RULES OF INTERNAL ORDER VISTA AZUL XXXI

ARTICLE 1 - Majority of casted vote

The following *Rules of internal order* have been approved between all owners.
The rules are compulsory for all current and future owners, their beneficiaries, as well as all people accessing the Vista Azul XXXI and can only be modified by the general assembly concerned, by a simple majority of the votes delivered at the meeting, either by owner present at the meeting or by owner represented by proxy.
In voting, one apartment is equivalent to one vote, irrespective of the number of owners of the apartment.

ARTICLE 2 – Minutes

Modifications to the internal rules will have to appear in chronological order in the book of the minutes of general. This register will also contain the status of the VISTA AZUL XXXI complex, the rules of order and the modifications.
In case of change in ownership of a part of the building, the owner who disposes their property, is obliged to inform the buyers of the existence of this register and its content and invite him/her to take an interest in it.
The new owner, just by being the owner, tenant or right-holder of any part of the building, enters into all the rights and obligations resulting from the prescriptions of this book of the minutes and the decisions recorded there; and is, together with his/her beneficiaries required to comply with it
The community rules must be displayed in properties rented out to non-owners. If there are problems with tenants for breaking the rules, it must be reported to them in first instance, and if the problem persists, then the police need to be involved.

ARTICLE 3 – Communication

The population of the complex is a mix of different nationalities and speaking many different languages, the owners have agreed that there is a need for one common communication language.
Therefore, it has been decided and accepted by the owners that all communication between the administrator and the president on the one hand side and the owners on the other side will be carried out in English (minutes, invitations, e-mail exchanges and other documents).
In respect of the Spanish law, a Spanish version of all official documents will also be available. Owners having difficulties with the English language can easily translate all documents into their mother tongue using translation applications.

SECTION I: MAINTENANCE

ARTICLE 4 - Maintenance work

Painting works on façades, including guardrails and garage doors, must be done at times fixed according to a plan drawn up by the general assembly of the community and under supervision of the administrator / president.
As for works relating to private parts of the building whose maintenance interests the harmony of the complex, they must be done by each owner in due time, so as to keep the property in a good state of maintenance.

SECTION II : ASPECTS

ARTICLE 5 – Aspects of aesthetics and harmony

The outside view of the terrace may under no circumstances be changed without prior decision of the general assembly, in particular with regard to the paint of the walls and the balustrades. The following changes are also prohibited: any kind of straw or wood placed against the railings, because they change the aesthetic aspect of the facade.

It is forbidden to hang flower boxes on the outside of the terraces and the balconies.
It is forbidden to place large satellite dishes on a roof, balcony or any other visible area of the complex.
Any owner wishing to add grilles to the windows and doors will have to respect the harmony of the facade of the building by selecting a grill identical to grating at the doors of access.
The placement of sunshades on the terraces, glass curtains, shutters, glass or metal fences are authorized in the respect of the approved uniform formats and colours,
Before making changes and to avoid problems and discussions, owners must first inform the President about their wish for addition.
The President will inform them about which kind of changes that is accepted by the community and which kinds that is not allowed.
Owners and occupants are not allowed to put on windows or balconies any signboards, posters, advertisements, pantries or other objects that disturb the overall aesthetics of the complex.
It is forbidden to hang laundry on the railings of the balconies and on the windows or facades. Drying laundry is permitted on the terraces on a standing drying rack that is pliable and of which the height does not protrude above the balustrade and is set backwards (to avoid an "unpleasant" view).
The mats and floor rugs should not be shaken or knocked out from the terraces and the balconies (the same for the tablecloths and the bed sheets).
As objects on private terraces, only pot plants with flowers and/or green plants and garden furniture are allowed.
Anyone causing damage to trees and plants or any other part (fitness area - petanque area and children's games) of the complex, will be responsible for the cost of replacement, repair or cleaning of this damage.

About Pergolas and glass curtain the owner should ALWAYS inform the president and administrator before contract anything.

ARTICLE 6: Rules in the swimming pool / jacuzzi.
The opening hours for use of the swimming pool are from 8:00 to 22:00, except in the months of July and August, which will be from 8:00 to 23:00.
Pool doors must be kept closed at all times to minimize the risk to drown in the pool. As a measure of hygiene, it is compulsory to shower before entering the pool / jacuzzi.
Air mattresses, inflatable chairs, inflatable toys and ball games are allowed in the pool if it does not disturb other owners.
Children wearing diapers should be equipped with special waterproof diapers without leaks before accessing the pool.
T-shirts of colour or with drawings will not be allowed in the pool/jacuzzi since the chlorinated solutions of the pool can discolour the clothing and bring colours of dyes into the water.
Only fitted clothing are allowed
Non-owner occupants may not be allowed to invite external people to the complex.
Smoking and eating in the enclosure and in the access to the pool / jacuzzi is not allowed.
Drinking alcohol in the enclosure and in the access to the pool / jacuzzi is not allowed. People who seem to be under the influence of alcohol or drugs are not allowed in the pool.
Drinking glasses used in this are must be made of plastic. Any glass objects are forbidden in the pool / jacuzzi enclosures to prevent cuts and bleeding that can pollute the pool water.
It is not allowed to jump into the pool from outside the pool area, to dive into the pool or to disturb other pool users. The community is not responsible for any accident or expense that may occur.
Radio equipment is only allowed if personal ear buds are used.
Children under the age of 10 have to be accompanied by an adult or family member. Parents are responsible for children’s behaviour at all times in the community and the pool. The jacuzzi cannot be used by children under 10 if they are not accompanied by an adult.
It is not allowed for women to sunbathe or be in the swimming pool/jacuzzi or in any other common areas in topless.
The jacuzzi will be heated only during the periods from 20th December to 10th January and from 15th March to 30th April and the temperature will range between 29 and 34 degrees.

SECTION III : INTERNAL ORDER

ARTICLE 7 - Deposits in the common parts - Housework.

Among the common areas, the passage to garages and pitches, entrance porches, halls, stairs, clearances, access passages to apartments, common gardens should be kept free at all times.

Parking in front of entry porches is prohibited except for temporary unloading or loading;

The access passages and common areas are not to be used for any household work such as brushing carpets, bedding, clothes, furniture, shoe polish, etc.

ARTICLE 8 - Moves and removals

It is forbidden for the removal trucks to park in front of the entrance to the garages.

In case of moving or moving, the President must be notified by ordinary letter 15 (fifteen) days in advance

The transport of furniture and heavy objects, such as crates, trunks, rubble in case of renovation, etc. must be done by the stairs on the outside of the complex (not through terrace windows).

It is strictly forbidden to use the garage access stairs for transporting furniture or heavy or bulky objects likely to disturb the passage or to cause damage.

ARTICLE 9 – Animals

The occupants of the complex are allowed to have in their apartment dogs, cats and birds.

All animals will be leashed and access will be prohibited in the communal gardens and around the pool.

The number of pets will be limited to two per apartment. It
is forbidden to feed animals outside the complex.

If an animal is a source of nuisance by noise, smell or otherwise, the owners will be notified by the admin.

If the problem persists and causes annoyance to others, the general assembly might decide by simple majority of the voices present, to instruct the owner to remove its animal from the complex.

In the event that the tolerance is subrogated, failure to comply with the decision of the general meeting will result in the offender paying damages, without prejudice to all sanctions to be ordered by court.

SECTION IV: MORALITY-TRANQUILITY

ARTICLE 10 - Occupation in general

The owners, tenants and visitors of the apartments must always behave civilized in the complex and enjoy it according to the legal concept of "due care".

They must ensure that the tranquillity of the facilities is at no time disturbed

None of the occupants are to disturb their neighbours by the use of radio, television or others, in particular between 24h00 and 7h00.

No motor may be installed in apartments or private premises, with the exception of small engines operating appliances.

Regarding the enjoyment of the terraces, the owners, the tenants, will be allowed to make use of electrical barbecues, gas barbecues or any other electrical apparatus allowing the cooking or the grilling of food on the condition of not disturbing the direct neighbours; necessary protections in the private terraces must be made (ground etc.). Barbecues on charcoal are strictly forbidden

The use of parasols, chairs or sun beds is not allowed in the community area unless they have round pipes or wheels on the grass, since they could damage it.

Towels and inflatable mattress allowed on the artificial grass

It is also forbidden to ride a bicycle, scooter, skateboard or electric pedal in any part of the complex.
The children's playground is only for children under 12 years of age.
It is forbidden to throw cigarette butts or other objects (paper, cans, bottles, ...) into the common parts.
It is forbidden to throw cigarette butts or other objects (paper, cans, bottles, ...) into the private gardens through the terraces and windows. Smoking in common areas is not allowed.
Each alarm system must either be connected to a security company or be equipped with a system whereby the occupants of the apartment can be notified immediately and a quick intervention by the aforementioned security firm, the apartment residents or a third person is required to implement the turn off of the system in case of alarm. The owner or occupant must also inform the syndic and the members of the General Assembly as soon as an alarm system has been installed, so that if the alarm should come into error during their absence, the appropriate measures can be taken. The owner or the resident must comply with the legal obligation to report the system to the police and must have this checked annually.
It is forbidden to connect electrical appliances (refrigerators, freezers, etc.) to the network of the common parts.
Any economic activity is prohibited.

ARTICLE 11 – Rentals
The tenants will do their utmost to manage the premises according to the legal concept of « Due care » and to comply with the present rules of internal order of which they will have to acknowledge having acquainted themselves. In the event of a serious breach duly noted, the rentals may be terminated at the request of the President of the Property Committee. The maximum number of occupants per apartment cannot exceed 7 adults.

ARTICLE 12 - Occupations of garage areas
Each owner is responsible for his proper parking area(s) and cannot use the parking place(s) of others even if only temporarily.
The garage cannot be use to save type of furniture.
If an owner closes his garage space, he/she must install an electric meter in such a way that the electricity consumption made in that garage must be paid annually to the community.
Owners who closed their garage, should contact their insurance broker to see for an additional insurance of their closed garage box.

ARTICLE 13 - Community charges
The owners and their dependents must meet all the expenses of the community.
Owners who wish to sell their premises have to inform the President and the administrator.
The Administrator issues a certificate of debt once all payments are settled. The seller remains liable for all community issues, including payments, until proper notification of the new owners' details.

SECTION V: DESTINATION OF PREMISES

ARTICLE 14 - Destination of apartments
The apartments are intended exclusively for residential housing.

ARTICLE 15 – Advertising
It is forbidden, except with the special authorization of the general assembly, to advertise in the complex.
No announcements and/or publicity may be placed on the inside or outside of the Vista Azul XXXI Complex.
It is, however, permitted to display on the front door of the apartments or next to it, at the place prescribed by the general assembly concerned, a plate of the model authorized by said assembly indicating the name of the occupant.
At the entrance, everyone has a mailbox; this mailbox may include the name and apartment number of the holder; these inscriptions will be of the model prescribed by the general assembly.

ARTICLE 16 - Unhealthy deposits

No deposit of dangerous, unhealthy or unpleasant materials may be established in the complex.

It is also forbidden to store any construction materials, waste, rubble, etc.

Containers for the collection of household waste, cardboard, paper and plastic bottles are placed in the streets around the complex - Each owner and / or tenants will be required to deposit these deposits in the containers themselves.

It is not allowed to use the public waste bins on the sidewalks around the complex for household trash.

SECTION VI: PRESCRIBES TO THE MANAGEMENT OF THE COMPLEX

ARTICLE 17 - Designation

The company GARRIDO ADMINISTRADORES was chosen for the management of the complex.

The company is appointed to manage the various problems that may arise in the complex. Each request must be sent in writing (email) to the designated person at GARRIDO ADMINISTRADORES and to the President of the committee. The management company has to receive instructions only from the committee.

SECTION VIII: Presidency

ARTICLE 19 - Duties of the President

The Administrator is in charge of managing the accounts of the community.

He has the duty of ensuring an economic management of the complex including approving payment of invoices for the community.

ARTICLE 23 - Provisions

A quarterly provision will be paid to the community account by the owners to enable it to meet the common, periodic expenses.

The amount of this working capital provision is set by the general meeting.

The assembly may also decide to set up a reserve fund to deal with major repairs and the replacement of the equipment (10% of the total annual budget).

This reserve fund will be used only for non-recurring expenses decided at the general meeting.

On quarterly base a part of the fees (10%) will be contributed to the reserve fund and booked on a separate bookkeeping account.

These two funds, the Working Capital Fund and the Reserve Fund, will be separated and held on different charges in the cost balance sheet.

The President has the right to claim the provisions fixed by the general meeting and in default of payment, the President and the management company will remind the defaulting party.

The property charges are payable upon receipt of the statement of the provisions claimed. Failing payment within thirty days of the date of dispatch of the call for funds, the sums due shall be increased, automatically and without prior notice, by interest at the rate of 20% of the quarterly fee that has not been paid at the end of the corresponding quarter, as well as that a fixed and irreducible compensation of 50 € in principal as damages and interest and criminal clause.

In the event that the defaulter has not paid the amount of the provisions and charges of the payment reminder, the President / the management company will notify him of a formal notice and may summon it to the competent courts, failing the settlement of the due within the week of the notice.

Access to the swimming pool is prohibited to all owners who are not up to date with their community fee payments. The community reserves the right to change the access locks to the swimming pool and not to deliver the new key to owners with debts to the community until they have settled their debts.

SECTION IX: COMMON EXPENSES

ARTICLE 24 - Determination

Same as the expenses of maintenance and repairs of the common parts of the complex, the expenses born of the common needs are supported by the owners of the complex.

These are the expenses of water and electricity (pumps and common lighting) for the maintenance of the common parts, the fees of the management company / the President and, the insurance premiums incumbent on the community and in question above, the cost of

purchasing maintenance and replacement products for common equipment and furniture, garbage bins, utensils and supplies necessary for the proper maintenance of the complex.

ARTICLE 25 – Insurance – Water – Electricity - Dish antenna's/ Fiber connections
All owners have to contract insurance for the areas not covered by the community insurance. A copy of the community insurance policy will be available.
It is recommend to have the private insurance with the same company as the community it will be cheaper and better for all, the administration can help with it email: incidencias@garridoadministradores.com
The individual consumption of water, electricity, internet connections and fibre connections and all the expenses related to these services are paid and / or supported by each owner.

1. The subscription to the water service for the common parts of the complex is subscribed by the management committee.
2. It is the same for the electrical service of the common parts of the complex

SECTION X: GARAGE AND CAR LOCATION REGULATIONS

ARTICLE 26 - Occupation
The garages can be occupied by their owner or rented out.

ARTICLE 27 - Obligation of occupants
Unless waived by the management, the occupants cannot:
1. Assign their said garages to any destination other than vehicle parking;
2. Demarcate or close the site with masonry work without the permission of the owners of the adjoining garage spaces. The owner will be responsible for the works carried out. The committee do not assume any responsibility in this regard;
3. Do on the location of their garages and generally on a visible part, no publicity whatsoever;
4. To proceed in garages to no public exhibition or sale of vehicles or to assign them to a taxi operation;
5. Inconvenience other occupants of car spots by splashing water when washing vehicles. (The washing of parked vehicles is will be done outside the complex.)
6. Introduce other fuel into their garage, than that contained in the tank of the vehicle.
7. it's forbidden to use the electricity and the water of the community for private use.

Occupants must:
(a) Prohibit the use of audible warning devices, especially between 24:00 and 07:00, engine hum, free exhaust, combustion of oil and gasoline.
b) Keep free access at any time and not park there.
c) In general, avoid any disturbance to the other occupants of the garages
d) A fire extinguisher installation of the approved type exists along the car parks. Any use of fire extinguisher will have to be reported and the replacement of this fire extinguisher will be charged to the one who used it as well as the cleaning of the place
The garage door and locations may only remain open for the time necessary to enter and exit the vehicle. The same is true for the gate of the access ramp to the outer zone.
Parking in the area in front of the garage access doors is prohibited.

SECTION XI: SAFETY OF & IN THE BUILDING

ARTICLE 28 - Security
It is forbidden to double-close the entrance doors of the complex.
This to allow a possible evacuation & access for i.e police and medical personal.

SECTION XII: GENERAL PROVISIONS

ARTICLE 29: Disputes
1. In case of disagreement between the owners and the President, the dispute will be settled by the general assembly of owners.
2. Any dispute not resolved amicably between owners will be submitted to an arbitrator (external lawyer) chosen by mutual agreement by the parties. Its decisions will be rendered as a last resort and executed between the parties.