

RULES OF CONDUCT

VIDA DEL MAR CONDOMINIUMS

December 2022

INTRODUCTION

Vida del Mar consists of twenty-six acres which provide a feeling of openness as well as the convenience of condominium living. Since condominium living is a different experience for many owners and guests, we ask all occupants to keep in mind that we are living very close to one another and need to be considerate of one another. All of the following Rules of Conduct are designed to make living here enjoyable for all residents and their guests.

REGISTRATION AND OCCUPANCY

An occupant is deemed to be an adult, minor person, child or infant.

1. All occupants and pets must be registered at the office immediately upon arrival. If arriving after the office is closed, occupants must be registered with the guard gate. It is critical that the Vida office be aware of all occupants and guests on the property in order to assure that all occupants are accounted for should an emergency, such as an earthquake, occur. It is in everyone's best interest for safety and security reasons.
2. All owners/renters must read and sign the Summary of the Rules of Conduct in the Vida office at the time of registration.
3. The minimum rental period permitted is seven (7) days and no less. Any non-owner must have a written authorization, letter, fax, or e-mail confirmation from the owner of record, or they will not be permitted to occupy a unit. If the owner desires to use an agent for purposes of authorizing other persons to use the owner's unit, the owner must notify the office, in writing or e-mail at least three (3) days before the guest arrival, and specifically authorize that agent, by name, to do so. Further, the agent must register each guest with the office. If the agent does not do so, no one will be admitted to the owner's unit since the office needs time to ensure the condo is clean and safe for occupancy. If the non-owner arrives after hours, the owner or agent must arrange with reception to leave a key at the security guard station.

4. No key will be provided by the office to renters unless signed written instructions are provided by the owner of record or authorized agent via email or in writing.
5. Guards at each gate will keep a record of license plate numbers and times of all vehicles entering and leaving Vida. Any exception will be at the authorization of the Vida management.
6. The number of overnight occupants will be limited to five persons within a one-bedroom condo and eight persons within a two-bedroom condo.
7. Check out is also required. If checking out after office hours, please notify the office in advance so the departure date and time are recorded. This is important for cleaning service and security purposes.
8. If there is any question as to whether a guest may be in violation of these rules on check in, a call will be made to the owner of record, so that said owner may help correct the problem.

PARKING

Vida has 199 condominium units, but only 167 lined parking spaces. It is therefore important that everyone adhere to the parking regulations described below.

During High Season (November, December, January, February, March, and April (through the Easter holiday), all parking rules will be in effect. Since Low Season (after Easter holiday through October) has fewer condo occupants and therefore fewer cars, Prime Parking Rules are suspended. All other rules are in effect throughout the entire calendar year. Additional parking rules can be adopted if it proves necessary

General Parking

1. Vehicles allowed to park are sedans, station wagons, SUV's, minivans, pickup trucks and compacts and motorcycles. Additional cars may not be parked in other condo parking areas or on grassy areas. Some pickup trucks, SUV's and minivans are large enough to cause a vision or access problem when parked in certain lined parking spots. Owners of these vehicles should exercise good judgment so that their large vehicles do not limit access and safety.
2. No RV's or campers are permitted at any time.

3. No persons will be allowed to live or sleep in any vehicle in any Vida parking area.
4. No storage of boats or trailers is allowed on Vida property. Building materials may not be stored unless they are for immediate use by an owner,

Prime Parking

5. While in residence, each condo is entitled to one and only one parking space in the prime condo parking areas, which are those parking areas **defined by white painted lines on the ground**. Owners and renters are asked to park their one vehicle in prime parking spaces. If an owner or occupant wishes to have more than one vehicle on Vida premises, a request should be made at the office regarding available parking spaces in non-prime areas.
6. Owners who are **absent for 7 (seven) or more days must notify the office** of their absence and move their vehicle to a non-prime parking area (office parking lot). If their condo is being rented and the renters have permission to use the owner's vehicle, the owners must notify the Vida management.

Handicapped Parking

7. If an owner has a handicap and wishes to obtain a designated handicapped parking space, they must complete a written request form obtained from the Vida office. The request must show proof of need by attaching documentation presenting one of the following:
 - A. A note from your doctor specifying why handicapped parking is necessary; or
 - B. a picture of your active handicapped parking pass from your country of residence.

If approved by management, a handicapped parking spot will be designated in a prime parking area near the owner's condo building. This policy is for owners. Renter requests will be considered on a case-by-case basis. **All requests are considered temporary.**

Each application will include an expiration date which may be renewed if necessary. A handicapped parking sign will be removed from a building after a permit has expired or the owner has left the Vida premises.

Office Parking Lot

8. The office parking lot has been designated for owners who must be gone for more than 7 days and cannot park in front of their building. Owners must register their car with the office when leaving. The office lot also allows visitors or owners with more than one

car a place to park. The lot should not be used for long-term parking. Storage of trailers is not allowed.

Enforcement

9. The Vida management is empowered by the Board to enforce these parking rules. Owners or occupants who are in violation of these parking rules shall be notified of the violation by Vida security personnel who will contact the owner/occupant in person about the violation notice. The owner/occupant will have 48 hours to bring the violation into compliance. Failure to do so may result in fines being levied.

PETS

1. All pets must be registered in the Vida office upon arrival, pursuant to Condominium Regulation Article Twenty-Five, paragraph (10). There shall be no more than two pets per condo.
2. Pet owners shall bring pet immunization records with them and provide them when requested by the Vida management staff.
3. For safety reasons, pets must be always leashed and under control when outside a unit.
4. No pets are allowed in the pool areas or in the pool waters.
5. You must pick up after your pet if it leaves a residue.
6. Excessive barking or whining or displaying other aggressive behavior or otherwise causing a nuisance to others on the property is not allowed. Written complaints of such pet behavior to the Vida management may result in fines. Non-compliance may result in having the owner remove the pet from Vida.

POOL AREAS

1. Use of the pool areas is restricted to the hours between 8:00 AM and 10:00 PM. During the summer months, L'Recif pool hours are 8 AM to 12 Midnight.

2. At no time are the pool deck areas to be used as picnic areas. This is to include L'Recife swim- up-bar. Food is allowed ONLY in the Palapa areas.
3. The use of sound equipment (stereos, radios, etc.) without headphones is not permitted. Group activities with musical accompaniment may only be conducted with prior approval from Vida management.
4. Children under 12 years of age must be accompanied by an adult supervisor.
5. Pool areas are to be used by Vida owners, renters, or guests only. Others not in one of these three groups should be reported immediately to the Vida office. These individuals will be required to leave.
6. NO pets are allowed in or around the pool areas.
7. Smoking is prohibited in all pool areas.
8. No glass or other breakable containers may be used in the pool areas because of the danger of injury. All pool users are required to clean up after themselves.
9. Remember to be considerate of others while using the pool areas.
10. Reserving chairs or lounges is not allowed. Chairs cannot be left unattended.
11. All organized social events in the pool areas must be approved by Vida management in advance. (Please see Use of Common Areas for Special Events.)

GARBAGE

It is the occupant's obligation to dispose of garbage in tied plastic bags and place them in the containers provided by each Vida building. (See Condominium Regulations, Article Twenty-five paragraph 2).

MISCELLANEOUS

1. Excessive noise of any type by occupants which causes annoyance and reduces the quiet enjoyment of other occupants will not be permitted on Vida property. Noise which results in a written complaint, will be dealt with by the Vida manager or staff. Following

notification and fines, renters who refuse to comply with this provision will be required to leave the property and the owner will be notified.

2. Owners have an obligation to maintain their units according to Condominium Regulations Articles Sixteen and Twenty-Five.

3. All occupants must obey these rules and those of the Condominium Regulations. If a non-owner occupant does not follow these Rules, the owner will be contacted, followed by a letter, and the violations/fines will be the responsibility of the owner.

4. Balcony railings will not be used to hang clothing, towels or any other articles.

5. These units are to be used for residential purposes only, pursuant to Condominium Regulations, Article Seventeen.

6. No exterior antenna, exterior cables or exterior lighting not approved by the Board of Directors will be permitted. There may be up to three (3) legal TV satellite dishes per building where required and if necessary up to six (6) dishes in the Chihuahua and Colima buildings, the location of each must be approved by the management and placed so as to be as unobtrusive as possible while providing quality service.

7. Every owner must leave a key at the office or with the General Manager, in case of emergency such as broken pipes, gas leaks, fire, etc. Any owner who does not provide a key will be responsible for damages done due to inability to open the condo or due to forced entry by the management.

8. Alterations to any of the landscaping (do-it-yourself projects) are not permitted in the common areas. Please feel free to make suggestions for landscaping changes to the Landscape and Beautification Committee.

9. All owners, renters and guests shall exercise their rights peacefully and orderly in accordance with Condominium Regulations, Article Twenty-Five Paragraph 11.

10. Motorcycles, four wheelers or similar vehicles are permitted only for purposes of transportation, not recreation, for use during daylight hours, and must be equipped with adequate mufflers. If Vida management receives complaints of violations, the owner may be asked to permanently remove the vehicle from Vida premises.

11. Any use of green space or common areas for a function must be preapproved by Vida management and the Board of Directors. Such requests are to be made in writing at least 72 hours in advance of the event. (See Use of Common Areas for Special Events document.)

12. Feeding wild or stray animals is strictly forbidden.

13. Information about Vida owners stored electronically or by any other means is considered confidential and shall not be given out to anyone without the written permission of individual owners.

14. Owners and residents must notify reception when they are expecting guests, service or repair personnel, or deliveries so they can be permitted entrance at the gate. For work to be performed entirely inside the unit with no noise that would disturb nearby residents, there is no restriction on hours or days of entrance. Projects that involve noise that may disturb nearby residents must be performed between the hours of 9:00 a.m. and 6:00 p.m. Monday through Saturday with permission of nearby residents and the General Manager.

STORAGE UNIT POLICY

Reference: Vida Rules and Regulations (2008)

There are only two types of property in Vida – “private units” and “common areas”. Article 6

Private units are apartments (including decks/patios) but nothing else, therefore storage areas/bodegas must be considered as common areas. Article 2 (12)

2. The use of such storage areas/bodegas must be consistent with the purpose for which they were designed, that is: storage areas for the owners of the building in which they are located. Article 13 (2)

Introduction

When storage areas were established, it was determined that these areas would be used by owners of the buildings in which they were located. The purpose of these units was to allow for storage of items not used daily in one’s condo, i.e., suitcases, plastic storage boxes, card table and chairs and other small items that are packed securely in a plastic container.

STORAGE AREA RULES

Usage

1. Only owners of each building may use its storage
2. A master key for your designated storage area must be signed out from the office and returned on the same day. You have two options for securing a key:
 - A. Check out a master key from the office, use it and return it the same day.
 - B. Check out the master key and make a copy for yourself. Return the master key to the office on the same day and register your own key at the same time.
3. Storage units must be locked when not in use.

Property Storage

4. Space must be shared equally.
5. As much as possible, all belongings must be kept in totes clearly marked with the owner's name and unit number.
6. All other larger property (suitcases, golf clubs, bicycles, coolers) must be clearly marked with owner's name and unit number.
7. No flammable liquids or other substances of hazardous material, including propane tanks may be stored.
8. Obsolete or non-functional devices, large old appliances, large furniture, BBQs, broken items, etc. should be moved elsewhere.
9. Each owner must be solely responsible for their own property and hold Vida harmless from any claim.

Maintenance

10. All storage area units should be kept organized, safe, and clean. Owners using the storage area need to ensure that storage boxes and other items are not blocking access.
11. Any problems/issues with a storage unit should be reported to the office.

Water Sports Equipment Storage (Kayaks, Paddle Boards)

12. A separate building has been designated for storage of kayaks and paddle boards. Each space in the room will have a number so ownership can be determined. Larger kayaks that don't fit in the Kayak Room, paddleboards, canoes, and bicycles should be stored in owner's storage units in their building.

COMPLAINTS

Verbal complaints will be responded to hoping to achieve immediate resolution.

Any owner or renter who wishes to have a complaint investigated, MUST submit the Rules of Conduct Violation Complaint Form, available at the Vida office. For complaints made when the Vida office is closed, the security guards are empowered to respond prior to the written complaint being filed. A written complaint must then be filed at the Vida office as soon as possible during Vida office hours. The form shall be dated and signed by the person filing the complaint. A record of all written complaints and the outcomes thereof will be maintained in the Vida office.

ENFORCEMENT

The Vida management, staff, and security personnel will notify owners, renters and guests in person or in writing of violations of these rules. If the violation is not corrected following such notification, Vida management will direct security to take appropriate steps, including restraining the violator and calling local legal authorities, to bring the violation into compliance with these rules. Penalties may be levied.

PENALTIES

If any violation is caused by a non-owner, the owner is responsible for any fines issued to the guest, renter or visitor. Everyone must follow the Vida del Mar Security Policy. If an owner fails or refuses to pay any fine levied under these rules, all fines shall be added to and become part of the owner's quarterly escrow account, or regular dues if the owner has no escrow account, and payable as any other item on their quarterly Vida bill.

If immediate action is necessary to correct a serious violation, security personnel may restrain the violator and call the police.

Depending on the severity of the violation and the response from the person committing the violation, the following actions will occur:

- **First Violation:** The person/s in violation will be given a warning by the General Manager (in person or in writing) **and/or** a fine not exceeding **\$3,000** pesos.

- **Second Violation:** The Board of Directors will issue a 2nd written warning notice **and/or** levy a fine not exceeding **\$5000** pesos.
- **Continued Violations:** Further warnings and a fine up to **\$10,000** pesos as directed by the Board will be given.
- **Repeated or Serious Violations:** The Board will approve further fines **and/or** actions. The Board may recommend that owner's condominium be sold at auction per Article 73 of the Condominium Regulations.

These rules do not cover everything in the Condominium Regulations of Vida del Mar. If any conflict exists, the Condominium Regulations shall prevail. All owners are encouraged to read and adhere to these rules and the Condominium Regulations. It is the goal of the Board of Directors that the general compliance of these Rules will further the peaceful enjoyment of all owners and occupants of our beloved Vida del Mar. These rules were adopted by the Board of Directors July 2012 and last revised December 2022.