

**Rules and Regulations for Meetings of
the 11th Owners' Committee of Aegean Coast**

In addition to the rules and regulations governing the convening, conduct and procedure of meetings of the Owners' Committee set out in the Deed of Mutual Covenant of Aegean Coast dated 30th January 2003, the following rules and regulations are adopted and apply to all meetings of the Owners' Committee with immediate effect:-

1. A member of the Owners' Committee who is in any way, whether directly or indirectly, interested in a contract or proposed contract with the Manager of Aegean Coast shall declare the nature of his interest at a meeting of the Owners' Committee.
2. A member of the Owner's Committee shall not vote in respect of any such contract or arrangement in which he is so interested, and if he shall do so his vote shall not be counted, nor shall he be counted in the quorum present at the meeting.
3. If an Owner intends to express his opinion(s) on any matter(s) stated in the Notice of the meeting of the Owners' Committee, he should give a notice in writing to the Owners' Committee at least 4 clear days before the date of the meeting specifying the matter(s) he wishes to address and setting out his opinion(s) thereon ("**Owner's Notice**").
4. Service of the Owner's Notice under paragraph (3) hereinabove shall be affected by leaving it at the letter box of the Owners' Committee.
5. The Owner's Notice may not be considered by the Owners' Committee at the meeting if it is not given in accordance with paragraphs (3) and (4) hereinabove.
6. After a meeting of the Owners' Committee is commenced, there will be a 20-minute session for the Owners to express their opinions on the matter(s) stated in the Notice of the meeting of the Owners' Committee ("**the Session**"). The Chairman of the Owners' Committee (or in the absence of the Chairman, the member appointed by the Owners' Committee as chairman for that meeting) may allow the Owners to express their opinions on other affair(s) of Aegean Coast during the Session.
7. The priority of the Owners' expressing opinions during the Session shall be given to the Owner(s) who has/have given the Owner's Notice(s) in accordance with paragraphs (3) and (4) hereinabove.
8. In order to ensure that each Owner has an equal opportunity to express his opinion(s) during the Session, the Chairman of the Owners' Committee (or in the absence of the Chairman, the member appointed by the Owners' Committee as chairman for that meeting) may stipulate a maximum time limit for expressing opinions to each Owner.
9. After the Session, the Owners may continue to be present at the meeting but shall not express opinions, raise questions or otherwise interfere with the meeting of the Owners' Committee.
10. The Owners' Committee may accept member(s) to use video conference software to join the routine meeting for epidemic prevention needs provided that 75% or above Owners' Committee members accept such arrangement before the meeting notice issued. However, resolution(s) in the meeting should be passed by the majority of all Owners' Committee members instead of the majority of attending members of the meeting.
11. If any owner / resident makes a complaint to the Owners' Committee and such complaint should be handled by legal action that management expenses is incurred, the concerned complainant should disclose his/her name and address of Aegean Coast to the Owners' Committee.
12. The Owners' Committee may from time to time amend, delete or vary any of the aforesaid rules and regulations.

Adopted on 18 October 2023

愛琴海岸第十一屆業主委員會會議規則和規章

除於 2003 年 1 月 30 日訂立的愛琴海岸大廈公契所列明的業主委員會會議召開、進行及程序的規則和規章之外，以下的規則和規章會被採用及適用於所有業主委員會會議，並即時生效。

1. 任何業主委員會委員如以任何方式直接或間接在一項與愛琴海岸管理公司訂立的合約或建議與管理公司訂立的合約中有利害關係，則該委員須在業主委員會會議上聲明其利害關係的性質。
2. 任何委員不得就其如上述般有利害關係的任何合約或安排作出表決；如他作出表決，則其票數不得被點算，而在確定是否有法定人數出席會議時，該委員亦不得點算在內。
3. 若業主欲就業主委員會會議通知書內的任何事項發表意見，他必須於會議日期前的 4 整天向業主委員會發出書面通知指明他將會就那些事項提出意見及列明他對前述事項的意見(“**業主意見書**”)。
4. 上述第 3 段規定送達的業主意見書，須用將其留在業主委員會信箱內的方式作實行送達。
5. 若業主意見書沒有依照上述第 3 及 4 段規定發表及送達，此業主意見書可能不會被業主委員會在會議中考慮。
6. 在每次業主委員會會議宣布召開後，將會有一個為時 20 分鐘的發言時間讓業主就業主委員會會議通知書內的事項發表意見(“**發言時段**”)。業主委員會主席(或在主席缺席時，由業主委員會委任為該次會議主席的委員)可容許業主在發言時段內就其它有關愛琴海岸的事務發表意見。
7. 所有依照上述第 3 及 4 段發出業主意見書的業主將會在發言時段內享有優先發言權。
8. 為確保每位欲發言的業主在發言時段內有平等機會發表意見，業主委員會主席(或在主席缺席時，由業主委員會委任為該次會議主席的委員)可規定每位業主的發言時限。
9. 在發言時段過後，業主可繼續出席會議，但不可發表意見，提出問題或以其他形式干擾會議的進行。
10. 業委會基於防疫考慮接受以視像會議形式出席例會時，在發出是次例會通告前，必須由不少於百分之七十五委員同意。此外，該次會議的議決事項，必須由全體委員的過半數(並非出席的過半數)通過方為有效。
11. 倘有業戶向業委會作出投訴，而處理該投訴必須動用管理費透過法律程序處理，有關投訴人必須向業委會披露其居住單位及姓名資料。
12. 業主委員會可不時修訂、刪除或更改以上任何一條規則和規章。

注：若本中文版本內的任何文字或句子與英文版本有任何不符之處或爭議，須以英文版本為準。

於 2023 年 10 月 18 日訂