



Neighborhood Association of Altos de Leonamar
3-002-577019
Condominium Administrator

Regulation of Administration and Operation of the "CONDOMINIO ALTOS DE LEONAMAR".

ARTICLE ONE: These Regulations, the articles of association and the Law Regulating Condominium Property, shall be mandatory for all condominium owners or owners of real rights, lessees or beneficiaries of the "Condominio Altos de Leonamar". ARTICLE TWO: The bodies of government and administration are constituted by the Assembly of Condominium Owners and the Administrator. ARTICLE THREE: The Condominium Owners Assembly is constituted by all the owners of affiliated estates in a meeting called for this purpose. In each session, as a previous act, a President will be named, who will direct the debates and a Secretary, who will take the minutes in the respective Book that will be signed by said President, Secretary and by the assistants who desire to do it. ARTICLE FOUR: In case of co-owners of any of the affiliated estates, they must appoint a common representative for voting purposes in the Assemblies. ARTICLE FIVE: Any of the condominium owners may be represented in the Assemblies by means of a proxy, who shall accredit his character by means of a power of attorney, duly authenticated by a lawyer. ARTICLE SIX: The Condominium Owners Assembly shall meet Ordinarily, at least once a year, within the first three months of the calendar year and Extraordinarily when it is necessary, and in the place so indicated. It will be convened by the Manager or the condominium owners who represent one third of the value of the Condominium according to the constitutive deed. The call shall be made in writing seven calendar days in advance. If all the condominium owners are present, prior notice is not required. The valid quorum of the Assemblies, in the first call will be the ones that represents two thirds of the value of the Condominium and in the second call any number of attendees will form the legal quorum, both calls that may be made for the same day as long as they are separated from each other by the lapse of one hour. Resolutions shall be adopted by simple majority of votes, except in those cases in which the Law of Altos de Leonamar Condominium, Regulator of the Condominium property, requires a qualified majority. The vote of each condominium owner shall be valid according to the percentage corresponding to its respective property, as stated in the articles of association. ARTICLE SEVEN: The Administrator, who may be an individual and/or legal entity, shall be the judicial and extrajudicial representative of the Condominium, who shall have for such purpose the powers of General Power of Attorney determined by article one thousand two hundred and fifty-six of the Civil Code. The Assembly of Condominium Owners, which in special cases may grant him powers of General Power of Attorney, with the attributions thus indicated in the respective agreement. He shall hold office for two years, and may be



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re-elected as many times as he may be, with the exception of the first two-year period in which the office of Condominium Manager shall be served free of charge. He shall have the power to substitute his power of attorney for judicial purposes to a Lawyer of the Republic. His appointment, removal and remuneration, as the case may be, shall be agreed upon at the Condominium Owners' Meeting and by simple majority of votes. The Manager shall be responsible for the care and supervision of the common property, the care and operation of the facilities and general services, the acts of administration and conservation of the buildings, if any, the execution of the resolutions of the Condominium Owners' Assembly, the collection of maintenance fees for common expenses, and for ensuring faithful compliance with the Law Regulating Condominium Property, the regulations of these Bylaws, and for attending to the other faculties and obligations that such articles establish for him. ARTICLE EIGHT: Common expenses include the national and/or municipal taxes and fees that affect the common property, the expenses corresponding to the maintenance of the streets of the Condominium, its cleaning, the maintenance of common t, the expenses of the Administration in the exercise of its functions, those authorized by the Assembly of Condominium Owners, those indicated by the Law and also a special mandatory monthly fee, to defray the expenses corresponding to improvements and/or repairs of the rights of way that link the Condominium with other Condominiums or developments of the Punta Leona Complex and especially with the public street. By virtue of this Condominium belonging to the "Punta Leona Complex", this special mandatory quota will be determined by a contribution made by third parties, namely between Hotel Punta Leona S.A., Club Punta Leona S.A. and the totality of condominium owners, tenants and/or possessors by any modality of rights and who use one way or another the internal and or main streets that link the Complex with the coastal road and/or public street. When any of the affiliated estates of the Condominium, in turn becomes a parent estate, giving rise then to a new Condominium with individualized affiliated estates on the land or apartment buildings in the condominium, each of these resulting new affiliated estates, shall likewise pay as maintenance fee, that which is in force at that time. The maintenance fee shall be variable and shall be determined at the Annual Ordinary Meeting of Condominium Owners and, if applicable, shall be adapted in accordance with the needs and obligations of the administration and operation of the Condominium. In any case and at any time, the condominium owners must pay for any unforeseen event not budgeted and/or of high priority, by means of the extraordinary quota determined for such purpose. ARTICLE NINE: Common property belongs to all



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Condominium Owners and they will be entitled to it in the same proportion or percentage that represents the value of their filial property within the total value of the Condominium. No Condominium Owner may be limited in the rational use and enjoyment of common property, nor may he claim a greater right to enjoyment by reason of his greater percentage than that of another. The rights of each Condominium Owner in common property may not be alienated, encumbered or seized, nor transferred independently, since they are inherent to the common property and therefore inseparable from each construction. The express or tacit renunciation of the use and enjoyment of common property does not relieve the Condominium Owner of his obligations derived from the condominium property rules. In order to carry out useful improvements, the approval of seventy-five percent of the value of the Condominium shall be required. The necessary improvements shall be approved by a simple majority of votes. ARTICLE TEN: Condominium owners may use the property in accordance with its destination and in accordance with the provisions of the articles of incorporation. The property may not be used for immoral purposes or for purposes contrary to its intended use. They may not perform acts or incur omissions that disturb the tranquility of other Condominium Owners or that compromise the solidity, security, health and comfort of the Condominium in general. Regarding common services and general installations, they must refrain from any act within their dwelling that impedes or makes their operation less efficient. Neither the renunciation of the use of the common property, nor the abandonment of the condominium, relieve the Condominium Owner of the obligations established in this Regulation or the related Law. ARTICLE ELEVEN: A Construction Committee shall be appointed, composed of three persons, the Administrator and two condominium owners, preferably an Engineer and an Architect, appointment that shall perform in an honorary manner and until its resignation or revocation by the Condominium Owners Assembly. They shall have the power to issue the guidelines to be complied with in the matter of construction and/or repair of any building in the affiliated estates of the Condominium. Their resolutions must be duly rational, and they will have an appeal to the Condominium Owners Assembly. The following shall be the general rules to be followed for all construction and/or repair in the Condominium: a) The respective plans must be previously submitted for approval to the Construction Committee, together with the work plan, start date and delivery date of the finished work. b) No condominium owner may apply for construction permits from the relevant institutions without a visa from the Construction Committee. c) Condominium owners or authorized residents may



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not make modifications and/or alterations to the common elements of the Condominium without the express authorization of the Condominium Owners Assembly. d) Air conditioners shall be so placed that the noise of their compressors does not affect neighbors. It is suggested to place them in the front or rear part of each construction or to the sides as long as there is a wall in the middle of the neighbor. e) It is mandatory to design the buildings following a modern Miami Art Deco style or similar, with the use in the exteriors of natural materials such as clay tile, stone, clay brick, rustic textured repels, wood, wrought iron or other materials of such quality. The use of reflective materials or elements such as glass-mirror, plastic sheets or coatings or any other type that give that effect is not allowed. f) The facades of the houses will maintain from the architectural point of view a unit of project, reason why their finishes, textures, colors and constructive elements will have to maintain a balance. g) The exterior painting of the buildings must be of pastel colors, and squeaky colors are not allowed. h) Only with the permission of the MINAE or the respective office may trees be cut, assuming full responsibility in their personal character who violates such provision. i) As far as possible, the location of the constructions within each affiliated property must be carried out with the least alteration of the natural conditions of the environment. j) Depending on the architectural design and the characteristics of the site, the Construction Committee may dictate special restrictions if it considers that the planned building compromises the privacy or view of the neighboring constructions. k) Walls are permitted on the lateral borders of each affiliated lot and are prohibited on the front and/or front garden. Any other wall to be built must be specifically authorized by the Construction Committee. l) Roof coverings will be with gradients that vary up to a maximum of twenty-five percent, which can be increased as long as it does not impede the view of the neighbors, so the use of gable roofs is recommended. The structure can be of wood or preferably metallic and the final cover must be of clay tile. m) The external walls must be of brick of mud, concrete or block of plastered concrete or in natural materials like brick, stone, etc. The use of easily degradable materials such as gypsum, fibrolite, etc. is not permitted on external walls. n) Both internal and external lighting must not cause excessive glare or dazzle, nor direct the beam of light to the neighbors or directly to the streets. The lighting of gardens or houses with reflectors of more than fifteen volts, will require the approval of the Construction Committee. o) The electric, telephone or any other lines, must be conducted from the general network to the main board of the building, preferably underground. p) The street entrances to the buildings must be made by placing a metallic grill over the gutter or pipe,

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so that it does not obstruct the passage of rainwater and must be kept clean to avoid overflow of water. q) It is the obligation of each condominium owner and at his own risk, the landscaping of his affiliate property, which can be made with fruit trees or ornamentals, avoiding that the foliage invade the neighboring properties, gardens may be of plants and/or shrubs whose heights do not interfere with the panoramic view of other houses. r) The construction and/or repair materials must be stored in the respective affiliate property and the invasion of neighboring lands or common areas with said materials will not be allowed. Remaining materials from the construction process must be confined in the property of the affiliated property that gave rise to them or removed from the Condominium, at the condominium owner's expense, in both cases, and must be removed periodically to avoid their accumulation. s) Every condominium owner is obliged to submit to the Administration, prior to the commencement of any construction and/or repair work, the contract of the construction company, master builder or signature of professionals who will be in charge of the work, who will be joint guarantors of the behavior of their workers in general, being obliged to carry at all times within the Condominium and in a visible place, the identification provided by the administration for such purpose, having to abide by and respect the rules and precepts of the Law, these Regulations and the provisions of the Manual of Procedures for Construction Works and any other applicable to the matter. t) Every condominium owner shall construct, on his own account and within the limits of his affiliated lot, a sewage treatment unit, giving preference to units approved by the Ministry of Health and/or the Costa Rican Institute of Aqueducts and Sewers, in which the tributary is of such a quality that it may be used in the summer to irrigate its own green areas. The construction of such a unit is recommended at the beginning of construction, so that it can be used to provide temporary sanitary services to be used by construction workers, otherwise the constructor is obliged to provide portable sanitary services. u) Even though the Punta Leona Complex, in which the Condominium is located, has storage and water distribution tanks with sufficient capacity, it is required that a water storage tank be constructed together with each building, preferably below ground level and with a minimum capacity of one cubic meter per person residing in the building. It is also recommended that this tank be constructed at the beginning of the building in order to have sufficient water storage during the construction process. v) All natural and/or juridical persons that the condominium owner contracts or uses in any way for the construction and/or repair to be carried out on his affiliated property must abide by and submit to the provisions of the "Manual of



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Procedures for Construction Works" promulgated and approved by the Construction Committee. Construction workers must spend the night outside the Punta Leona Complex, they are absolutely forbidden to use the services of Club Punta Leona S.A., with the exception of medical emergency services. w) FILLINGS. Some affiliate lots have loose soil filling in partial form, this must be estimated as filling material to be confined by the owner, as advised by the engineer or Architect in charge of the work or discard it. The developer and/or seller company is not responsible for its stabilization or compaction. x) Affiliated lots, as indicated, have specific restrictions as to the number of floors to be built (height) above the indicated level and coverage, understood as the horizontal projection of a structure or the area of land covered by such structure. The maximum height shall be measured above street level at the center of the respective affiliated property or above ground level at the same point, as appropriate. Below the main level and/or first floor, in all affiliated estates, up to two floors may be built. The restrictions in terms of floors to be built and coverings, according to the plans duly endorsed and authorized by the authorities of the case related to the Condominium, are the following: First: One floor and up to sixty percent of maximum coverage, in the affiliated estates numbers 10, 16, 43, 44, 45, 46, 47, 50, 52, 53 and 57-B. Second: One floor and up to seventy percent of maximum coverage in affiliate lots numbers 23-A, 23-B, 23-C, 24, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 54, 56-A, 56-B and 56-C. Third: One floor and up to eighty percent maximum coverage, in affiliate lots numbers 59, 60 and 61. Fourth: Two floors and up to thirty percent maximum coverage, in affiliate lots number 11, 12, 13, 14 and 15. Fifth: Two floors and up to fifty percent maximum coverage, in affiliate lots number 2, 9, 19, 20 and 51. Sixth: Two floors and up to sixty percent maximum coverage, in affiliate lots numbers 3, 4, 5, 17, 18, 21, 22, 48, 57-A and 62. Seventh: Two floors and up to seventy percent maximum coverage, in affiliate lots numbers 6, 7, 25, 26, 27, 28, 40, 41 and 42. Eighth: Two floors and up to eighty percent of maximum coverage, in filial property number 58. Ninth: Three floors and up to fifty percent of maximum coverage, in filial property number 8. Tenth: Three floors and up to sixty percent maximum coverage, in affiliate lots number 49 and 63. Eleventh: Three floors and up to seventy percent maximum coverage, in the subsidiary property number 55 and Twelfth: Five floors and up to sixty percent maximum coverage, in the subsidiary properties numbers 1, 64, 65, 66, 67, 68 and 69. aa) SEPTIC TANKS. Each building must have its own septic tank. The use of garbage disposers is recommended. ab) TELEPHONES. The Instituto Costarricense de Electricidad has programmed a wireless system to cover the demand of the Punta Leona Complex,

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however the developer and/or seller does not assume responsibility for its effective installation. ac) WALLS. The walls and retaining walls in their case, between lots, are the responsibility of the adjoining upper level. ad) WIRE FENCES. The use of barbed wire or razor fences is prohibited. af) SWIMMING POOLS-JACUZZI. Throughout the year the filling of swimming pools will only be allowed on Tuesdays, Wednesdays and Thursdays of each week, as long as such days are not holidays by law. ag) ANTENAS. They may be placed, but in such a way that they do not affect the view of the neighbors. ah) COBBLESTONES. It is not allowed to mix concrete or any other material on top of the pavers of the carriageway. ai) STREET LIGHTING. The lighting of the private streets corresponds to the Condominium. ENTRANCE TO THE CONDOMINIUM. Entrance to the Condominium will be restricted to owners, family members, employees, suppliers, services and guests, i.e. it is a controlled area. aj) As indicated, the subsidiary lots for the construction of new condominiums are expressly determined. ak) LIGHTNING RODS. The use of lightning rods is recommended in family residences. In apartment buildings in Condominium is mandatory. al) MUNICIPAL SERVICES. The Condominium assumes the collection of garbage and street cleaning and the Municipality of Garabito will provide the service of garbage removal, according to the agreement of the same with the Punta Leona Complex. am) LEASE OF RESIDENCES. Owners are authorized to rent their residences directly to third parties, as long as they comply with the provisions, obligations and rights to that effect issued by Club Punta Leona S.A. and Hotel Punta Leona S.A.. an) NATURAL PHENOMENA. The condominium owner is solely responsible for damages caused by wind, fallen trees and/or landslides, caused by natural phenomena. ao) WASHING OF VEHICLES, BOATS, AND OTHERS. Only the washing of vehicles, boats, marine engines, jet skis, or similar will be allowed in the areas of Club Punta Leona S.A. for this purpose. ap) PARKING OF BOATS AND OTHERS. It is absolutely forbidden to park boats and/or carts of any size in the private streets of the Condominium or common areas. aq) NON-BUILT LAND. Non-built affiliate properties must remain clear of all weeds. If the owner does not comply with such disposition, the Administration will order the cleaning of the same and its cost will be charged on the receipt of the maintenance fee for the month following the completion of the work. ar) DETERMINED USE. The use of the buildings constructed in each affiliated property with purposes immoral is prohibited, being clearly determined that the occupation and/or enjoyment of the same ones is with purposes only of familiar residences and/or rentals in its case, so much in the particular buildings as buildings destined to apartments in condominium. as) ACCOMMODATION CAPACITY. The maximum accommodation capacity



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of a building will be four adults per bedroom and/or room. at) PROPERTY WITH TOURIST PURPOSE. As expressly indicated, the affiliate lots may build buildings for tourist purposes, having their common access as the other affiliate property through common areas of the Condominium destined to private vehicular access streets. ARTICLE TWELVE: If a Condominium Owner performs any act against the prohibitions and/or limitations contained in the Condominium Property Law or these Regulations, he shall be subject to the following penalties: a) Prevention in writing and b) Sanction or fine, which shall be determined by a simple majority of votes in the Condominium Owners Assembly. ARTICLE THIRTEEN: If any type of controversy arises between the Condominium Owners and its solution is not possible, the parties shall resort to the arbitration procedure in accordance with the provisions of the Law on Alternative Dispute Resolution and Promotion of Social Peace. The losing Condominium Owner will assume the expenses caused by the aforementioned Arbitration procedure. ARTICLE FOURTEEN: Two or more affiliated estates may be merged to form a new one with greater coverage, the percentage of which shall be the result of the sum corresponding to each affiliated property that merges, especially for purposes of its proportionality in the condominium, determination of the maintenance fee and conformation of the quorum in the Condominium Assemblies. Likewise, a subsidiary property may be divided into land, becoming in turn a parent property and with individualized subsidiary properties on the land, and the capacity of these resulting subsidiary properties may not be less than two hundred and fifty square meters, with a construction area according to the restrictions and coverage of each one, which will be so indicated in the respective public deed of purchase and sale, according to the indications of the master plan of the project, thus approved by the respective authorities, always being a harmonious project, forming a uniform complex with its overall relationship, in accordance with the provisions of the Law and these Regulations. As with the general Condominium, the resulting estates will have access to the public street by means of the existing right-of-way. In any case, both for the meeting as well as for the division of affiliated estates the respective norms of urban planning and relative dispositions emitted by the institutions and applicable special laws must be obligatorily fulfilled, especially as for measure, in front of street and demanded fundamental services. ARTICLE FIFTEEN: In everything not specified in these Regulations, the provisions of the Law Regulating Condominium Property shall apply.

(Regulation registered in the Public Registry, August 2001)

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NOTE: This is a translated copy of the original Spanish version. It may or may not have inaccuracies. The current regulations in the Spanish version is the official legal document.