

**INDEX:**

|                                                    |                         |
|----------------------------------------------------|-------------------------|
| <b>General Regulations</b>                         | <b>Articles 1 – 4</b>   |
| <b>Being Good Neighbours</b>                       | <b>Articles 5 – 15</b>  |
| <b>Pets</b>                                        | <b>Article 16</b>       |
| <b>Use of the lifts</b>                            | <b>Articles 17 – 23</b> |
| <b>Swimming Pools</b>                              | <b>Articles 24 – 25</b> |
| <b>Employees</b>                                   | <b>Articles 26 – 27</b> |
| <b>Rubbish Disposal &amp; Recycling</b>            | <b>Article 28</b>       |
| <b>Use of Communal Services by Guests</b>          | <b>Articles 29 – 30</b> |
| <b>Rented Properties</b>                           | <b>Articles 31 – 34</b> |
| <b>Use of Garages</b>                              | <b>Articles 35 – 40</b> |
| <b>Use of Storerooms</b>                           | <b>Articles 41 – 44</b> |
| <b>Fob System, Pedestrian &amp; Vehicle Access</b> | <b>Articles 45 – 49</b> |
| <b>Mailboxes</b>                                   | <b>Articles 50 – 53</b> |
| <b>Communal Rooftop TV &amp; Associated Eqpmt</b>  | <b>Article 57</b>       |
| <b>Final Regulations</b>                           | <b>Articles 58 – 62</b> |
| <b>Governing Board</b>                             | <b>Article 63</b>       |
| <b>Contact Information</b>                         | <b>Appendix 1</b>       |

**GENERAL REGULATIONS**

**Article 1.** These Internal Regulations set down the Internal Rules for PM2, regarding the use of the apartments, garages, storage rooms, services, and communal areas of the Community, as well as the code of conduct outside and inside the communal areas of the Community, without affecting what is established by the Statutes.

In case of discrepancy between these rules and the Statutes, the rules established by the Statutes will always prevail.

**Article 2.** The Rules stipulated by this regulation must be adhered to/followed by all the current and future owners, occupiers, and guests, and it will have to be stated and assumed in all communications unless the Community is advised to the contrary, that the purchaser knows and agrees to comply with the rules.

**Article 3.** Likewise, all the contractors, sub-contractors, agents, employees of the owners and employees of the community must accept the current rules and will be obliged to comply with them.

Owners and employees of the Community will be responsible for ensuring compliance with the said rules and informing the Secretary-Administrator or President of any violations of the rules, in order that appropriate decisions can be taken.

**Article 4.** The Secretary-Administrator or President will communicate in writing to the owner of the property or tenant all decisions taken regarding the violation carried out by them, their guests, and/or their tenants. Ultimate responsibility will rest with the owner(s) of the property. When the property is occupied by other people known to the Community, they will also be notified.

### **BEING GOOD NEIGHBOURS**

**Article 5.** Property owners will be responsible for all related costs, and legal costs, should legal action be taken by the Community in respect of any anti-social behaviour by their occupiers and/or guests.

**Article 6.** Complaints: It is necessary for owners and tenants to offer written and /or photographic evidence when making complaints in respect of disruptive owners, tenants, or guests. All complaints received in respect of disruptive or irresponsible owners, tenants or guests must be documented and fully investigated. The documentation will be used as supporting evidence if action is taken.

General examples of disruptive behaviour are as follows:

- a) Excessive noise both inside or outside.
- b) General littering.
- c) Aggressive or abusive behaviour.
- d) Non control of pets.
- e) Damaging or interfering with private or Community property including pedestrian access gates and garage doors.
- f) Misuse of garages and storerooms. No electrical work of any description can be carried out in storerooms or garages under any circumstances.
- g) The installation of fences, structures, roof structures, visible from ground level or from another apartment is forbidden unless written permission from the PM2 President is obtained.
- h) Any other violation of these Community Rules and/or Statutes applicable to the community.
- i) It is forbidden to clean terraces by swilling water or any other substance to avoid water cascading onto the terrace below. For terrace cleaning a mop should be used which will eliminate the possibility of lower terraces getting wet.

**Article 7.** All owners must communicate their complaints, suggestions and opinions to the President or Secretary-Administrator, who will communicate them to the appropriate party/parties to take the appropriate decisions.

**Article 8.** It is strictly forbidden to misuse the communal facilities. Breaking or damaging a communal item, due to a wrong use or misuse, will require payment of the amount of the bill for the repair or replacement of such communal item. Costs for the full repair or replacement will be levied on the apartment owner.

**Article 9.** It is forbidden to hang towels or other laundry at visible levels on balconies or terraces of the apartments i.e. no washing lines installed or used; a floor mounted drier should be used. It is also forbidden to store large items such as mattresses, beds and general household furniture on terraces which are visible from the ground level or other apartments. The tiled areas outside ground floor terraces must not be used for any purpose other than escape in an emergency. Strictly no furniture or other items may be kept there. Non-compliance will result in an official of CDS PM2 writing to ask the

tenant/owner to comply and if after 14 days it persists legal action will be commenced. **The likely result being the property owner will be faced with substantial legal and court costs.**

**Article 10.** It is forbidden to carry out any activities which may cause noise and disturb the neighbours between the hours of 12 pm. and 9 am.

**Article 11.** It is forbidden to step or walk on the planted areas i.e. flower beds. Damaging planted areas will require the payment of the amount of the bill for the repair or replacement of items. Payment for repair or replacement will be levied on the apartment owner and if unpaid, legal action may be taken to recover costs. **The likely result being the property owner will be faced with substantial legal and court costs.**

**Article 12.** It is forbidden to walk along the tiled area in front of ground floor apartments.

**Article 13.** Riding a bicycle/scooter/electric scooter, is only allowed at low speed and in places where the neighbours/pedestrians cannot be disturbed or endangered. Bicycles/scooters/electric scooters cycles must not be ridden on grassed or planted areas.

**Article 14.** It is forbidden to hold meetings and/or talk loudly at the squares in the Urbanization, pathways, portals and other communal facilities between the hours of 12 pm. and 9 am.

**Article 15.** It is forbidden to fly Drones (unmanned aerial vehicles) of any type within the CDS confines for reasons of safety and privacy.

#### **PETS AND PET OWNERS/KEEPERS**

**Article 16.** The keeping of dogs, cats and other pets (Pets) within the PM2 Community is restricted as set out in this Article. Owners, tenants and guests residing within PM2 keeping Pets in apartments or in the Community, must adhere in full to ALL rules covering Pet ownership.

ALL Pets must be registered with our Administrator; a copy of appropriate sanitary documentation and a photo **MUST** be provided by the owner.

ALL new Pets brought into the Community (whether by existing or new owners, tenants or guests) will be subject to a six month probationary period. During this period of probation, any repeated non-compliance to these Rules and/or complaints of nuisance caused by the Pet will result in legal action. **The likely result being the property owner will be faced with substantial legal and court costs.**

ALL Persons keeping Pets in the Community shall comply with the following rules, in addition to the other rules laid down by the Local Authority:

- a) All dogs and cats must be micro-chipped with electronically readable details of the owner and the address within the Community at which the owner can be contacted.
- b) All cats must be neutered.
- c) Dogs must not be exercised within the Community grounds.
- d) Children under 14 years old shall not be in control of dogs within the Community grounds.
- e) It is strictly forbidden for dogs to foul in the gardens or in other communal areas of the Urbanisation. Dog owners are responsible for cleaning up after their pet.

f) The feeding of pets (including stray cats) on Community land (or at or around any associated facilities) is strictly forbidden. Note: stray and feral cats and dogs may be diseased and may represent a serious health hazard, particularly to children. Anyone seen feeding strays should be reported immediately (anonymously if necessary) to our Administrator.

g) Dogs and other pets must have their appropriate sanitary documents. Documentation inspection checks may be carried out by the Community or it's representatives.

h) Owners must prevent their dogs from barking at all times, especially during the resting hours established by Article 10 of these Regulations.

i) Pet owners must ensure their terrace areas are kept clean for obvious hygienic reasons. The Community has the right to inspect terrace areas when/where complaints are received and if necessary, bring in external cleaning services at the cost to the offending owner. **The likely result being the property owner or/and pet owner will be faced with substantial costs and legal costs.**

j) In an attempt to control the numbers of pets within the urbanisation, owners, tenants and guests should not exceed more than two pets per apartment.

Non-compliance with any of the requirements of this Article 16 will result in legal action against the property owner for any associated costs incurred by the Community (including but not limited to administration costs and costs of engagement of tradespeople.

The Community, besides taking legal action, may call the municipal services to collect any Pets that do not comply with the said requirements. **The likely result being the property owner will be faced with substantial legal and court costs.**

The Community shall also have the right to remove and humanely destroy any Pets found loose in the Community (and/or associated facilities) without notice if such Pets are found to be kept in contravention of the requirements of this Article. Should it be deemed necessary in certain cases, the Community shall obtain Police and/or Local Authority assistance in respect of noncompliance with the rules for pets and pet owners.

#### **USE OF THE LIFTS**

**Article 17.** Each block has lifts which must comply with the requirements of the current general rules. The following rules will also apply.

**Article 18.** Under no circumstances should the capacity indicated in each lift be exceeded, neither the total weight nor the number of people.

**Article 19.** Children under 14 years old are not allowed to use the lifts if they are not accompanied by any adults.

**Article 20.** It is forbidden to utilise the lifts while carrying objects, boxes, packages or bags where the combined weight exceeds the weight capacity limit or when these items may cause damage because of their size or characteristics.

**Article 21.** It is not allowed to use the lifts for carrying construction materials or furniture. The lift cannot be permanently or for long periods occupied, leaving other owners without service.

**Article 22.** Our Maintenance Managers will be responsible for monitoring the lifts and for calling the maintenance company, informing the President and Secretary-Administrator of the possible problems in order to take the appropriate measures. No owner or tenant is allowed to manipulate the lift mechanism unless permission has been obtained from either the President or Secretary-

Administrator. Any faults should be reported to the Maintenance Managers or directly to the lift maintenance company.

**Article 23.** For the good maintenance of the lifts the Community will hire a specialised company.

### **USE OF THE SWIMMING-POOLS**

**Article 24.** The swimming-pools of the Urbanisation will be open normally from the June until September each year (in PM2C the swimming pool normally remains open throughout the year) although the pool opening period may be changed by the Community, according to the collected opinions and the weather.

**Article 25.** Swimming-pool rules, as displayed inside the swimming-pool area, MUST be adhered to by all users. Additionally the Rules below are obligatory:

- a) Children should be carefully supervised at all times.
- b) It is forbidden to participate in any activities which may interfere with or disturb other swimming-pool users. Please try to respect all users.
- c) It is strictly forbidden to take glass items into the swimming-pool area and to dispose of any kind of waste or other objects in the area
- d) Strictly no animals are allowed in the pool area.
- e) Swimming-pool users should pay attention to the instructions of the lifeguard or Community representatives in the swimming-pool, who are authorised to remove from the area any people who due to their behaviour may cause problems or danger to other users.
- f) It is obligatory to have a shower before getting into the swimming-pool.
- g) The timetable for the use of the swimming-pool will be displayed within the swimming-pool area. When asked to leave the swimming-pool areas by the lifeguard or Community representative please comply.
- h) Community sun beds cannot be reserved by leaving towels or personal belongings on the beds. Sun beds should not be removed from the swimming-pool area.
- j) It is strictly forbidden to climb over swimming-pool perimeter fences to use the swimming-pools outside normal opening hours.
- k) It is forbidden to be under the influence of alcohol or drugs whilst in the swimming-pool area
- l) It is forbidden for owners/guests/renters of apartments which are listed on the Community or Entity debtors list(s) to use the swimming-pool area.
- m) No inflatable items other than swimming aids are allowed in the swimming pools.

### **EMPLOYEES OF THE URBANISATION**

**Article 26.** The aim of the staff hired by the Community is to achieve the correct working of all the services and communal areas. The Community, through the Secretary-Administrator will communicate their duties to them in writing. Should they neglect these duties; the Community must be informed in order to take the appropriate actions.

**Article 27.** Therefore, it is strictly forbidden to engage in any kind of discussion, complaint or requests directly to the employees, being first necessary to inform the President or Secretary-Administrator, according to Article 7 of this Regulation. Only the Community will give instructions, rewards or punishments to the employees.

## **RUBBISH DISPOSAL AND RECYCLING**

**Article 28.** Rubbish for disposal must be carried in closed plastic bags or other similar system and put into the roadside collection bins. It is forbidden to use other receptacles that cannot be closed properly. Materials for recycling should be placed into the appropriate roadside bin. It is forbidden to store rubbish **in passages or in other communal areas for obvious hygienic reasons**. Items left in communal areas will be treated as rubbish and disposed of as such without notice. If the property disposing of the items can be identified, the property owner will be asked to pay any associated costs incurred by the Community (including but not limited to administration costs and costs of the engagement of tradespeople).

## **USE OF COMMUNAL SERVICES BY GUESTS**

**Article 29.** Communal services & facilities utilised by guests of owners or renters or tenants will not deprive in anyway the owners or residents of the Community of their rights.

**Article 30.** It is the owner's and/or his agent's responsibility to ensure that their guests, visitors and tenants are aware of and comply with all internal rules as well as the Statutes of the Urbanisation.

## **RENTED PROPERTIES**

**Article 31.** Every owner or their agent MUST inform the Community Office within 14 days the details, including passport and NIE numbers, of tenants or guests who will be staying longer than 28 days. This information is required to enable our Administrator to effectively communicate with longer term residents, as well as owners, in the event of Community matters of an urgent or serious nature (including those of nuisance, danger or safety). Non-compliance with this article may result in the property owner being asked to pay any associated costs incurred by the Community (including but not limited to administration costs and costs of engagement of consultants). **The likely result being the property owner will be faced with substantial legal and court costs.**

**Article 32.** In that report, which the President or Secretary-Administrator will communicate to the Community, the tenant will state that he is aware of the Statutes of the Urbanisation and the Community and of its Internal Rules and that he accepts them and undertakes to comply with them, without affecting the possible actions that could be taken against the owner of the Community.

**Article 33.** Consequently, the rights and obligations of the Statutes of the Urbanisation, Statutes of the Community and these Rules, will affect in the same way the occupants of the apartments, being owners, tenants or other occupants.

**Article 34.** The Community, through its representatives, could demand the occupants for damages, without affecting the direct responsibility of the owner, and will take the appropriate actions stated by the Condominium Law, Civil Code and other legal rules.

## **USE OF GARAGES**

**Article 35.** The communal garage area is for exclusive use of the owners of the private parking bay located within. Owners and/or tenants shall not use any parking bay or area which is not directly allocated for their use. Written permission must be obtained from the respective owner before an allocated parking bay or storeroom can be used by any other persons. Vehicles illegally occupying a wrong space continuously for a long period will be removed to the street after 14 days notice.

Associated costs must be paid before the vehicle is de-clamped. The Community shall not be held liable for any loss or expense incurred by any owner and/or tenant where such action is taken.

The Community Officers will check the garages periodically and any unidentified vehicles still garaged will receive a notice to remove within 14 days. If a vehicle is not removed within 14 days it will be removed by the Community to the roadside and clamped. Associated costs must be paid before the vehicle is de-clamped. The Community shall not be held liable for any loss or expense incurred by any owner and/or tenant where such action is taken. Any vehicle considered to be dangerous will be removed immediately. The Community will seek to recover associated costs in respect of dealing with such illegally parked or dangerous vehicles.

**Article 36.** The garage must be used by owners in a way that they do not cause any damages to the other vehicles and the installations or block the doors.

**Article 37.** It is forbidden to use flammable material inside the garage, particularly for refuelling any kind of vehicle.

**Article 38.** The vehicular garage door and internal pedestrian exit doors must be kept closed at all times.

**Article 39.** Every owner will be responsible for damages caused to third parties or to the Community due to the improper or mis-use of the garage facility.

**Article 40.** It is forbidden to store materials/rubbish in the parking spaces or in any other unauthorised area ; these should be used for the purpose intended. The Community will, following the giving of 7 (seven) days notice, remove any items left in these areas and any associated costs will be charged to the owner. The Community shall not be held liable for any loss or expense incurred by any owner, tenant or guest where such action has been taken. The Community could take legal action to recover its costs. It is forbidden for owners, tenants, or guests to carry out any kind of work, either for gain or otherwise, in the garage areas.

Any violation of the above Rules for the Use of Garages will result in the property owner being asked to pay any associated costs incurred by the Community (including but not limited to administration costs and costs of engagement of tradespeople. **The likely result being the property owner will be faced with substantial legal and court costs.**

## **THE STORAGE ROOMS**

**Article 41.** It is not allowed to store in storage rooms either toxic or dangerous substances, or perishable products or products which may decompose or degenerate as time goes by.

**Article 42.** It is illegal to use without the owner's permission a storage room other than the storage room assigned to the user's respective apartment. Any storage rooms being illegally used i.e. without the owner's written permission, will be forced open and all items removed without notice.

**Article 43.** Written agreement must be obtained from the applicable owner in order to use that owner's storage room. Such written agreement must be provided to the Community Administrator upon request.

**Article 44.** It is illegal to interfere with the storage room electricity supply. Permission in writing must be obtained before any electrical work in storage rooms can be carried out and all work must be carried out by an authorised electrical contractor.

Any violation of the above Rules for the Storage Rooms will result in the owner being asked to pay any associated costs incurred by the Community (including but not limited to administration costs and costs of engagement of tradespeople. **The likely result being the property owner will be faced with substantial legal and court costs.**

#### **PEDESTRIAN AND VEHICLE ACCESS GATE USAGE**

**Article 45.** It is forbidden to 'tailgate' through the perimeter pedestrian or vehicle access gates. Access Fob holders are reminded that perimeter security can only be maintained if entry into the communal areas is controlled via the Access Fob system.

**Article 46.** It is forbidden to interfere with the gate and/or garage door closures installed on the perimeter pedestrian gates. These gates are fitted with audible alarms which will sound if the gates are left open.

**Article 47.** All gates should be kept closed at all times to ensure that unauthorised persons are unable to gain easy access into the communal areas.

**Article 48.** It is forbidden for Access Fob holders to share their allocation of fobs with other owners/residents including those listed on the debtors list. Anyone found to be sharing fobs with those listed on the debtors list will have all fobs bar one, deactivated.

**Article 49.** Owners are required to obtain prior approval from Community staff of any personal deliveries which would require the pedestrian gates to be left open for any period of time.

Reminder: Security is everyone's responsibility, please remain observant and challenge/report any suspicious behaviour.

#### **MAIL BOXES**

**Article 50.** The Mail Boxes should be kept free internally of any items/materials other than post and manageable sized packets/parcels. The storage of any other items/materials in the Post boxes is strictly forbidden.

**Article 51.** It is each Mail Box user's responsibility to ensure the Mail Box external doors are locked after using the Mail Box.

**Article 52.** A charge will be made for inner box keys.

**Article 53.** It is every Mail Box users responsibility to keep the Mail Boxes in good order at all times.

Any violation of the above Rules for the Mail Boxes will result in the property owner being asked to pay any associated costs incurred by the Community (including but not limited to administration costs and costs of engagement of tradespeople. **The likely result being the property owner will be faced with substantial legal and court costs.**

**Article 54.** deleted

**Article 55.** deleted

**Article 56.** deleted

### **COMMUNAL ROOFTOP TV AND ASSOCIATED EQUIPMENT**

**Article 57.** Only authorised personnel and contractors are permitted to maintain, repair or adjust rooftop TV and associated equipment.

### **FINAL REGULATIONS**

**Article 58.** In case of violation of the rules of this Regulation or of the Statutes of the Community, the Community must carry out the appropriate legal actions against the offenders, making use of the necessary preventive measures in order to guarantee its good working.

**Article 59.** No exterior property modifications are permitted, this includes erecting satellite dishes and alterations, without written Community permission, to the external fabric of the buildings including terrace walls and windows. Violations will result in the Community Administrators issuing a warning letter detailing the offence. Failure to rectify will result in legal action and the property owner will be asked to pay any associated costs incurred by the Community (including but not limited to administration costs and costs of engagement of tradespeople. **The likely result being the property owner will be faced with substantial legal and court costs.**

**Article 60.** All terrace fixed sun blinds and awnings etc. must be either white or cream in colour.

**Article 61.** Exterior FOR SALE/FOR RENT or advertising signs are not permitted. These should be placed in side the apartment.

**Article 62.** It is the owner's responsibility to ensure that their tenants/renters and letting agent/management company are aware of and comply with the PM2 Internal rules as well as the Statutes of the Urbanisation; any associated charges for costs made as a result of actions of tenants/guests will be the responsibility of the owner and will be added to their Community charge.

### **GOVERNING BOARD**

**Article 63.** The Community will be represented by the President of the Community and Vice-presidents, if necessary, appointed at the respective Meeting, according to the law or the ruling regulations. Those, representing the Community, will be fully authorised to ensure that the current Regulations are enforced.

