



PROTOCOLS

MANUAL

**OPERATIONAL MANAGEMENT AND
SECURITY CLAUSES OF “LOS CARACOLES”
CONDOMINIUM**



INDEX

REGULATORY FRAMEWORK
COMMON AREAS	4
SPORTS FIELDS.....	5
GYM.....	7
SWIMMING POOL.....	8
JACUZZI.....	10
PALAPA	11
BEACH.....	14
COMMON AREAS.....	17
TREATMENT OF CONDOMINIUM STAFF AND EMPLOYEES.....	18
OCCUPATION	18
PARKING AND ROADS.....	19
CONSTRUCTION AND REMODELING WORK.....	21
EXTERNAL JOBS	21
OBLIGATIONS OF THE OWNERS	21
OBLIGATIONS OF CONTRACTORS.....	22
OBLIGATIONS OF WORKERS.....	23
CONSTRUCTION AND REMODELING WORK.....	25
OBLIGATIONS OF THE OWNERS	25
OBLIGATIONS OF CONTRACTORS.....	26
OBLIGATIONS OF WORKERS.....	27
PETS.....	29
DEBTORS / DEFAULTS.....	30
TOWEL SERVICE.....	30
SWIMMING POOL.....	30
GYM.....	30
SPORTS FIELDS.....	31
PACKAGING	31
SUPPLIERS, WORKERS AND VISITORS	31
MAINTENANCE	31
CLEANING.....	32
ACCESS	32
AGREEMENTS	32
RENT	33
FINES	34
PROCEDURE FOR FINES	34
PHONE EXTENSIONS.....	35
PHONE: 322-221-01-34	35

REGULATORY FRAMEWORK

This protocol is complementary to the general regulations of the Los Caracoles Condominium; is issued under the powers granted to the Administrator described in Chapter II, clause Eighth section XI of the statutes, which literally indicates as the powers of the Administrator the following:

“Issue, with the approval of the Board of Directors, the Internal Regulations aimed at regulating the various services or areas thereof, such as those related to sports facilities, swimming pools, parking, or the exercise or enjoyment of rights or compliance with obligations by the condominium owners...”

Articles 5, 23, 25, 28, 29, 81, 82 and others applicable to the condominium and administration regulations of the housing complex located in lot H-3 of the Marina Vallarta subdivision in Puerto Vallarta, Jalisco, named in the constitution, are applicable. of the condominium legal regime: “Los Caracoles” condominium; article 15 section F of the First and only Chapter of the Regulations for the Use of Parking; MINUTES 28462 OF THE EXTRAORDINARY ASSEMBLY OF JANUARY 31, 2004.

COMMON AREAS

ARTICLE 5.- DEFINITIONS. For the purposes of interpretation, application and compliance with this regulation, the following definitions will be taken as such...

COMMON AREAS. It means every surface of the Condominium affects a common destination, whose common use and enjoyment is susceptible to use by one or more Condominium Owners, and can serve any Condominium Owner indefinitely. In general, they correspond in undivided co-ownership to the Condominium Owners in the proportion and terms established in the Articles of Incorporation. These assets are inalienable and imprescriptible.

(Condominium regulations and administration of the housing complex located in lot h-3 of the Marina Vallarta subdivision in Puerto Vallarta, Jalisco, called in the constitution of the condominium legal regime: "Los Caracoles" condominium.)



Los
Caracoles
CONDOMINIO

SPORTS FIELDS

1. The hours of use of the sports fields are from **08:00 a.m.** to **10:00 p.m.** from Monday to Sunday.
2. **The use of the sports fields is not permitted for owners, renters or visitors of the Units who have a debt for maintenance fees, ordinary or extraordinary fees, or any debt greater than 90 days, in relation to the Condominium's defaulter regulations; If you use the sports fields, the owner will be liable to a fine.**
3. The courts must be reserved a minimum of 24 hours in advance and a maximum of 7 days in advance to use them, having one hour per department except in “**Central Time**” which allows up to **2 hours**, this to allow use to other applicants. Unless there is no one waiting, it can be extended for as long as they need it.
4. In the particular case of reserving the **Paddle / Pickleball Court**, the prime time “**Central Time**” is between **3:30 p.m. to 5:30 p.m.**, which, to avoid inconveniences, only one reservation per person is allowed. Week for each Unit (Department or Villa) at this time; Outside of “**Central Hours**”, reservations can be made in accordance with the Sports Court regulations.
5. In relation to the previous point, when in “**Central Time**” there is no reservation from any owner, it will be free for all residents to play.
6. For the Tennis and Multipurpose Court, when there are frequent “**Central Time**” **reservation times** for a court between 2 or more owners, the days will be divided equally between all owners.
7. The owner will have the right to invite outsiders to the games of Tennis, Paddle, Pickleball, Soccer, Basketball or any sport assigned to the courts, as long as they meet the following requirements:
 - a) The owner must be present at the game or sporting activity (it is not permitted to reserve any court for the exclusive use of outsiders).
 - b) The number of external people that are allowed in relation to the condominium regulations and the visiting regulations (3 people per bedroom in your unit).
 - c) The owner must notify in advance the names of the people who will enter as a visitor to play.
 - d) Do not exceed the permitted reservation hours and times.
 - e) Outsiders must comply with the sports field regulations.

8. Pets are prohibited from entering the sports fields, regardless of whether they are on a leash or in their arms; they may not remain in those areas.
9. Respect and take care of the area and reservation times.
10. To use the sports facilities, condominium owners must wear appropriate sports shoes and clothing.
11. Maintain good conduct and refrain from committing any breach of morality.
12. Inside the courts, the use of bicycles, skateboards, roller skates and similar is prohibited.
13. Based on the General Law for Tobacco Control, smoking is not allowed on sports fields.
14. On the Tennis court and the Paddle court, it is not allowed to play soccer, basketball or any other sport other than that of the respective court.
15. Any sport can be played on the multipurpose court.
16. The multi-use field will be allowed to break piñatas or hold children's events, as long as the guidelines provided in the event protocol are met and authorized by the Administration.
17. It is not allowed to shout, say high-sounding words or generate excessive noise that disturbs the owners. Horns will be allowed as long as the volume of the noise is within those allowed by the Condominium's noise regulations in said area.
18. It is not allowed to enter the sports fields with food, you can only enter with drinks (non-alcoholic) and properly closed.
19. Do not bring glass objects onto the sports fields.
20. It is not permitted to enter under the influence of intoxicating beverages or toxic substances.
21. The administration is not responsible for forgotten items, or for injuries or accidents that may occur in the sports field area.

GYM

1. Gym use hours are from **6:00 a.m.** to **10:00 p.m.** from Monday to Sunday.
2. The gym will remain open during these hours and can be used by any owner, renter or visitor.
3. **The use of the gym is not permitted for owners, renters or visitors of the Units who have maintenance fee debts, ordinary or extraordinary fees, or any debt greater than 90 days, in relation to the Condominium's defaulter regulations; If the gym is used, the owner will be liable to a fine.**
4. If you require air conditioning or turning on the television, you must go to the security access booth through the controls, which, at the end of your exercise, you must return to the booth; It is important that they be delivered and not lent to another owner directly, since the security personnel registers who is lent them and in case of loss, the owner who has not returned them will be held responsible.
5. Gym reservations cannot be made.
6. You must wear appropriate sports clothing and footwear upon entry.
7. For hygiene, the use of a hand towel for sweat is mandatory.
8. Under no circumstances can you enter or remain shirtless in the gym area.
9. It is not allowed to bring in food, drinks must be brought in a closed plastic container.
10. It is prohibited to bring pets, regardless of whether they are on a leash or in your arms, they will not be able to enter the gym.
11. Children under 12 years of age are not allowed to access the gym area.
12. You may not remove or move gym equipment; Weights and equipment should be returned to their appropriate shelves for storage after they are used.
13. The use of speakers with moderate sound volume will be allowed, the door and windows of the gym must be closed and as long as the noise does not cause inconvenience to any owner; The use of headphones is recommended.
14. At the end of your routine, you will have to clean the equipment with the towels or utensils provided by the administration for this purpose.
15. If you turned on the air conditioning or television, it is important that, at the end of your gym routine, you turn off said electronic devices.
16. Each one will be responsible for accidents or injuries due to misuse of the equipment and economic consequences as a result of these.
17. In order to use the gym, it is your responsibility to know and verify your health status, which will indicate if you are fit to practice it.
18. The administration is not responsible for forgotten items, or for injuries or accidents that may occur in the gym area.

SWIMMING POOL

1. General pool hours are from **9:00 a.m. to 9:00 p.m.** every day.
2. **The use of the pool or towel service is not permitted for owners, renters or visitors of the Units who have debts for maintenance fees, ordinary or extraordinary fees, or any debt greater than 90 days, in relation to the Condominium's defaulter regulations. ; If you use the pool, the owner will be liable to a fine.**
3. Mandatory use of a swimsuit in the pool. (No cotton or denim shorts, no tights, no pants, no t-shirts, no cotton t-shirts). Children who wear diapers must enter with a special water diaper.
4. Children under 12 years of age must be accompanied and supervised by an adult at all times.
5. For your safety, running around the pool is not allowed.
6. The pool does not have lifeguard elements, so use of the pool is at your own risk and responsibility.
7. To move pool furniture (loungers, tables, umbrellas and chairs), please request support from the Beach Safety Booth staff.
8. After using the pool furniture (loungers, tables, umbrellas and chairs), it is important to collect the garbage that may have been generated (food, disposables, etc.) in that area; Otherwise, they will be subject to a fine, provided for in the sanctions table.
9. During the holiday season or with high occupancy, the reserving of tables, chairs or lounge chairs is prohibited, which, even if they have personal accessories, when they are unoccupied, a tolerance of 1 hour will be given, after that time, the Security Guard, will take a photograph of the accessories that are there and will proceed to remove them and store them in the booth area for their claim, allowing other owners to occupy the furniture.
10. During the holiday season or with high occupancy, the pool area will be limited to one table with 4 chairs and 2 lounge chairs for each Unit (Apartments and Villas).
11. It is prohibited to have pets in the palapa and pool area, regardless of whether they are on a leash or in your arms, they cannot remain in those areas; Only pets heading towards the beach and coming through the villa roads will be able to pass through the beach hut area.
12. The entry of street vendors into the pool area is completely prohibited; they may only provide their services in the beach area.

13. For everyone's safety, it is not allowed to have glass containers in the entire pool area.
14. It is strictly prohibited to bring furniture, food, glasses, thermoses, alcoholic beverages or any type inside or on the edge of the pool; All of these must remain at all times on the tables designated for that purpose.
15. The use of speakers is allowed in the pool area, as long as the volume is moderate and does not cause inconvenience to third parties.
16. It is mandatory to take a shower in the showers before entering the pool, this to remove excess sunscreen, remove beach sand and everything that could contaminate the pool water.
17. Maintain good conduct and refrain from committing any breach of morality.
18. In the pool area, the use of bicycles, skateboards, roller skates and similar is prohibited.
19. For your safety and due to the conditions of the pool, diving is not allowed.
20. Swimming is prohibited during thunderstorms.
21. Based on the General Law for Tobacco Control, smoking is not allowed in the pool area; The area exclusively for smoking will be located on one side of V1-A where there will be a basket to place cigarette butts.
22. In the beach security booth, there are towels for use by the owners, renters or visitors, which to be granted it is mandatory to hand over your Towel Card, which is valid for 02 two towels per card, which must be returned before **48 hours** , otherwise they will be subject to a fine, provided for in the sanctions table.
23. The temperature of the pool will depend on the temperature of the environment. In the winter season, heat pumps will be used to maintain as much as possible a maximum temperature of 30°C, the dates on which the heat pumps are turned on or off. Heat, may be modified by the administration if necessary.
24. The administration is not responsible for forgotten items, injuries or accidents in the pool area.

JACUZZI

1. General pool hours are from **9:00 a.m. to 9:00 p.m.** every day.
2. **The use of the jacuzzi or towel service is not permitted for owners, renters or visitors of the Units who have a debt for maintenance fees, ordinary or extraordinary fees, or any debt greater than 90 days, in relation to the Condominium's defaulter regulations; If you use the jacuzzi, the owner will be liable to a fine.**
3. Children under 15 years of age are not allowed to enter the jacuzzi.
4. You must request that the jacuzzi be turned on by the beach hut security guard, as well as that it be turned off when leaving the jacuzzi.
5. The use of toys (floating mattresses, etc.) is not allowed inside the jacuzzi.
6. In the jacuzzi area, all the guidelines provided in the pool protocol will be observed.
7. For everyone's safety, glass containers are not permitted in the entire jacuzzi area.
8. The use of speakers is allowed in the jacuzzi area, as long as the volume is moderate and does not cause discomfort to third parties.
9. It is mandatory to take a shower in the showers before entering the jacuzzi, this to remove excess sunscreen, remove beach sand and anything else that could contaminate the jacuzzi water.
10. The temperature of the jacuzzi will be maintained as far as possible from 35°C to 37°C, which may be modified by the administration if necessary.
11. Management is not responsible for forgotten items, injuries or accidents in the jacuzzi area.

PALAPA

1. The Palapa Restaurant has opening hours from **9:00 a.m. to 6:00 p.m.** from Monday to Sunday, which includes room service). The hours may be extended or reduced in relation to holidays, long weekends, high or low occupancy or during the holiday season; this with prior authorization from the Administration.
2. It is not allowed to bring food or drinks for consumption to the tables in the palapa area; Food or drinks may be located in the pool or beach area, as long as they comply with the rules stipulated in those common areas.
3. The use of palapa tables is allowed after service hours, but complete cleaning is required after use. Failure to do so will result in the owners being subject to a fine provided for in the Penalties table.
4. The Palapa service is exclusive for the Owners, renters or visitors of any of them; For no reason are outsiders allowed to enter to consume in the Palapa restaurant, if not through a visit or an event held by a condominium owner.

EVENTS:

1. **Events are not permitted for renters or visits to the Units who have maintenance fee debts, ordinary or extraordinary fees, or any debt greater than 90 days, in relation to the Condominium's defaulter regulations; If the event were to take place, a fine will be applied.**
2. Any owner or tenant may hold private events in the palapa for themselves or their direct ascendants and descendants, as long as they do not have debts indicated in the previous point.
3. To hold an event in the palapa (party, wedding, dinner, etc.), the owner must request the event request by letter or email at least 7 business days in advance, so that the Administration can contact the company. that provides the services at the Palapa Restaurant and coordinates its service; To the request, the owner must attach information on the start and end time of the event, number of guests, number of service people, event logistics, additional furniture, sound and lighting service, among other things that allow the characteristics to be detailed of the event.
4. The administration, once received the event request, will have a maximum of 2 business days to resolve to the owner whether to authorize or decline their request; In the event of a decline, it will specify the reasons for this.

5. If proper authorization is provided by the Administration to hold the event, the responsible owner will make a deposit in the amount of **\$10,000.00 (ten thousand pesos)** for incidents (damage to property, extra cleaning, etc.), for which case, the owner hereby accepts that the amounts to be paid, if applicable, will be established by the Administration and/or the Council, and if said damages exceed the amount deposited, the owner understands and accepts that the difference will be charged to your statement and will be covered within 30 calendar days of the event date.
6. Events cannot be held during high season, holidays or long weekends.
7. Events held in the palapa area will have a maximum of 100 invited people.
8. The palapa hours for night events will be until **10:00 p.m.** with noise (music) and until **11:30 p.m.** (coexistence without music and without excessive noise) invariably so as not to disturb the tranquility of the condominium owners; After that time, 30 minutes will be allowed to dismantle and clean the area (without noise).
9. The condominium will not provide any supply of furniture, dishes, linens, etc.
10. If you rent furniture, hire lighting, sound services or anyone who requires bringing artifacts into the property, you must consider that, to move the objects to the palapa, you must do so through the road area on the Portofino side, and enter through the hallway. Located between Villa 1 and Villa 2, which goes to the Palapa area.
11. If it is required to use the pool, the general pool rules must be observed, including hours, the use of appropriate clothing, furniture rules and the prohibition of glass objects and drinks and/or food inside the pool. or jacuzzi.
12. The owner who organizes the event must provide supplies for the palapa bathrooms and pay for the service of a person who is responsible for replacing said supplies and keeping them clean and tidy during the event, leaving them spotless and ready to use at the end of the event.
13. The owner responsible for organizing the event understands and accepts that he assumes full responsibility for any damage that his guests, employees, contractors, waiters, or any person participating in the event cause to the common or private areas and/or the Condominium staff, If any damage is caused or, in the event that any extra cleaning is required in the facilities used by the event, the owner will be responsible for the amounts payable; These amounts will be applied to your maintenance fee and you must pay it within a maximum of 20 calendar days after the event.
14. The responsible owner will provide, after the Management or Board of Directors has authorized the celebration of the event, a list of guests who will attend, detailing the name and surname of all the people who will enter the property, understanding that, if not appears on the list, they will not be allowed access.

15. The responsible owner will inform his guests that they will not be allowed to enter the property with vehicles and must park them on public roads in the permitted places and under their own responsibility (following parking and road procedures). You will inform your guests that Security personnel will not be able to take care of their vehicles.
16. The owner understands, accepts and authorizes through his signature of acceptance of terms, that in the event of any mishap with his guests (fights, disturbances, damages, disregard for the instructions of the property staff, failure to comply with the terms established here , and in general any event that puts residents, employees, or property owned by the condominium at risk), the public force will be immediately notified so that they can intervene and resolve the situation for the benefit of the parties.
17. Once the event is over, the event decoration, if applicable, will be dismantled, garbage will be collected and placed in high-density waste bags and placed in the corresponding container, understanding that if garbage is left in the area of palapa or in common areas of the condominium, an additional charge will be made. In the same way, if the area that was used is not collected and cleaned, the corresponding charge will be made to the owner and the owner will not be authorized to hold another event in the future.

BEACH

1. In relation to the Municipal Regulation for Environmental Protection, the Ecology Regulation for the Municipality of Puerto Vallarta and SEMARNAT restrictions, bonfires are **NOT allowed in the beach area or in any public space, the owner who makes a bonfire will be a creditor.** to a fine provided for in the Sanctions table.
2. The administration, the Council and the Condominium are exempt from any Municipal, State or Federal sanction, of which any owner is a creditor for holding a bonfire, since they are NOT allowed by the Condominium Administration.
3. The Los Caracoles Condominium does not have lifeguard personnel in the beach area, so entry to the beach is the responsibility of each owner.
4. The use of tourist motorcycles is not allowed in the beach area, only motorcycles for use by emergency forces.
5. In relation to the federal condominium concession (protection use), it is NOT permitted to permanently leave: lounge chairs, tables, umbrellas or furniture on the concessioned area; These should be placed only for the time the person remains in the beach area.
6. The condominium has signs with colored flags (red, black, purple, green, yellow, etc.) which allow the owners to be informed about the conditions of the sea, these in relation to the statements issued by the competent authorities, therefore that entering the sea is under the responsibility of each owner.

EVENTS:

1. **Events are not permitted for renters or visits to the Units who have maintenance fee debts, ordinary or extraordinary fees, or any debt greater than 90 days, in relation to the Condominium's defaulter regulations; If the event were to take place, a fine will be applied.**
2. To hold an event on the beach (party, wedding, dinner, etc.), the owner must request the event request by letter or email at least 45 calendar days in advance, attaching the **permits authorized by the** government authorities. relevant, start and end times of the event, number of guests, number of service people, event logistics, furniture, sound and lighting service, among other things that allow detailing the characteristics of the event.

3. In relation to the previous point, the Los Caracoles Condominium has a Federal concession for the **use of** beach protection, so if any owner wishes to hold an event (party, wedding, dinner, etc.) in the area of beach, you must request, on your own, the pertinent permits from government agencies such as the Municipal Council (alcohol permit if required), SEMARNAT (30 days in advance) or Civil Protection, attaching a copy of the authorized permits to the event request addressed to the condominium Administration.
4. The administration, once received the event request, will have a maximum of 2 business days to resolve to the owner whether to authorize or decline their request; In the event of a decline, it will specify the reasons for this.
5. If proper authorization is provided by the Administration to hold the event, the responsible owner will make a deposit in the amount of \$10,000.00 (ten thousand pesos) for incidents (damage to property, extra cleaning, etc.), for which case, the owner hereby accepts that the amounts to be paid, if applicable, will be established by the Administration and/or the Council, and if said damages exceed the amount deposited, the owner understands and accepts that the difference will be charged to your statement and will be covered within 30 calendar days of the event date.
6. Events held in the beach area will have a maximum of 120 people, including service personnel, waiters, sound, etc.
7. The hours of use of the Beach for night events will invariably be until **11:00 p.m.** so as not to disturb the tranquility of the owners of the Villas and Apartments; After that time, 40 minutes will be allowed to dismantle and clean the area (without noise).
8. The condominium will not provide any supply of furniture, dishes, linens, etc.
9. The condominium services (Electric Energy) cannot be used. The owner organizing the event must rent a power plant for installation on the beach.
10. In case of renting furniture, hiring lighting, sound services or anyone that requires bringing devices into the property, you must consider that, to lower the objects to the beach, it will be through the road area on the Portofino side, this so as not to hinder the ramp. access to the beach hut for the other owners of the condominium.
11. The use of glass containers or containers will not be allowed on the beach; In the case of intoxicating beverages, you must have permission from the city council and SEMARNAT, otherwise their use will not be permitted and the condominium is exempt from any fine that may be applicable.
12. The owner who organizes the event must provide supplies for the palapa bathrooms and pay for the service of a person who is responsible for replacing said supplies and keeping them clean and tidy during the event, leaving them spotless and ready to use at the end of the event.
13. The owner responsible for organizing the event understands and accepts that he assumes full responsibility for any damage that his guests, employees, contractors, waiters, or any

person participating in the event cause to the common or private areas and/or the Condominium staff, If any damage is caused or, in the event that any extra cleaning is required in the facilities used by the event, the owner will be responsible for the amounts payable; These amounts will be applied to your maintenance fee and you must pay it within a maximum of 20 calendar days after the event.

14. The responsible owner will provide, after the Management or Board of Directors has authorized the celebration of the event, a list of guests who will attend, detailing the name and surname of all the people who will enter the property, understanding that, if not appears on the list, they will not be allowed access.
15. The responsible owner will inform his guests that they will not be allowed to enter the property with vehicles, and must park them on public roads in the permitted places and under their own responsibility (following parking and road procedures). You will inform your guests that Security personnel will not be able to take care of their vehicles.
16. The owner understands, accepts and authorizes through his signature of acceptance of terms, that in the event of any mishap with his guests (fights, disturbances, damages, disregard for the instructions of the property staff, failure to comply with the terms established here , and in general any event that puts residents, employees, or property owned by the condominium at risk), the public force will be immediately notified so that they can intervene and resolve the situation for the benefit of the parties.
17. The owner will be responsible for informing his guests that, if they enter the sea, the beach does not have a lifeguard, so they do so at their own risk.
18. Once the event is over, the event decoration, if applicable, will be dismantled, garbage will be collected and placed in high-density waste bags and placed in the corresponding container, understanding that if garbage is left in the area of beach or property an additional charge will be made. In the same way, if the area that was used is not collected and cleaned, the corresponding charge will be made to the owner and the owner will not be authorized to hold another event in the future.

COMMON AREAS

1. Each Condominium Owner may use the common property and enjoy the general services and facilities, in accordance with its nature and ordinary purpose, without restricting or making its use more onerous for others; **unless there is a debt of more than 90 days.**
2. All palm trees, trees and existing vegetation in the Condominium must be preserved; Only the Condominium Administration can carry out pruning or authorize the owner to do so.
3. Without prejudice to obtaining the permits required by the municipal, state or federal authorities, palm trees or trees may not be planted by condominium owners in the common areas.
4. No person may place any object that hinders entrances, circulation, or leave in these objects that hinder the transit of people, vehicles or that express an intention to exercise control over common property.
5. Gardens, ramps, warehouses, circulation areas, parking lots, tennis courts or any other common property may not be used to hold meetings or games that are especially noisy and violent.
6. It is the obligation of the owners to immediately notify the administrator of any circumstance or fact that affects or may affect the security or image of the Condominium.
7. The Condominium Owners may not carry out any work on the common property on their own initiative, except for minor repairs and this in the event of the administrator's absence.
8. The Condominium Owners will immediately notify the Administrator of any damage caused to the common property. Said damages will be repaired from the general budget of the condominium even when they have been caused, either directly or by negligence of any of the Condominium Owners, renters or their visitors, in which case the responsible Condominium Owner will pay the damages. The latter will be when the necessary repairs are urgent and their cost will be paid temporarily from the general budget.
9. When any belongings are found in common areas, the person who found them must take them to the Security Booth (main entrance or beach). The security department will protect them for 30 calendar days; If there is no claim, the Administration will not be responsible for them.
10. The use of musical instruments, radios, stereos and/or music players without headphones is prohibited in common areas.
11. It is prohibited to place surfboards and/or floating toys on the grass, hallways and/or any common area of the property, except those expressly indicated for that purpose.

TREATMENT OF CONDOMINIUM STAFF AND EMPLOYEES

1. High-sounding, offensive words or abusive behavior towards any member of the Los Caracoles condominium staff are not permitted and will be subject to the fines provided in the Sanctions table.
2. Attempts to bribe staff will be punished with the fines provided for in the Sanctions table.

OCCUPATION

The maximum occupancy allowed will be **3 three people for each bedroom** of the housing unit in question, and the administration may deny services when a larger occupancy is intended, with “person” also being understood as minors.

Example:

NUMBER OF BEDROOMS	NUMBER OF PEOPLE
3	9
4	12
5	fifteen

PARKING AND ROADS

1. As indicated in the articles of incorporation, each apartment will have **an assigned parking space**. Said space is indivisible from the private unit and will be used exclusively to park **a vehicle**.
2. In the case of the Villas, two cars can be parked inside their parking lot and a maximum of two additional cars can be parked in the outdoor space of the garage of the private unit. Vehicles may not be left on the roads or road shoulders of the Villas.
3. Under no circumstances may trailers, trailers or boats be entered into the facilities or parked.
4. In the event that an owner authorizes another owner to use his or her assigned drawer, the first must do so in writing (letter or email) to the Administration; The latter will give instructions to Security so that the owner who has obtained it is allowed passage and use of the space.
5. The owner who lends his space to another loses the right to enter his vehicle into the parking lot and the use of his assigned space until he revokes in writing the permission he has granted to another condominium owner.
6. The owner who rents his unit loses the right to enter his vehicle into the parking lot and use his assigned space, unless the rental contract that was sent to the Administration stipulates that the parking space will be used for the owner or when the renter does not have a vehicle within the condominium occupying its assigned space.
7. Access to the parking lots will be controlled by electronic means called "TAG". For this purpose, an electronic identification card (TAG) and access will be delivered free of charge to each owner. If additional cards are required, they will have a cost for each one which will be determined and communicated by the administration.
8. In the event that an owner has several cards, only the number of authorized vehicles will be allowed access depending on whether it is an apartment or a villa.
9. Parking spaces will have the number of the space and the department to which the space corresponds clearly marked. Since the assignment of space is specific and exclusive, they can only be parked in the assigned place.
10. The green line corresponds to the loading and unloading area, in which suppliers will be allowed to carry out their loading or unloading work and immediately vacate the assigned area.

11. The yellow line restricts parking in this area, so if a vehicle parks on the yellow line, it will be subject to a fine.
12. The condominium, due to its dimensions and structure, does not It has an area for visitor parking, so visitors will **NOT** have the right to access their vehicles to the facilities, with the exception of visitors to the Private Units that are part of the “Villas” Horizontal Condominium Unit, as long as said vehicles do not exceed the capacity of the surface of the parking spaces that correspond to them; In the case of the Vertical Condominium Unit “Building”, they may enter with a vehicle when the owner does not have his vehicle inside the condominium and only with prior authorization from the owner.
13. The vehicle speed within the facilities is **Ten 10 km/h** and a maximum of **20 km/h** on the roads of the villas , if a vehicle belonging to an owner or renter exceeds the established maximum speed, the owner of that unit will be subject to a fine, in the case of visits or suppliers who break the maximum speed, may subsequently be denied access to their vehicle.
14. Bicycles must be parked only in the area designated for them.
15. Motorcycles must comply with the same guidelines applicable to vehicles, with the exception that in a parking space you may have up to 3 motorcycles or 1 motorcycle and 1 vehicle, as long as it does not exceed the marked limits of your parking area.
16. The omission or actions contrary to the protocols and regulations of the condominium will generate fines for the owners, provided for in the Sanctions table.

CONSTRUCTION AND REMODELING WORK

Its fundamental purpose is to establish and ensure the necessary measures to prevent accidents at work, aimed at ensuring that the provision of work by people and/or subcontractors (contractors) is carried out in conditions of safety, hygiene and an appropriate environment for the workers. workers, in accordance with the provisions of the Federal Labor Law, applying the current Official Mexican Standards.

Owners and contractors who do not adhere to these rules will be subject to the fines provided in the sanctions table.

EXTERNAL JOBS

External work will be understood as those works that will be carried out in less than 3 days, which **do not** require authorization to modify the units (electrical fixes, leaks, air conditioners, budgets, etc.).

The work schedule for external employees is **Monday to Friday from 9:00 a.m. to 6:00 p.m., Saturdays from 9:00 a.m. to 2:00 p.m.**; Sundays, holidays, Holy Week or high occupancy days or when the Administration indicates, will not be working days for external work, only for Urgent work (leaks, etc.).

OBLIGATIONS OF THE OWNERS

1. Inform the Administration, Head of Security or Security Booth via writing (email, WhatsApp, etc.), date and information about the person or persons who will start working, budget, etc.
2. Inform the people who will assist in carrying out the external work that to enter the condominium it is necessary: provide identification with a photo at the Security Booth, Register in the log at the Security Booth, Enter with pants (not shorts), closed shoes (not sandal); Only the Administration or the Head of Security may authorize the entry of people who do not meet any of the requirements when it comes to jobs where the use of different clothing is required (swimming pool, beach, etc.) or when the owner authorizes and agrees to make the worker directly responsible.

3. You must consider that all work carried out within a unit (Apartment or Villa) must be done with doors and windows closed, to avoid noise or dust coming out (when polishing or demolishing) and causing inconvenience to neighboring units.

OBLIGATIONS OF CONTRACTORS

1. Minors under 15 years of age are not permitted to enter as workers; of which, adolescents between 15 years old and under 18 years old may enter to work only if they are registered in the Social Security "IMSS" and the work they perform is not remodeling, construction, glass work, electricity and handling sharp tools, this in relation to articles 173 and 176 of the Federal Labor Law; Likewise, a person responsible (contractor) for the adolescent must be present at all times.
2. Provide a list of the personnel who will be working in the unit (Department or Villa).
3. Inform your staff that to enter the condominium it is necessary to: provide identification at the Security Booth, Register in a log at the Security Booth, Enter with pants (no shorts), closed shoes (no sandal), no surf shirt.
4. If you need to use the elevator to raise or lower material, debris or work items that, due to their dimensions, operability or weight, cannot be climbed up the stairs, you must request authorization from the Administration to use the elevator for these functions, being obliged to protect the elevator by placing protective sponge inside the elevator cabin, without exceeding the authorized weight and dimensions, cleaning the elevator at the end of its use.
5. Provide equipment for the transfer of material (cargo cart), since the condominium does not have such items, there are only supermarket carts, but they are **exclusively** for the use of the owners' merchandise.
6. The contractor must register at the security booth in the corresponding log and if TAG is required, he will follow the workers' procedures.
7. Contractor vehicles cannot enter the condominium, unless it is to load or unload material, articles, etc., in which case, they must park in the loading and unloading area and remove the vehicle immediately after loading or unloading.
8. The contractor is obliged to remove debris or garbage from the units (when located outside), they must be removed at the end of each worked day; The condominium will not provide any cleaning services and no garbage or debris will be deposited in the community garbage cans.

9. All work carried out within a unit (Apartment or Villa) must be done with doors and windows closed, to avoid noise or dust coming out (when polishing or demolishing) and causing inconvenience to neighboring units.

OBLIGATIONS OF WORKERS

1. Provide a photo ID at the security booth upon entry and collect it upon departure. The security department and administration are not responsible for forgotten IDs.
2. Register in the corresponding logs at the security booth for your entry and exit.
3. Request the elevator TAG (when they are working on floors and are authorized to request it).
4. Use the elevator TAG only to go up or down, they or their co-workers cannot provide the TAG or go to another floor other than the one they are working on, since the TAG generates a record, if they are surprised, they will leave the TAG and must go up or down stairs.
5. All workers must wear their badge clearly visible at all times when they walk through the hallways and common areas of the Los Caracoles condominium.
6. It is not allowed to bring in toxic substances (marijuana, canals , pipes, etc.), any worker who is caught with them will be permanently suspended from the condominium's work.
7. That worker who is found to be under the influence of alcohol or in conditions that are not optimal for working; For their safety, they will not be allowed access to their work.
8. It is not allowed to enter the condominium with speakers or radios.
9. You must register your work equipment, electrical tools and materials in a format that will be given to you at the entry security booth, in order to allow the equipment to exit at the end.
10. All workers must adhere to the use of areas designated by Los Caracoles condominium for cleaning equipment and tools (Garbage Container area).
11. All workers must use the staff toilets and adhere to their good use and condition.
12. It is prohibited to utter high-sounding words, physical and verbal abuse to any of the workers, co-workers and residents of the Los Caracoles condominium. If this offense is incurred, depending on the seriousness, you will be removed from the facilities and access will be denied.

13. All workers must comply with the security requirements to carry out their jobs and duties. If they do not comply, they will be denied access until they comply.
14. Workers who work at heights (activities at heights greater than 1.80 m above the reference level) must comply with the safety equipment and guidelines established by Official Mexican Standard **NOM-009-STPS-2011** , which indicates bringing: Harness, line life, safety cable, etc.
15. All workers must keep the areas clean, maintaining order and good condition of the Los Caracoles condominium facilities.
16. All workers are obliged to report any accident or incident that occurs within the private unit, as well as in their transit areas, in order to provide quick and incidental attention to it.
17. All jobs that put the physical integrity of the worker, such as co-owners and collaborators, at risk may be suspended until they comply with the minimum safety requirements.
18. Smoking is not allowed inside the condominium, common and transit areas of the condominium, if incurred, a verbal sanction will be given and in the case of a second occasion, it will be removed from the condominium and access will be denied.
19. Workers cannot use the hallways and common areas as changing rooms or to rest, this is to maintain the image and good order of the Los Caracoles condominium facilities.
20. To raise or lower material, debris or work items, they must do so via **stairs**. To use the elevator, the contractor must request it from the Administration and comply with the express requirements in the Contractor Obligations section.
21. All work carried out within a unit (Apartment or Villa) must be done with doors and windows closed, to avoid noise or dust coming out (when polishing or demolishing) and causing inconvenience to neighboring units.

CONSTRUCTION AND REMODELING WORK

Construction and remodeling work will be understood as those works that will be carried out in more than 3 days, which, **if** they require authorization from the Administration, for the modification of the interior or exterior of the units (remodeling, painting, finishes, construction, etc.).

The work schedule for construction and/or remodeling is **Monday to Friday from 9:00 a.m. to 6:00 p.m., Saturdays from 9:00 a.m. to 2:00 p.m.**; Sundays, holidays, Holy Week or high occupancy days or when the Administration refers it, will not be working days for construction and/or remodeling work, only for Urgent work (leaks, etc.).

The noise schedule (rotary hammer, drilling, demolition, polishing, etc.) for construction and/or remodeling work is **Monday to Friday from 11:00 a.m. to 4:00 p.m., Saturdays from 11:00 a.m. to 2:00 p.m. hours.**

The hours to remove debris for construction work and/or remodeling are **Monday to Friday from 3:00 p.m. to 5:00 p.m., Saturdays from 1:00 p.m. to 2:00 p.m.**

OBLIGATIONS OF THE OWNERS

1. The Owner, to modify the interior of his Unit (Apartment or villa) must previously obtain authorization from the condominium administrator, who will grant it as long as the following are not affected: the structures, facilities, facades, circulations or lobbies for common use, both, condominium owner and administrator, complying with the provisions of the General Condominium Regulations.
2. The request for modification of the interior of your Unit (Apartment or villa) must be sent to the Administration via email or physically presented with a minimum of 7 calendar days in advance, in which the following information must be added: type of modification that will be carried out (architectural plan), work schedule (duration of time they will work on the remodeling), name of the company or person who will be in charge of the remodeling "Contractor(s)".
3. In the event of perforation of walls, the work must be carried out under the supervision of the property manager, taking the necessary measures to not reduce

the solidity of the property, and in any case, the Owner who orders the execution of the work will be responsible for damages and defects.

4. Inform the Administration, Head of Security or Security Booth via writing (email, WhatsApp, etc.), date and information about the person or persons who will enter to carry out the construction and/or remodeling work.
5. Inform the people who will attend to carry out the construction and/or remodeling work that to enter the condominium it is necessary: provide identification with a photo at the Security Booth, Register in the log at the Security Booth, Enter with pants (no shorts) , closed footwear (no sandal), no surf shirt and distinctive vest; Only the Administration or the Head of Security may authorize the entry of people who do not meet any of the requirements when it comes to jobs where the use of different clothing is required (swimming pool, beach, etc.) or when the owner authorizes and agrees. make the worker directly responsible.
6. You must consider that all work carried out within a unit (Apartment or Villa) must be done with doors and windows closed, to avoid noise or dust coming out (when polishing or demolishing) and causing inconvenience to neighboring units.

OBLIGATIONS OF CONTRACTORS

1. For construction and remodeling work, the entry of minors under 18 years of age is **not permitted**.
2. Inform the name of the people who will be authorized to request the elevator TAG (a maximum of 3), with the understanding that it is the Contractor who will be responsible for replacing the TAG in case of loss or misuse of it.
3. If you need to use the elevator to raise or lower material, debris or work items that, due to their dimensions, operability or weight, cannot be climbed up the stairs, you must request authorization from the Administration to use the elevator for these functions, being obliged to protect the elevator by placing protective sponge inside the elevator cabin, without exceeding the authorized weight and dimensions, cleaning the elevator at the end of its use.
4. Provide equipment for the transfer of material (cart or loading devil), since the condominium does not have such items, there are only supermarket carts, but they are **exclusively** for the use of the owners' merchandise.

5. The contractor must register at the security booth in the corresponding log and if TAG is required, he will follow the workers' procedures.
6. Contractor vehicles cannot enter the condominium, unless it is to load or unload material, articles, etc., in which case, they must park in the loading and unloading area and remove the vehicle immediately after loading or unloading.
7. The contractor is obliged to remove debris or garbage from the units (when located outside), they must be removed at the end of each worked day; The condominium will not provide any cleaning services and no garbage or debris will be deposited in the community garbage cans.
8. All work carried out within a unit (Apartment or Villa) must be done with doors and windows closed, to avoid noise or dust coming out (when polishing or demolishing) and causing inconvenience to neighboring units.

OBLIGATIONS OF WORKERS

1. Provide a photo ID at the security booth upon entry and collect it upon departure. The security department and administration are not responsible for forgotten IDs.
2. Register in the corresponding logs at the security booth for your entry and exit.
3. Request the elevator TAG (when they are working on floors and are authorized to request it).
4. Use the elevator TAG only to go up or down, they or their co-workers cannot provide the TAG or go to another floor other than the one they are working on, since the TAG generates a record, if they are surprised, they will leave the TAG and must go up or down stairs.
5. All workers must wear their badge clearly visible at all times when they walk through the hallways and common areas of the Los Caracoles condominium.
6. All workers must wear their vest, pants, closed shoes and equipment that is required upon entry. It is not permitted to enter to carry out work in shorts, a surf shirt, sandals or without a distinctive vest.
7. It is not allowed to bring in toxic substances (marijuana, canals , pipes, etc.), any worker who is caught with them will be permanently suspended from the condominium's work.
8. That worker who is found to be under the influence of alcohol or in conditions that are not optimal for working; For their safety, they will not be allowed access to their work.
9. It is not allowed to enter the condominium with speakers or radios.
10. You must register your work equipment, electrical tools and materials in a format that will be given to you at the entry security booth, in order to allow the equipment to exit at the end.
11. All workers must adhere to the use of areas designated by Los Caracoles condominium for cleaning equipment and tools (Garbage Container area).

12. All workers must use the collaborators' toilets and adhere to their good use and condition.
13. It is prohibited to utter high-sounding words, physical and verbal abuse to any of the workers, co-workers and residents of the Los Caracoles condominium. If this offense is incurred, depending on the seriousness, you will be removed from the facilities and access will be denied.
14. All workers must comply with the security requirements to carry out their jobs and duties. If they do not comply, they will be denied access until they comply.
15. Workers who work at heights (activities at heights greater than 1.80 m above the reference level) must comply with the safety equipment and guidelines established by Official Mexican Standard **NOM-009-STPS-2011** , which indicates bringing: Harness, line life, safety cable, etc.
16. All workers must keep the areas clean, maintaining order and good condition of the Los Caracoles condominium facilities.
17. All workers are obliged to report any accident or incident that occurs within the private unit, as well as in their transit areas, in order to provide quick and incidental attention to it.
18. All jobs that put the physical integrity of the worker, such as co-owners and collaborators, at risk may be suspended until they comply with the minimum safety requirements.
19. Smoking is not allowed inside the condominium, common and transit areas of the condominium, if incurred, a verbal sanction will be imposed, the second, a warning with two days of punishment and in the case of a third, denial of access.
20. Workers cannot use the hallways and common areas as changing rooms or to rest, this is to maintain the image and good order of the Los Caracoles condominium facilities.
21. To raise or lower material, debris or work items, they must do so via **stairs**. To use the elevator, the contractor must request it from the Administration and comply with the express requirements in the Contractor Obligations section.
22. All work carried out within a unit (Apartment or Villa) must be done with doors and windows closed, to avoid noise or dust coming out (when polishing or demolishing) and causing inconvenience to neighboring units.

PETS

ARTICLE 25.- Only domestic animals, specifically dogs and/or cats, will be allowed inside the Condominium, as long as they are not annoying or cause fear to the residents, Occupants or Condominiums.

(Condominium regulations and administration of the housing complex located in lot h-3 of the Marina Vallarta subdivision in Puerto Vallarta, Jalisco, called in the constitution of the condominium legal regime: "Los Caracoles" condominium.)

1. Dogs or pets cannot walk or wander outside their private unit.
2. To move around the condominium they must be on a leash, they cannot walk loose.
3. To go up or down the elevators they must do so with their leash.
4. When you take the dog for a walk, on the street or on the beach, you must do so on the road of the Villas, on the pedestrian path marked with the yellow line of the condominium, in no way may you pass through the Parking Lot, Lobby, central walkway, palapa, pool, or the central gardens of the condominium.
5. Under no circumstances should dogs remain in the pool area or in the Palapa Restaurant.
6. They must not allow their dogs to relieve themselves in the gardens of the villas or in the gardens of common areas and if for any reason they do so, they must collect their waste.
7. They should, to the extent possible, keep their dogs quiet within their private units; understanding that excessive noise from pets that causes inconvenience to other condominium owners will generate fines for the owner of the Unit.
8. You are asked to avoid bad odors caused by pets.
9. The omission or actions contrary to the protocols and regulations of the condominium will generate fines for the owners, provided for in the table of the Sanctions Regulations.

DEBTORS / DEFAULTS

This protocol is applicable to owners, renters and visitors of apartments or villas who have debts **greater than 90 days** for ordinary and extraordinary fees, for services provided by the condominium (maintenance, cleaning, etc.), for sanctions or fines, and in general of any debt owed to the condominium.

TOWEL SERVICE

The Beach House Security Guard and in general no collaborator of the condominium, may provide towels to the owners, tenants and/or visitors of the apartments or villas with a debt greater than 90 days, regardless of whether the towel card is held. In the event that any owner takes the towels from the security booth without authorization, he or she will be subject to a fine as established by the Fine Regulations.

SWIMMING POOL

The use of the pool is not permitted for owners, tenants and/or visitors of the apartments or villas with a debt greater than 90 days; Therefore, if they use it, the Security Guard may make a verbal call for attention and if it is ignored, he will make a report so that the administration can proceed with the corresponding sanction to the owner of the unit, in accordance with to the Regulation of Fines and Sanctions.

GYM

The use of the gym is not allowed for owners, tenants and/or visitors of the apartments or villas with a debt greater than 90 days; Therefore, if they use it, the Security Guard may make a verbal call for attention and if it is ignored, he will make a report so that the administration can proceed with the corresponding sanction to the owner of the unit, in accordance with to the Regulation of Fines and Sanctions.

SPORTS FIELDS

For the use of multipurpose, tennis and pickleball courts , it is necessary to comply with the requirements established by the Common Areas Protocol for the Use of Sports Courts; In the case of people who have debts greater than 90 days, the reservation or use of these common areas will not be allowed to the owners, tenants and/or visitors of the apartments or villas with these debts.

PACKAGING

Owners or tenants of apartments or villas with a debt greater than 90 days are not authorized to receive any package at a security booth; The parcel delivery person will have to communicate directly with the owner or renter, so that he can pick up his package at the entrance of the condominium. If the owner is not in the Condominium, he must coordinate with the parcel delivery company to receive it, since which cannot be received at a security booth.

SUPPLIERS, WORKERS AND VISITORS

In addition to the guidelines provided in the regulations for workers and visitors of the condominium, any external person (supplier, workers, food services, visitors, etc.) who is going to enter with any owner or tenant of the apartments or villas with a debt greater than 90 days; You will not be allowed a "TAG" card for the elevator, so you must go up or down the stairs.

MAINTENANCE

Maintenance service will not be provided by the condominium in apartments, villas, villa pools of owners or tenants with a debt greater than 90 days; only in case of emergencies (leaks, emergency electrical situation, etc.).

CLEANING

The cleaning service will not be provided by the condominium in apartments or villas of owners or tenants with a debt greater than 90 days.

ACCESS

The TAG service for elevator, pedestrian door and vehicular door will be deprogrammed to the owners or tenants of the apartments or villas with a debt greater than 90 days, therefore, for pedestrian and vehicular access, they must wait to be registered by the Guard. Security at the entrance and exit of the condominium, in the case of the use of an elevator, its use will be limited, with the exception of those people who have a disability or an illness that limits or prevents going up or down the stairs, respecting the Rights of People with Disabilities and illnesses in relation to the National Human Rights Commission.

AGREEMENTS

Agreement is understood as *“The contract entered into between the defaulting debtor (owner or co-owners) and the Condominium, to establish the form and conditions of payment of the obligations contracted by the owner or co-owner; which will allow the limitations provided for in the Protocol to not apply for people with debts greater than 90 days.”*

For its validity, the Agreement must contain all the legal formalities established in the Civil Code and other applicable legal regulations, which will be applicable to the Protocol for people with debts greater than 90 days while it is **in force** and the agreement is being complied with; At the time of **non-compliance** with the agreement, Administration will inform Security, so that the restrictions provided for in this Protocol are applied.

RENT

The following Protocol is presented for owners who have income from the rental of their units.

1. Existing tenants of debtor units (more than 90 days) will not have the right to use the common areas of the Condominium, as specified in the defaulters section.
2. Existing apartments and villas without tenancy documents in the office will be forced to complete this document or risk terminating the tenancy.
3. Rentals of less than 90 days will accumulate an additional fine of 3,000 pesos per day that will be added to your debt recovery fees charged to your account statement.
4. At the time of renting a unit, the owner must provide the Administration with a copy of the rental contract that has been concluded between the owner and the tenant.

This contract, at a minimum, must contain:

- A. The full name and copies of the identifications of the Owner and the Renter.
 - B. Copy of the Lease Agreement.
 - C. A list of all tenants who will need to go through security;
 - D. Rental period that must not be less than 90 days (three months);
 - E. Confirmation that the Tenant accepts and submits to the provisions of the Los Caracoles Condominium regulations;
 - F. Confirmation that the leased unit can be used exclusively as a home and not as a business, office or store of any type.
5. The owner and tenant must also sign the Los Caracoles Lease Agreement which confirms that the rules of conduct (Manual of Protocols) will be observed by the tenants who will inhabit the leased unit. Fines will be charged to the Owner's account in Los Caracoles.
 6. The owner and his family and guests transfer their right to use the common areas of the Condominium while their apartment or villa is rented and assign those rights to the tenant during the term of the rental. The owner of a leased/rented unit can come and check into their apartment, but not use the courts, gym, pool, etc., or the common areas.
 7. The Los Caracoles Rental Application is required to be completed completely again if there is an extension of the lease beyond the expiration date of this lease submitted.

FINES

1. The sanctions indicated in this Protocol Manual will be applied by prior preparation of the "SAFETY REPORT" document, which will be authorized by the Administration.
2. The payment of these sanctions does not imply authorization to carry them out.
3. If a housing occupant other than the Condominium Owner does not comply with any obligation derived from these protocols or the General Condominium Regulations, without detriment to the obligation to pay damages, the Administration will fine the condominium owner or Condominium owners of the apartment or villa.

PROCEDURE FOR FINES

1. The fines can be in person through security personnel or through a complaint from another owner or renter of the Condominium.
2. The security agent, the head of security or the Administrator of the condominium will approach the person who is carrying out the conduct not permitted in this manual or in the General Regulations, to request that it stop being carried out, informing that a security report written "**WARNING CALL**" to leave a precedent as stated in the Protocol Manual.
3. In case of ignoring the indication or in case of recurrence, a security report will be made with the quality of a "**FINE**" as established in the table of sanctions.
4. When the 4 four fines provided for in the table of sanctions have been given, the subsequent ones will be fines of \$1,000 (one thousand dollars) equivalents in Mexican pesos.
5. If the fine imposed for violation of the rule is not paid within 30 (thirty) days following the first notification, the fines will be added to the trimester maintenance fees. All fine notifications will be made by email.
6. In the event that a fined owner wishes to challenge a fine imposed, he will have 15 calendar days after receiving the notification to send a written request explaining his reasons to the administration, who in turn will send it to the Council for evaluation and decision. This decision will be irrevocable.

WARNING	SANCTION
1	Verbal and written warning in the safety report.
2	Fine of \$250 dollars (equivalent in Mexican pesos).
3	Fine of \$500 dollars (equivalent in Mexican pesos).
4	Fine of \$1000 dollars (equivalent in Mexican pesos).

PHONE EXTENSIONS

PHONE: **322-221-01-34**

EXTENSION	AREA	E-MAIL
1184	Management	gerencia@condominioloscaracoles.com
3803	Management assistant	aux.contable2@condominioloscaracoles.com
5098	Human Resources	contabilidad@condominioloscaracoles.com
1109	Security Boss / Maintenance Boss	seguridad@condominioloscaracoles.com mantenimiento@condominioloscaracoles.com
3802	Cleaning Boss	comprascondominioloscaracoles@hotmail.com
0	Security Booth	WhatsApp: 322-193-0346
1147	Beach Hut	N/A
1+Num	Departments	N/A
24+Num	Pent-House	N/A
30+Num	Villas	N/A