

STYLE BOOK ON ALTERATIONS TO APARTMENTS IN CALAHONDA PARK

Calahonda Park is a community of owners formed by apartments and common areas. This urbanisation is ruled in accordance to the Spanish Horizontal Property Act which defines the rights and obligations of owners within a condominium.

According to said law, it is important to be aware that owners are not allowed to freely construct or build within their apartments or outside the same. There are certain rules that need to be observed and fulfilled.

In the 2018 General Meeting the owners were reminded of their obligations and it was proposed that a style book be drafted detailing the alterations allowed to be made to apartments within Calahonda Park.

This book is the result of more than 30 years existence as a community of owners and draws from the experiences gained during those years. The intention of this book/protocol is to clearly show what is allowed and what is not allowed in order to facilitate the day to day actions of the committee and administration as well as to inform owners of their responsibilities and the rules which apply to them should they wish to carry out any alterations to their apartment..

This style book will be presented at the 2019 General Meeting for approval.

1.- Alterations inside the apartments.

Owners are allowed to carry out internal alterations and works in their apartment provided that:

- Said alterations cannot be seen from outside and do not affect, modify or alter the façade of the building.
- No common elements are modified including but not limited to structural walls, pipes, connections, etc.
- The security of the building is in no way affected.
- A building license from the Town Hall is obtained.

In order to carry out these alterations, owners must inform the administrator **BEFORE** such works start.

2.- Alterations outside the apartments.

No external work or alteration of the façades or common elements can be carried out without the previous consent of the General Meeting. A building license is not sufficient to carry out works outside the apartments or which affect, alter or modify the façade or image of the building.

1.- Alterations approved by previous General Meetings.

The following are works that have been previously approved by the Community and can be carried out under the conditions mentioned below.

All these works require:

- Proper building license.
- No alteration of common elements or façade of the building which is not expressly hereby authorized.
- The security of the building and/or other properties or people cannot be affected.
- Previous communication and approval by the community Committee.

Any alterations which do not match this design can and will be challenged by the community of owners.

a) Additional window to the community hall.

Apartments by a community hall are allowed to build one additional window only provided that:

- Only one additional window is built.
- A building license is obtained.
- The security of the building is not affected.

The approved model for such windows is the following:



b) Chimney removal.

The General Meeting approved the removal of chimneys within the apartments. A building license must be obtained and the roof, façade and all common elements must be returned to its prior state.

c) Double glass on doors and windows.

Double glass on doors and windows may be installed provided that there is no alteration as to colour or finishing of the windows and doors. A building license must be obtained and no alteration may be made on common elements or façade of the buildings.

The following picture shows authorized double glazing:



d) Glass curtains.

Glass curtains are authorized under the following conditions:

- They must be transparent.
- They must be placed inside the property.
- No blinds or curtains should be placed in front of or behind the glass.



The approved model for such glass curtain is the following:



The following pictures show examples of non authorized glass curtains:



2.- Other alterations.

Rejas/Grills.

Rejas/Grills enclosing common elements are not to be allowed under any circumstances without the previous approval of the General Meeting. Any previously erected rejas/grills which did not comply have already been removed.

The following photo is an example of unauthorized rejas/grills which cannot be installed.



Rejas/grills installed by owners on their windows or doors for security reasons can be accepted provided that:

- A building license is obtained.
- No common element or façade is affected.
- They are of the same style existing in the community.

The following photo shows the rejas/grills which are authorized by the community:



Acceptable



Not acceptable

a) Air conditioner Units.

Air conditioner units cannot be installed on the corridor or on communal property. They can be installed on terraces on the floor or on the high part duly covered.

The following photos show unauthorised and unacceptable air conditioner units:



The following photos show examples of authorized locations for air conditioner units:



b) Windows frames.

They need to be black except the two newest blocks (blocks C and F) where they are white.

The following photos show accepted frames.



Blocks C and F:



Rest of the blocks:

The following is an example of unauthorized window frame (it must have been black):



c) Doors

Doors must be of the same design and color of the original ones in the block. White doors are not accepted.

The following is an example of unauthorized door:



Not allowed



Allowed:

d) Terrace enclosure.

Terraces can only be enclosed provided that:

- A building license is obtained.
- No increase of the volume is created.
- No common element or façade is altered.

Materials must be equal to the existing ones. They can be covered with awnings. Only those terrace with pillars can have glass curtains. Pergolas can be installed in the same colour and material existing and they cannot be extended to the total terrace.

The following photos show examples of accepted enclosures of terraces.

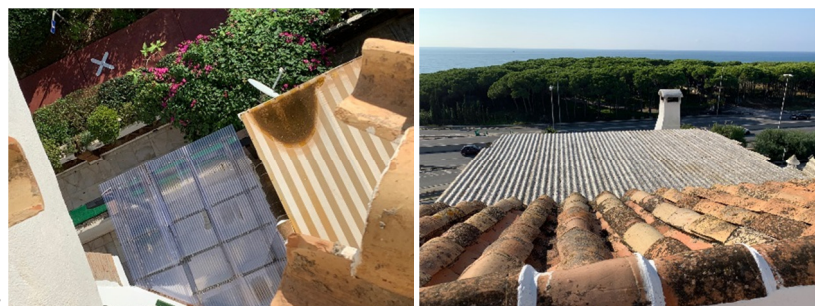


Allowed:

The following photos show examples of non accepted enclosures of terraces:



Not allowed:



Not allowed:

e) Awnings.

Awnings (if and where allowed) must be white and yellow.
The following photo shows accepted awning:



Allowed:



Not allowed:

f) New flooring

New flooring on the terraces can only be installed under the following conditions:

- A building license is required.
- No alteration of common element or façade is acceptable.
- The security of the building and/or properties or people cannot be affected.
- The flooring must be water proofed to ensure that there are no water leaks to other apartments and, if necessary a new layer of waterproof membrane must be installed underneath the new flooring
- The new flooring must be of the same materials and colours as to the existing one (terracotta and marble).

The following pictures show acceptable flooring:



Terracota



Marble:

g) Satellite dishes.

Satellite dishes are not accepted and any existing dish must be removed.

The following photo shows unacceptable dishes:



Any alterations to the apartment different to those authorized hereinabove are not acceptable and require a resolution of the General meeting of the Community. Therefore, if an owner intends to carry out any alteration which is not expressly authorized, he/she must contact the administration and ask for an item for approval of such alteration to be included on the agenda of the following community meeting.

In case any unauthorized alteration is carried out, legal action may be taken if agreed by the general meeting to return the property to its previous state.

The community strongly recommends any owner to contact the administration and/or committee about any alteration intended on the Property in order to get proper advice as to the way to proceed.

April 2019.