

DUQUESA DEL MAR



COMMUNITY RULES

February 2024

USEFUL NUMBERS

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| Emergency Services | 112 |
| Medical Centre, Golf del Sur | 0034 922 73 75 60 0034 922 73 82 47 |
| Hospital, Playa de las Americas | 0034 922 75 26 26 |
| Community Office (Office Hours only) | 0034 922 72 75 19 |
| <i>For Maintenance Emergencies outside office Hours:</i> | |
| José | 0034 625 62 44 27 |
| Miguel | 0034 682 90 13 87 |
| Administrator's Office | 0034 922 79 67 24 |
| <i>Lift Maintenance Emergency:</i> | |
| Thyssen Krupp | 0034 922 73 60 82 |

***These rules were approved and adopted at the Annual General Meeting held on the
9th February 2024***

COMMUNITY RULES

COMMUNITY DESIGNATION

Duquesa del Mar is designated as a **RESIDENTIAL COMPLEX**.

NOISE AND DISTURBANCE

Please refrain from excessive noise or disturbance at all times that might inconvenience other residents, particularly late at night. (e.g. loud music, TV or late parties). **IT IS UNACCEPTABLE FOR NOISE TO CONTINUE AFTER 12 MIDNIGHT.**

BALCONIES

Clothes or towels should not be hung over the balustrades of balconies. Clothes should be dried using the drying rack provided. Cleaning balconies should be done first by sweeping up excess dust and then by using a mop and bucket. **Water hosepipes should not be used in any circumstances.**

LIFTS

Capacity indicated in each of the lifts should never be exceeded. **Children under 14 years should always be accompanied by an adult.**

Smoking is not permitted in the lifts.

In the event of a lift failure, pressing the emergency bell will connect you to the Thyssen Krupp service centre, who will advise further. Emergency number is **922 73 60 82**

RUBBISH

Household rubbish must be taken in sealed plastic bags and placed in the Basuras provided. These are situated at the front of the complex near to the Bestbuys supermarket, and to the right of the rear gate on the roadside. Dustbins should not be placed in communal areas (e.g. on landings, corridors etc. The waste bins around the complex are not to be used for household waste as this creates a health hazard.

Please do not dispose of nappies, sanitary towels, tampons or any kind of wet wipes in the W.C as this leads to blockage in the drain system.

ANIMALS

The complex is unsuitable for pets (except for Guide Dogs). Please do not feed any stray or wild animals.

DAMAGES

The cost of repairs for damage to the communal areas caused by owners or their guests may be imposed under the Law on Joint Freehold.

RECEPTION

Our Reception is open on Tuesdays and Fridays between the hours of 9.30 a.m. and 10.30 a.m. In case of emergencies outside of office hours please contact:

José (0034 625 62 44 27) or Moises (0034 664 06 44 29).

POST

All incoming post will be stored in the Reception area, and can be collected at any time during the above opening hours.

COMMUNITY FEES

Any owner who is late paying Community fees will be subject to a charge of €25 per month until the account is brought up to date. The penalty becomes due if, at the end of the month in which a payment is due, it remains unpaid, and a further penalty of €25 per month will be levied at the end of each successive month until payments are brought up to date.

Any owner not paying Community fees will have their water supply disconnected providing adequate notice is given. 7 days' notice will be deemed to be adequate notice.

PLANNING APPLICATIONS

The Committee can agree the approval of small alterations at their discretion. (*Source: AGM 2006*). Major alterations, must be approved by majority vote at the Annual General Meeting.

Should any owner allow or carry out an alteration without approval of the President and Committee (or Annual General Meeting) or not in the manner and design as agreed, then the Community has the right to insist that the property is returned to its original state. Failure to do this could lead to the the water supply to the relevant apartment being disconnected until the matter has been rectified.

If the Committee deem it necessary any Planning Applications may be referred to the Annual General Meeting for a final decision.

It must be stressed that the Committee or AGM do not give planning permission for any alteration, but only give approval that there is no objection from the Community for the work to be carried out.

BUILDING WORK

Following approval by the Committee or the Annual General Meeting, it is the responsibility of the owner to seek legal approval from the relevant authorities before work can commence.

Thereafter, before any work can commence the owner must inform *all* neighbours who may be affected by noise, dust, disruption etc. Work must only be carried out between the hours of 09.00 and 17.00 Monday to Friday, and no work is permissible on Saturdays or Sundays.

STORAGE CUPBOARDS

Storage cupboards cannot be used for commercial activity by the owners or third parties.

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| COMMITTEE |
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- 1) All Officers and Committee members must be current owners.
- 2) The President and the Vice President shall be elected annually at the Annual General Meeting.
- 3) In addition to the President and Vice President, the Committee shall consist of 7 other members.
- 4) The quorum for a Committee Meeting shall be not less than 5 (five) members of the Committee.
- 5) Any Committee member can resign at any time and his/her place on the Committee may be filled at the subsequent Annual General Meeting.
- 6) Each year two Committee members must resign by rotation. If so desired a retiring member may offer himself/herself for re-election. If there are other nominations for the vacant places on the Committee, these places will be filled by a majority vote.
- 7) Nominations for President must be received by the Administrator on or before the 31st December prior to the Annual General Meeting. Any owner may nominate himself/herself for this office.
- 8) Nominations for Vice President and Committee members must be received by the current President not later than 21 days prior to the Annual General Meeting
- 9) All owners must be notified of all nominations in items 6 and 7 not later than 14 days prior to the Annual General Meeting. This may be done by posting the relevant details on the Community notice boards.
- 10) If a vacancy arises on the Committee due to resignation or other reason, the President, with the agreement of the remainder of the Committee, may co-opt another owner to fill that position. This appointment should be ratified at the following Annual General Meeting.
- 11) Any owner may propose a motion for consideration, and possible vote, at the Annual General Meeting. Such proposals must be submitted to the President at least 28 days prior to the meeting. This proposal will then be added to the Agenda prior to circulation to all owners.