



## **RULES AND REGULATIONS**

**Las Vistas Condominium - Rules and Regulations**

Adopted: February 19, 2016

Revised :April 19, 2016



## **RULES AND REGULATIONS**

### **WELCOME TO LAS VISTAS**

### **CONDOMINIUMS**

Dear Homeowner/Resident:

The Las Vistas Condominiums Board of Directors, Management Team and Staff would like to take this opportunity to welcome you to our community.

This manual has been developed to familiarize you with Las Vistas Rules and Regulations, and to assist you with questions you may have concerning the services and operating procedures here. These Rules and Regulations, along with our By-laws have been adopted to make daily living at Las Vistas Condominiums more enjoyable for each of us and to help preserve the uniformity and value of the property.

Please sign the last page acknowledging that you have read these rules and return the last page to the Office Manager or to a member of the Board of Directors.

The Board of Directors, management team, and staff are committed to helping its residents make Las Vistas Condominiums an enjoyable place to live and a place for which we can all be proud.

Sincerely,

Las Vistas Management and Staff



# **RULES AND REGULATIONS**

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## I. PURPOSE AND POLICY

- 1.1 These Rules, Procedures and Regulations (“Rules”) of Las Vistas Condominium Regime (“Las Vistas”) are applicable to all persons residing in and/or holding title to Units in the Las Vistas Condominium, including persons leasing Units from Titleholders and such persons’ families, guests and invitees (collectively, “Guests”). Throughout these Rules, all persons are referred to as “you” except in those cases where there is a distinction in the application of the Rules or obligations.
- 1.2 All Residents and Titleholders, as a matter of course, are bound by and legally obligated to observe all the provisions of the Regime of Las Vistas Condominium, as well as the Bylaws, which are hereby incorporated herein as part of these Rules.
- 1.3 Any violation of these Rules should be reported to Management.
- 1.4 Any reported and confirmed violation of these Rules will result in appropriate action being taken by the Administrator or the Board of Directors of Las Vistas in accordance with its power and duties.
- 1.5 The Rules may be amended by the Board of Directors from time to time as deemed necessary. All changes will be within the parameters set forth in Bylaws.

## II. RULE COMPLIANCE

- 2.1 Offensive or criminal activity by any Resident, Titleholder or Guest shall not be permitted, nor shall any Resident, Titleholder, or Guest, either willfully or negligently, create an unreasonable annoyance or nuisance. Any such activity is a Class Two Violation.
- 2.2 Any loud noises disturbing to others are not permitted. The Board of Directors must verify noise complaints before the complaint will be considered. Verification is accomplished by a Resident completing and signing a Violation Report identifying the time and place of the activity and specifically describing the activity, listing any additional witnesses thereto. Once verified, the Resident will be warned the first time. Verified complaints are a Class Two rule violation.
- 2.3 Damages done to Common Elements by Residents, Titleholders, and Guests and their pets are not permitted and all costs relating to such damage are the responsibility of the Titleholder.

### III. VIOLATION CLASSIFICATIONS

Las Vistas requires adherence to these Rules. The Board of Directors adopted the following procedure regarding assessment of fines. There are three classes of violations. Class Two and Class Three Violations warrant one first warning before a fine is levied.

- 3.1 **Class One Violations:** Include, but are not limited to vandalism, aggressive acts or illegal activity by Residents, Titleholders or pets which threaten the safety or welfare of Residents, Staff, Guests or the general public.
- 3.2 **Class Two Violations:** Include, but are not limited to noise, offensive behavior (including but not limited to aggression, harassment or foul language toward Staff or another Resident, Titleholder, or Guest), and misuse of Associations property.
- 3.3 **Class Three Violations:** Include but are not limited to parking violations, pet violations, housekeeping, or unapproved exterior decorations.

### IV. FINES ENFORCEMENT POLICY

In the event of a rule violation, the fine plus legal expenses and repair costs are to be paid by the Resident or Titleholder. Fines are assessed as follows:

4.1	<b>Class One Violation:</b>	First incident; written warning plus costs Second incident; 1,000 pesos plus associated costs to repair vandalism Third and subsequent incidents to include legal action, 3,000 pesos plus cost of repairing vandalism as well as cost of all legal fees of attorney acquired by the Board of Directors.
4.2	<b>Class Two Violations:</b>	First incident; written warning plus costs Second incident 1,000 pesos plus costs Third incident 3,000 pesos plus costs Other violations at a minimum of 3,000 pesos and maximum of 5,000 pesos as determined by the Board of Directors.
4.3	<b>Class Three Violations:</b>	First incident; written warning plus costs Second Incident 2,000 pesos plus costs Each offense thereafter 4,000 pesos plus costs

## **V. ISSUANCE OF VIOLATIONS PROCEDURE**

If a Resident, Titleholder, Management or a member of Staff observes and reports conduct which violates the Jalisco Code, Bylaws or these Rules, the following steps should be taken:

- 5.1 Complete a Violation Report which is available at the Front Desk and electronically at [www.lasvistas.org](http://www.lasvistas.org). This form must be completed and delivered to the office manager who will forward the form to the Board of Directors. It must be specific, dated and signed by the Titleholder or Resident, and include details of the complaint. The Board of Directors will determine if the issue in the complaint is in violation of the By-laws or Rules and notify either or both parties as needed.
- 5.2 In the event of a first notice of a Class Two or Class Three violation, Management will send a warning letter to the Titleholder or Resident who is named in violation along with a copy of the "Notice of Rules Infraction". Management will also send a copy to the Titleholder and Lessee, if leased.
- 5.3 In the event of a Class One violation, and in the event of a second infraction of a Class Two or Three violation, a "Notice of Infraction" letter and established fine will be sent to the Resident and/or Titleholder. If the Resident is not the Titleholder, Management will also send a copy to the Titleholder. The Notice will also include notice of a right to a hearing before the Board of Directors to be requested within 10 business days of receipt of the notice.
- 5.4 At the hearing, the Board of Directors or Committee will hear and consider arguments, evidence, or statements regarding the alleged violation, first from the person(s) signing the Violation Report and any additional witnesses and then from the alleged violator together with any witnesses testifying on his or her behalf. Following the hearing, the Board of Directors or Committee will consider the evidence presented.
- 5.5 At an open meeting (either a continuation of the hearing or another meeting scheduled within 2 business days at the discretion of the Board of Directors), the Board of Directors will either reconsider the fine or formally assess the proposed fine, legal fees and repair costs. If the violator fails to make an appearance, the proposed fine will be levied with no further meetings or Board of Directors consideration.

## **VI. FUND RAISERS, GATHERINGS OR PUBLIC EVENTS**

- 6.1 The Common Areas including Pool, Garden, Game Room, Exercise Room or other common areas are not available for events which require an admission charge and/or fee.
- 6.2 Retail/wholesale services and business involving walk-ins, shipping, and receiving are not permitted.
- 6.3 Estate sales and auctions from units are strictly prohibited.

## **VII. HALLWAYS / LOBBY / UNIT DOORS / CORRIDORS / STAIRWELLS / ETC.**

The lobby as well as hallways, stairwells, elevators and other common areas are the first impression for visitors and prospective owners and care should be taken to keep them clean and inviting.

- 7.1 The lobby is not to be used to conduct business transactions.
- 7.2 All entrances, vestibules, elevators, meter rooms, stairwells, corridors, trash rooms, outside of locked storage areas in designated storage areas or any common area, must not be obstructed or used in any way except as designated for use in common.
- 7.3 Neither Residents, Titleholders nor Guests may place boots, shoes, skis, sleds, bicycles, cars, strollers, umbrellas, furniture, doormats or any other personal property in the hallways or other common areas (except for common areas designated for such storage) unless prior approval has been granted by the Board of Directors. Such items may be subject to removal and disposal without notice or recourse.
- 7.4 Use of bicycles, roller-blades, etc. are not permitted in the lobby, hallways, or other common areas.
- 7.5 Canvassing or distributing of material to individual Units is prohibited except for official business of the Las Vistas Management. Door-to-door solicitation is prohibited, for Residents, Titleholders, Guests and outsiders alike.

## **VIII. MAIL**

Mail is received at the front lobby of Las Vistas and will be distributed to individual units by Las Vistas Staff. Mail will be placed in or under doors.

- 8.1 Residents and/or Titleholders are responsible for removing mail from doors in a timely manner.
- 8.2 If a Resident will be away from the Building for a period of one week or more as a result of a business trip, vacation or otherwise, the Resident or Titleholder shall make arrangements with Las Vistas staff to have the mail held or picked up by another until such Resident returns.

## **IX. GARAGE (Parking and Bodegas)**

Garage, parking, and storage violations will be considered class 3 violations unless they are deemed a danger to residents.

### **GARAGE:**

- 9.1 Children are not permitted to play in the garage.
- 9.2 Bicycles, tricycles, skateboards, or any other recreational vehicles may not be used in the garage except in route in or out.

- 9.3 When entering or exiting the garage, individuals are asked to wait near the door until it has closed. If any unknown person enters or exits while the door is open, security should be notified immediately.
- 9.4 Extended maintenance projects on vehicles is not permitted within the garage. Types of maintenance that would be acceptable are changing tires, replacing batteries, filling fluids.
- 9.5 Washing vehicles in the garage is permitted as long as:
1. Care is taken to conserve water.
  2. Existing garage spigots are utilized.
  3. The activity does not obstruct normal use of garage areas.
- 9.6 Vehicles should not be left running for periods of time longer than necessary to enter and exit the garage. Unattended vehicles should not be left running.

**PARKING:**

- 9.7 Residents and/or Titleholders are responsible for vehicles and any other approved item that is kept in the parking space(s) that are deeded to their unit.
- 9.8 Any type of motorized or non-motorized vehicle can be stored in a parking spot as long as it's presence does not infringe on adjacent spaces or create entrance or exit problems for adjacent vehicles.
- 9.9 Parking spots may not be used to store inoperative vehicles, furniture, building supplies, tools, or debris of any kind.
- 9.10 Vehicles with leaking fluids must be repaired. Parkers' refusal to do so can result in class 3 fines. Cost of cleanup can be assessed to the Resident and/or Titleholder of the vehicle and/or the Unit.
- 9.11 No structure or container can be built or placed in or on a parking spot without the approval of the Board of Directors.
- 9.12 Should a homeowner/lessee require a taxi in the parking garage to facilitate delivery of purchased items they must accompany the exit of the taxi.

**BODEGAS:**

- 9.13 Bodegas shall be kept closed and locked at all times when not being accessed.
- 9.14 Trash, flammable or otherwise dangerous substances may not be stored in bodegas.

## **X. PETS**

Fines for violation of these rules are Class 3 Violations. Should the Board of Directors receive three (3) written complaints regarding the offending pet said paid will be evicted from the development.

- 10.1 Only dogs and cats are permitted into the building unless specifically approved by the Board of Directors.
- 10.2 No more than two pets total may be kept within a Unit.



- 10.3 Residents and/or Titleholders are responsible for their pet's conduct and cleanliness. If complaints arise due to pets making excessive noise, causing odors or unsanitary conditions, or threatening the safety of Residents, Titleholders or other pets, these complaints will be heard by the Board of Directors. If the situation in the complaint is confirmed the pet owner will have ten (10) days to remedy the situation. If the situation is not resolved to the satisfaction of the complainant and/or the Board of Directors at that time, fines will be assessed to the Resident and/or Titleholder as set forth in Section IV of this document.
- 10.4 Each owner of a pet assumes full responsibility for personal injuries or property damage caused by their pet, and each owner agrees to defend, indemnify and hold the Administrator, Board of Directors, Management, and staff harmless against any loss, claim or liability of any kind of character whatsoever arising or growing out of the privilege of having a pet at Las Vistas.
- 10.5 No pets shall be allowed in the Common Elements except for immediate transportation in or out of Las Vistas. Pets are not permitted in the exercise facility, game room, or pool areas. Exceptions will apply to those animals certified as "service animals" who are assisting individuals with a disability.
- 10.6 Pet owners are responsible for cleaning up after their pet in and around Las Vistas.
- 10.7 Any stray animals that enter condominium property should not be encouraged to remain or return continuously to the property.
- 10.8 The breeding of any pets as an ongoing business is strictly prohibited.

## **XI. KEY CONTROL / EMERGENCY ACCESS POLICY**

- 11.1 Access to Units
  - A. The Board of Directors or Management may at any time provide access in the event of an emergency. If an emergency key has been provided to management, that key will be used in the case of an emergency. If an emergency key is not present or is not accessible, the emergency crew will use any means available to gain access to the affected unit.
  - B. The emergency may not allow time for prior notice but notice of entry will be given at such time as the circumstances allow.
  - C. An emergency justifying entry into a Unit shall include, but not be limited to, the following situations:
    - 1) Water or other utility problems;
    - 2) Leaks;
    - 3) Fire;
    - 4) Strong foul odor; and/or
    - 5) Police, fire or medical sanctioned emergency
- 11.2 Lobby Access Cards and garage door openers should not be given to any non-resident including housekeeping or maintenance personnel hired by Titleholders/Residents.

## **XII. LEASING OR SELLING OF UNITS**

Titleholders planning to lease or sell Units must comply with all laws and requirements in the state of Jalisco. Further, all Titleholders planning to lease or sell Units must comply with the following rules and shall ensure that their leasing agents and/or realtors working on their behalf are fully informed of the same.

### **12.1 - LEASE OF UNITS**

Lessees must sign and acknowledge receiving Rules and Regulations and be kept on file by Management. The "Certificate of Receipt" form is the last page of this document.

- 12.1.1 Leases shall not be for less than a whole unit.
- 12.1.2 Unit Owner must complete a "Residential Rental Form" form and submit to the Administrator or Board of Directors prior to move-in.
- 12.1.3 Titleholders are responsible for any unpaid fees, fines, or dues accumulated by Lessee.
- 12.1.4 The number of people residing in a residence is limited to 2 (two) people (adults or children) per bedroom.
- 12.1.5 If the Las Vistas Management becomes aware of renters in a residence and they have received no notification from the Titleholder, a notice will be sent to the owner requesting they complete a "Residential Rental Form". Failure to do so will result in a class II violation.
- 12.1.6 If the Las Vistas Management becomes aware of By-law or Rules violations by lessees, a notice will be sent to the Lessee as well as to the Titleholder. Lessees can be evicted for repeated violations. Eviction of a Lessee is the responsibility of the Titleholder.

### **12.2 - SALE OF UNITS**

- 12.2.1 Notice of any sale, gift, devise or other transfer of the ownership of a Unit shall be given to Management within five (5) days following consummation of such transfer.
- 12.2.2 New Titleholders must be given a copy of these Rules and must sign a "Certificate of Receipt" form (last page of this document) acknowledging he or she has received and read these Rules. Said acknowledgment must be received by Management within thirty (30) days after the sale and will be kept on file by Management.
- 12.2.3 Listing Agent or their designate must be present at all showings and must have a set of unit keys for their use and sign in and out at the Front Desk, with prospective buyers signing in.
- 12.2.4 Management must be notified of any listings in the building including Realtor and Listing Agent.
- 12.2.5 No sales signage is permitted in common areas.
- 12.2.6 Each new Unit Owner shall supply to the Management Office a photocopy of the page(s) of the deed or title to the Unit that show their ownership.
- 12.2.7 Prior to the closing of any sale of any transfer, all assessments and charges must be paid in full to the end of the month in which closing is to take place. A certified check or

money order covering all sums due Las Vistas and two business days notice is required for a paid assessment letter to be issued.

- 12.2.8 Upon request of the Titleholder or prospective purchaser copies of the necessary documentation, including without limitation, the Condo Regime, Bylaws, and Rules, such documents will be made available to the requesting party.
- 12.2.9 In the event a Titleholder fails to cooperate with the Board of Directors in providing the information reasonably requested, all costs and expenses of the Board of Directors incurred in obtaining the requested information, including attorney's fees, shall be assessed to the account of the Titleholder.
- 12.2.10 No portion of a Unit which is less than the entire Unit may be sold.

### **12.3 - LEASE / SALE OF PARKING SPACES**

- 12.3.1 The leasing or sale of parking spaces will follow all rules stated in this document that cover the lease and sale of Units.

### **12.4 - LEASE / SALE OF BODEGAS**

- 12.4.1 The leasing or sale of bodegas will follow all rules stated in this document that cover the lease and sale of Units.

## **XIII. WATER BEDS, WATER FURNITURE AND FISH TANKS**

No water-filled beds, other water-filled furnishings or fish tanks are allowed. Water-filled furniture is any bed, mattress, sofa, chair or other item of furniture that contains as part of its elements any substance in a liquid state. Water-filled furniture has potential for extensive damage to your Unit and other Units from leaks, breakage and/or weight overloads.

## **XIV. COMMON AREAS**

- 14.1 BIKES
- A. Use of bicycles and tricycles is not allowed in the front lobby or other common areas. Residents and/or Titleholders are responsible for any damage caused by their own bicycles or tricycles, or those of their Guests.
  - B. Bicycles may be stored within the Resident's or Titleholder's designated parking space in the garage of the Building. It is the responsibility of each Resident or Titleholder to secure his or her bicycle to prevent theft or unauthorized use. The Board of Directors, Administrator, and any Condominium employees disclaim all responsibility and liability for theft or damage to bicycles stored.
  - C. Abandoned bicycles will be removed and disposed of with no liability to the Board of Directors, Administrator, and any Condominium employees.

## 14.2 CHILDREN

- A. All children under 12 years of age must be accompanied by an adult in all common areas.

## 14.3 FITNESS CENTER

- A. Fitness Center is restricted to Residents or guests thereof.
- B. Residents, Titleholders, and Guests use the facility at their own risk and liability.
- C. The Fitness Center is a smoke-free and alcohol-free area.
- D. There is a 30 minute limit on equipment when others are waiting.
- E. Equipment is to be wiped off after use. The use of body oils is not permitted.
- F. Weights and dumbbells are to be returned to designated area.
- G. Malfunctioning equipment must be reported to the Front Desk.
- H. Violations of Fitness Center rules are Class Two Violations. All violations may result in cancellation of privilege to use the Fitness Center in addition to fines.

## 14.4 POOL AND SPA

- A. The pool and spa are restricted to Residents or guests thereof.
- B. Deck chairs cannot be reserved nor are they to be removed from the pool area.
- C. The Pool and Spa hours are 06:00 am to 22:00 hours unless the pool is being cleaning by the Las Vistas staff. Any Resident or Guest may use the pool/spa at their own risk. No lifeguard services are provided. At no time will a resident or their guest be allowed to use these services if their fees are not up to date.
- D. Running is not permitted in the pool or spa areas.
- E. Children under 12 (twelve) years of age must be accompanied by an adult Resident.
- F. Glassware and other breakables are not permitted in the pool or spa areas.
- G. No animals are allowed inside or around the pool area.
- H. Only proper swimming attire is allowed. No cutoff jeans or underwear are permitted in the pool.
- I. Radios may not be played in common areas. Earphones must be used.
- J. No loud noise and no foul language are tolerated. Respect those around you.
- K. All trash must be removed from the pool area when leaving.
- L. Any accident or injury should be reported to the front desk.
- M. Management is responsible for enforcing these Rules. Please follow their instructions. Any problems or concerns, which cannot be resolved, should be reported to Management.
- N. Bikes, strollers and other tripping hazards are not permitted.
- O. Violations of pool rules are Class Two Violations. All violations may result in cancellation of privilege to use pool area in addition to fines.

## 14.5 GAME ROOM

- A. The Game Room is restricted to Residents or guests thereof.
- B. Residents, Titleholders, and Guests use the facility at their own risk and liability.
- C. The Game Room is a smoke-free area.
- D. There is a 1 hour limit on equipment when others are waiting.
- E. Equipment is to be left in the same condition as when found. The pool table should be covered and all equipment put away.
- F. Malfunctioning or missing equipment must be reported to the Front Desk.
- G. Violations of Game Room rules are Class Two Violations. All violations may result in cancellation of privilege to use the Game Room in addition to fines.

## **XV. OWNERSHIP AND CONDOMINIUM FEES**

- 15.1 Regulations concerning Fee assessments, liabilities, and payment frequency as well as penalties for late payment are stated in Section II.02 of the Las Vistas By-laws.

## **XVI. BUILDING SERVICES**

### 16.1 CARTS

- A. The Building provides a limited number of small hospitality carts as a convenience for Residents. They are located in Garage. They must be returned to their proper place immediately following use. Use is restricted to within the Las Vistas complex.

### 16.2 DELIVERIES

- A. All deliveries, large or small, are the responsibility of the unit Resident. The Front Desk, Administrator, Board of Directors, and Condominium Employees accept no liability for such items.

## **XVII. EXTERIOR MODIFICATIONS**

### 17.1 ADDITIONS, ALTERATIONS, AND IMPROVEMENTS

- A. No structural additions, alterations or improvements to any building, including painting or otherwise decorating or change the appearance of any portion of the exterior of any building without prior written consent of the Board of Directors, except as provided for in these Rules and Regulations.
1. Security bars on windows and/or doors must be of similar to others already in the condominium.
  2. Air conditioning units attached to windows will not be permitted nor any other form attached to the outside walls. They must be of a mini splits design housing the compressors in utility areas pre-designed for such an installation.
  3. Security wire, bars, spikes, in any form may not be installed without approval from the Board of Directors. If there are security concerns, they must be addressed with the Board of Directors, who will have the authority to decide what (if any) action should be taken.
  4. Satellite dishes must not be visible on outside walls. These must be fitted to the roof and not visible from the street at the Condominium. Cable connections for satellite dishes already exist on the roof.

### 17.2 PAINTING

- A. Maintenance and painting of the outside walls will be carried out by Condominium staff, individuals or companies as contracted by the Administrator or Board of

Directors. This maintenance will be funded from condominium Fees (Operating Budget or Reserve Funds).

- B. Terrace walls, ceilings, and railings may be repainted their existing color prior to regular scheduled condominium maintenance, providing the paint color and type approved by the Board of Directors is used.
- C. The color of the outside walls will be the same throughout in predominantly white tones and the ironwork will be white except for front doors which must be black. This only to be amended by agreement of the General Council.

## **XVIII. OTHER RESTRICTIONS & MISC. INFORMATION**

### 18.1 UNIT REMODEL

- A. Units cannot be subdivided into more than one residence.
- B. Remodeling that results in noise that could disturb other residents will be limited to the hours of 09:00 to 18:00 hours

### 18.2 GUESTS

- A. For your protection, Las Vistas personnel are not authorized to allow Guests into your condominium unit except in the case of an emergency. See section XI of this document. (KEY CONTROL/EMERGENCY ACCESS POLICY)
- B. All Guests who are not accompanied by a Resident or Titleholder are required to register at the front desk.
- C. Guests who are accompanied by and will remain accompanied by a Resident at all times while in the Building are not required to register. Guests who may be unaccompanied at any time must register at the front desk.
- D. All Guests are responsible for complying with these Rules while on property. Residents and/or Titleholders are responsible for the actions and behaviors of their Guests.

### 18.3 SMOKING

Las Vistas maintains a no-smoking policy in all enclosed common areas.

## **XIX. GENERAL RIGHTS AND OBLIGATIONS**

### 19.1 RIGHTS

- A. An individual or legal entity will be regarded as Titleholder if they hold Title on the property for one or more (plot or unit) designated as Habitable. In the case of foreign ownership or properties held in trusts (fideicomisos), the Titleholder is the person who is listed in the trust as the Beneficiary.
- B. An individual or individuals will be regarded as a Resident if they are given the right to reside in a unit within Las Vistas Condominiums by the Owner of that unit. Titleholders are also considered Residents.

- C. Each Resident or Titleholder and their guests will be able to use common services exclusively allocated to their private unit and enjoy other services according to their proper and normal usage without restricting or harming access to such services by others. Some common services may be restricted in the case of late Fees.
- D. Each Titleholder will be able to use their unit and dispose of it in accordance with the limitations and restrictions set out in this Regulation and in accordance with that established in Articles 1010 one thousand and ten of the Civil Code of the State of Jalisco.

## 19.2 OBLIGATIONS

Residents must:

- A. Not enter into any activities or carry out acts which may disturb the tranquility, safety, wellbeing or comfort of other owners.
- B. Not establish a school, academy, guest house, medical clinic, office or workshop therein.
- C. Not use a unit for any business that disturbs the tranquility of the condominium.
- D. Not store flammable or dangerous materials or any items which could in any way be regarded as hazardous to the common safety of the installations, private and communal properties within the Condominium.
- E. Conduct themselves within the confines of the Condominium in an appropriate and decent manner, requiring family members, friends and guests to do the same, in so doing respecting the rights of the other owners, permanent residents and occasional visitors.
- F. Pay for or repair on their own behalf any breakages, damage or wear and tear which may be caused to the communal areas or their utilities, be it electrical, telephone, fuel cabling or other communal services, this being the responsibility of the owner even if it is caused by a family member, friend or guest.
  - 1. The Board of Directors will hear from all concerned parties and determine if the owner is required to pay for the damage and also the amount assessed to the damage.
  - 2. If it is determined that the Owner is responsible;
    - a. A payment plan will be established to pay for damages.
    - b. If a payment plan cannot be established for which all parties agree, then the total amount will be due on or before 90 days from the determination of damages by the Board of Directors.
- G. Take precautions to avoid theft from their private property without interfering with the vigilance of those employed by the Condominium to patrol the areas of common usage and entrances thereto.
- H. Not allow family members, friends or guests to play in access points or in any other area outside of their own private property.
- I. Not allow family members, friends or guests to dispose of garbage, liquids or objects of any other nature improperly by means of throwing them outside.
- J. Keep garbage contained within their units in a sanitary manner, and it will be the responsibility of each Owner to place their garbage in a tied plastic bag in the designated area on the garage level of the building for pickup and disposal.
- K. Not obstruct with any article or object the gardens, walkways and other access paths which exist within the Condominium.
- L. Not hang washing, towels or other items from parapets, railings or windows.

- M. Not use any combustible materials which may prejudice or set fire to adjacent units or communal areas of the Condominium and which may disturb in any way the other owners.
- N. Not use loud volume settings on radios, televisions or any other form of sound equipment.
- O. Not connect to electrical cables which do not belong to their property.
- P. Report to the Condominium Management immediately any damage done to communal areas or any abnormal situation which may be in violation of the By-laws or these Rules and Regulations or which may affect the future interests of the Condominium.
- Q. Not conduct parties or gatherings in the inner walkway without the approval of neighboring residents.
- R. Desist from any act which may impede or distort the common usage of services, spoiling or making their use difficult, and are obliged to keep their own access to communal services and installations in good order and repair.
  - 1. Any infraction of the above will assume liability for payment of monies required to pay for the improvement and repair of services and installations notwithstanding damages and harm resulting from aspects not covered within the terms of this regulatory document.
- S. Pay their corresponding property taxes as well as all electrical, telephone, fuel and cable costs and in general any form of tax or costs which correspond or accrue to them.
- T. Give the Administrator or Board of Directors details of a postal mailing or email address where correspondence can be sent.



## CERTIFICATE OF RECEIPT

The responsible Titleholder or Resident of the Unit needs to sign and acknowledge receipt of the Las Vistas Rules and Regulations:

Unit: # \_\_\_\_\_

\_\_\_\_\_  
Residents Signature (1)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residents Signature (2)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residents Signature (3)

\_\_\_\_\_  
Name (please print)

\_\_\_\_\_  
Date