



VİSTA 4 52 PARCEL
RESİDENZA
ACTIVITY REPORT
MAY-2023

ORIKUN
ŞİRKETLER GRUBU

Yönetim Hizmetleri
Gayrimenkul
Güvenlik
Temizlik

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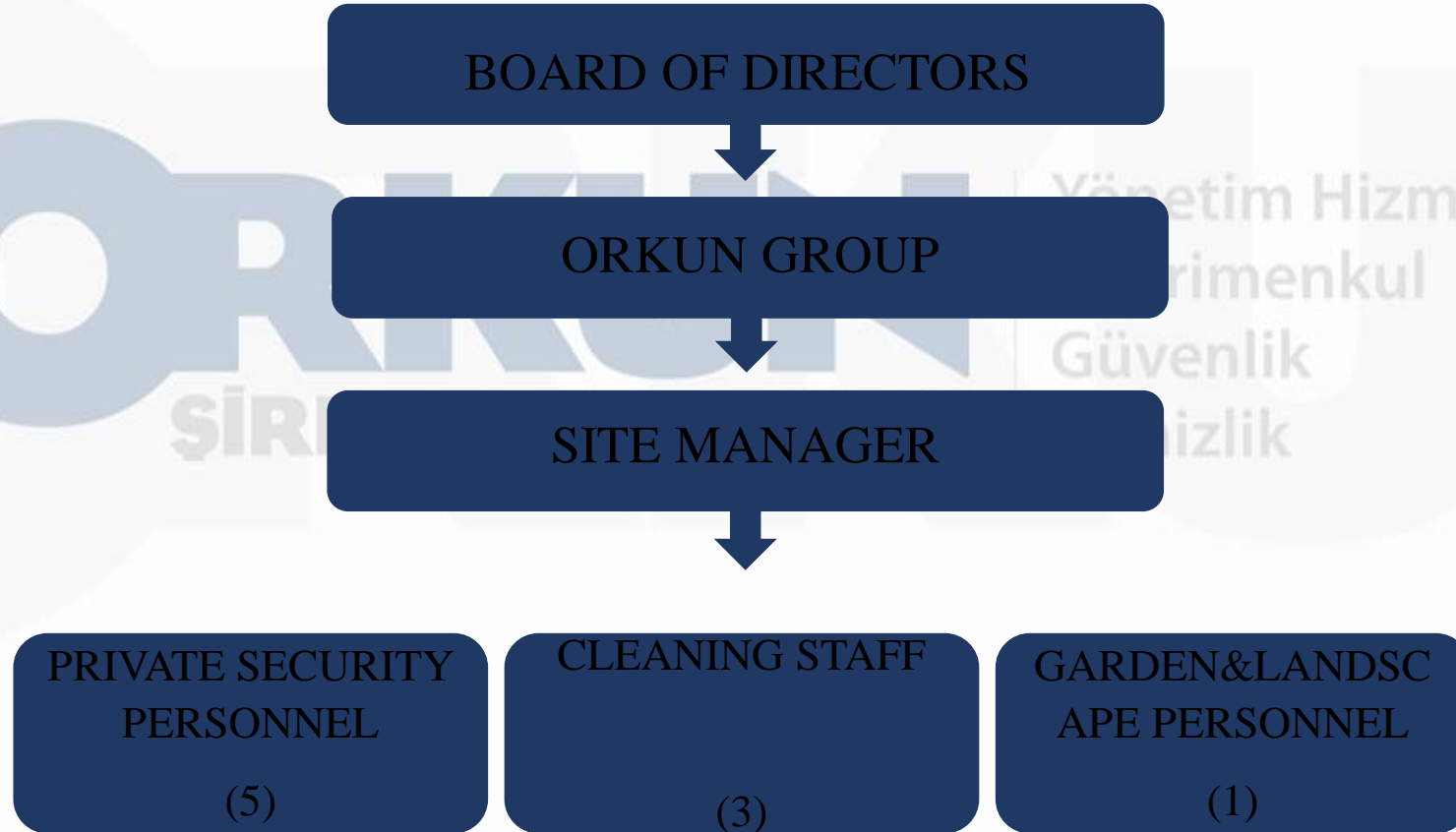
PROJECT INTRODUCTION

Vista 4 52 Parsel Residenza is a residential complex located in Pınartepe neighborhood of Büyükçekmece district in Istanbul province, consisting of 237 independent units. Out of the 237 independent units, 210 are residential and 27 are commercial units.

	PIECE	FULL	EMPTY	FULL %	EMPTY %
FLAT	210	210		100	
STORE	27	27		100	
TOTAL	237	237		100	

TENANT (FLAT)	61
LANDLORD (FLAT)	149
TENANT (STORE)	25

SITE MANAGEMENT ORGANIZATION CHART



ADMINISTRATIVE ACTIVITIES

SMS/EMAIL SENDING				
NO	TOPIC	DATE	ARRIVED	NOT ARRIVED
1	May Membership Fee Advance Notification	01.05. 2023	237	0
2	May 1st International Workers' Day	01.05.2023	237	0
3	May 19th Commemoration of Atatürk, Youth and Sports Day	19.05.2023	237	0
4				
5				
6				
7				
8				

POSTING AN ANNOUNCEMENT ON THE BULLETIN BOARD			
NO	TOPIC	POSTING DATE	REMOVAL DATE
1	May Membership Fee Advance Notification	03.05.2023	10.05.2023
2			
3			
4			
5			
6			
7			
8			

MANAGEMENT ACTIVITIES			
NO	TOPIC	DONE	NOT DONE
1	MONTHLY ACTIVITY REPORT UPLOADED TO THE WEBSITE	✓	
2	EVALUATION OF REQUESTS AND NOTIFICATION TO RELEVANT DEPARTMENTS	✓	
3	TRACKING THE RESOLUTION PROCESS OF REQUESTS AND BRINGING THEM TO A SOLUTION	✓	
4	ARCHIVING OF PETITIONS AND RELATED FORMS	✓	
5	EVALUATION OF SUGGESTIONS AND COMPLAINTS	✓	
6			

- A monthly audit report is prepared and signed by the audit committee.
- Monthly work plans are created by checking the common areas.
- ISKI, BEDAS, and IGDAS bills belonging to our independent sections are distributed in the boxes at the block entrances.
- Residents with outstanding debts are reminded of their balances via SMS and email.
- Quotations have been gathered for generator maintenance and water tank cleaning.
- Warning letters have been sent to residents with outstanding debts of 3,000 TL or more, and legal proceedings have been initiated for residents who cannot make a payment plan.

- We prepare registration forms including necessary information and documents from the new residents who will move into our site.
- After the tenant/owner files are created, the moving process is carried out.
- We plan collections with residents who have outstanding debts.
- Monthly announcement of the dues is posted on the notice boards in our elevators.
- We hold monthly agenda meetings with our board of directors and audit committee.
- Payments of our bills are carried out within the planned schedule.
- A monthly audit report is prepared and signed by the audit committee.
- A decision has been made to initiate the proceedings for the alteration of the management plan through a meeting of the Board of Representatives, and to conduct a survey with the co-owners regarding common area insurance.

TECHNICAL & CONSTRUCTION ACTIVITIES

- The monthly maintenance of the elevators is carried out by EİSEN Elevator Company.
- The pest control company KONTROLPEST renews the baits at the rodent stations throughout the site and carries out pest control.
- The missing stop bulbs at the block entrances are being replaced.
- Our wastewater drains are cleaned monthly by the municipality.
- The missing light bulbs on the floors are being replaced.



Cleaning Of Wastewater Drains

- The missing lamps and LEDs in the block corridors have been renewed.
- The hydraulic system of Security Gate B has been replaced.
- The water leakage issue from Block E to the parking area has been resolved.
- The faucet in the staff restroom has been replaced.
- Cleaning and disinfection have been carried out for 14 water tanks.
- The edges of drains in the parking area have been closed and painted.
- Adjustments have been made to the block doors.
- Non-slip tapes on the wheelchair ramps have been replaced.



Door Closer



Replaced Parts During Generator Maintenance

- Maintenance has been performed on the generator by Teksan Generator company; oil, fuel, and air filters have been replaced.
- Maintenance of the hydrofor has been carried out by ERD Servis.
- The faulty expansion tank of Block A has been replaced by ERD Servis.
- The burst membranes of Blocks D and E have been replaced by ERD Servis.
- Two lamps on the parking ramp have been replaced.



The Renewed Expansion Tank In Block A

SAFETY ACTIVITIES

DEVICE NAME	DEVICE STATUS		INSPECTION DATE	ACTIVITY STATUS	
	EXIST	NOT EXIST		ACTIVE	PASSIVE
CALL RECORDING SYSTEM(PBX)	✓			✓	
BARRIER SYSTEM	✓			✓	
AUTOMATIC VEHICLE PASSAGE SYSTEM (AVPS)		✓			✓
PLATE RECOGNITION SYSTEM (PRS)	✓			✓	
ENVIRONMENTAL SECURITY CAMERAS	✓			✓	
MANAGEMENT OFFICE CAMERAS	✓			✓	
THE PEDESTRIAN PASSAGE SYSTEM WITH TURNSTILES	✓			✓	
SITE PEDESTRIAN ENTRANCE GATES/CARD ACCESS SYSTEM	✓			✓	
THE INTERNAL TELEPHONE SYSTEM (INTERCOM)	✓			✓	

- Security services are provided by a team of 5 personnel on a 24-hour basis, with 1 person during the day and 2 people at night, by Orkun Companies Group.
- Security service practices are carried out in accordance with the Law on Private Security Services numbered 5188.
- Guest entry and exit records are created.
- Orkun Companies Group performs routine security checks and inspections by night inspection and reporting officers during the night and day.
- Moving processes are monitored, and all necessary reports are kept and measures are taken during the move.
- The authorized representative of ÖGEM Person, Institution, Organization has been changed.

CLEANING ACTIVITIES

AREA	GENDER	OPERATION	DAILY	MONTHLY	WEEKLY
OUTDOOR HARD FLOORING	STONE	SWEEPING	+		
OUTDOOR PLANTED AREA	PLANT	TRASH PICKUP	+		
OUTDOOR TRASH CANS	METAL	TRASH DUMPING	+		
OUTDOOR TRASH CANS	METAL	WASHING		+	
OUTDOOR WASTE BIN	PLASTIC	WASHING		+	
OUTDOOR LIGHTING	LAMPS	DAMP DUSTING			+
OUTDOOR WALKWAYS	STONE	WASHING			+
OUTDOOR SEATING BENCHES	WOOD	DAMP DUSTING	+		
TECHNICAL VOLUMES		DAMP DUSTING			+
COMMUNITY CENTER	CERAMIC, WOOD, METAL	DAMP DUSTING, DAMP MOPPING, WASHING	+		
OUTDOOR ROAD EDGES	DRAINS	WASHING			+
OUTDOOR ROADSIDE	CAMERAS	DAMP DUSTING		+	
FLOOR HALLWAYS	MARBLE	DAMP MOPPING	+		
FIRE ESCAPES	MARBLE	DAMP MOPPING		+	
SERVICE STAIRCASES	MARBLE	DAMP MOPPING		+	
GARBAGE COLLECTION			+		
ELEVATORS	CABIN CLEANING	DAMP DUSTING, FLOOR CLEANING	+		
COMMON AREA GLASS SURFACES	PISTONG RING	DAMP DUSTING		+	

Orkun Şirketler Grubu provides management services for Vista 4 Site, and daily routine cleaning tasks are carried out to ensure the continuation of life, and the following tasks are performed:

- External environment cleaning is carried out.
- Landscape cleaning is performed.
- Parking area cleaning is performed.
- Cleaning of stair railings is carried out.
- Garbage collection is performed twice a day (10:00 and 17:00).
- Elevators and doors are cleaned, and block entrances are cleared.
- The cameras are cleaned.



Building Maintenance



Cameras Cleaning

- The drains at the entrance of the covered parking areas are cleaned every 15 days.
- The cleaning of shop floors is being done.
- The parking lot is being washed.
- The fronts of the shops are being washed.
- The tops of the shops are being cleaned.

Daily activities:

- Cleaning of blocks and garbage collection are done at the planned time.
- Cleaning of the surroundings of the shops is being done.
- Cleaning of the children's park and walkways is being done.



Cleaning The Tops of Stores (Between Blocks)



Daily Cleaning of Store Fronts

Activities every 15 days:

- Cleaning and checks of enclosed mechanical areas and common areas are being done.

Monthly activities:

- All common areas, blocks, closed parking lots, stairs leading to the blocks, gym, and parking lots are cleaned.
- Periodic cleaning of the unused social facility is done.
- Hydrophore tanks and floors are washed.
- The fire room is organized and cleaned.
- Periodic cleaning of the electrical rooms is done.

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LANDSCAPING & GARDENING ACTIVITIES

BY BUYING A SERVICE		BY EMPLOYING STAFF		NUMBER OF PERSONNEL	
		✓		BUDGETED	EMPLOYEE
				1	1
GREEN AREA SQUARE METERS	NUMBER OF TREES		NUMBER OF SEASONAL FLOWERS		
	EXISTING	NEWLY PLANTED	EXISTING	NEWLY PLANTED	
500	12	12			
TOTAL	12				

SERVICE SUBJECT	DONE	BEING DONE	NOT DONE
PRUNING OF PLANTED TREES	✓		
STAKING AND TYING OF TREES USING ROPES ATTACHED TO STAKES DRIVEN INTO THE GROUND AT THE BASE OF THE TREE	✓		
REMOVAL OF WEEDS FROM GREEN AREAS	✓		
CULTIVATION OF THE SOIL AROUND THE BASE OF TREES	✓		
CULTIVATION OF SHRUB GROUPS	✓		
WATERING	✓		
PEST CONTROL PROCESSING	✓		
LAWN MOWING PROCESSING	✓		

IRRIGATION SUPPLY			IRRIGATION TYPE		AUTOMATIC IRRIGATION TYPE		
NETWORK	TANKER	DRILLING	MANUALLY	AUTOMATIC	DRIP IRRIGATION	AUTOMATIC-SEMI AUTOMATIC SPRINKLER.	
✓				✓	✓		
MONTHLY WATER CONSUPTION			IRRIGATION CONTROL				
THE AMOUNT OF WATER USED	UNIT PRICE	AMOUNT	BEING DONE	NOT BEING DONE	REASON		
1950M3	6,27	18.643,50 TL	✓				

- The trees in the garden have been pruned.
- The landscaping area has been raked.
- The grass has been mowed.
- The garden has been fertilized.
- 35 flowers have been purchased for the garden and the planting process has been completed.
- The boxwood plants in the garden have been pruned.
- The dried pine tree in Block G has been removed.
- Plant pest control has been carried out.

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