

Attention SCI JEP – Mr. Epstein

Paris, June 14th, 2017

BUILDING: 22 AVENUE FOCH - 75116 PARIS
O.G.M. 2017

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 MONDAY JULY 10th at 11:00 a.m.

To discuss the following agenda:

1. Election of the Chairman and officers for the meeting.
2. Approval of 2016 accounts and financial status.
Please find enclosed the financial status on December 31, 2016 with the debtors' status on December 31, 2016, as well as the summary list of expenses relating to 2016.
3. Status of debts and claims and financial status on December 31, 2016 according to documentation attached.
Main debtor: SCI DU 22 AVENUE FOCH (Mr. TATANAKI)
Debt as of December 31st, 2016 : 29,739.63 €
Debt as of today: 41,259.03 €
Draft resolution:
The meeting grants all power to the Property Manager to initiate all proceedings against SCI DU 22 AVENUE FOCH in order to obtain payment of unpaid charges and gives specific power to the Property Manager to request registration of a guarantee to the benefit of the co-owners' syndicate ("Syndicat des Copropriétaires").
Decision to be made.
4. Discharge to the Property Manager ("*Syndic*") for his management.
5. Renewal of the Management Committee ("*Conseil Syndical*") currently composed of:
 - NOFA Corporation - Mrs HALABI

- SCI JEP - Me EXPERTON
- Mr. GUIGAND
- ROUNDHILL PARTNERS Corporation - Me DORON

Decision to be made.

6. Fixing of the projected budget for the year 2017 at 270,000.00 € as for 2016, and fixing of the permanent cash advance at 45,000.00 €.
The running costs for the year 2016 amounted to 254,245.95 € as shown in the documents attached. The budget for 2016 was fixed at 270.000,00 €.
Decision to be made.
7. Fixing of the budget for the year 2018, on a provisional basis, on an identical basis to the budget for the year 2017.
Decision to be made.
8. Building VAT pro-rata:
Confirmation of the absence of modification of the use of the lots and of the current **99,700/99,700 thousandths** pro-rata subject to 10 % VAT.
Draft resolution:
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 building's use.
9. Creation of a reserve fund for works:
The meeting of co-owners, acknowledging the obligation to create a reserve fund for works and taking into account explanations given by the Property Manager, decides (in the absence of penalties/sanctions), not to comply with said legal obligation and consequently not to create such reserve fund for works which should be representing 5% of the running budget. The meeting requests the Property Manager to reimburse the corresponding charges already called for and paid.
Decision to be made.
10. Registration of the Co-owners' Syndicate ("Syndicat")
With reference to the obligation to register all co-owners' syndicates, decision is to be made for fixing the fees of HELLIER DU VERNEUIL and/or any other party at 400 € VAT not included to proceed with said registration.
Decision to be made.
11. Replacement of windows in the corridor on the 5th floor

- Decision to proceed with the replacement of windows on the 5th floor (1 door leading to the roof and 2 windows) according to the attached quote dated May 17th, 2017 from T.P.L. amounting to 9,544.70 €.
Decision to be made.
12. Installation of a water meters
In order to control water consumption in the building, decision is to be made or be rejected to install water meters on the ground floor right (AMCO 2) and left (Mr. ALMOND).
Decision to be made.
13. Replacement of doors for the lifts
At the request of Mr. CHERTOUNI representing the corporation ROUNDHILL PARTNERS, decision is to be made or be rejected to replace the inside doors of the main lifts by “sliding” doors (“*portes accordéons*”).
Decision to be made.
14. BUILDING CARETAKER (“GARDIENNE”) :
Considering the fact that Mrs. PERES, building caretaker, has been unable to perform her duties (289 days off work for illness in one year – attached document), which heavily disturbs the good functioning of the building, decision is to be made with respect to her dismissal.
Draft resolution:
The meeting of co-owners informed of the high level of absence of the building caretaker, Mrs. PERES, which heavily disturbs the functioning and the surveillance of the building, decides to proceed to her dismissal,
Decision to be made.
15. Mandate to be given to a lawyer (“*Avocat*” or “*Conseil juridique*”) to follow up the proceeding for dismissal.
Fixing of a budget
and/or grant the Management Committee to negotiate a settlement agreement to obtain her resignation, we recommend this solution taking into account the possible nuisance from the dismissed caretaker, still present on the site and the obligation to start proceedings to vacate the premises which could last up to 12 months.
Fixing of a budget. For information, the indemnity to be paid in case of retirement amounts to 31,658.00 €.
Decision to be made.
16. Decision to hire a new employee and definition of the job with the agreement of the Management Committee.

Decision to be made.

17. Miscellaneous matters relating to the building.

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

N.B.: According to article 23 of the law dated July 10th, 1965, the joint owners are reminded of the obligation to have a common representative, according to the attached representation power of attorney. Thus, in the case of a marital joint ownership, only one of the spouses may attend the Meetings. He/She must hold his/her spouse's power of attorney to represent him/her.

Exhibits:

- Power of attorney
- Summary list of expenses incurred in 2016 and budget for 2017
- Financial status on the closing of 2016 financial year
- Annexes 1, 2, 3, 4 and 5 of March 14, 2005 order N°2005-240
- Quote from T.P.L. dated May 17th, 2017
- Recap of Mrs PERES's absence
- Presentation of indemnities upon Mrs PERES leaving her job