

INTERNAL REGULATIONS

The following Regulations were prepared by the Management of the Cabo Bello Owners Association in compliance with the By Laws of the Association. They explain administrative procedures and the rules of conduct to which we expect owners, renters and anyone visiting our community to adhere to. The Regulations are being periodically revised and added to and each revision is prior to it's publication being registered with the Public Authorities in order to become enforceable.

A definition; "we" meaning, the Board of Directors, elected by the property owners of Cabo Bello, acting as the management of the Association and "you" being the owners of properties and houses, renters, their guests, employees and visitors.

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ASOCIACION ANNUAL DUES, FEES AND ASSESSMENTS

1. Annual property dues must be paid by all property owners or users of the property within the first (3) three months of the current year. Discounts may be available for early payment, please consult your invoice for amounts and dates applicable. Dues may be paid in Mexican or US funds. Owners of properties will be delinquent after April 1, of the current year and owners and renters will loose their "good standing" status. Please refer to the Association By-Laws as to this definition.
2. Changes to the amount of annual property dues will be proposed by the Board of Directors and voted upon at the APCBAC Annual Assembly. Payment schedules for discounts, fines etc. will be set by the Board of Directors and posted at the office.

3. Annual dues and fines, if applicable, must be paid on any rental property prior to it being rented. If the funds have not been submitted, owners will be denied electronic access into Cabo Bello and renters will be denied any access, until documentation is submitted from the owner that funds will be forthcoming and that the prospective renters, have legal consent, that they may use the property. The property will loose domestic garbage and garden refuse (podar) pickup and other privileges paid for by other members of the community and provided by the Association.
4. Only property owners and renters in “good standing” will be offered a maximum of 2 Security Gate Key-Fobs for the electronic gate. A deposit applies. Property owners and renters not in “good standing” will have their Key-Fobs electronically cancelled.
5. For the convenience of owners and renters in “good standing”, the Association has mail/message boxes available in the office. Please provide names, names of companies etc., so the boxes can be properly labeled. Note however, that the Association is not responsible for any miss-directed/ lost mail or messages.
6. Under the By-laws, the Board of Directors of the Association has the authority to take legal action against any property owner, which is delinquent in payment of dues, assessments and fines.
7. If a property is to be sold or has been sold, the owner and/or the new purchaser must pay all outstanding dues, assessments and fines at the time of taking possession.
8. Please note that additional security deposits are levied by the Association on rental properties, which will be refunded to owners once their renters have vacated and providing there are no fines outstanding. Please refer to the current payment schedule for Deposits and Fines of amounts applicable to rental properties.

SECURITY GATE AND KEY-FOBS

1. Two security gate key-fobs per property are available for owners and renters in “good standing”. Owners of legal multi-units may apply for 2 additional key-fobs, only if additional parking is being provided on the subject property. Owners of vacant lots will not be issued key fobs, unless they are actively making approved improvements to their property. There is a deposit required to obtain a key-fob. The amount is set by the Board of Directors and it is refundable if it is returned in working order or no infractions. You NEED to keep your original receipt to obtain a refund.
2. Security gate key-fobs will be electronically cancelled if dues or fines are outstanding.
3. All persons entering Cabo Bello who are not owners or registered renters, by foot or manual gate, must leave photo identification and destination information with Security.
4. Owners and renters, which have been issued key-fobs, are responsible for their safekeeping. Do not lend key-fobs to anyone who is not registered against this device. Inform the office immediately, if you have lost your fob or if it has been stolen.
5. Security Gate Key-Fobs will be electronically canceled at the discretion of the Board of Directors or for any infractions in the use of these devices.
6. The security personnel on location control gates. The guards are authorized to refuse entry at the manual gate to anyone, who cannot provide a valid picture id, has been previously banned from Cabo Bello, is impaired, or will in their opinion likely disturb others or cause any trouble within the development.
7. Owners of cars, entering, (especially at night) with defective (noisy) mufflers, or playing loud music will be warned and may be refused entry.

SECURITY PERSONNEL (SECURITY) AND INSTALLATIONS

1. Security patrolling the development is authorized to enforce the rules relating to these regulations. They may become aware of any infractions during their patrols or may be called by members of the community. Management security personnel has the authority to give out warnings or fines on the spot in writing, regardless if the offenders are owners, renters, their guests or contractors, regardless of their nationality and may in severe cases restrict movement of an offender until police authorities have arrived on location.
2. Most issues are related to loud music, other noise and traffic infractions. Other items include reminding contractors to only work during permitted hours. Note, that your domestic personnel is termed to be a “contractor” and only permitted in the development during the allowable working hours. This applies to gardeners or casual laborers. If you have an emergency and have called a contractor, please notify Security prior to the contractor arriving at the security gate.
3. More serious incidents have required intervention for unruly behavior, drunkenness and other mischief. If necessary Security will not hesitate to call for assistance of the local or federal police departments, to keep law and order.
4. Be advised, that for each incident a report is filed with the office to assess if additional warnings are necessary or if fines will have to be assessed. In the spirit of “Neighborhood Watch” and to keep law and order, Security will not disclose the names of callers for Security to attend to an incident. Note, that speeding, driving impaired, parking in restricted areas or damaging any Association property is a finable offence and citations will be issued by security personnel.
5. Security and Service personnel are to be treated courteously. Due to possible language difficulties, please be patient and, if possible, refer your comments and complaints to the office, the following day, if need be.
6. Should the incident involve rental properties, the owners will be notified and applicable action taken against them. Repeat offenders are subject to eviction.
7. It is strictly an offence to modify or damage any security installations, such as the gates, cameras or fences. Fines will be assessed and the Association will proceed with legal actions to recover the cost to repair such items, if necessary. Again, Owners will be held responsible for their guests, visitors and tenant’s action.

TRAFFIC AND PARKING

1. The maximum speed permitted within Cabo Bello is 30 kilometers (20 miles) per hour.
2. Any racing or joy riding of vehicles intended for “Off Road” use such as sports ATV’s and dirt bikes is neither permitted on roads nor vacant lots.
3. Traffic signs must be obeyed. Lower your speed at intersections, in crossroads and areas with restricted visibility. Stay on the right side of the road.
4. Absolutely no Parking is permitted in common green areas, arroyos and federal zones, unless specifically dedicated by the Association.

5. RV's, Motor homes, trailers, ATV's, boats (trailers), derelict or commercial vehicles etc. may not be stored/parked on vacant lots. Note, "commercial" means a motorized vehicle, which by its type of construction and equipment is designed and capable of transporting more than 10 persons, weighing over 4,500kg, or having a payload of more than 1,815kg (4,000 lbs). Providing these vehicles do not restrict through traffic, they may be parked temporarily on public roads, for a 6-hour maximum.
6. The above vehicles may be parked up to 15 days in private driveways, after which they will have to be removed from the development.
7. The Association recognizes the need for extra parking on public roads for passenger vehicles, providing they do not obstruct other traffic, but will not permit parking or storage of derelict and the type of vehicles noted in paragraph 4. and 5. These vehicles must be parked in enclosed garages or owners must make other off-site storage arrangements.
8. Owners, wishing to park one passenger vehicle on their vacant lot may do so, after registering their vehicle with the Association office. Vehicles are required to be placed in an orderly manner and the lot is to be kept clean. Owners of vehicles not associated with the subject property, which use vacant properties to park for convenience, are subject to fines and the vehicle may be towed at their expense. It is not permitted to rent parking spaces on vacant lots. Owners of houses may, at their discretion, allow others to park in their driveway off the street with a signed letter of permission stating a time limit and this must be presented to the office before parking is allowed.
9. Owners and renters, not adhering to the above regulations will be notified to move the vehicles within 24 hours. If a vehicle owner does not abide or becomes a repeated offender, fines will be levied monthly or daily in accordance with the schedule of fees set by the Association, their electronic key-fob will be de-activated and the vehicle may be removed at the owner's expense.
10. The cost to repair (or to replace) the damage to any Association Property, caused by driving over curbs, signs, plant material etc. will be back charged to the owners.

STREETS AND INFRASTRUCTURE

1. The streets, curbs, street signage and the infrastructure components are installed and maintained by the Association with funds raised by dues and assessments. The cost to repair any damage to the above items will be recovered from the persons held responsible. Owners, their visitors and contractors are also liable for damage if it is found that their vehicles have leaked oil or other engine fluids and have caused damage or discoloration of the road surface.
2. The changing of street topography and the alteration, undermining, or relocation of components or the tampering with our infrastructure is strictly prohibited and subject to fines assessed by the Board of Directors.

OWNERS OF RENTAL PROPERTY, RENTAL AGENTS AND RENTERS

Renters occupy a significant number of properties in Cabo Bello and while renters enjoy basically the same privileges as owners using the development some additional rules and conditions apply.

1. The rules of conduct and consequences as written in these regulations apply to owners as well as to renters, their guests, visitors and employees. The ultimate responsibility as to compliance under these regulation rests however with the owner of the property.
2. The Association will contact the owners, if their tenants are not in compliance with these Regulations and they shall expect fines to be assessed against their property.
3. Unfortunately, experience has shown, that not all renters are necessarily dedicated to the upkeep of their landlord's property and we suggest owners or their agents periodically check on the condition of their property.
4. Due to the ever increasing problem with barking dogs and straying animals, we urge owners to rent their houses to renters without pets, or at least limit them to one pet per home. If the property is rented and accomodates pets, a maintenance deposit (per pet) is required plus a current health certificate issued by a licenced vetenarian. Refer to the Schedule of Deposits and Fines for amounts applicable.
5. It is also suggested, that owners avoid renting their homes to multiple parties. It has been shown that the potential of infractions increases with the amount of separate renters living on one property and it may be difficult to find the responsible person should serious damage or infractions occur.
6. Prior to renting, provide prospective renters with a copy of these Regulations and discuss with them the various issues, especially to parking and what type of vehicles may be parked. The Association request a renters signature (Renter's Document), that they have read these regulation, will abide by them and that they understand the consequences in case of non-compliance.
7. Owners of rental property or their property manager must submit to the Association the applicable deposits, a signed copy of the Renter's Document, a copy of the signed rental contract, and a valid picture ID of each occupant, which will be living on the property in advance of occupying the property.

PETS

1. Dogs and Cats shall not be on the loose within the community. It is expected that pet owners respect other residents, clean up after their pets and control excessive barking of their dog or dogs during the day and especially during the night.
2. The Association will impose fines on property owners, renters, who allow their pets to roam freely and disregard noise warnings.
3. All dogs (regardless of it's size!) must be leashed when being walked in the community.
4. All pet owners are responsible for picking up their pet's waste.
5. Any pets found roaming or are off leash will be subject to confiscation. Owners/Renters will be notified and will be subject to paying penalties.

6. Owners are expected to monitor excessive barking by their dogs and make decisive arrangements to control the noise. If the office has received complaints, the owners will be reprimanded and fines will be applied after repeated occurrence.
7. It is not acceptable for owners to leave dogs unattended, to bark at traffic or pedestrians using the public roads. Keep dogs in an area, which is not adjacent to the area.
8. Dog's being left unattended for a short time at night are to be kept indoors, unless they have been well trained not to bark continuously, and disturbing others. In accordance with paragraph 6. , Fines will be levied against repeat offenders.
9. Under no circumstances, shall dogs be left on premises as a "guard", while the property is not occupied. Periodically feeding the animal only is not termed to be "occupied". No pet may be left unattended on the premises for more than 24hrs.
10. All Dogs and Cats belonging to Owners or Renters should have a collar with pet's Name, & Owners contact information. Pets without collars will be considered to free and unattached to any owner.

DOMESTIC GARBAGE

1. Household garbage must be placed in closed plastic bags and kept in appropriate containers in front of **your** (not the neighbor's) property. Trash is scheduled to be picked up at least twice a week.
2. Do not deposit any debris, garden cuttings or any discarded material on vacant lots, common areas, arroyos, public roads, or the Federal Zone.
3. Property owners must remove construction debris at their own expense.
4. Place garbage containers out of sight except when pick up is imminent.
5. Please help to keep the beach access, beach, arroyos, and public roads clean of debris and garbage.

GARDEN REFUSE

1. Do not deposit your tree cuttings and garden refuse in arroyos, empty, or adjacent lots (it will increase the population of rats, snakes, and other animals). Pickup is scheduled several times during the year to take away your trim waste and branches. Contact the HOA office when this service is scheduled.
The Association encourages its members to pick up garbage in the arroyo areas and adjacent lots around their properties. Association service personnel will attend to any plant material from Association property.
2. Place cuttings in bundles or in bags next to the street in front of your property (not across the road), where it is visible and accessible for pickup.
3. Be advised, that it is illegal in the Los Cabos area to cut any mature trees without permits obtained from the Department of Ecology. Severe fines are being issued by the department. Check with the office for current phone numbers

CASA REGULATIONS:

1. The Association encourages owners to illuminate the street side of their houses at night for security reasons. General lighting should be of low wattage. Motion lights must be placed so they do not impose on your neighbor's property and privacy.
2. Respect common walls and property lines. Do not store any unsightly materials, such as household items, construction material, tarps etc. on your property in view of your neighbor or the public. Do not dry any laundry items or air out any clothing, bedding etc. in view of your neighbour or the public.
3. Signage: Do not place any personal signage on Public Roads or Association property. If you expect guests, leave copies of directions with the security gate, which can be handed out. "For Sale" or "For Rent" Signage may be of sixty (60) by forty (40) centimeters maximum size, mounted on posts up to two (2) meters high. Any other advertising type signage is prohibited.
4. Noise: Cabo Bello was initially planned as a retirement community and to preserve the privacy and tranquility of its natural surroundings. Many of the residents live here now all year round and their lifestyle must be considered. The properties are small and we live close together. Owners and renters must refrain from making noise, which may affect the neighbors, such as playing loud music. Please adjust the volume of your entertainment systems, (especially basses), so it cannot be heard by your neighbors. Do not expect, that they share your taste of music; they might want to listen to their own. Specifically refrain from making any excessive noise between the hours of 10:00 PM (22:00hrs) and 7:00 AM, Sundays through Thursdays, and 11:00 PM (23:00 hrs) to 7:00 AM, Fridays and Saturdays. Any construction noise should also be avoided on Saturdays after 1:00 PM and all day on Sunday and Mexican national holidays. Note, that any contracted personnel must leave the development by 5.00PM (17:00hrs) on weekdays and 1.00PM (13:00hrs) on Saturday. No contracted personnel should be in the development on Sunday and on national holidays.
5. Domestic Personnel: Please register the names of your domestic help with the Cabo Bello Office. In case of an emergency, this information can be vital. All workers, including maids, gardeners and pool service personnel must leave photo identification with security, or submit a letter from their employer, that they are authorized to enter the gated community.
6. Visitors, guests, contractors, deliveries and pickups: Inform the Security Personnel at the gate if you are expecting guests, occasional workers, deliveries and pickups. Prior notification will help in the direction to find your address and help security.
7. Rental properties: Please refer to the paragraph dealing with rental property and the additional rules and conditions which apply. Rental property must be registered at the office. Please provide the names and contacts of property managers, and renters.

8. Potable Water: As you are all well aware, water is a precious commodity in Cabo Bello and we ask you to help to conserve water as much as you can. Please do not leave hoses open for any length of time and do not wash cars without a proper shutoff. Further, it is illegal to wash streets and driveways in the Los Cabos Area. Fines will be assessed by the Association for non-compliance and we will be forced to notify the Ecology Department to protect the Association from being implemented.
9. Rooftop and other site improvements: Owners wishing to make improvements to their houses must remember, that Cabo Bello has Building Regulations, which require that setbacks and maximum building heights have to be maintained. In order to avoid disputes, requests to tear down the improvements and to avoid fines, please consult with the office what is permissible and what is not. Please note, that the installation of non-permanent structures, such as awnings, jacuzzi's, screens or plantings on roofs is prohibited if they exceed the overall maximum height of the building or block others views.
10. Septic Installations/Treatment Plants: It is the FULL responsibility of the Owner to insure that his or her Septic System / Treatment Plant is in working order. Due to more stringent environmental standards in recent years, the Association is constantly faced with complaints, of sewage smells and gray and untreated black water overflows. Not only is this a nuisance, it is a health hazard and therefore illegal. It is every owner's responsibility that his or her septic system is in working condition. If you have a treatment plant, please consult the manufacturer what is needed to make it work properly. In case you have a septic tank, treatment plant or holding tank which is overflowing, arrange for a pump out. The office can provide you with a contact. Under no circumstances use black water or untreated septic water to irrigate plants. It is not permitted to dump overflow water on the street or any adjacent property, being it occupied or not. After an owner has been made aware of the problem and a warning has been given, and the situation is not corrected immediately, the Association will levy heavy fines until the problem has been corrected. Rental properties must have a current septic/treatment system inspection certificate prior to it being rented. If the system fails during a rental term, it must be re-inspected by a professional, approved by the Association.
11. Home Businesses: A home business use is permitted within the premises you occupy, provided it is legal and does not require visits by the general public from outside of the development. If Security becomes aware of illegal or unauthorized activity, the Association will take necessary action against the owner of the property.

ARROYO AND GREEN AREAS

1. Arroyos, Green Areas, and Federal Zones within Cabo Bello are not for personal use; they are for the enjoyment of all. Aside from helping to keep them free of garbage, please do not alter the surroundings, topography, or make any improvements. Contact the office, if you have suggestions for improvement, or if you notice someone damaging or altering these areas.

2. The responsibility of cleaning manicuring plants, watering etc. lies entirely with the Association. Please contact the office, if you feel special attention is needed.
3. Clean up after your pet.

BEACH ETIQUETTE

1. Great effort and expense has been applied to the Beach of Cabo Bello to make it as pleasant to use as possible. Please do your part to keep it so. Leave the beach cleaner than you found it.
2. Obey all signs as posted, especially in reference to the control of pets.
3. We are sharing the Beach with surrounding developments; do not “reserve” Palapa spaces by placing towels or clothing under the huts while you have gone for lunch.
4. Keep dogs close by and do not allow them to “visit” other users of the Beach. If they become a nuisance to others you may be required to keep them on a leash.
5. Be especially aware of your pet’s conduct in this area, and clean up after them, if needed.

DEPOSITS, FINES AND ASSESSMENTS

The Board of Directors hopes that all owners and renters will be responsible and abide by the Regulations for the benefit of us all. In accordance with the By-laws, a Schedule of Deposits and Fines has been prepared, in the unlikely event, to remind those who do not, or do not wish to comply. Please refer to the applicable amounts on the Schedule of Deposits and Fines. The Board of Directors has the right to assess fines for infractions not previously listed here if they feel it necessary. The Board reserves the right to take legal action against the Owner for all expenses and / or other costs in the event that legal action is necessary against that Owner.

Revised and approved by the Board of Directors
February 2012

Alan S. Thiers

President

Richard Slamon

Surveillance

Appendix A Cabo Bello Renter's Document (If Applicable)

	Schedule of Fines			
	1st Offense	2nd Offense	3rd Offense	4th Offense & Above
<u>Traffic and Parking</u>				
Speeding	Warning	\$100.00	\$300.00	At Discretion of Board
Parking	Warning	\$50.00	\$250.00	At Discretion of Board
Other Traffic and Parking Violations	Warning	\$50.00	\$250.00	At Discretion of Board
<u>Security & Key-Fobs</u>				
Loaning out Key-Fobs**	Warning	\$50.00	\$50.00	At Discretion of Board
Running the Gate**	\$100.00	\$250.00	\$350.00	At Discretion of Board
Abusing Security or Office Personnel**	Warning	\$100.00	\$250.00	At Discretion of Board
Other Security and Key-Fob Violations	Warning	\$50.00	\$50.00	At Discretion of Board
<u>Pets</u>				
Loud and Continuous Barking	Warning	\$50.00	\$250.00	At Discretion of Board
Off Leash	Warning	\$50.00	\$250.00	At Discretion of Board
Not Picking up Waste	\$50.00	\$150.00	\$250.00	At Discretion of Board
Other Pet Violations	Warning	\$50.00	\$250.00	At Discretion of Board
<u>Domestic Garbage</u>				
Dumping on Lots, Arroyos, Green Areas, Common Areas	Warning	\$150.00	\$250.00	At Discretion of Board
Not in Containers	Warning	\$50.00	\$250.00	At Discretion of Board
Construction Debris	Warning	\$500.00	\$750.00	At Discretion of Board
Other Domestic Garbage Violations	Warning	\$50.00	\$250.00	At Discretion of Board
<u>Garden Refuse</u>				
Dumping on Lots, Arroyos, Green Areas, Common Areas	Warning	\$150.00	\$250.00	At Discretion of Board
Cutting Mature Trees*	\$250.00	\$500.00	\$1,000.00	At Discretion of Board
Other Garden Refuse Violations	Warning	\$150.00	\$250.00	At Discretion of Board
<u>Casa Regulations</u>				
Shinning Lights	Warning	\$50.00	\$250.00	At Discretion of Board
Unsightly Yards & Visible Areas	Warning	\$50.00	\$250.00	At Discretion of Board
Defacing CB Signs	Warning	\$50.00	\$250.00	At Discretion of Board
Loud Noise	Warning	\$50.00	\$250.00	At Discretion of Board
After Hour Noise	Warning	\$100.00	\$250.00	At Discretion of Board
Rental Infractions***	Warning	\$50.00	\$250.00	At Discretion of Board
Arroyos, Green, Common and Federal Areas*	Warning	\$50.00	\$250.00	At Discretion of Board
Water Waste*	Warning	\$250.00	\$500.00	At Discretion of Board
Other Casa Regulations Violations	Warning	\$50.00	\$250.00	At Discretion of Board

The Board of Directors reserves the right to impose fines for items that are not specifically listed above that effect our community.

Fines are stated in USD

* Reported to Ecology

** Canceling Key-Fobs

*** Possible Additional Measures to be Taken