

Dear Guest:

The management and staff of Alamar extend the warmest welcome and hope your stay is an enjoyable one. **Alamar Condominium is not a hotel** which is why we do not offer services inside condominiums.

Our staff only provides for your safety and maintenance in the common areas. If there are any maintenance issues in the condominium you are renting, please contact your rental agent or the owner. Contact the Front Gate Security Staff (329-295-6175) if you need assistance to contact your rental company.

Included below are internal rules and regulations for your information. These are the most basic rules and respectfully ask that you follow them during your stay at Alamar. Common sense should be the order of the day.....please be respectful of others.

Our Staff is trained to be courteous when reminding you of something that is not permissible. If it is necessary for a Staff member to remind you of Alamar rules, we ask that you remember they are only doing their job. Please be respectful and adhere to the Alamar rules.

In accordance with the resolution of the Vigilance Committee of Alamar Condominiums and for security reasons, as well as to guarantee a better relationship between our renters and homeowners, we hereby want to make you aware of the RULES that you and your companions will have to comply with during your stay inside the Alamar Condominiums.

By signing this document, you agree that you and your companions will follow the Rules. If you or your companions do not follow the RULES you will be asked by the Administration Staff of Alamar Condominiums to vacate the facility, even if your rental period is not complete.

Some of the important RULES are listed below. You may obtain a complete list of the Rules from the Administration Office.

GENERAL RULES












- 1) No playing, running or shouting in the Hallways in Common Areas.
- 2) Avoid using stereo sound systems and TV's at high volume, avoid all types of sound systems and noisy equipment. It is MANDATORY to reduce these noises to the minimum starting at 11PM until 8AM.
- 3) All garbage must be contained in plastic bags and disposed of in the trash containers located in the garage. Please ONLY put plastic bottles in the recycle container next to the large trash container.
- 4) When renting a property, you are considered a RENTER and you are only allowed to have VISITORS after notifying security.
- 5) There is ONLY ONE parking space per condo, therefore you will ONLY be allowed to park one vehicle in the parking space assigned to the condo you are renting. Renters are NOT ALLOWED to park in Visitor Parking. If you are not able to park in the designated parking space assigned to the condo you are renting, you will have to make other arrangements to park your vehicle prior to arriving at Alamar.

In addition to the above GENERAL RULES the "Condominio Alamar A.C. Internal Rules Approved March 01, 2015" are included below:

Definitions:




- **Guest:** Person authorized by owner to have complete use of Alamar facilities, owner must inform administration
- **Visitor:** Person authorized by owner to stay during the day in Alamar either in his/her unit or in common areas, owner must inform administration.
- **Renter:** Non Owner renting an Owners unit. At check-in sign an agreement to follow rules and return signed copy to Administration/guards. Renter to keep copy of rules and abide by them.
- **Owner:** Person who holds a deed and/or purchase contract.

Pool: Pool area is the immediate area around pool where chairs and umbrellas are located.

-  No one under 12 unless accompanied by an Adult in the pool area.
-  Swimsuits required in and around pool area.
-  No saving chairs in or around pool area.
-  No Smoking in or around pool. Smoking allowed in Palapa areas at Jungle Club and Beach Club only.
-  No Glass in or around pool.
-  No Food in pool.
-  No Balls, Surfboards or Boogie Boards in pool.
-  No Jumping, Diving or Running in pool area.
-  No Pets in pool or around pool area.
-  No personal music in or around pool area headphones only.
-  Alamar Condominium not responsible for loss of personal articles or injury.

Parking:





Assigned parking only.

-  Use of another owner's space with permission only. Administration has been informed in writing.
-  Vehicles of any kind in common areas will be towed at owner's expense. Alamar and Towing Company will not be responsible for damages. The owner of the vehicle will be notified prior to towing.
-  Common areas: Any area other than assigned parking space.

Pets:

Area definitions:

- **Beach Club:** Ocean side pool wall to bungalows area.
- **Jungle Club:** Pool to Palapa back Wall.

-  No pets allowed at Beach Club or Jungle Club as defined above.
-  Must pick up feces from pets.
-  All pets must be on a leash in all common areas.
-  It is strictly prohibited for tenants or users under any title, the possession and permanence of pets in the condominium, this includes private units and common areas. The right to have pets is only for the owners or trust beneficiaries.

Sanctions:

The violation to the points of the regulation will be sanctioned with \$1,000 pesos charged to the owner's account statement. Repeat offenses will be charged \$2,000 pesos.

This document is intended to present the most important information regarding your stay.

By signing this and starting from the time of the "Chek-In," you are responsible for correctly using the property.

- A)** It agrees to deliver a Guarantee Deposit of \$4000.00 M.X. (four thousand pesos) to cover property damage in the event of imprudent or careless use of movable objects found in the apartment. (This Deposit will be returned within a period of no more than five days via bank deposit to the account that you indicate after the Check-out, in which the staff ensures the excellent condition of the apartment)
- B)** During the time of your stay, you are responsible for your own person, your state of health, and your safety, both within the property and outside of it, for which reason it demarcates the company from any consequence due to not taking the necessary precautions on his person and/or failure to abide by property security provisions at all times.
- C)** You are responsible at all times for your own actions and integrity, your companions and/or guests, and the activities you decide to carry out within the apartment and the condominium during your stay.
- D)** During the time of your stay, you are responsible for covering the damages and/or destruction that may be caused in the apartment due to carelessness, imprudence, error, or intention in which you are involved or related to any part of the property or any damage to real estate or any other object that is not your property.

We provide you with the Emergency and Attention numbers that we have:

911



• **ALAMAR CONDOMINIUM SECURITY BOOTH:**

329 2956175 (24-hour service hours to request Ambulance, Police, Fire, Civil Protection, and Taxis).



• **RENTAL OFFICE:**

322 108 91 93 Office hours: Monday to Friday: from 9:00 am to 6:30 pm.
Saturday: 9:00 am to 2:00 pm to request information regarding your stay.
Sundays: The offices are closed.



• **MAINTENANCE OFFICE:**

322 116 95 06 Office hours: Monday to Friday: from 9:00 am to 6:00 pm.
Saturday: 9:00 am to 1:00 pm to request information regarding your stay.
Sundays: The offices are closed.

Mark the box according to the apartment characteristics to rent and write your guests below.

 1 -  6  2 -  9  3 -  12

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I hereby agree on behalf of myself and my companions that I know the content of the RULES and AGREE to comply with them and we are aware of the consequences of NOT acting in accordance with the RULES. My signature on this document signifies that I AGREE to the RULES.

Tower & condo number:

Dates of stay from: To:

Approximate arrival time: Total number of people:

Responsible guest printed name:

Owner/authorized agent printed name:

Dated:

Responsible guest signature

Owner/authorized agent signature