

Los Claveles AGM Instructions

Dear Owner,

Please find attached the documentation for the forthcoming Annual General Meetings of Los Claveles, to be held on **Tuesday 21st April 2026** at:

Hotel Gran Costa Adeje

Avenida Bruselas 16
Adeje, Tenerife

The meetings will take place as follows:

- **Development Owners Association (DOA):** 10:00 (first call) / 10:30 (second call)
- **Club Los Claveles:** 11:30

Documentation enclosed

We enclose the following documents for your consideration:

- Agendas for both meetings
- Administrator's Report
- Report on Accounts 2025
- Proposed Budget for 2026
- Attendance / Proxy Voting Form

Important – Voting and Proxy Form

There are **two separate meetings**, and it is important that your voting form is completed correctly depending on your ownership.

1. Development Owners Association (DOA)

All owners have the right to vote on the DOA agenda items.

Please note that one specific item within the DOA agenda (election of the Owners' Representative of the Timeshare Community) is **only to be voted on by Timeshare owners holding escritura**.

2. Club Los Claveles

Only registered Club Members may attend and vote in this meeting.

How to complete the proxy form

- **If you are a Club Member:**
Please complete **both sections** of the proxy form (DOA and Club).
 - **If you are a Timeshare owner (non-Club Member):**
Please complete **only the DOA section** of the proxy form.
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Online form (new and recommended)

We are pleased to introduce a new option allowing owners to complete and submit the Attendance / Proxy form online, quickly and securely.

This makes the process much simpler, with key benefits such as:

- No printing, scanning or emailing required
- Easy access from mobile phones and tablets
- Secure and officially recognised

You can access the form by scanning the QR code included in the documentation or by clicking on the following link:<https://form.jotform.com/260834358217359>

The online form will guide you step by step and will only allow you to vote on the sections that apply to your ownership, helping to ensure everything is completed correctly.

Submission deadline

If you are unable to attend, please return your proxy form as soon as possible.

To ensure your vote is counted, proxy forms must be received by: **10:00am on 17th April 2026**

Additional information

Please note that, in order to vote, your maintenance fees must be fully up to date.

You will also be required to provide proof of identity (passport or driving licence) when registering attendance at the meeting.

If you have any questions or require any assistance completing the form, please do not hesitate to contact us.

We look forward to your participation.