**MINUTES OF THE EXTRAORDINARY GENERAL MEETING**

Mr/Mrs.: ... ... *(name and surname)* .........., President of the Homeowners’ Association ... *(name of the Association)* ... .. which is located in... *(Address of the Association)* ... ..... by virtue of article 16.2 of Law 49/160 on Horizontal Property, convened at ... *(venue of the meeting)* ... ..... the Extraordinary General Meeting of Owners that was held on ... at ... hours in second call.

At this Extraordinary General Meeting, ... ... *(number of owners)....* owners were present or represented, who represent in turn the.. *(percentage of representation)....* per 100 of the total building fees.

The following owners were present :

1 – (Mr./Mrs./the Company)... ........................................, (owner) ........................................ representing the (premises/flat) ........................, door......................., quota.................... per 100

2 – ...

And presenting valid delegation of their vote the following owners *(if any)*

1. (Mr./Mrs./ the company) ......................................................., (owner)............................ representing the (premises/flat) ........................, door......................., quota.................... per 100

In the person of ...................

1. Mr./Mrs./the company) ...................................................................................representing the (premises/flat) ....................., door...................., quota...................................... per 100

In the person of ...................

And the following owners were absent:

* + - 1. Mr./Mrs./the company) ...................................................................................representing the (premises/flat) ....................., door...................., quota...................................... per 100

*(Residents in arrears have a voice but no vote)*

**AGREE**

1. In relation to point 1.- Cessation of the current property administrator. Justification of just cause if applicable.

They have agreed (unanimously/by the vote in favour of) ... *(number of owners).* ... owners who represent in turn the *(percentage of representation) ...* per 100 of the total quotas of the Homeowners’ Association and with the vote against... *(number of owners).* ...... (Owners) and with the abstentions of ... *(number of owners).* .....

The cessation of the current administration for JUST CAUSE due to:

* The absence of diligence in the preparationof the accounts at the request of ... dated......
* The lack of the duty of care of the property due to the omissions that are detailed

1)

2)

Situations that have resulted in an economic loss in the Homeowners’ Associaiton and have resulted in a lack of confidence in the current administration so it proceeds to the cessation of the same with date... ........ *(end of this month).....*

1. In relation to point 2.- Contracting, where appropriate, of the new support services for the management of the Community.

They have agreed (unanimously/by the vote in favour of)... *(number of owners).* ... owners who represent in turn the *(percentage of representation)...* for 100 of the total quotas of the Homeowners’ Association and with the vote against... *(number of owners).* ...... (Owners) and with the abstentions of ... *(number of owners).* .....

The appointment of the company Comunitaria de Servicios a Comunidades SL (Supervecina.com) with CIF ESB19658103 as the new manager of the administration of the Homeowners’ Association.

1. In relation to point 3.- Requests and questions.

It is noted that......

In... *(city name)* ..., to ... *(day)* ... of... *(month)...* 20..

*(signature)*

President of the Homeowners’ Association

*(signature)*

Secretary of the Homeowners’ Association