

Paris, March 30th, 2018

Registered letter returned receipt requested

O.G.M. 2018

BUILDING: 22 AVENUE FOCH - 75116 PARIS

Dear Sir, dear Madam,

You are requested to attend the Ordinary General Meeting of co-owners of the building located in Paris 16th district - 22 avenue Foch, which will be held in our Office at:

**51 BIS, RUE DE MIROMESNIL in PARIS (8th district)
on Thursday APRIL 26th at 11:00 a.m.**

To discuss the following agenda:

1. **Election of the Chairman and officers for the meeting.**
2. **Approval of 2017 accounts and financial status.**
Please find enclosed the financial status on December 31, 2017 with the debtors' status on December 31, 2017, as well as the summary list of expenses relating to 2017.
3. **Status of debts and claims and financial status on December 31, 2017 according to documentation attached.**
4. **Discharge to the Property Manager ("Syndic") for the management of the building.**
5. **Renewal of the Management Committee ("Conseil Syndical") currently composed of:**
 - NOFA Corporation - Mrs HALABI - president
 - Me EXPERTON - SCI JEP
 - Mrs GUIGAND
 - Mrs BORON Delphine (ROUNDHILL PARTNERS)
6. **Fixing of the projected budget for the year 2018 at 270,000.00 € as for 2017, and fixing of the permanent cash advance at 44,999.88 €.**
The running costs for the year 2017 amounted to 191,773.93 € as shown in the documents attached. The budget for 2017 was fixed at 270.000,00 €.
7. **Fixing of the budget for the year 2019, on a provisional basis, on an identical basis to the budget for the year 2018.**
8. **New designation of S.A. HELLIER DU VERNEUIL as building manager ("syndic").**
The meeting of co-owners designates the corporation HELLIER DU VERNEUIL as building manager ("syndic") according to the attached contract for a duration of one, two

or three years until the general meeting to be convened for approval of the accounts for the year 2018, 2019 or 2020, and at the latest until June 30th, 2019, 2020 or 2021.

Decision to be made.

9. **Signing of the building manager contract with S.A. HELLIER DU VERNEUIL**

Powers are granted to the President of the Management Committee to sign the building manager contract with S.A. HELLIER DU VERNEUIL.

Decision to be made.

10. **Decision regarding the dismissal of the building caretaker:**

It is reminded that the 14th resolution of the general meeting held on July 10th, 2017 had authorized the Management Committee to discuss up to 31,658 euros for legal indemnities plus overall cost (above legal indemnity) amounting to 30,000 euros, i.e. a total of 61,658 euros to enter into an “amicable” transaction with the building caretaker to leave.

We started with a first proposal at 20,000 euros, but it appears that she had been informed by some of the co-owners about the amount which had been agreed upon at the general meeting.

The building caretaker’s request amounted further to a net amount for her of 45,000 euros. The Management Committee authorized to make a new proposal for a total cost of 40,000 euros, but the building caretaker wanted to obtain a net amount for her amounting to 40,000 euros.

The Management Committee remains in favor of reaching a transactional agreement.

Consequently, we request to be authorized to enter into negotiations for a total amount of 95,000 euros, corresponding to the following:

- Legal indemnity of 30,100 euros,
- Indemnity for paid vacations of 2,866 euros,
- Transactional amount of 45,000.00 euros,
- Social charges of 18,640 euros.

We remind you that, at the same time, we started the official dismissal process by a letter dated November 7th, 2017, with a notification period which expired on February 9th, 2018. For the time being, Mrs Peres has no started any legal proceeding before the labor courts.

At the same time, we engaged a proceeding to get the caretaker’s apartment vacated. A first court session took place at the beginning of March and the other party obtained that it be postponed to the next session scheduled for June 26th, 2018.

Draft resolution:

The meeting of co-owners grants power to the building manager under the supervision of the Management Committee to enter into a transactional agreement with the building caretaker subject to the caretaker’s apartment be quickly vacated and for a maximum costs all included between 95,000 and 100,000 euros.

11. **The general meeting decides to have a separate bank account with the bank CREDIT DU NORD.**

12. **Building VAT pro-rata:**

The co-owners confirm the absence of modification of the use of the lots and the current 10 % VAT pro-rata, given the 99,700/99,700 thousandths inhabitation pro-rata in the use of the building.

13. **Decision relating to works in staircase A in reference to quote from the company JNS:**

- Painting works in the staircase
- Walls and ceilings
- Wooden parts (doors, windows, plinths and steps)
- Outside metallic panels for the lift

TOTAL: 17,490.00 € all tax included

14. **Decision relating to works in staircase B in reference to quote from the company JNS:**

- Painting works in the staircase
- Walls and ceilings
- Wooden parts (doors, windows, plinths and steps)
- Outside metallic panels for the lift

TOTAL: 17,028.00 € all tax included

15. **Decision relating to works of renovation of fences as shown in the attached quote from SERRUTIM:**

TOTAL: 25,022.00 € all tax included

Quote which needs to be completed.

16. **At Mr. CHARTOUNI's request:**

Decision to sell or not to sell the toilets on the 5th floor, with a surface of 0.64 m2. Price to be determined. Majority article 26.

17. **Decision is to be made or be rejected to replace the inside doors of the lift by automatic doors (“portes automatiques”) as shown on quote from NSA:**

Main lift (right):	TOTAL:	10,780.00 € all tax included
Main lift (left):	TOTAL:	10,780.00 € all tax included.

18. Miscellaneous matters relating to the building.

Statement on the use of the cellars which are strictly for personal use.

Should you be unable to attend this meeting in person, you may be represented by a person entitled to make any decisions on your behalf. For that purpose, please find attached **a power of attorney** which can just be sent back to us once completed and signed. Your signature shall be preceded by the words "BON POUR POUVOIR".

Yours sincerely,

Pierre HELLIER du VERNEUIL