meeting thanking those attendees for coming.

1- PRESENTATION AND APPROVAL OF THE ACCOUNTS FOR YEAR 2016. APPROVAL OF CERTIFICATES OF DEBT.

The Administrator explains the accounts and expenses during 2016, as you can observe below:

SUMMARY OF ACCOUNTS EXERCISE 2016:

RESERVES at 01-01-2016.....	41.582,93 €
Sabadell.....	34.327,21 €
President petty cash.....	119,15 €
Debtors.....	8.271,81 €
Owners advances.....	-959,47 €
Creditors (hacienda).....	-175,77 €
+ INCOMES FOR BUDGETED FEES 2016.....	+39.580,00 €
(Real collected fees: 37.060,47 €)	
- EXPENSES EXERCISE 2016.....	-40.799,88 €
Ordinary expenses.....	38.299,88 €
Payment Pentágono agreement.....	2.500,00 €
=RESERVES at 31-12-2016.....	=40.363,05 €
Sabadell.....	37.083,60 €
President petty cash.....	119,15 €
Debtors.....	4.615,85 €
Owners advances.....	-1.279,78 €
Creditors (hacienda).....	-175,77 €

Accounts are better than never, reserves keep similar, cash flow in bank increases and debtors reduce almost to the half. Expenditure was also lower than last year, having only as extraordinary expense the payment of the agreement for the Court case with Pentágono. This leaves the community in a good situation for any future repair that could arise or any improvements owners wish to do.

We remind owners that fees were reduced in a 20% for those who were paying on time, this year we propose to let the fees reduced directly, without discount, just to keep this 20% reduction applied to all fees.

Mrs. Conchita (99) asks about the cost of a pool pump, as she says another neighbour told her it is too expensive. The administrator shows the bill, and explains that in the detail of the bill there are more things included not just the pump, but anyway a new pump of that characteristics does not cost less than 400 € plus VAT.

After the correspondent voting: all those present approved the accounts for 2016 by unanimity.

Regarding debtors, from the list sent with the Summons, many of them have paid, as you can see in the following table:

**DEBTORS AT 29-03-2017.
DEBT UNTIL 31-12-2016
(DOES NOT INCLUDE 1º- SEM-JAN-JUN-2017).**

VIVIENDA	NOMBRE	CANTIDAD
2	MITCHELL. ARTHUR & MAUREEN	155,82 €
9	ENGELS, RUDOLF	140,00 €
29	SUTTON, GRAHAME PETER	1.416,00 €
75	CUNNINGHAM, (herederos)	1.313,82 €
104	MBELEDUGU, FÉLICIA	358,50 €
113	FERNÁNDEZ MACHÍN, ÁNGEL	30,00 €

The Administrator explains that from the initial list sent with the Summons, some of the owners paid, and that the list has been reduced significantly to the half, and the 2 large debtors of the community have especial situations. Therefore we can confirm that the situation of debtors is excellent this year. We remind that the debts in the list are only until 31-12-2016. All those owners who still have not paid the current semester January-June-2017 please do it as soon as possible.

It is unanimously approved the outstanding debts of these properties, and will be communicated by the Secretary. Owners authorize President and Administrator to grant powers of attorney to Lawyers and Procurator to claim in Court, in case the debt are not solved within a period of 15 days.

We remind you the community bank details for those who do not pay by direct debit. We recommend to set a direct debit to avoid long queues at the bank or paying for commissions when doing transfers or cash deposit.

Banco Comunidad: SABADELL (Punta Prima)
C/C: 0081-0542-11-0001336836
IBAN: ES63 0081 0542 1100 0133 6836 BIC: BSABESBB

2.- PRESENTATION AND APPROVAL OF THE ORDINARY BUDGET OF EXPENSES FOR 2017 AND FEES. (PROPOSAL OF KEEPING SAME BUDGET AND FEES AS LAST YEAR).

The proposal is to keep same budget than previous year:

ANNUAL ORDINARY BUDGET OF EXPENSES 2017

SUNDRY & REPAIRS	9.500,00 €
POOL & GARDEN MAINTENANCE	9.120,00 €
ADMINISTRATION	4.687,20 €
VAT	984,36 €
PHOTOCOPIES & CORREOS	100,00 €
COMMUNITY INSURANCE	3.500,00 €
ELECTRICITY	5.500,00 €
WATER	6.200,00 €

TOTAL 39.591,56 €

It is proposed to let the fees directly with the 20% discount included; this is, to pay the same amount than last year.

After the corresponding voting, the result is: those present approved unanimously to keep the same budget and fees than last year.

As a courtesy of the work provided and following standard practice in other communities, the Community will discount the fees to the President for this year 2017.

2.1.- Proposal of installation of rubber (bonded rubber bark, as in children playgrounds) in the floor of the pool area. Cost approx. 13.500 €, in case of being approved to be paid from community funds, not from extraordinary fee. (Proposed by the president).

The President will explain this point, as he is one of the promoters of this idea. Ray explains that the rubber is much safer and comfortable, for both children and older people, it is better than the existing concrete in the pool area.

The total cost is 13.500€, it has 2 years guarantee and the maintenance would be done by the company that makes the maintenance of the community.

The rubber would be installed in all the areas where there is currently concrete all around the perimeter of the pool.

This improvement would be paid from the funds, and there will be not necessary any extraordinary fee.

After the correspondent voting, the result is as it follows; 18 votes in favour, 7 against and 2 abstentions, therefore it is approved by majority the installation of rubber in the pool area.

VERY IMPORTANT NOTE: DESPITE THIS POINT WAS APPROVED IN THE AGM, WE HAVE NO OTHER OPTION THAN POSTPONE IT UNTIL THE NEXT YEAR AGM, BECAUSE AFTER THE AGM WE DISCOVERED THE POOL HAD A SERIOUS AND URGENT PROBLEM TO BE REPAIRED, THEREFORE THE COMMUNITY FUNDS CANNOT BE USED FOR EVERYTHING. AS BEING THIS POINT AN IMPROVEMENT WHICH IS NOT NECESSARY, AND THE POOL IS AN URGENT REPAIR, WE HAD TO DESTINY THE FUNDS TO THE URGENT ITEMS.

2.2.- Proposal of installation of a couple of benches in the pool area. (proposed by the president).
Another proposal in this Meeting is the installation of new benches in the pool area, to avoid to have differences with the old benches we will install 5 new ones, being this paid from the community funds, we do not know the exactly cost but it will be very similar to the previous time.
After the correspondent voting, **it is approved by majority with 1 abstention to install 5 new benches in the pool area.**

One neighbour proposes, once to be done improvements in the pool area, why not to renew the showers, as the current ones are very old and the water pressure is not very good, and they would like modern showers and better.

The administrator explains if the showers are going to be renewed; it is recommendable to change them totally and to pass to the system of push button, to avoid the water to be running and spending money. To put showers with push button system it is necessary a total refurbishment of the showers with a proper structure.

There are currently 3 showers, it is proposed to have new showers but only 2, with push button and "rain effect", we do not know the exactly cost but the estimation is between 3.000€-4.000€ and they would be also paid from the funds.

After the correspondent voting, **it is approved by majority with 1 abstention to install 2 showers with structure wall and push button and rain effect.**

One neighbour complains about the irrigation system, he says the maintenance is not doing a proper use of it. The administrator explains that in fact we have received several complaints about the maintenance company; not clear water in pool, dirty streets,therefore we have brought 4 quotations from other companies to this Meeting to study the change.

The administrator explains that we had another problem with the maintenance and the company were not declaring their taxes, this means that the Community (or even the administrator) could be fined for this item, and it is not fair because we are paying our own taxes correctly. We received a registered letter from Hacienda, the tax office, notifying about Oleg's situation. We gave many chances in the past to the maintenance company to regularise their fiscal situation, and they continued lying about this, therefore we cannot continue in this situation and we asked another 4 companies a quotation for services to the community maintenance.

We do a little description of the services and price of each of them, and after this there will be a voting individually.

- Garden Solutions Costablanca, 1.445'95€ /month (VAT included). It includes the pruning of palm trees twice a year. It is one of the companies who carry the maintenance of other phases in Zeniamar and they have very good reputation, but it is out of the budget.
- Atlantir, 985'55€ /month (VAT included). Good relation quality-price and with references.
- Propagua, 916'58€ /month (VAT included). Good relation quality-price and with references.
- Paco Moreno, 740'52€ /month (VAT included). This is the cheapest quotation and it is very complete, it supposes 20€ saving compared with the current one. This company is maintaining Zeniamar II, therefore neighbours have references about them.

After the correspondent voting of each of them, **it is unanimously approved the quotation from the company Paco Moreno.**

The quotation includes the cleaning of the pool 3 times a week during all year, maintenance of grass once a week in Summer and every 15 days in Winter. Cleaning of the streets once a week during all year.

It includes the cleaning of the border of the pool, this was extra with the previous maintenance, and the pruning of small trees, that it was also extra, therefore the new Company will suppose a little saving for the community.

3.- INFORMATION ABOUT PENTÁGONO COURT PROCEEDING.

The Court process from Pentágono against the Community was still on, the trial was going to be held last December, but a couple of days before the date Pentágono's solicitor contacted our solicitor to propose a deal, at the end we agreed to pay 2.500€ (from a total 47.000€ that they were initially asking and this amount was reduced every time and they presented a much lower amount in Court), but in Spain it is always recommendable to avoid to go to Court even if we are right, we have always the risk of losing and paying the costs of both parties.

Today we can confirm that the Pentágono process is totally closed, this is very good news for the community.

4.- ELECTION OF OFFICERS. The current President, Mr. Ray Parker (68), expressed his intention of standing again another year. Any owner is also welcome to stand for any of the positions.

The current President expresses his intention of standing again this year, for the position of vice-president is standing Brit Fjellet (80).

More volunteers were asked for the different positions, being no more.

After the corresponding voting the following positions were unanimously re-elected:

PRESIDENT: MR. RAY PARKER, Nr.68.

VICE-PRESIDENT: MRS. BRIT FJELLET, Nr.80

The Secretary-Administrator was re-elected unanimously as María Jesús Sevilla Lizón (AGM ADMINISTRADORES).

5.- ANY OTHER BUSINESS.

-Last December we changed the community insurance to Catalana Occidente, which offers a saving of more than 900 € regarding the previous and with more covers.

For those owners who would like to contract their home insurance with that company they will get a bonus in the price, the contact details of the agent are as it follows:

Pedro Carreras Ríos E-mail: pedro.carreras@agentes.catalanaoccidente.com Mobile: 609.907.654

Beside the agent has opened an office very near the community, in the Zeniamar commercial centre.

-An owner proposes to contract a pool attendant, because people are not observing the community rules.

The President explains that this is an unnecessary expense because it depends on the civility of each person to fulfil the rules in the pool (to shower before entry, etc...).

The administrator explains that in other communities we work with pool attendants and they are not always listened by the offenders, in fact it depends on the % of tenants or holiday makers in a community, and they usually are the ones who do not observe the rules.

An owner proposes to set fines to every person who does not observe the rules but the administrator explains that later on it is very difficult to apply these fines in the practice; it is not easy as they are considered illegal in Court, and therefore it is not very practical. Each neighbour should call the attention as the community belongs to all of you.

After the voting, **the proposal is rejected by majority, with 2 votes in favour of contracting a pool attendant.**

We remind the list of **pool rules**, these rules must be observed by all owners, tenants or occupants of the community (we attach copy to the Minutes).

-The stairwells to access to the properties are many of them deteriorated and they caused leaks when raining. The repair of these cracks are not covered by the insurance as being a lack of maintenance. After the voting it is agreed to repair those cracks in the community stairwells by unanimity.

-An owner proposes to do a water pressure cleaning in all the façades of the community. The administrator explains that the cost of this is quite high, and it would be necessary to start a fund during some years, either painting or cleaning the facades would not be a cheap cost. Another owner proposes that each owner is cleaning their part of façade, and she exposes that it is only a question of keeping each of them the right maintenance.

The President proposes to by a machine for water pressure cleaning to have it in the community for the use of any owner who needs it.

5.1.- Reminding of procedure to follow regarding modifications - extensions. Ratification of modifications of properties number 20, 49 & 88. Any other property that did or is going to do any modification and wish to be included for ratification at the AGM, please send all the info and asking form permission before the Meeting.

The Administrator reminds in this point the procedure to follow for those who wish to carry out any kind of modifications at their properties. They first need to ask authorization to the Community in writing explaining with detail the modification to be done, through the Committee or administration. They cannot do any work until receiving the permission from the Community and it is entirely up to owners to get the corresponding permission from the Town Hall and any Licenses needed etc. The Community only informs about this.

-The following properties ask for ratification in these Minutes of the modifications/extensions at the houses:

- N°20 (room in terrace and perimeter wall), n°49 (perimeter wall), n°77 (room in terrace), n°88 (porche closing) and n°97 (store room extension, and closing of porche in ground floor, and closing of terrace).

5.2.- New code for the gates to be changed in January 2017 previous notification to all owners.

For security reasons we are not giving the code in the Minutes.

After receiving some complaints from neighbours, next year the change of the code will be notified with some days in advanced, we apology for any inconvenience.

5.3.- Proposed date for the next AGM in 2018.

About the date for the next AGM some owners would like to propose to have the Meeting in Easter.

The President proposes to have it the 1st Saturday of February 2018, and he also proposes the 2nd Saturday.

After the correspondent voting it is approved by majority the date for the next Ordinary Meeting to be next Saturday 3rd of February 2018.

And with no further issues to discuss, the President closes the meeting being 12:20 hours at the same place as initially stated, and of its content, as Secretary-Administrator, I bear witness and sign with the approval of the President.

THE PRESIDENT
MR. RAY PARKER

THE SECRETARY-ADMINISTRATOR
MRS. MARÍA JESÚS SEVILLA LIZÓN

RULES OF THE COMMUNITY ZENIAMAR I

OWNER CAN YOU COMPLY TO RULE AND THE PEOPLE THAT RENT YOUR APARTMENT.

1.- ALL EXTERIOR WORK MUST BE SANCTIONED BY THE COMMITTEE BEFORE.

2.- NO SMOKING WITHIN THE COMMUNAL AREAS AS THE POOL AREA.

3.- NOISE I.E. T.V'S RADIOS ETC MUST BE CURTAILED AFTER MIDNIGHT AS THIS IS A RESIDENTIAL COMPLEX.

4.- ALL OWNERS ARE RESPONSIBLE FOR DAMAGE CAUSED TO THE COMMUNITY.

5.- ALL PERSONS MUST REMOVE THEIR OWN RUBBISH FROM THE POOL AREA.

6.- ALL PERSONS MUST SHOWER BEFORE SWIMMING AND NOT USE SOAP AND GELS.

7.- NO GLASS OR CHINA ALLOWED IN THE POOL AREA.

8.- BABIES AND TODDLERS MUST WEAR SWIMMING NAPPIES AS ACCIDENTS CAUSE EXPENSE AND THE POOL TO BE CLOSE.

9.- NO LILOS OR BALL GAMES IN THE POOL AREA.

10.- OWNERS ARE RESPONSIBLE TO ENFORCE ALL THE COMMUNITY RULES.

ALL POOL RULES ARE DISPLAYED WITHIN THE POOL AND ON THE POOL AREA GATES.

THANK YOU