

### **Procedures to ensure compliance with the Bylaws of the Condominio Bohemia Country**

*In use of the faculties conferred by articles 6 and 7 of the Bylaws of the Condominio Bohemia Country, it is resolved to approve the following procedures, in order to ensure compliance with the condominium rules and regulations:*

#### **Assessments**

- a) Assessments are due on the first (1<sup>st</sup>) of each month and delinquent if not paid by the tenth (10<sup>th</sup>). Payment may be done through a bank deposit or a check payable to “Condominio Residencial Vertical Bohemia”. Property Managers are not allowed to receive payments in cash.
- b) Late payment charge, be it maintenance fees, extraordinary fees, fines, payments for the reserve fund, for public services, or any other obligation will, according to the Law and the Condominium Bylaws collect legal interests, as established in Article 1163 of the Civil Code. “Article 1163: When the interest rate has not been fixed by the contracting parties, late payment charges will collect legal interests equal to the interests paid by the Banco Nacional de Costa Rica for a 6-month deposit certificate, in the currency concerned”. Additionally, there will be a 4% administrative charge for late payment of the outstanding balance.
- c) Assessments delinquent two months will result in Property Managers proceeding to common individually identifiable utilities cut-off until the owner meets his/her obligations.
- d) Assessments delinquent 90 days will result in Property Managers proceeding with the appropriate judicial process for unpaid fees. Legal action may be taken at a shorter notice, if the situation calls for it.

#### **Use of common areas**

- a) All owners shall ensure the correct use and maintenance of the common elements and must immediately report to the Property Managers any action that might jeopardize their conservation or safety. **If guests are making use of the common elements, they must do so in the company of the owner or the renter.**
- b) During the tenancy periods owners lose their right to use the condominium common property (e.g. the “rancho”, the pool, the visitor parking space). These rights go to the renters.
- c) Persons who fall behind more than 90 days in common charge payments will be denied the use and enjoyment of the common services.
- d) Common areas shall be used according to accepted principles of morality and good manners.

#### **Parking rules**

Parking spaces shall be used according to the following rules:

- a) Unit owners shall park their vehicles wholly within the designated parking space that corresponds to his/her unit.

- b) In the understanding that all users have the right to drive through all permitted circulation areas, no vehicle shall block or interfere with the free transit of other vehicles.
- c) All unit owners should park their vehicle personally or, if someone else is assigned, he/she must carry a valid driver's license.
- d) No major vehicle repairs may be made on parking spaces, except those strictly necessary in order to withdraw the car and take it somewhere else to be repaired definitely.
- e) Unit owners shall make sure their vehicles are properly closed at all times.
- f) It is strictly forbidden to store fuel in the parking spaces. Should an accident occur due to infraction of this rule, infringers shall be made responsible for any damages caused.
- g) No unit owners shall use the parking space of another unit owner, even if it is not in use, unless they have a written authorization by that unit owner.
- h) Any damage caused by a user to any other vehicle shall be immediately reported to the Property Managers, who, according to circumstances, will report it to the transit authorities.
- i) Speed limit inside the condominium is 10 km/h.

#### **Garbage and waste management rules**

- a) Garbage should be firmly secured in plastic bags that may weigh up to 20 kilos. Bottles, carton boxes and newspaper stacks shall be packed separately and handed to the janitor Monday through Friday, from 7:00 am to 9:00 a.m. Double bagging is recommended when trash is heavy as to avoid leaks in common areas.
- b) Garbage chutes placed between floors should be used for waste disposal. Bags too big for chute disposal shall be handed to the janitor at the aforementioned schedule.

#### **Use of green areas**

- a) Landscaped areas may be used for strolling, resting or for children recreation.
- b) Adult, adolescent or children games that may annoy unit owners will be regulated by the Property Managers. Such activities may be suspended, if there are well-grounded reasons to do so.
- c) No plants or trees may be planted without authorization of the Property Managers. Also, no plants or branches may be removed without previous authorization, even if they look wilted or dry.

#### **Pets**

Articles 13 and 28 of the Bylaws of the Condominio Bohemia Country state that any unit owner or unit tenant is allowed to have pets in his/her unit in accordance to the following rules and procedures:

- a) Only domestic pets are allowed, in the understanding that they are not raised or taken care of for commercial purposes, and that they do not disturb or annoy neighbors.

- b) Under no circumstance and nowhere in the condominium, including the units, are reptiles allowed, nor any other kind of animal deemed wild or emotionally or physically dangerous to anyone living, working or visiting the condo.
- c) Unit owners or unit renters that have been authorized to have a pet are responsible for picking up after their pets. Droppings should be disposed through the garbage chute. Garbage containers placed on the common property and in the elevator shall not be used for this purpose.
- d) When not in the unit, pets shall be carried or kept on a leash at all times, by a person capable of controlling them at all times.
- e) The aforementioned restrictions do not apply to birds and aquarium fish. Birds, however, should not represent a nuisance to any unit owner; should not be placed in common areas, and should not belong to an endangered species.
- f) A well-founded complaint by a unit owner would terminate in the removal of the pet from the condominium.
- g) Owners failing to pick up after their pets will receive a written warning by the Property Managers.

#### **Use of the “rancho”**

Articles 14 and 27 of the Bylaws of the Condominio Bohemia Country state that any unit owner or unit tenant is allowed the use of the “rancho” in accordance to the following rules and procedures:

- a) Parties and gatherings may take place on the following schedule: Monday to Thursday until 11 p.m., Fridays and Saturdays until 1.a.m. Night celebrations are not allowed on Sundays.
- b) Reservation requests must be addressed at least 3 days in advance either by letter or e-mail. Requests should indicate name of resident, apartment number, and date and schedule in which the “rancho” will be used.
- c) Reservation of the “rancho” does not restrict the use of the pool by other residents.
- d) Residents that made the reservation are responsible for picking up every implement they brought, as well as bottles and any trash remaining in the “rancho” after the gathering. They will also be responsible for the cost of restoring or replacing any item damaged at the gathering.
- e) A maximum of 10 visitor parking spaces may be used for such gatherings; nevertheless, this does not restrain the use of visitor parking spaces for visitors to other condo-dwellers.
- f) A maximum-safe number of people will be allowed in the “rancho” for each activity. A guest list should be handed in to the security personnel in order to control their access.
- g) Guests to the “rancho area” are not allowed to roam unrestricted throughout the building.
- h) Owners or residents organizing the activity must be present at the “rancho” at all times. Transferring the right of use to a third party is strictly forbidden.



## Consultores Legales

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### Use of the pool

Articles 14 and 26 of the Bylaws of the Condominio Bohemia Country state that any unit owner or unit tenant is allowed the use of the pool in accordance to the following rules and procedures:

- a) All persons using the swimming pool do so at their own risk.
- b) Only swimming attire is permitted in swimming in the pool.
- c) Pool use is not permitted after 10:00 p.m.
- d) Pool use is not allowed while maintenance or cleaning works are under way.
- e) Kids must always be under the supervision of a responsible adult. Should this not be the case, Property Managers or members of the security staff will be endowed the right to ask the child to abandon the pool immediately.
- f) The pool is for the exclusive use of unit owners/renters, and their guests.
- g) No glass containers are allowed in the pool area.
- h) No pets are allowed in the swimming pools.

### About people working for the Condominium

- a) Any complaint about the security company, the janitorial, maintenance or gardening work, or about the condo rules and regulations should be addressed directly to the Property Managers, who have the duty to take remedial actions.

### Moving procedures

When moving or bringing furniture in, special care must be taken not to damage the elevators or any other common elements, as the task is performed. In order to enforce this policy, the following provisions should be taken into account:

1. Coordinating with the Property Managers:
  - a) If a resident is planning to move out, Property Managers should be notified a week in advance. Notifications must come directly from the owner or the person authorizing the moving.
  - b) If the owner cannot be present when moving, he/she shall appoint a person that will take in the responsibility of dealing directly with the Property Managers.
  - c) The path that will be used is to be inspected before and after moving, as to check for or report any damages in the common elements.
  - d) Cargo transportation, carrying in and out of furniture, and the moving as a whole, should be supervised at all times by the owner or the person in charge.
  - e) Moving hours will be limited to the following schedule:

Moving in or moving out is not allowed on Sundays and Holidays.

Day of the week	Schedule
Monday through Friday	8: 00 am to 8:00 pm
Saturday	8: 00 am to 4:00 pm

\*Sundays and holidays moves should be coordinated with the Property Managers.

2. *Moving furniture in and out of the unit:*

- a) Furniture should be delivered through the basement. However, this does not allow for parking moving trucks or any other kind of truck in the basement area.
- b) Unloading trucks must park in the designated visitor spaces.

3. Owners responsibility:

- a) Owners are responsible for any damage caused during move-ins or move-outs and shall, therefore, defray the cost of repairing any alteration caused to the common areas.

4. Restrictions:

Moving or carrying furniture in and out is not allowed under the following circumstances:

- a) If duly authorization from the owner is missing.
- b) If elevators are undergoing maintenance.
- c) If an elevator is out of order. If this be the case, furniture transportation should be stopped until the elevator is repaired and in working conditions. In case of major repairs, moving should be rescheduled.
- d) Two moves cannot be booked on the same day.

Important: Building entries, stairwells, ramps, lobbies and other common areas shall not be obstructed and moving shall not interfere with the access of other condo dwellers into the building.