

RULES OF CONDUCT

VIDA DEL MAR CONDOMINIUMS

January 2025

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 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. Each person signing this document will be held accountable for understanding and adhering to each regulation.
3. The minimum rental period permitted is seven (7) days and no less. Any nonowner 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. Small children and infants individually count as one occupant.
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 168 lined parking spaces. It is therefore important that everyone adhere to the parking regulations described below.

During High Season (December, January, February, March, and April (through the Easter holiday), all parking rules will be in effect. Since Low Season (after Easter holiday through November) 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 may be adopted if it proves necessary.

General Parking

Please remember: Only one vehicle may be parked in a parking spot. No parked vehicle may block access to the drivers on the road. No parking areas are assigned to individuals. All parking spots are obtained on a first come – first served basis.

1. Owners of these vehicles should exercise good judgement so that their large vehicles do not limit access and safety. Vehicles allowed to park are sedans, station wagons, SUV's, small minivans, small pickup trucks, compacts, and motorcycles. If some pickup trucks, SUV's and minivans are large enough to cause vision or access problems when parked in certain lined parking spots the

office may assign another parking spot. Additional vehicles may NOT be parked in prime parking areas or on grassy areas.

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

OWNERS = WHITE PARKING LINES

While in residence, each condo owner is entitled to one and only one parking space per condominium owned . Owner may park in prime condo parking areas, which are those parking areas defined by white painted lines on the ground. If an owner or occupant wishes to have more than one vehicle on Vida premises during low season, a request should be made at the office regarding available parking spaces in non-prime areas. During high season (December through April), owners are allowed one vehicle per each condominium owned. Each vehicle should routinely be parked in the lot nearest their personal condominium. Temporary parking (less than 6 hours) is allowed throughout Vida Property. In the event all white parking spots are in use, the owner may choose to use a yellow lined spot.

RENTERS AND GUESTS = YELLOW PARKING LINES

Renters and Guests should park their vehicles in yellow lined parking areas. If no yellow lined areas are available, they may check with the office or security personnel for other available areas. These spots are not reserved and are available on a first-come, first-served basis. Guests and renters must place the placard, assigned by the office staff or security personnel upon registration, on their vehicle dashboard.

Handicapped Parking

1. 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 a signed and dated note from your doctor specifying why handicapped parking is necessary. (This may be an e-mailed copy sent from a doctor.)
2. Once approved by management, owners may ask for a handicapped parking sign to be placed in a prime parking area near the entrance to their building. A parking card will be given to the owner to place on the dashboard of the car for identification. No more than 10% of the parking spaces adjacent to a building may be

dedicated to handicapped parking. If more than 10% of the owners in a particular building have requested and qualified for a handicapped parking space, then a “first come, first served” concept will be applied; it is incumbent upon those owners to cooperate and share usage of those spaces.

All requests are considered temporary. Owners should notify management when they are leaving Vida del Mar so that the signs may be removed. Permits must be renewed each season. Those abusing the use of these spaces may be fined.

LONG-TERM ABSENCES = MORE THAN SEVEN DAYS

Office Parking Lot

The office parking lot has been designated for owners who cannot park in front of their building and will be gone for more than 7 days and not longer than two months. They must register their car with management before leaving.

Pending approval by management, the office lot can also allow owners with more than one car a place to park. Storage of trailers is not allowed.

Enforcement

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. If a violation occurs, violators will be contacted by Vida security personnel who will contact the owner/occupant in person about the violation notice. The owner/occupant will have 24 hours to bring the violation into compliance. Failure to do so may result in fines being levied under the Penalties section, subsection “General Fines” in the Vida del Mar Rules of Conduct document.

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. All pet waste should be removed and properly disposed of in a garbage can. If walking your pet off Vida property, please continue to remove and properly dispose of pet waste in a garbage can.
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. Noncompliance 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 when the user is out of the immediate pool area.

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.)

RESTRICTED ACCESS

Accessing Restricted Areas

Please be aware that there are common areas that are restricted to access by authorized personnel only. These areas may have signs posted or use tape or fences to define the areas. Fines may be assessed for those who trespass.

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). If renters or guests do not comply with this rule, the owner of the condominium may be fined.

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, golf carts 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.* **During high season (December through April) each of these alternative vehicles will be counted as the owners ONE primary vehicle. Permission may be granted to park a second vehicle in the office parking lot per the rules described above. When (if) the office lot is full, the owner, guest or renter will be required to find alternative parking off site.**
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. The owner is responsible for notifying nearby condominium owners of impending or scheduled noise as described in the ACC rules and regulations.

COMPLAINTS

Verbal complaints will be responded to as soon as possible, hoping to achieve immediate resolution.

Any owner or renter who wishes to have a complaint investigated should submit the Rules of Conduct Violation Complaint Form, available on the Vida website or call the office or security. For complaints made when the Vida office is closed, the security guards are empowered to respond. They will record their action in the Security Log. 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

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 issue a warning to ensure compliance with these rules. Penalties will be levied following the Violation step process.

PENALTIES

Everyone must follow the Vida del Mar Security Policy. If any violation is caused by a non-owner, the owner is responsible for any fines caused by the guest, renter, or visitor. All fines shall be deducted from the owner's escrow account.

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

General Rules Violations

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

1. **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.
2. **Second Violation:** The person/s in violation will be issued a second written warning notice by the General Manager. Aggravating factors may elicit a fine not exceeding \$5,000 pesos.
3. **Continued Violations:** Further warnings and a fine up to \$10,000 pesos as directed by the Board will be given.

7-DAY RENTAL VIOLATIONS

PLEASE NOTE THIS POLICY IS AUTOMATIC AND DOES NOT INCLUDE A WARNING.

Rental violations are considered as those in which a renter checks out from Vida after a stay of less than seven (7) days, regardless of any prior agreement or contract in which a stay for more than seven (7) days was signed for. In case the renter leaves Vida without checking out, the last registered date in which the renter was in Vida will be taken as the check-out date.

1. **First Violation:** The person/s in violation will be given a written notice **and** fined \$3,000 pesos.
2. **Second Violation:** The person/s in violation will be issued a second written notice **and** a fine not exceeding \$5000 pesos.
3. **Continued Violations:** Further written notices **and** a fine of \$10,000 pesos, as directed by the Board, will be given for each consecutive violation.
4. **Repeated or Serious General and Rental Violations:** The Board will approve further fines and/or actions. The Board may recommend that an owner's condominium be sold at auction per Article 73 of the Condominium Regulations.

SMOKING POLICY

In January 2024 the Mexican government enacted a No Smoking Law. In the spirit of this law, the following rules for smoking must be followed at Vida del Mar.

Vida del Mar has the obligation to ensure that occupants of multi-family housing receive the protection that further restrictions provide. The overall goal is protect public health and reduce exposure to harmful tobacco smoke.

SMOKING IS NOT ALLOWED on any Vida property outside of individual condominiums.

Including but not limited to:

1. In or near the Vida office, Gunn Room (meeting room, Library and Gym),
2. In or near maintenance/gardening buildings, storage units (bodegas) and all building walkways or stairwells.
3. All pool areas
4. All parking areas

SMOKING IS ALLOWED only in Individually owned condominium units, with permission from the owner.

Residents are encouraged to report non-compliance of these smoking rules.

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)

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)

Intention

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

1. Space must be shared equally.
2. As much as possible, all belongings must be kept in totes clearly marked with the owner's name and unit number.
3. All other larger property (suitcases, golf clubs, bicycles, coolers) must be clearly marked with owner's name and unit number.
4. Construction material will not be stored in common area storage areas.
5. No flammable liquids or other substances of hazardous material, including propane tanks may be stored.
6. Obsolete or non-functional devices, large old appliances, large furniture, BBQs, broken items, etc. should be removed from Vida property.
7. Each owner must be solely responsible for their own property and hold Vida harmless from any claim.

Maintenance

1. 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.
2. Any problems/issues with a storage unit should be reported to the office.

Water Sports Equipment Storage (Kayaks, Paddle Boards)

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.

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 January 2025.***