

HACIENDA SAN ANTONIO

CONDOMINIUM RULES and REGULATIONS

I. EMERGENCY AND LOCAL NUMBERS:

Chapala Police: 765-4747

Police Ajijic: 766-4760

Fire Station: 766-3615

Ambulance: Red Cross: 765-2308

Lake Chapala Society: 766-1140

Taxi: 766-0674

II. INTRODUCTION

a. The following rules and Regulations, and Architectural Control Standards, have been adopted by the Hacienda Condominiums Management (HCM) not only to protect the architectural integrity and harmony of the community, but also to promote the safety and welfare of residents and maintain an acceptable quality of life .

b. The Rules and Regulations shall apply to all property owners, their residents, family members, tenants, occupants, visitors, employees and guests; and shall be enforced by the HCM in accordance with applicable Covenants and By-laws. In establishing and maintaining the Rules and Regulations, or Standards, the HCM shall make every effort to ensure that they do not affect unit owners, right to the enjoyment of reasonable and unrestricted use of their property or privileges of ownership.

III. GENERAL INFORMATION

a. The Haciendas San Antonio Condominium is bounded by Ramón Velázquez Street and Paseo Del Conejo and is comprised of 29 Condos, Common Areas and General Common Elements.

b. The pool and the areas that adjoin the gazebo are the Common Areas. Use of these areas is shared by all residents of the community.

c. The streets, curbs, sidewalks, gate, parking areas, Internet service, gazebo, lawns, yard areas, trees, shrubs, exterior lighting and central water connections comprise the General Common Elements. The HCM is responsible for operational management, oversight of maintenance and improvement of these areas, which proper use and repair of the Common Areas and Elements, which are for the exclusive use of the individual residents / unit owners and / or their guests.

d. The condominiums include balconies, patios and fenced areas. Unit owners and tenants have responsibility for the upkeep of these areas.

IV. CONDOMINIUM MAINTENANCE FEES

a. The maintenance fee that each condo owners must pay comes into effect April 1. This fee will be paid yearly and in advance, and will be reviewed each year by the condo owners' at the AGM assembly. Approval of the fee will require agreement of 51 % of the assembly. If there is no quorum in the first assembly, a second assembly will be set and in that, the decision will be made based by a majority of the condo owners in attendance.

b. Failure to pay condo fees will result in a lien being placed on the offender's property which, unless discharged, may result in the forced sale of the property.

c. The Chairman of HAS will be advised immediately by the Condo Owner if any extenuating circumstance arise regarding the payment of the fees.

d. In order to rent a condo to a third party, fees for the unit must be paid on time. The HCM may collect overdue fees from owners, renters or anyone who is in possession of the condo.

V. GENERAL RULES

a. **Tenants:** Unit owners are fully responsible for the actions of their tenants, family members, guests and pets, and shall be held accountable for any damage done to the property. Exceptions to these rules may be granted only by a written notice from the HCM.

b. **Damages:** Any damage to buildings, grounds or other common areas, or to equipment, by any owner, tenant, guest, family member or pet shall be repaired at the expense of the unit owner. This charge may be assessed in addition to a fine of 10% of the cost of repair .

c. **Common Areas:** The lawns and walkways shall not be used for storage or parking or be obstructed in any way. No bicycles, toys, trash cans or recycle bins, or other personal property shall obstruct entrance ways, walkways, parking or other common areas.

d. **Unlawful and Disturbing Noise/Practices:** No unit owners shall make or permit to be made any unreasonable noise that may disturb or annoy other residents, or permit anything to be done which will interfere with the rights, comfort and convenience of other residents.

e. **Trash and Garbage:** Shall be placed in sealed bags or containers. Trash cans shall be kept inside the rear of each unit. Any bulky items such as mattresses, furniture, appliances, construction materials, etc., Shall not be placed outside earlier than the day before scheduled pick-up days.

f. **Defacing of property:** Signs, notices, advertisements, or any alteration of exterior surfaces shall not be placed, inscribed or exposed on any window, door, or other

exterior parts of unit, or on the Common Areas. Specifically excluded from this regulation are seasonal decorations, "FOR SALE "and" FOR RENT" signs, in accordance with the Declaration of Covenants, or as approved in writing by the HCM.

g. Rental Property: All unit owners who rent to a tenant shall; (1) provide the tenant with a copy of the Rules and Regulations, (2) Include in the lease agreement a provision that the tenant has been given said copies, has read and understood, and agrees to abide b these documents, (3) notify the property manager in writing that the unit is tenant-occupied, giving the name(s), address and phone number of the occupants, and, (4) Provide to the property manager the name of any agent retained by the unit owner to manage the unit for him/here. The unit owner is responsible at all times for the enforcement of the established guidelines.

h. Vandalism: Unit owners and their families, tenants, and guests shall not deface, remove, destroy, or permit the defacing, removing or destruction of any element of the Common Areas.

i. Circulation: No trucks larger than the gas truck are permitted inside the complex. Any owner or tenant who authorizes a larger vehicle will be responsible for all damage to streets and/or properties.

VI. CONDUCT

- a. All condominium units shall de used for residential purposes exclusively.
- b. No noxious or offensive trade or activity shall be carried on within any condominium unit, Common Area or Common Element, nor shall anything be done therein or thereon which may be or become an annoyance to the neighborhood or other owners.
- c. Use of the gazebo and pool by more than eight (8) guests at a time must be scheduled at least a week in advance with the property manager. All parties and music must end by 11:00 PM.
- d. Glass containers are not allowed in the pool area, neither is the consumption of meals on the pool edge. Proper bathing suits are required and no one shall be allowed to swim in street clothing, underwear lingerie.
- e. Diving is prohibited.
- f. Children must be supervised when in or around the pool. HCM bears no responsibility for them.
- g. The owner shall not place, or permit to be placed or left in common areas or common elements including those over which it has exclusive use, garbage, refuse or debris .
- h. Signs will be posted when the pool is closed for maintenance. HCM is not responsible for swimmers who disregard this notice.

VII. SAFETY

- a. Nothing shall be done or maintained in any condominium or on the Common Elements, which is in violation of any law. All incidents will be reported to police.
- b. Alcoholic beverages consumption in the common areas should be adult supervised and the responsibility of the condo owner. It is forbidden to use controlled substances or drugs in the common areas. Any violation will be reported to the police and local authorities.

VIII. ANIMALS AND PETS

- a. The maintenance, keeping, boarding and/or raising of animals, livestock or poultry of any kind, regardless of number, shall be and is hereby prohibited within any condominium unit or Common Area, except that this shall not prohibit the keeping of small dogs, cats, and/or caged birds as domestic pets, provided they are not maintained, kept or bred for commercial purposes and provided further that the keeping of small dogs, cats and/or caged birds will not create noxious or offensive activity. Maximum number of pets shall be two per unit. Any dog or cat must wear a collar with identification on it. Maximum weight of any pet is 6 Kg. or 13 Lbs.
- b. All pets shall be leashed and under the control of their owner whenever they are outside the unit. and shall not be allowed to run free or unleashed at any time, or otherwise interfere with the rights, comfort and convenience of other residents.
- c. Owners must clean up after their pets. Any pet owner who does not pick up after their pet will be fined \$50 pesos per offence.
- d. Pets must be vaccinated and kept in accordance with the Chapala Health Department laws and regulations. Contact any local Veterinary Clinic or the Animal Shelter for more information.
- e. Owners are responsible for all damage caused by their pets to the Common Area and to the property of others.

IX. MOTOR VEHICLES

- a. Excepts as herein provided, no junk vehicle or other vehicle on which current registration plates are not displayed, no trailer, truck, camper, house trailer, motor home or boat may be kept on any Common Elements.
- b. Likewise, no repair or extraordinary maintenance of automobiles or other vehicles may be undertaken on any of the Common Elements. Minor vehicle repair work shall be permitted in emergency cases only, provided that the area is cleaned after have been completed.
- c. Vehicle stereos or sound systems must be kept at a low volume while inside complex.
- d. Parking Policy: Vehicles shall be prohibited from park upon the Common Elements.

e. Each unit shall have an assigned parking space in front of the unit. Overnight parking of passenger vehicles on interior roads shall be limited to one night.

X. ARCHITECTURAL MAINTENANCE/CONTROL

a. No structural alteration (construction, addition or removal) of any condominium unit or Common Element shall be commenced or conducted except with written permission from the HCM.

b. All changes proposed by a unit owner to the exterior of his/her unit shall be submitted in writing to the HCM. All requests shall include a written description and a diagram of the proposed changes, and must be signed by the unit owner. Once written approval has been received from the HCM and changes have been made, the unit owner must contact the HCM so that a final inspection may be made and signed off by the HCM.

c. No owner or resident may make or cause to be made any change outside his/her unit without the prior express written approval of the HCM unless the administration fails to respond within 60 days of a written request submitted by the owner.

XI. POLICY

a. The architectural covenant imposed a legal requirement on the HCM to approve or disapprove the construction of new structures, exterior additions or alterations to the original design of the units, and all subsequent alterations thereto before they are started by the unit owner.

b. It should be noted that approval of any project does not preclude the subsequent adoption of more liberal or restrictive standards where deemed necessary to maintain or improve overall architectural standards and harmony. No amendment shall affect any project approved prior to adoption of such amendment.

c. Any project or exterior modification which was completed prior to the issuance of these regulations which would normally require HCM approval prior to initiation shall not be construed as setting a precedent, and will require HCM approval before any major repairs, changes, and/or additions are made to said project or modification

d. Before making any exterior change or initiating any project which might be contrary to the architectural/maintenance standards, unit owners are reminded that non-approved changes can not only be aesthetically offensive to their neighbors, but can also decrease the value of all units.

e. Any project to a citation by the HCM may require corrective action to bring the violation into immediate or future compliance with these standards.

XII. GARDENS

a. The HCM will be responsible for the maintenance of the green areas and gardens in the Common Areas and the front of the internal houses. The planting of trees, bushes and decorative plants must be approved by the HCM to avoid the potential negative

impact species to be planted. It is forbidden to spill toxic liquid or dusty substances on gardens in the pool and Common Areas.

JANUARY 19, 2008