



Alhama de Murcia, January 2018.

Dear Sir/Madam,

According to the provisions of paragraph 2, article 16 of the current Horizontal Property Law, we have the pleasure of summoning you to the Annual General Meeting of the Community of Property Owners of **NARANJOS 2 CONDADO DE ALHAMA PRIVATE PROPERTY COMPLEX**, located in Alhama de Murcia (Murcia) on **FRIDAY, 9<sup>TH</sup> FEBRUARY 2018** at 16:00 hours in first summons and 17:00 hours in second summons. The meeting will be held at the Condado Club, under the following:

## **AGENDA**

### **LEVEL 1 JOINT COMMUNITY ITEMS**

#### **President's Report**

1. **Voting item.** - Approval and settlement of accounts for the Level 1 Joint Community for the 2017 financial year. The 2017 financial year includes the Community fees for the Showroom and Access Gates components for the last three financial years 2015/2016/2017.
2. Information. - Update on painting and voids programme. Joint planning.
3. Information. - Cleaning service on Penthouses.
4. Information. - Implementation of water-saving measures:
  - a) New water intake pipe from the desalination plant.
  - b) Implementation of the landscape project on the outer ring.
5. **Voting item.** - Proposal regarding gardening and rubbish collection. Vote to authorise the Management Board to negotiate a modification to the contract with STV under the following terms:
  - 1) That this new agreement will not include an extension to the duration of the current contract.
  - 2) That this new agreement will not involve an increase in current costs.
  - 3) That this new agreement includes the landscape remodeling of the outer ring, enabling reduction in water consumption, in exchange for an acceptable service reduction for the remaining duration of the contract.

## 6. Security Systems

6.1. **Voting item.** - Approval, if applicable, for one of the following options:

- a) Reduce security services at the rear gate (Alcanara), to reduce costs and improve Security surveillance in the Resort.
- b) Maintain the current arrangements.

6.2. **Voting item.** - If you have voted option A, please vote for one of the following options:

- a) Closure of the Alcanara gate for 6 months a year, from November until Easter (current estimated saving €3,550 / month).
- b) Night-time closure of the Alcanara gate, from 11 pm until 7 am all year (current estimated saving €2,520 / month).
- c) A combination of A and B.

6.3. **Voting item.** - Approval, if applicable, of the new security protocol.

6.4. **Voting item.** - Approval, if applicable, of the Resort speed cameras protocol.

6.5. **Voting item.** - Approval for a full-time vigilant on Cañadas gate.

7. Information. - Energy audit, ways of saving money.

8. **Voting item.** - Vote to agree to proceed with a complete external audit of the 2014/2015/2016/2017 (up to June) accounts. Estimated budget €12,000.

9. **Voting item.** - Proposal to ratify the hiring of the Lawyer Mr. José Montoya del Moral for permanent legal advice.

10. **Voting item.** - Approval of the expenses budget for the 2018 financial year.

The proposed budget includes the Showroom and Access Gates components; telecommunications expenses are applied in equal parts to the number of properties, premises... in each plot, and administrative expenses by the corresponding coefficient.

11. Information. Regulation of internal rules.

## **LEVEL 2 COMMUNITY ITEMS**

### **President's report**

12. **Voting item.** - Approval and settlement of accounts for the 2017 financial year.

13. Debtor balances on 31st December 2017:

13.1. **Voting item.** - Liquidation of debtor balances and approval of settlements made. Approval for the legal claims for debtor balances. Approval to authorise the President of the General Community to grant powers to attorneys and lawyers.

13.2. **Voting item.** - Approval, if applicable, not to allow residents with debts greater than €600 to have access to non-essential Community IT services and automatic access to the Resort.

13.3. **Voting item.** - Approval, if applicable, not to allow properties in debt to access the pool areas.

13.4. **Voting item.** - Approval of the protocol for debt collection.

14. Expenses budget for the 2018 financial year.

14.1. **Voting item.** - Vote to apply monthly community payments.

14.2. **Voting item.** - Vote to include early payment discounts.

14.3. **Voting item.** - Approval of the expenses budget for the 2018 financial year.

15. **Voting item.** - Approval, if applicable, of an extraordinary payment to reduce the accumulated deficit of the Community. This extraordinary fee will be reviewed at the end of the financial year.

15.1. **Voting item.** - If you vote yes, please choose one the following proposals:

a) 10% of the budget.

b) 5% of the budget.

16. **Voting item.** - Approval, if applicable, for limitations on extraordinary expenses by Presidents:

b) Maximum payments of €20,000 for Level 1.

c) Maximum payments of €5,000 for Level 2.

17. **Voting item.** – Upcoming Ordinary meetings. Vote to approve one of the following options:

OPTION a) Maintain the Annual Meetings in February, with a joint Level 3 meeting and an owner's information meeting in summer.

OPTION b) Annual Meetings in summer.

18. **Voting item.** - Election of the Level 3 Management Board.

19. **Voting item.** – Election of the Level 2 Management Board.

20. **Voting item.** – Election of the Secretary/Administrator.

21. **Voting item.** - Approval, if applicable, for the Secretary/Administrator to be able to act as the representative of the Community of Owners when dealing with Public Administration.

22. **Voting item.** - Vote to agree on how to make best use of Community bank accounts:

a) Joint proposal. –

- Close the BMN Level 1 and Level 2 accounts.
- Open an account with Cajamar as an operating account.
- Keep the account with Sabadell as a support account in order to comply with regulations for recovery of balances in the event of bank insolvency.

23. **Voting item.** - Vote to agree on how to optimise payment methods:

a) Joint proposal. –

- Payments to fixed suppliers and budgeted amounts will be made by direct debit.
- Other payments must be made with the knowledge and written approval of the corresponding President.
- Funds can be made available, and transfer payments made, by either the Secretary-Administrator or by the President of each Community.
- Payments above €3,000 will be made by promissory note signed by the Secretary-Administrator and by the corresponding president.

24. **Voting item.** - Sports Activities. Authorisation to perform aquatic gymnastics activities in pools, maximum 1 hour per day.

## **LEVEL 3 COMMUNITY ITEMS**

25. **Voting item.** - Authorisation to carry out activities in the Subcommunity's landscaped areas that promote healthy living, such as gymnastics, pilates, yoga, maximum 1 hour per day.



# **URBAN ENTITY ITEMS**

## **President's Report.**

26. **Voting item.** - Approval and settlement of accounts for the 2017 financial year.

27. Information. - Update on progress with Security. Collaboration with local Police.

28. **Voting item.** - Approval of the expenses budget for the 2018 financial year.

The proposed budget suggests removing expenses which are solely for the inner ring from plots on the outer ring.

29. **Voting item.** - Location of the market.

30. **Voting item.** - Community subsidy for the annual party in the Complex.

**30.1. Voting item.** - If you vote yes, please choose one of the following options:

a) €2500

b) €5000

31. Information. - New park outside La Isla.

32. **Voting item.** - Fenced area for dogs in the new park up to €2,500. These funds will be initially requested from the Council.

33. Information. - Community pharmacy.

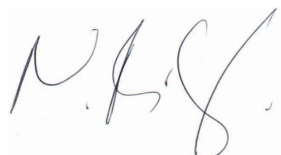
34. A.O.B.

We would like to remind you that, in accordance with article 15.2 of the current Horizontal Property Law, any owner who is not up-to-date with the payment of all outstanding debts to the Community at the time of the commencement of the General Meeting will be able to participate in this meeting, but he/she will not have the right to vote in it.

Yours faithfully,

BY ORDER OF THE PRESIDENT

ALAN BURGE



**DEUDORES NARANJOS 2 (DEUDAS MAYORES DE 100€) A 31 DE DICIEMBRE DE 2017**  
**DEBTORS NARANJOS 2 (DEBTS OVER €100) TO DATE 31 OF DECEMBER OF 2017**

CODIGO / CODE	PROPIETARIO / OWNER	SUBCOMUNIDAD / SUB-COMMUNITY	PUERTA / DOOR	DEUDA / DEBT
4	TSANKOVA, PENKA ANGELOVA	NARANJOS 1	003	489,10 €
10	NODEN, AUDREY & BRETT	NARANJOS 1	013	632,71 €
13	WILLIAM DAVIS, JOHN	NARANJOS 1	017	658,28 €
24	NEGAHBAN, CRAIG ARMAN	NARANJOS 1	036	554,36 €
27	BAKER, RUSSELL LEE	NARANJOS 1	045	647,08 €
29	INMOCREDIT LEVANTE, SL	NARANJOS 1	047	6.975,01 €
30	HINOJOSA, BISMAR & LARIO, EULA	NARANJOS 1	009	2.930,93 €
32	NAMANSA, SL	NARANJOS 1	011	6.738,16 €
47	SIMPSON, STEVEN & YARRANTON, J	NARANJOS 1	44	3.847,34 €
64	OREJUDO LLORENTE, DANIEL	NARANJOS 2	64	1.965,81 €
68	ACEROS Y CALIBRADOS PINTO	NARANJOS 2	105	4.041,16 €
70	ACEROS Y CALIBRADOS PINTO	NARANJOS 2	107	6.552,08 €
72	ACEROS Y CALIBRADOS PINTO	NARANJOS 2	115	8.849,55 €
73	ACEROS Y CALIBRADOS PINTO	NARANJOS 2	119	8.991,28 €
75	HERNANDEZ, JUAN ANTONIO & ABEL	NARANJOS 2	123	6.557,92 €
77	TORRES, M <sup>a</sup> REMEDIOS & CAPOTE,	NARANJOS 2	131	1.689,14 €
91	WALSH, ELIZABETH & RING, GERAR	NARANJOS 2	79	6.741,24 €
101	CONNOLE, GERARD JOHN	NARANJOS 2	90	10.003,53 €
105	DIECKELMANN, CARL	NARANJOS 2	94	1.419,42 €
107	O'BRIEN, ADRIAN MARK & STUNDON	NARANJOS 2	96	823,37 €
123	STOTT, ROGER	NARANJOS 2	118	238,79 €
130	RUIZ DE OÑA RUBIERA, FCO JAVIE	NARANJOS 2	129	287,73 €
135	PESCADOS ANTONIO RIVERA S.L	NARANJOS 2	135	4.870,88 €
141	MCDONAGH, MARTIN	NARANJOS 3	141	551,02 €
149	BERNER, ALEXANDER	NARANJOS 3	149	7.592,78 €
159	ETHERINGTON, JAMES STEVEN	NARANJOS 3	159	1.922,35 €
167	ASHFORD, GARY MATTHEW	NARANJOS 3	167	615,93 €
183	NEILSON, ANTONY & KERRY SANDRA	NARANJOS 3	183	586,19 €
191	FLAMENT, JONATHAN JEAN CLAUDE	NARANJOS 3	191	260,28 €
202	GEMMEKEN, NICHOLAS	NARANJOS 3	202	1.815,64 €
203	HUBBARD, JOHN DAVID	NARANJOS 3	203	586,59 €
207	RUBI CAMPOS, GREGORIO	NARANJOS 3	207	7.480,44 €
209	GOGABOAL, S.L.	NARANJOS 3	209	6.952,36 €
225	ARMSTRONG, MICHAEL Y SHANE	NARANJOS 4	225	651,78 €
232	DUFFY, ROBERT	NARANJOS 4	232	283,58 €
243	BLACK, ANTHONY GEORGE & ATHERT	NARANJOS 4	243	1.431,58 €
249	BAREA ZAFRA, MARIA ISABEL	NARANJOS 4	249	638,48 €
272	GARRY, JOHN MICHAEL	NARANJOS 4	272	258,14 €
274	SHERWIN, KEVIN	NARANJOS 4	274	546,80 €
279	WHITE, GRAHAM RAYMOND Y JEAN L	NARANJOS 4	279	664,36 €
289	BARCELO SERRANO, JOSE ANTONIO	NARANJOS 4	289	215,47 €
290	HUGHES, ANGELA	NARANJOS 4	290	274,43 €
291	INMOCREDIT LEVANTE, SL	NARANJOS 4	291	7.037,53 €
293	INMOCREDIT LEVANTE, SL	NARANJOS 4	293	7.034,00 €
295	INMOCREDIT LEVANTE, SL	NARANJOS 4	295	7.034,00 €
302	LOBERG, ROLF CHRISTIAN SONI	NARANJOS 4	302	5.136,75 €
303	ARROYO RECUERO, ANGEL & AVILES	NARANJOS 4	303	8.222,80 €
310	HART, GARY SAMUEL	NARANJOS 4	310	312,66 €
316	GODBEHERE, JAMES IAIN	NARANJOS 4	316	258,14 €
317	TURKINGTON, LUKE NICHOLAS RICH	NARANJOS 4	317	663,08 €
320	McCABE, RHEA KATHLEEN	NARANJOS 4	320	577,50 €
323	JODAR RAMOS, EUGENIO	NARANJOS 4	323	651,78 €

CODIGO / CODE	PROPIETARIO / OWNER	SUBCOMUNIDAD / SUB-COMMUNITY	PUERTA / DOOR	DEUDA / DEBT
335	GEERS, NIELS LUK & WALTER ADEL	NARANJOS 5	335	2.397,59 €
338	WILSON, MICHAEL ASHLEY	NARANJOS 5	338	251,84 €
341	MCATEER, STUART ANDREW & HAYLE	NARANJOS 5	340	304,24 €
346	NIKBAKHT, HODA & ESLAMI, ALIRE	NARANJOS 5	346	558,09 €
347	GRAHAM, DAVID & WHITE, JANET	NARANJOS 5	347	3.781,60 €
348	GRAHAM, DAVID & WHITE, JANET	NARANJOS 5	348	2.581,56 €
349	SMITH, BYRON DEAN	NARANJOS 5	349	649,07 €
350	O'KANE, DENISE MARTHA ELIZABET	NARANJOS 5	350	534,28 €
361	MORGAN, CHRISTOPHER THOMAS	NARANJOS 5	361	728,56 €
363	CASEY, CATHERINE	NARANJOS 5	363	623,19 €
372	CRUMMEY, SARAH LOUISE	NARANJOS 5	372	643,34 €
373	CANARAPEN, JEAN MICHEL	NARANJOS 5	373	645,63 €
380	HUGGINS, SHELDON & SHARON	NARANJOS 5	380	600,33 €
387	HALL, ANDREW RICHARD & AMANDA	NARANJOS 5	387	1.304,49 €
393	MOORHOUSE, IAN CHRISTOPHER	NARANJOS 5	393	697,08 €
395	DUNNE, LEE ANTHONY & AMY	NARANJOS 5	395	673,96 €
397	TAYLOR, DEREK COLIN MARTIN & E	NARANJOS 5	397	1.003,28 €
399	FERREIRO DURAN, ANTONIO	NARANJOS 5	399	3.613,06 €
417	HAYNES, NICHOLAS PAUL	NARANJOS 5	417	1.032,22 €
419	WOOLGER, MARK ANDREW & NICOLE	NARANJOS 5	419	303,88 €
425	WRIGHT, ALEX-LOUISE & CRUMP, R	NARANJOS 5	425	1.652,96 €
433	GOODWIN, SCOTT & KAREN ELIZABE	NARANJOS 5	433	649,03 €
442	CULANO, KENNETH HANS	NARANJOS 5	442	278,17 €
458	SANDIN, ULLA MARGARETA	NARANJOS 6	458	4.136,50 €
465	HOBART, RICHARD JAMES EDWIN	NARANJOS 6	465	904,05 €
466	HOBART, RICHARD JAMES EDWIN	NARANJOS 6	466	817,36 €
471	JOY, CLIFFORD RAYMOND & SUSAN	NARANJOS 6	471	905,33 €
473	MCLENNON, MICHAEL THOMAS	NARANJOS 6	473	279,53 €
487	DRURY, MICHELLE	NARANJOS 6	487	901,90 €
516	EVANS, IAN DOUGLAS	NARANJOS 6	516	1.873,11 €
517	ORCHARD, BRETT ADAM	NARANJOS 6	517	594,68 €
802	WARBURTON, DAVID JON & CRANNES	PENTHOUSE 8	802B	440,49 €
815	LIESA OLMEDA, LUIS ENRIQUE	PENTHOUSE 8	815E	4.009,83 €
816	PAZOS PEREZ, MIKEL	PENTHOUSE 8	817G	4.102,13 €
910	BANCO POPULAR ESPAÑOL, S.A	PENTHOUSE 9	912B	1.528,33 €
916	POTTS, MARC	PENTHOUSE 9	918H	222,71 €
930	HAMMOND, JASON	PENTHOUSE 9	936F	222,71 €
1013	MULLINGER, DAVID & JENNIFER MA	PENTHOUSE 10	1015E	220,29 €
1021	KENT, WARREN	PENTHOUSE 10	1025E	474,31 €
1205	TODD, STEVEN ANDREW & DONNA AN	PENTHOUSE 12	1205E	180,19 €
1210	CHAVDA, RAJAN	PENTHOUSE 12	1212B	463,64 €
1215	KROMINA, ELENA Y DEMIDOVA, SOF	PENTHOUSE 12	1217G	2.105,19 €
1322	CRAINEY, MARK & LYNN	PENTHOUSE 13	1326F	258,66 €
1326	REES, CHARLES ALBERT	PENTHOUSE 13	1332B	397,13 €
1327	REES, CHARLES ALBERT	PENTHOUSE 13	1333C	397,12 €
1511	JONES, RUSSELL & PATRICIA	PENTHOUSE 15	1513C	2.073,66 €
1617	DIX, IVOR EMMANUEL	PENTHOUSE 16	1621A	432,28 €
1618	WEUG, ONNO & LILLIAN	PENTHOUSE 16	1622B	125,03 €
1626	NORDGARD, ASMUND	PENTHOUSE 16	1631A	670,80 €

VOTING GUIDE

# NARANJOS 2

(Level 3, NARANJOS 1)

**GUIDE to Voting and understanding the Agenda.**

This guide is an attempt to make it easier for residents to vote, based on the attached information and reports.

There are many items on the Agenda, so with the information supplied, the aim is that you will have the objective data to enable you to fill in the preceding PDF voting form.

In the event that you have any queries, a meeting will be held the preceding weekend, at 10:00 hours on 3<sup>rd</sup> February, in order to be able to resolve these. If you are unable to attend, you can raise any questions up to 7<sup>th</sup> February by sending an email to the Administration.

Finally, and most importantly, you must carry out the voting via the attached autofill PDF and this must be sent together with the proxy form in order to be processed by the Administration before 15:00 hours on 8<sup>th</sup> February.

The ultimate goal is for the meeting to be as friendly and efficient as possible.

Many thanks for your understanding, and we hope to fulfil your future expectations.



## LEVEL 1 JOINT COMMUNITY ITEMS

### **President's report.** Supplementary reports (Page 1-3)

1. **Voting item.** - Approval and settlement of accounts for the Level 1 Joint Community for the 2017 financial year. The 2017 financial year includes the Community fees for the Showroom and Access Gates components for the last three financial years 2015/2016/2017.

You should check the **Financial Report** (page 4), cash flow (page 5), the comparative financial situation (page 6), the summary and balance reconciliation (page 7) and the list of non-current accounts involved (page 8). With this data you must decide whether you are in favour, against, or wish to abstain.

2. *Information.* - Update on painting and voids programme. Joint planning.

Supplementary reports. - Painting (page 4-6) and Voids (page 7-9)

3. *Information.* - Cleaning service on Penthouses.

Information in the AGM.

4. *Information.* - Implementation of water-saving measures:

- a) New water intake pipe from the desalination plant.
- b) Implementation of the landscape project on the outer ring.

Supplementary reports (page 10-11)

5. **Voting item.** - Proposal regarding gardening and rubbish collection. Vote to authorise the Management Board to negotiate a modification to the contract with STV under the following terms:

- 1.- That this new agreement will not include an extension to the duration of the current contract.
- 2.- That this new agreement will not involve an increase in current costs.
- 3.- That this new agreement includes the landscape remodelling of the outer ring, enabling reduction in water consumption, in exchange for an acceptable service reduction for the remaining duration of the contract.

This agreement is essential for better management of our natural heritage, for immediate savings in water and for savings in future maintenance.

The information comes from the preceding item and you will have to vote on whether you agree, you do not agree, or you wish to abstain.

6. *Security systems.*

Supplementary reports (page 12)

***The Security committee has studied the possibilities of reducing expenses on the Complex. As well as deciding that the entrance gate to La Isla should only be guarded by auxiliaries, as indicated in the community statutes, it has been decided that all of the options suggested are possible and legally acceptable, therefore residents must decide on the items detailed below.***

6.1) **Voting item.** - Approval, if applicable, for one of the following options:

- a) Reduce security services at the rear gate (Alcanara), to reduce costs improve security surveillance in the Resort.
- b) Maintain the current arrangements.

6.2) **Voting item.** – If you have voted for option A, please voted for one of the following options:

- a) Closure of the Alcanara gate for 6 months a year, from November until Easter (current estimated saving €3,550 /month).
- b) Night-time closure of the Alcanara gate, from 11pm until 7am all year (current estimated saving €2,520 /month).
- c) A combination of A and B.

6.3) **Voting item.** - Approval, if applicable, of the new security protocol.

In October a security protocol was put in place with various changes that the Management Board would like to be ratified by owners.

Supplementary reports (page 15)

6.4) **Voting item.** Approval, if applicable, of the Resort speed camera protocol.

Supplementary reports (page 13-14)

6.5) **Voting item.** Approval for a full-time vigilant on Cañadas gate.

This is needed due to the proposed changes explained in the reports.

7. **Information.** – Energy audit, ways of saving money.

Supplementary reports (page 16-17)

8. **Voting item.** - Vote to proceed with a complete external audit of the 2014/2015/2016/2017 (up to June) accounts.

Many residents have expressed the need to carry out a complete and full audit of the last 3 years. The estimated cost of this work would be around €12,000. You should vote on whether you deem it appropriate to carry this out, you do not, or you prefer to abstain.

9. **Voting item.** – Proposal to ratify the hiring of the Lawyer Mr. José Montoya del Moral for permanent legal advice.

There are doubts whether the contracts signed by the Community with its suppliers have been beneficial so far. The aim is to get the best legal advice possible on the new contracts to be signed, as well as having the necessary support when dealing with Public Administrations, and not incurring extra costs for expenses generated by debtor claims.

10. **Voting item.** - Approval of the expenses budget for the 2018 financial year. -

The proposed budget includes the Showroom and Access Gates components; telecommunications expenses are applied in equal parts to the number of properties, premises... in each plot, and administrative expenses by the corresponding coefficient.

You should check the **Financial Report** (page 32), the comparative budget (page 33) and the allocation for this (page 34). With this data you must decide whether you are in favour, against, or wish to abstain.

*11. Information. - Regulation of internal rules.*

Information at the AGM.

## **LEVEL 2 COMMUNITY ITEMS**

### **Vice President's report. (page 42)**

*12. **Voting item.** – Approval and settlement of accounts for the 2017 financial year.*

You should check the **Financial Report** (page 19), cash flow (page 20), the comparative financial situation (page 21), the summary and balance reconciliation (page 22) and the list of non-current accounts involved (page 23). With this data you must decide whether you are in favour, against, or wish to abstain.

*13. Debtor balances on 31st December 2017:*

- a) **13.1. Voting item.** - Liquidation of debtor balances and approval of settlements made. Approval for legal claims for debtor balances.  
Approval to authorise the President of the General Community to grant powers to attorneys and lawyers.

This is a very important item as approval of this item allows us to make immediate claims for the fees approved in the Meeting and recover the amounts owed to the Community. The 3 items will be voted on at the same time as they concern important legal requirements for possible legal claims.

**13.2. Voting item.** - Approval, if applicable, not to allow residents with debts greater than €600 to have Access to non-essential Community IT services and automatic access to the Resort.

Supplementary reports (page 19)

These two measures are currently being taken against debtors, but they need to be approved in a General Meeting in order to be implemented correctly. The aim is to withhold essential services from debtors.

**13.3. Voting item.** - Approval, if applicable, not allow properties in debt to access the pool areas.

**13.4. Voting item.** - Approval, if applicable, for the protocol for debt collection.

Supplementary reports (page 26-40)

14. **Voting item.** - Expenses budget for the 2018 financial year.

14.1 **Voting item.** - Vote to apply monthly community payments.

Monthly payments being for smaller amounts, this will reduce returns and non-payments and will make control easier.

14.2 **Voting item.** – Vote to include early payment discounts.

This measure is of vital importance. It will allow those owners who pay correctly and on time to have a discount on the approved fee. In order to benefit from this measure, you will need to be up-to-date with your Community fees, and moreover not contravene the speed limits set inside the Resort. If you pay by direct debit, the payment taken will already have the discount deducted from it. Moreover, this measure facilitates legal claims if necessary.

14.3 **Voting item.** - Approval of the expenses budget for the 2018 financial year.

You should check the **Financial Report** (page 40), the proposed Level 2 budget (page 41) and the Level 3 budget (page 43). With this data you must d

15.- **Voting item.** – *Extraordinary payment to reduce the accumulated deficit of the Community.*

*Vote on the following proposals: 10% or 5% of the budget.*

As you will have seen in the financial report and in the budget, your Community has generated a significant deficit in the last few years. In order to meet pending payments, it would be necessary to take this extraordinary payment, as being of the greatest importance you would consider possible, with the aim of cleaning up the accounts and being able to meet expenses. You will firstly need to vote on whether you consider the proposed extraordinary payment necessary and if vote yes, you will have to choose between Option A) a payment of 10% of the 2018 budget, or Option B) 5% of the same.

16. **Voting item.** – *Limitations on payments by the Presidents:*

- a) Maximum payments of €20,000 for Level 1.*
- b) Maximum payments of €5,000 for Level 2.*

In this item it is intended that Community Presidents will have maximum amounts for which they can implement improvements which have not been approved by the Annual General Meeting. You will need to vote in favour, against, or abstain.

17. **Voting item.** – Upcoming Annual Meetings. -

Vote to approve one of the following options:

- OPTION A) Annual Meetings in February, with a joint Level 3 meeting and an owner's information meeting in summer.
- OPTION B) Annual Meetings in summer.

The Management Board has decided to recognise the support it has from residents for holding Annual Meetings in February, including, in summer, 2

meetings, one with all Level 3 Presidents, and another informative Q&A meeting with all residents as was held in August 2017.

The second option is to change the Annual Meetings to the summer months. Supplementary report (page 20).

**18. Voting item** – Election of the Level 3 Management Board.

Residents of each Level 3 subcommunity will decide the President who will represent them during this 2018 financial year. You will need to choose your vote from among the candidates presented, which your case is:

## **NARANJOS 1 CANDIDATES**



**MR. ALAN BURGE**

**CANDIDATE FOR LEVEL 3 PRESIDENT -  
NARANJOS 1 N1**

**PROPERTY: N021 AND N023**

The elections for Garden president will be made at the AGM for our garden on the 9th Feb 2018 at the Condado Club.

I have decided to stand as N1 president again and am looking for your support in re-electing me.

I had the privilege this year of being not only elected as our level 2 president but also the level 1 president, thereby representing the whole community.

This year has had its difficulties and challenges, but we have also had the opportunity for the first time to understand the true position Condado de Alhama finds itself in. We have begun to make many changes, but we need to continue this work for the good of Condado.

Over the past 6-7 years the community has not increased any fees to the point that INCOME does not cover the OUTGOINGS, and then of course we must consider the debt on Naranjos jardin 1 which is high too. The previous administrators have not even included the increase cost of utilities or Spanish increase in living which we are legally bound to pay each contractor every year. To get things back on track this year, we have NO OPTION but to increase our fees by around 15-20% to over this shortfall and the mounting debt. This will be uncomfortable for many residents I know, but I assume you is necessary if we are to prosper.

I have more than 20 years' experience working in the field of Facilities Management, 14 of which have been at Ove Arup where I lead a team of consultants. Clients range from blue chip companies, infrastructure/transportation to large multinational organisations.

Currently in my day job at Arup, I am involved in specifications and tenders for FM contracts, life cycle costing, access for maintenance, master planning, due diligence and condition surveys. I also work closely with many organisations to review and/or audit their FM operating procedures or act as (TA) technical adviser, and have a vast knowledge of FM and Operational standards from different regions.

My door is always open and hope that you will contact me if you have any questions.

[alan@condadoalhama.com](mailto:alan@condadoalhama.com)

19. **Voting item.** – Election of the Level 2 Management Board.

At this point the meeting will take a 15-minute recess, where the newly-elected Presidents will appoint the level 2 President who will represent them at Level 1 meetings, as well as in Urban Entity meetings.

20. **Voting item.** – Election of the Secretary-Administrator.

You will need to look at the candidate proposed by the Management Board, and the reasons for this choice, in the Report (page 21), and vote on whether you agree, do not agree, or wish to abstain.

21. **Voting item.** – Approval, if applicable, for the Secretary-Administrator to be able to act as the representative of the Community of Owners when dealing with Public Administration.

Important for representing the Community against Public Administrations.

22. **Voting item.** – Vote to agree on how to make the best use of bank accounts:

a) Joint proposal. -

- Close the BMN Level 1 and Level 2 accounts.
- Open an account with Cajamar as an operating account.
- Keep the account with Banco Sabadell as a support account in order to comply with regulations for recovery of balances in the event of bank insolvency.

The aim of these three measures is to make the best use of resources and reduce bank costs. There are banks which are more specialised in the development of Communities and this is the reason for the change from BMN to Cajamar.

23. **Voting item.** – Vote to agree on how to optimise payment methods:

a) Joint proposal. -

- Payments to fixed suppliers and budgeted amounts will be made by direct debit.
- Other payments must be made with the knowledge and written approval of the corresponding President.
- Funds can be made available, and transfer payments made, by either the Secretary-Administrator or by the President of each Community.
- Payments above €3,000 will be made by promissory note signed by the Secretary-Administrator and by the corresponding president.

With these 4 proposals all existing expenses will be endorsed and approved by the Presidents or Boards responsible, but direct payment will be facilitated in such a way that it does not depend on several people. Making current payments by direct debit enables the Community to operate more efficiently by having up to 60 days to return the payment if necessary. This is about using habitual methods in the management of Residential Complexes. You must vote on whether you are in favour, against, or wish to abstain.



24. **Voting item.** – Sports activities. Authorisation to perform aquatic gymnastics activities in pools, maximum 1 hour per day.

This vote will regularise the problem occurring last year, in such a way that each Level 2 Community will decide on the use of its resources.

## **LEVEL 3 COMMUNITY ITEMS**

25. **Voting items.** – Sports activities. *Authorisation to carry out activities in the Subcommunity's landscaped areas that promote healthy living, such gymnastics, pilates, yoga, maximum 1 hour per day.*

Same as the previous item.

## **URBAN ENTITY ITEMS**

### **President's report. (page 22)**

26. **Voting item.** – Approval and settlement of accounts for the 2017 financial year.

You should check the **Financial Report** (page 11), cash flow (page 12-13), the comparative financial situation (page 14), the summary and balance reconciliation (page 15), and the list of non-current accounts involved (page 16). With this data you must decide whether you are in favour, against, or wish to abstain

27. *Information.* - Update on progress with security. Collaboration with local Police.

Information in the Annual Meeting.

28. **Voting item.** – Approval of the expenses budget for the 2018 financial year.

The proposed budget suggests removing expenses which are solely for the inner ring from plots on the outer ring.

You should check the **Financial Report** (page 36) and the comparative budget (page 37 and 38). With this data you must decide whether you are in favour, against, or wish to abstain.

29. **Voting item.** – Location of the market.

This is about regularising another problem from last summer and you should decide between Option A) locating the market on the inner ring, or Option B) locating the market on the outer ring.

30. **Voting item.** - Community subsidy for the annual party in the Complex.

30.1. **Voting item.** – If you vote yes, please choose one of the following options:

- a) €2500
- b) €5000

The parties held in the Complex are a way of facilitating coexistence and socialising among all members of the resort. Last year (2017) there was no direct cost for the Community, but this makes it difficult to carry out activities which could be of interest to children and adults.

In the first vote you will be asked if you are willing to allocate a budget item for the fiestas, and if you vote yes, you will have to choose between the two following options:

OPTION A: An annual contribution of €2,500.

OPTION B: An annual contribution of €5,000.

31. *Information.* - New park outside La Isla.

Information in the AGM

32. **Voting item.** – Fenced area for dogs in the new park up to €2,500. These funds will be initially requested from the Council.

The new park which has just been incorporated into the Urban Entity allows for various uses. The possibility has been raised of fencing off part of it for the use of dogs in the Community.

33.- *Information.* – Community pharmacy.

Supplementary information (page 41).

34.- *A.O.B.*