

Internal regulations at Vitta Nature

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1 About Internal regulations

The Internal Regulations are established to regulate the details of coexistence and the appropriate use of the services and common properties within the limits established by the Law and the Statutes Of The Community Of Owners Of The Vitta Nature Residential Complex.

The Internal Regulations shall be binding on all owners as long as they are not modified by agreement of the Meeting of Owners.

The current and approved version of this document is/will be published in the TucomunidApp provided by the Administrator.

Any temporary deviations as decided by the Board of Directors is also published through the same channel.

2 Rules of coexistence

2.1 Respect for common property

Do not use the common property or services for activities other than they are meant for. If you break anything due to improper use, you will be financially responsible for repair or replacement.

2.2 Noise / disturbance

Reduce any noise as much as is reasonable between 11PM and 9AM. Here are a few tips:

- Do not disturb your neighbours with loud music, television etc.
- On the terraces/balconies, refrain from taking voice/conference calls with loudspeaker on. Please consider use of earplugs or headset.
- Do not bang doors or speak loudly on the terraces or stairways.
- Refrain from walking on floors in hard soled and heeled footwear. Instead use soft footwear.
- Use soft felt pads under furniture legs.

See also rules for timing of *External alterations and constructions*.

2.3 Airing / drying of clothes, carpets etc.

Airing and drying of clothes, carpets etc. should be done in a way that does not cause nuisance to your neighbours. For example:

- All items being dried or aired should be placed where they are not obvious.
- Freestanding foldable drying racks are allowed on balconies / terraces, preferably along the wall where they are not obvious from the outside.
- No drying of articles over the balcony handrails is allowed.
- Do not shake carpets or other items outside the balcony handrail

2.4 Smoking

Smoking is not allowed in common areas, both outside and inside (social zones, garage, stairway etc.). As a courtesy to your immediate neighbours present, try to avoid excessive smoking on your own balcony / terrace.

2.5 Barbecue Grills

Due to Vitta Nature's close proximity to the forest, we need to be especially vigilant when it comes to the use of barbecues. Electric and propane barbecues are allowed on private terraces and balconies facing the swimming pools, but they should be avoided on grass, in common areas and in areas facing the forest. Charcoal grills are not allowed due to the fire hazard when disposing of the used charcoal. You are responsible for staying up to date on local bans on barbecues in periods of hot and dry weather. Please be considerate to neighbours when using your barbecue.

2.6 Domestic animals / pets

Animals are permitted on condition of not in any way causing a nuisance. Owners must follow these rules:

- Animals are not allowed to run free in common areas. Animals must always be on a leash and accompanied by a responsible person. Animals are not allowed in pool areas.
- Cats are not allowed unless you live on the ground floor, or you keep your cat indoor. Cats may not roam the common areas.
- Animals must not be left alone in an apartment for lengthy periods of time. Prolonged and excessive barking is to be avoided, especially during resting hours established in the Internal Regulations at Vitta nature.
- Animals are not allowed to relieve themselves in common areas. If accidents happen, owners must immediately remove messes caused by the animals.
- The animals must be provided with the corresponding health documentation.
- It is forbidden to feed wild cats and other animals in our Community.

The Board of Directors, in addition to imposing the corresponding penalties for non-compliance with these rules, may consider additional legal measures.

2.7 Games and bicycles

- Ball games are not allowed in common areas, except in designated areas (putting green and paddle court). An exception is foam rubber balls, provided that they are used appropriately, without causing damage to the communal areas or disturbance to the co-owners.
- Only games which do not cause risks or inconvenience to the rest of the inhabitants of the community or which are not harmful to the property are allowed.
- Biking is not allowed in common areas.

2.8 Rubbish

- Spilling or depositing sewage or other water, any kind of liquids, paper, rubbish, furniture or goods on the communal property is forbidden.
- All rubbish must be placed in closed plastic bags, sorted and deposited in the appropriate municipal containers outside of the community.
- Large items for disposal must be collected by the Town Hall upon your request.

3 Swimming pool

3.1 Opening hours

- Outdoor swimming pools: 08.00-22.00.
- One outdoor swimming pool will remain open all year, on a rotation basis. The other outdoor pools will normally stay open from the 15th of May until the 30th of September. The Board of Directors is empowered, according to the opinions gathered and in view of the existing weather, to delay or bring forward the period of operation.

3.2 Rules / Code of conduct

- **Hygiene:** To maintain good hygiene, always shower before swimming or using the. It is forbidden to use the pools when you have an infection.
- **Babies/ infants:** Adults must always accompany small children. Infants must be equipped with swim nappies in the pools and the surrounding area. Infants are not allowed to be inside the pool areas or saunas without the company of their parents or caretakers.
- **Pets:** Pets are not allowed at the pool area / social zone. Leash is mandatory in all common areas
- **Glass / Food / Rubbish:** It is forbidden to take glass items or food into the pool area. Clean up your mess, toys, balls, rubbish etc. when you leave.
- **Smoking:** Smoking is not allowed in the pool areas.
- **Inflatables / swimming aids:** Inflatable mattresses and toys are forbidden in the pools. Children or adults who are not able to swim can use swimming aids.
- **Games / Parties:** Rough or dangerous games must not be played in or around the pools. Private parties and loud music are not allowed in the public areas.
- **Sun loungers / parasols:** Community sun loungers / parasols cannot be reserved by leaving private belongings on them. They must be put back / arranged after use, so that the pool area looks tidy.
- **Private assets:** Private sun loungers / parasols / other assets must be removed from common areas when not in use. Private assets left behind will be disposed of, with no reimbursement to the owner.

4 Spa

The spa area includes indoor pool area, saunas, and shower area.

4.1 Opening hours:

The spa will be open 07:00-22:00 all year

The timetable may be modified by the Board of Directors when circumstances or reasons arise.

4.2 Rules / Code of Conduct

- **Hygiene:** To maintain good hygiene, always shower before using the pool or sauna.
- **Infections:** It is forbidden to use the pool or sauna when you have an infection or other contagious disease.
- **Children / infants:** Adults must accompany children. Infants must wear nappies/diapers at all times in the sauna / spa area..
- **Pets:** Pets are not allowed in the sauna / spa area.
- **Glass / Food / Rubbish:** It is forbidden to take glass items or food into the saunas / spa area. Tidy up after yourself when you leave.

5 Gymnasium

5.1 Opening hours:

The gymnasium is open 24 hour all year

5.2 Rules / Code of Conduct:

- **Respect the equipment:** Do not use the equipment for activities other than they are meant for. If you break anything due to wrong use, you will be financially responsible for repair or replacement.
- **Hygiene:** Disinfect equipment after each use. It is forbidden to use the gym when you have an infection or other contagious disease.
- **Keep it tidy!** Exercise equipment must be put in place after use.
- **Energy:** Please turn off any A/C and lights before leaving the gym.
- **Glass / Food:** It is forbidden to take glass items or food into the gym.
- **Queues:** If a queue is forming, consider limiting the time you spend on the equipment.
- **Children:** Children must be accompanied by adults.

6 Social Zone

Internal regulations for social zone in Block 3

The social zone consists of two rooms at the garage level in block 3:

- Dining room with kitchen facilities and tables with chairs.
- Lounge with sofas and television.

6.1 Opening hours

Social zone shall only be used between 08:00 am and 01:00 am.

6.2 Use of social zone

As long as the social zone is not booked for an event, owners are allowed to use the area for social purposes on an ad hoc basis under the condition that rules of conduct are followed. Any form of larger gathering with more than ten (10) guests, or exclusive use of the social zone, requires a prior reservation. See "Rental of social zone" below.

6.3 Rules / Code of conduct

- Treat all furniture and equipment as your own.
- Be considerate of your neighbours. Internal regulations related to code of conduct are also applicable to the use of our social zone (noise, pets, smoking etc.)
- If anything is broken, please inform the administrator through the app tucomunidapp.com, who will arrange for replacement of items in cooperation with the owner.
- The dishwasher shall only be used in conjunction with booked events or larger community gatherings.
- Guests must be accompanied by an owner at all times.
- Minors must be accompanied by an adult at all times.
- Restrooms: Use restrooms in the spa, by the swimming pool, or in an owner's apartment.
- Inform all guests of rules of conduct and respect for neighbours.
- After you have used the social zone:
 - Clean all dishes and equipment used. Remember to empty the dishwasher (to be used only by booked events)!
 - Tidy the area and put all furniture and equipment back in its place.
 - Remove all garbage.
 - Turn off the AC and lights before leaving.

6.4 Rental of social zone

Any form of larger gathering with more than ten (10) guests, or exclusive use of the social zone, requires a prior reservation.

- Always book through our designated booking system.

- Owners can book up to one year in advance.
- Owners must book at least 7 days in advance.
- Owners can only have TWO active bookings at any time.
- Any cancellations within one week prior to the event will be fully charged.
- Spanish Public Holidays cannot be booked, unless by special approval by the President. This will allow for common community celebrations on these dates.

The rental includes:

- Use of both rooms in the social zone from noon to 01:00 am. By special permission from the President, you may start earlier if the social zone has not been used the previous day and needs to be cleaned.
- Use of kitchen equipment, refrigerator, dishwasher, TV and AC.
- Refill of detergent and other kitchen products.
- Mandatory cleaning of floors and surfaces by the community's chosen cleaning agency.
- Buffer for wear and tear over time.

Responsibility of the owner:

- Follow all the Rules of conduct for use of the social zone.
- Ensure the guests follow the Rules of conduct (see above).
- Ensure that guests use the proper toilet facilities: either spa or pool toilets or toilets in an owner's apartment.
- Tidy and clear all mess and spills in the social zone **BEFORE 9 am** the following day so that the cleaning agency can clean major surfaces between 9am and noon. In case where the owner has not tidied the area in time, **a penalty of 100 Euro will be charged.**

Payment and cancellations:

The rental fee is 100 Euro and is due 7 days before the event. Any cancellations within one week prior to the event will be fully charged.

7 Urban garden / Allotments

- In Phase 1, Vitta Nature has 17 allotments behind Block 1 where owners can grow plants and crops.
- Phase 2 will bring further allotments next to Block 6.

7.1 Assignment of allotments

An owner wanting to obtain an allotment must write to vittanaturecommunity@gmail.com with email title as per format "Allotment YYYY – Apartment Bx Px XX" and await confirmation of an assigned allotment.

- Each allotment is assigned to one owner/caretaker for one calendar year, based on a first come first served basis.
- To remain caretaker for another year, a new email must be sent to the above email address no later than 1 December. Otherwise, the allotment is considered available for assignment to a new caretaker.

- Permanent residents: As long as the annual application procedure, rules, and responsibilities are followed, a permanent resident can remain caretaker indefinitely.
- Non-permanent residents: As long as the annual application procedure, rules, and responsibilities are followed, a non-permanent resident caretaker is guaranteed the allotment for three - 3 - years.
- If caretaker applications exceed the number of allotments, reassignments will be decided through a draw between non-resident caretakers who have held the allotment for more than three years, starting with those who have been caretakers the longest.

Costs

- Rental of allotment is free of charge.
- Caretaker is responsible for any costs of plants and maintenance of these.

7.2 Rules and responsibilities

- What to grow:
 - Choose plants, vegetables and herbs that will thrive in our climate.
 - Do not plant sprawling crops, tall ones (higher than 1 metre) that might interfere with others, or poisonous crops.
- Maintenance:
 - Allotments are not covered by the automatic water system in our garden; you need to water it yourself.
 - Keep insects and weeds under control.
 - Using herbicides and black plastic mulches is prohibited.
 - Keep the plot tidy. Remove weeds and dead plants and dispose of them complying with the rubbish instructions in the Internal regulations.
- Harvesting:
 - Harvest only from your assigned plot.
- Termination:
 - When you leave the plot after your assigned period, the plot should be left in the same condition as you found it, or better, unless you make an agreement with the new caretaker to take over your plants.

8 Maintenance of private gardens, terraces and balconies

Paragraph FIVE in Statutes Of The Community Of Owners Of The Vitta Nature applies.

“FIVE. Owners of homes with terraces and/or gardens must keep them in perfect conditions of cleanliness to avoid dampness and filtrations. The extraordinary costs of repairing these terraces and gardens, as they are roofs of the building, will be charged to and paid for by all the owners of the different units, in proportion to their participation percentage in the total value of the property. _____”

All owners are responsible for the upkeep and maintenance of their private outside areas, ensuring as far as possible that:

- No dead foliage or other garden material causes problems for neighbours.
- Drains are kept clean to prevent overflow or leakage.
- All irrigation systems are regulated to avoid problems, such as saturation, overflow or leakage.
- Outside areas are kept tidy.

Any damage caused by owners' own actions such as pergola or glass curtain installations will not be covered by the Community but will be at the owners risk and cost.

9 Apartment emergency access

Owners who do not live permanently at Vitta Nature are advised to keep an apartment key available to a neighbour in case of an emergency. A code locked key box bolted onto your garage storage door is also allowed so that you may share such code with somebody onsite if/when required.

10 Renting out of apartment

- Owners are allowed to rent out their apartment.
- According to the law, for short-term rental where money is exchanged, owners need a licence from Town Hall.
- All owners who rent or loan are required to notify the name and contact information to the office of the Administrator and the President.
- Owner must inform the tenants of the Internal Regulations and make the latest version easily accessible in printed format in their apartment.
- Owner is responsible for any damage caused by the tenants.
- Owners who rent out their apartment will be charged an extra 20% on their apartment monthly fee to the community.

11 Garage

Paragraph SIX of the Statutes Of The Community Of Owners Of The Vitta Nature applies.

“SIX. The basements are intended for garages for vehicles and storage rooms. Such a use cannot be changed unless decided by all of the owners. _____

Below are the common rules for the use and better enjoyment of the garages and storage rooms:_____

a) The access ramps, corridors, circulation areas and access doors to the parking area for vehicles and storage areas will be used as common elements by the owners of the properties destined for garages and storage areas. Such areas cannot be occupied permanently and must be used in such a way as to allow traffic and passage for the other co-owners._____

b) Each parking space will give the right to use the usable space corresponding to its number and the entrance steps necessary for this purpose. More than one vehicle may be parked in each parking space provided this is feasible, that no traffic or common area is

*occupied or encroached upon in any way, and that the manoeuvrability of other owners' vehicles is not impaired.*_____

*c) As stated above, owners of parking spaces may not erect any partitions, kerbs or projections that hinder the free movement and use of vehicles, except for a fencestop type mechanism. Parking spaces must not be walled or separated by masonry or metal enclosures.*_____

*d) It is expressly forbidden to use the parking space and/or storage rooms for purposes other than parking the vehicle and storing objects, respectively, including washing or repairing the car, even in common areas.*_____

*e) To facilitate the normal and free access to the properties constituted as "Storage Area", on each property constituted as "Parking Area", a right of way for people is established, in favour of the owner or owners of each of the said "Storage Area" which are located on the same floor or sector.*_____

It is expressly forbidden to carry out works of any kind, temporary or fixed, in parking areas or places or occupy them with objects or belongings. Current or future owners may only, with the necessary works, install "clamps" to prevent the use of the parking places by unauthorised persons. These "clamps" must not be installed in the passage and circulation areas. Permission from the Community of Property Owners is not required for these installations. _____"

12 External alterations and constructions

Horizontal Property Act together with paragraph ELEVEN in the Statutes Of The Community Of Owners Of The Vitta Nature applies together with the document "Vitta Nature Community Aesthetics & Configuration" for rules regarding colours, styles, placement etc of sun shades, pergolas, glass curtains etc.

Guidance for alterations: It is required to consult the Board of Directors before commencement of any exterior/interior alteration or construction. Horizontal Property Act Section 7 applies.

Licence: For all construction work you will need a licence from the Town Hall. Without this licence the Police and/or President can stop the work. This Licence needs to be placed on the outside of your door so that anyone can see it.

Holiday periods and working hours: All construction work is forbidden during Holiday periods and 1 July until 31 August. Construction work can be performed from Monday to Friday from 9AM until 5PM. No work is allowed on Saturday or Sunday.

Financial and legal consequences, insurance: Financial and legal consequences of failing to adhere to the requirements for external alterations are the responsibilities of the owner. Any damage to the building will be at your own cost and will not be covered by the Insurance policy of Vitta Nature.

Clean and orderly workplace: Keep the portal clean and, when necessary, clean up any mess outside the portal.

Alterations of community facilities:

- No owner may carry out any work or work on the common property or facilities, even if it is in the interest of all, without the authorisation of the Board of Directors.
- If any work or improvement is carried out on common property or facilities without due authorisation, the damages shall be at the expense of the person carrying out the work, and the benefits shall accrue to all the owners, without any obligation on their part to pay compensation.

13 Payment of apartment community fee

It is the obligation of all owners to contribute to the maintenance of the common facilities by paying the community fees. In the event of non-payment, from the second unpaid quota onwards, payment of legal interest divided by 365 days per year, in favour of the Community, will be due for each day from the beginning of the non-fulfilment, without any requirement whatsoever, for each day from the beginning of the non-fulfilment.

14 Community Governance

In addition to the Statutes paragraphs SEVEN, EIGHT & NINE we have agreed the following

14.1 Board of Directors

The Board of Directors is made up of:

- The President and Vice-President of the Community.
- The Secretary-Administrator.

The President of the Community will coordinate the meetings of the Board of Directors.

The functions to be carried out by the Board of Directors are the following:

- Advising the president on all issues of various kinds that may arise.
- Support in the preparation of documents that may be necessary, as well as in the income and expenditure budget for the financial year.
- Advice on the formulation of proposals to be approved by the Board of Owners.
- To provide the budgets of the different works and services necessary for the General Meeting of Owners, to study them and inform them for the purpose of their approval by the President or by the meeting of owners, except for those which, due to urgency, must be undertaken.
- Exercise control and monitoring of the state of the accounts of the Community of Owners, for which purpose the Administrator shall provide them with documentation accrediting the movements of the account, payments made, etc., at ordinary meetings. And always at the end of the budget.
- To guarantee compliance with the agreements adopted, including those of the General Meeting of Owners, and to ensure compliance with the details of coexistence and the appropriate use of the services and common areas, as well as to hear and, where appropriate, resolve any complaints, suggestions and/or observations presented in writing by the owners.
- Others specifically entrusted to them by the General Meeting of Owners.

These functions will be carried out without detriment to the competences attributed to the constituted governing bodies, nor to other ad hoc committees that may be constituted.

On the request of the President, advisory organs/committees/block representatives to assist with the management of the community may be elected.

14.2 Meeting frequency

The Board of Directors shall meet at least twice a year, or more frequently at the discretion of the Board of Directors, and extraordinarily when so decided by the President.

The Administrator shall be responsible for taking the minutes of the meetings of the Board of Directors.

The Administrator, in addition to the competences foreseen in article 20 of the Horizontal Property Law, must draw up quarterly balance sheets of the situation of the Community accounts, for the knowledge of the members. Said balance sheets shall detail the income and expenses incurred, with an indication of the corresponding accumulated amount, as well as the degree of compliance with the budget.

14.3 Appointment of Board of Directors

The offices of members of the Board of Directors, shall be held by owners of the Community apart from Administrator-Secretary who is a contracted service/role, and shall be of annual duration, who shall continue in office until the newly elected members take office.

All the aforementioned offices are appointed at the General Meeting of Owners by election, or alternatively by drawing lots. From the numbers obtained in the drawing of lots, the successive replacements will be made in rotation in increasing order.

Any person may not hold the same role in more than four (4) consecutive years.

14.4 Request for subject/decision to be added to General Meeting agenda

Any owner may request that the General Meeting of Owners examine and resolve any matter concerning the community; to this end, he/she must send a letter, clearly specifying the matters he/she requests to be dealt with, to the President, who will include them on the agenda of the next meeting to be held. The letter must necessarily include the name, surname, telephone number and address of the owner making the request, as well as a clear and precise explanation of the request.

15 Neighbour concerns

These are suggestions for resolving matters between neighbours in the most amicable way possible.

- Step 1: Speak with the neighbour it concerns and see if you can find common ground and resolve your concerns by communication and understanding each other's view.
- Step 2: If the verbal complaint did not help, the second inquiry can be in writing and should be more formal than the verbal inquiry. In this complaint, it is essential that you are specific and that you clearly state what you are complaining about.

There are a number of things that we would advise to include in such complaint, including;

- It should be clear who the recipient of the letter of complaint is.
 - Make it clear what you are complaining about.
 - Make it clear who you are and where you live in relation to the person you are complaining about.
 - Make it clear that you have raised the issue with the neighbour previously (verbally) without having seen any signs of improvement.
- Step 3: If the above does not result in agreement, make a written complaint to the Administrator & President.

16 Sanctions for non-compliance of the Statutes and/or these Internal regulations

The Board of Directors, through the Secretary-Administrator, will inform the owner of the apartment in writing of the offence committed by the owner or third parties. It is understood that the only person responsible will be the owner of the apartment. When the apartment is occupied by a tenant, of whom the Community is aware, the tenant shall also be notified.

The decisions of the Board of Directors shall be enforceable. The owner sanctioned may challenge the decision in writing before the Board of Directors.

- The first offence against the rules of the Community shall give rise to a first simple warning.
- The second offence will give rise to a second warning, with the warning that he may be deprived, in the manner and time to be established, of the use of services or common facilities.
- In the event of a third offence, as this implies a clear disobedience to the statutes or internal regulations, the Board of Directors may initiate the appropriate legal action.