

HOUSEHOLDERS' ASSOCIATION
IN-HOUSE RULES

Pursuant to the Common Property Act (*Ley de Propiedad Horizontal*), the home-owners of the **Don Paco Householders' Association** set forth these **IN-HOUSE RULES** to regulate the details of living together in harmony and common aspects to be binding on each and every one of the title-holders to the property, tenants and users of the different properties, without exception, from such time as they become such rules.

I. RIGHTS AND OBLIGATIONS OF THE COMMUNITY MEMBERS – HOUSEHOLDERS

Article 1 – The rights of the members of the community are those specified in the Common Property Act, apart from those arising from the use and enjoyment of the estate's commonly-owned elements, in the manner set forth in these Regulations and the Decisions of the Community General Meeting.

Article 2 – The obligations of the members of the community, apart from those set forth in the Law, are as follows:

- a) To respect the property's common installations.
- b) To maintain their own properties, and individual installations if any, in a good state of repair, such that they do not prejudice the Community or other householders.
- c) Compensate for any damages caused by any breach of the above sections or those caused by persons for whom you are responsible.
- d) Allow for all and repairs required for the appropriate up-keep of the estate for the benefit of the general services of the Community to be carried out on your property.
- e) Observe due diligence in the use of the estate, in your relations with the other title-holders, and in keeping an eye on and ensuring that occupants and users of it for whom you are responsible, do the same.
- f) Help to meet all monthly common expenses by paying the Community Fees within the first five days of each month. There is an arrears surcharge of 5% on fees and extraordinary payments that are more than 90 days in arrears from their due date.

II. GOOD-NEIGHBOUR RULES

Article 3 – You are not allowed to use your property for any purpose for which it is not zoned, including any activities that could be harmful to the building, cause a disturbance, are unhealthy, harmful or dangerous, or which are contrary to accepted morals and good behaviour.

In any event, all activities included in the Regulations of Annoying, Unhealthy, Harmful and Hazardous Activities (*Reglamento de Actividades Molestas, Insalubres, Nocivas y Peligrosas*), those prohibited by the Law and Order Protection Act (*Ley de Protección de la Seguridad Ciudadana*) and those prohibited by regional municipal provisions, are all prohibited.

Article 4 – The occupation, even temporarily, of staircases, corridors, path-ways, landings and other areas of common use, by materials, objects, furniture or belongings of any kind, is prohibited, as is smoking in common areas.

Article 5 – Any kind of annoying noise is prohibited between 22:00 hours and 08:00 hours, including noises coming from sound-broadcasting apparatus (radio, record-player, television, etc.), which should be set at a volume such that it does not reach the adjacent property or prejudice other neighbours, even within the permitted times.

With regard to building works, the permitted times for these are set at from 09:00 hours until

13:00 hours and from 15:00 hours to 19:00 hours from Monday to Friday and Saturday morning.

All damages and imperfections that occur as a consequence of building works carried out by home-owners in their properties shall be the liability of the home-owner of said house and they shall be repaired, at his or her expense, as soon as possible.

Article 6 – Access to and the use of common areas shall be restricted to tenants and owners of the complex.

Article 7 – The façade may not be altered by any owner and a uniform image of the complex must be respected, including in that, the replacement of windows, which must be in line with the current colour (aluminium), and the awnings of phase one, which have to be yellow – grey, and phase two, which must be orange.

Lifts may not be used as cargo lifts, except the one that is designated as such, as they must be used exclusively by people.

- Children under 12 may not use the lifts if unaccompanied by an adult.
- No smoking in the lifts
- Owners need to ensure that lifts are used properly to prevent any deterioration in their condition.
- People with pets must use the cargo lift

Article 8 – Owners of animals must ensure that they do not annoy the rest of the Community and shall take all possible hygiene measures to ensure that pets do not remain in areas of common use, such as corridors, lifts, etc., for longer than is strictly necessary. They may only be in these areas for a justified reason such as entering or leaving. Pets must be accompanied at all times by an adult; they must be on a lead, preventing them from running free and the breeds that need them must wear a muzzle.

Owners will take all necessary measures to prevent their pets from making a noise or incursions into other people's property.

In the event of reiterated complaints, the preliminary warning and the later official complaint brought before the competent body shall be the liability of the person concerned or the Community, if pertinent.

Owners of pets shall comply with all the legal demands and municipal by-laws in the area of pet ownership.

Article 9 – All ball games, skating or similar activities are prohibited in common areas, the main entrance and stairways and any activity that causes a noise or a nuisance must be avoided.

Article 10 – Rubbish of any kind must not be thrown away in common areas of the estate in order to help in its up-keep and maintenance and the following are expressly prohibited:

- Children may not be alone in the stairways and common areas so as not to annoy the neighbours.
- The use of the roof and common areas is expressly prohibited for lighting fires, barbecues and grills, for using any kind of chemical or inflammable product and for any activity that implies a safety or security risk to the building.
- Clothes may not be hung out to dry in windows overlooking the façade or common areas. Neither can windows be used for placing objects that could cause an accident or injury if they fell, or for beating carpets.
- Animals without a lead are not authorised to use the common areas.

Article 11 – The General Assembly of householders represents all householders and their decisions shall be binding on all of them, pursuant to the Common Property Act.

Article 12 – At least one Ordinary General Meeting shall be held each year, which will adopt the accounts for the previous year and the budget for the following year with the corresponding Community Fee.

Notification of the General Meetings shall be made by e-mail and by notice placed in the mail box of each owner who does not have e-mail and those who do not live in the building.

Article 13 – The Board shall comprise at least a Chair, Secretary, Deputy Chair and a Treasurer and these offices shall be renewed each year.

Article 14 – The Estate Manager, who may be an outside professional and not the owner of any property, shall have the powers of management inherent to the post pursuant to the Law.

Article 15 – The Community must have at least one Civil Liability Insurance policy and make provision for a reserve fund in accordance with the Law.

Article 16 – In the event of any breach of the rules, or of the Municipal by-laws, the party responsible for said infraction, or his/her guardians or legally responsible parties, shall be advised to ensure respect and good-neighbourliness among all home owners.