

**INTERNAL REGULATIONS OF THE  
CONDOMINIUM AND ADMINISTRATION**  
***“TOWN CENTER ZAMÁ TULUM”***



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## **CHAPTER I. GENERAL PROVISIONS**

1. These Regulations are intended to govern coexistence among condominium owners, tenants, and users of the Condominium's common property.
2. All condominium owners, lessees, visitors, and users must strictly comply with the provisions of these Regulations.

## **CHAPTER II. USE OF COMMON AREAS**

1. The pools, amenities, and recreational areas are for the exclusive use of condominium owners, tenants, and guests.
2. It is prohibited to leave trash bags, bottles, boxes, or any other type of waste in the exterior access area to each apartment.
3. All trash generated in each apartment must be placed in bags and deposited in the containers located outside (parking area) of the condominium.
4. It is prohibited to hang clothes on balconies and terraces (towels, swimsuits, mats, and all types of garments).
5. All pets outside the apartments must be on a leash at all times, and each owner is responsible for cleaning up after their pet.
6. Guests must register upon arrival at the front desk.
7. Apartment managers, suppliers, workers, etc., who have any activity within the condominium must register and identify themselves at the front desk; otherwise, access will be denied. The entry hours for such workers are from 09:00 to 18:00.
8. Owners and tenants must moderate noise to respect all other users during the hours from 22:00 to 07:00.
9. Any owner, guest, or tenant who needs to bring furniture into the building must leave a security deposit with the Administration for any possible damage that may be caused to the building during the handling of the furniture. If no damage is caused, the deposit will be refunded immediately.
10. It is prohibited to park motorcycles on pathways or anywhere other than the corresponding parking spaces.

11. The use of the pool and gym is exclusive to owners and guests.
12. Owners or occupants of apartments with three or more unpaid maintenance fees are not permitted to use the common areas (pool, gym, coworking, playroom, multipurpose room, and cinemas).
13. To use the pool, it is mandatory to comply with the pool's specific regulations.
14. Owners or tenants of commercial premises must comply with the operating hours established in their municipal operating license, as well as their obligations to the relevant authorities.

### **CHAPTER III. REGULATIONS FOR POOL USE**

1. Showering before entering the pool is mandatory to remove sunscreen or sunblock, which is harmful to the pool water.
2. There are no lifeguards on the premises; therefore, anyone using the pools does so at their own risk. Children under 12 must always be supervised by an adult.
3. Proper swimwear must be worn at all times. Babies must wear leak-proof swim diapers.
4. Pets must be kept on a leash in the pool area and are not allowed in the pool.
5. The use of the pool and gym is exclusive to owners, guests, or invited visitors.
6. Smoking or eating inside the pool is not permitted.
7. The use of glass bottles or glass objects in the pool area is prohibited.
8. Users must respect others by keeping noise at a moderate level and not using amplified music.
9. It is not permitted to move pool furniture or misuse it.
10. Using the pool while intoxicated or under the influence of drugs is prohibited.

### **CHAPTER IV. REGULATIONS FOR CINEMA USE**

1. The cinemas are for the use of owners, guests, tenants, and invited visitors only.
2. Invited visitors must be accompanied by an owner, guest, or tenant.

3. Cinema use hours are from 09:00 to 22:00.
4. Food and beverages are allowed. Each user is responsible for collecting and disposing of their trash after using the cinemas.
5. Priority will be given to those who have reserved the cinemas with the on-duty receptionist.

#### **CHAPTER V. REGULATIONS FOR PLAYROOM USE**

1. The playroom is for the use of owners, guests, tenants, and invited visitors only.
2. Invited visitors must be accompanied by an owner, guest, or tenant.
3. Playroom use hours are from 09:00 to 22:00.
4. Each user is responsible for tidying the playroom after use.

#### **CHAPTER VI. REGULATIONS FOR COWORKING USE**

1. The coworking spaces are for the use of owners, guests, and tenants only.
2. Coworking hours are from 09:00 to 22:00.
3. Food and beverages are allowed. Each user is responsible for collecting and disposing of their trash after using the coworking spaces.
4. Priority will be given to those who have made a reservation with the on-duty receptionist.
5. A reservation is required one hour in advance to use the meeting room; the maximum time per reservation is 2 hours.

#### **CHAPTER VII. REGULATIONS FOR MULTIPURPOSE ROOM USE**

1. The multipurpose rooms are for the use of owners, guests, tenants, and invited visitors only.
2. Invited visitors must be accompanied by an owner, guest, or tenant.
3. Multipurpose room hours are from 09:00 to 22:00.
4. Each user is responsible for tidying the multipurpose rooms after use.

5. Arranging or renting furniture for the multipurpose rooms is the responsibility of the users.

6. Reservations are required at least three days in advance to use the multipurpose rooms.

#### **CHAPTER VIII. PARKING AREAS**

1. Automobiles, vans, and motorcycles are prohibited from parking anywhere other than the designated parking spaces.

2. Only automobiles, vans, and motorcycles are allowed to park. Trailers, buses, cargo vehicles, or similar are not permitted. Any damage caused to the parking pavers will be the responsibility of the owner who invited or allowed the parking of such cargo vehicle.

3. Each vehicle must respect the dividing lines and park within the limits of the space.

4. The condominium is not responsible for thefts, damages, or accidents occurring within the parking area.

#### **CHAPTER IX. MAINTENANCE PAYMENTS AND PENALTIES**

1. All condominium owners are required to pay the established maintenance fees on time. Payments must be made on the dates and in the manner determined by the Administration.

2. In case of noncompliance with maintenance fee payments, the following progressive penalties will apply:

a) First missed payment: Written warning from the Administration.

b) Second consecutive missed payment: Penalty equal to 5% of the overdue fee amount.

c) Third consecutive missed payment: Penalty equal to 10% of the overdue fee amount.

d) Subsequent missed payments: The Administration may increase penalties, including suspension of services, and may initiate legal actions for collection.

3. Any owner who is not current on maintenance payments may not use the common areas (pool, gym, coworking, playroom, multipurpose room, cinemas, etc.) until their situation is regularized.

4. Repeated nonpayment will be considered a serious violation of the Regulations and may be grounds for additional measures approved by the Assembly of Owners.

#### **CHAPTER X. PENALTIES FOR VIOLATIONS OF THE INTERNAL REGULATIONS**

1. Any owner, tenant, guest, or visitor who fails to comply with these Regulations will be subject to monetary penalties.

2. Penalties will be determined and applied by the Administration, taking into account the seriousness of the offense and any recurrence.

3. The following reference penalties are established:

a) Minor offenses (noise outside permitted hours, trash in non-permitted areas, hanging clothes on balconies, etc.): Penalty equal to 10 UMAs.

b) Serious offenses (damage to common areas, failure to register guests or workers, failure to comply with pet rules, etc.): Penalty equal to 20 UMAs.

c) Very serious offenses (disturbing the peace, aggressive behavior, improper use of facilities while intoxicated or under the influence of drugs, repeat serious offenses): Penalty equal to 30 UMAs.

4. In case of recurrence, the penalty may be doubled, without prejudice to additional measures approved by the Assembly of Owners.

5. Penalties must be paid within a maximum period of fifteen calendar days following notification; otherwise, additional surcharges may be generated.

6. Revenue from penalties will be allocated to the Condominium's maintenance fund.