

CALAHONDA PARK HANDBOOK





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Dear Fellow Owner,

Welcome to Calahonda Park and the Community of Owners. You will find with this letter:

- Calahonda Park Homeowners' Association/Community Rules
- Administration Information
- A Declaration of Ownership form to be returned to the Administrator
- Information about Community fees and other matters
- A direct debit mandate to be returned to the Administrator
- Practical Information:
Security & Access, Key holding, Car Parking, Disposal of Rubbish (Basura), Emergency Telephone Numbers
- Arrangements for satellite television reception
- A copy of the Community Statutes is available upon request
- Also available on the community of Calahonda Park Website

Please complete the Declaration of Ownership and pass it to the Administrator as soon as possible, this will help us to keep our records up to date and comply with the requirements of Spanish law.

Since the Community was formed, Presidents and their Committees have worked very hard to maintain the development, and particularly the gardens, to a very high standard. So that those standards may continue, we urge you to observe the simple rules of the Community and ensure that your family and guests and, if you let your property, your tenants, do the same.

Whether you intend to live in Calahonda Park permanently, or use your property as a holiday home, we wish you many years of happy ownership.

Yours sincerely

The President and Committee.

**LA COMUNIDAD DE PROPIETARIOS CALAHONDA PARK
CALAHONDA PARK HOMEOWNERS' ASSOCIATION**

Calle Beamar de Calahonda No7, Urb. Sitio de Calahonda, 29649, Mijas Costa, Málaga.



CALAHONDA PARK ADMINISTRATOR

Contact details are:

FISEM Administraciones S.L.

Avenida de España 1, Sitio de Calahonda, 29649 Mijas Costa, Málaga

Tel. - +34 952 93 18 50 Fax - +34 952 93 27 34

Email - calahonda@fitem.com

Website - www.fitem.com

Office hours - Monday to Friday 09:30 to 15:00

Administrators - D. Luis Camuña Salido
D. Pedro José Camuña Salido

Customer Support -	Srta. Annette Lembke	al.calahonda@fitem.com
	Srta. Verónica Sánchez	vs.calahonda@fitem.com
	Srta. Gabriela Cañestro	calahonda@fitem.com
	Srta. M ^a José Díaz López	mjd.calahonda@fitem.com



STATEMENT OF OWNERSHIP

In accordance with section 9.1 of the Condominium Property Act, I hereby state that on

_____ I acquired apartment _____ in this residential complex.

Full Name: _____

NIE: _____

Signed: _____

Date Signed: _____

I hereby inform the Community Secretary / Administrator that my postal address for correspondence is:

Keyholder (if applicable): _____

Telephone: _____ Mobile: _____

Fax: _____

Email: _____

IF YOU WISH TO RECEIVE ALL CORRESPONDENCE BY EMAIL ONLY, PLEASE TICK HERE

Please deliver or send this form to the Administrator



FROM THE TREASURER: FINANCE DETAILS

COMMUNITY CHARGES (SERVICE CHARGE)

Service charges are levied annually to pay for the upkeep of Calahonda Park.

You will receive a Community Charge bill in March of each year. **PAYMENT IS REQUIRED BY 31ST MAY.** Non-payment by the 31st May deadline will result in a 20% surcharge plus penalty interest.

With your bill, you will receive information about methods of payment, including paying by Direct Debit. If you pay by Direct Debit, you will receive a **20% discount**. Direct Debit payments are usually taken on May 1st each year.

PLEASE COMPLETE THE ENCLOSED AUTHORISATION FORM AND RETURN TO THE ADMINISTRATOR, if Direct Debit is your choice.



DOMICILIACION DE PAGOS / DIRECT DEBIT AUTHORISATION

Muy Sres. Mios

Por la presente me es grato comunicarles mi autorización para que sirvan cargar en la cuenta que tengo abierta en este Entidad los recibos que en concepto de cuotas de comunidad les sean presentados por la Administradora de la COMUNIDAD DE PROPIETARIOS CALAHONDA PARK.

Dear Sirs

I hereby inform you of my authorisation to pay bills for community fees by direct debit presented by the Estate Manager of the CALAHONDA PARK HOMEOWNERS' ASSOCIATION from my nominated account.

Nombre / Name

Apto. / Apartment

Banco/Bank Name

Sucursal / Branch

Cuenta / Account number

Firma / Signature

Fecha / Date



PRACTICAL INFORMATION FOR CALAHONDA PARK AND MIJAS COUNCIL

SECURITY & ACCESS:

Gates in Calahonda Park should be closed at all times. The vehicle entrance gate is opened with a remote control only. These can be purchased, maximum of two per apartment from Auto Puertas in Fuengirola. Details are held by the Administrator/President – Auto Puertas, No.- 952 466 927

Pedestrian gates are opened with a keypad code and are changed monthly. The codes are notified to owners by the Administrator on a twice annually basis.

If you become aware of any illegal behaviour or any breach of security, please contact the private security force in Sitio de Calahonda:

**FORT SECURITY on - 695 223 964 / 952 911 266
24 Hour Emergency Service – Servicio de emergencia 24 horas**

KEY HOLDING:

For emergency purposes, each owner should appoint a local key holder whose name, address, telephone number, and email address should appear on the Declaration of Ownership.

CAR PARKING:

Parking is available:

- in Calle Almeria at the side of A & B block
- at the front of E Block
- at the rear of C & F Blocks

Access to the latter is via the driveway from the main vehicle entrance.

If you wish to park a vehicle at the rear of C & F blocks, you should obtain a gate remote control. This can be purchased as per above instructions. You should also obtain a parking permit from the Community Office, which needs to be displayed in your vehicle.

Office is open on Wednesdays from 10.30 am until 12midday.

No more than one car is allowed per apartment at the rear of C & F Blocks. The parking of caravans, motor homes, and high-sided vehicles is NOT permitted.



EMERGENCY TELEPHONE NUMBERS

C.P. COMMUNITY 699 163 106
AMBULANCE: 061
POLICE: 091
FIRE: 080
GUARDA CIVIL: 062
WATER: 952 773 189 – For Acosol
ELECTRICITY: 902 810 878
902 508 850 (Faults)

Every effort has been made to produce information accurately and up to date. This information is for reference purposes only.



DISPOSAL OF RUBBISH (BASURA)

The rubbish containers are situated outside the community frontage in CALLE BEAMAR and on CALLE ALMERIA to serve Blocks A & B.

Only everyday domestic rubbish should be deposited in the containers and owners are asked to ensure the area in and around them is kept clean and tidy. Rubbish is collected daily, but large unwanted items will be collected separately by Mijas Council. Prior arrangement must be made directly with Sitio de Calahonda through their office in La Cala Town Hall, tel. 952 666 866/951 312 400

The small bins situated around the grounds of the complex are for small items of litter and **NOT** bags of household rubbish.

RECYCLING

THE RECYCLING OF RUBBISH IS OBLIGATORY. This means that you cannot deposit glass, paper, cardboard, nor containers in the ORGANIC containers. Organic rubbish smells, so for health reasons you can only deposit it in the organic containers between 9pm and 12 midnight. The rest of the rubbish may be deposited at any time of the day.

	<p>ONLY GLASS (No porcelain) CRISTAL (porcelano no!)</p>		<p>ONLY PAPER PAPEL</p>
	<p>ONLY CONTAINERS (plastic bottles, cans, tetra- brik, tins, foil) ENVASES (botellas de plástico, latas, tetra- brik)</p>		<p>ONLY ORGANIC BASURA ORGANICA</p> <p>Note: Restricted deposit in summer months between hours of 21.00 to Midnight</p>

Although this sheet is informative and asks for your collaboration, we do warn you that if the police see any citizen depositing un-recycled rubbish into the organic container, or depositing organic waste out of the specified hours, or leaving it on the floor outside the containers, they will be fined according to the Municipal bylaws.



ARRANGEMENTS FOR SATELLITE TELEVISION RECEPTION

A community system of satellite receiver dishes is in place. Access to them is regulated by the community, via cabling along conduits extending from junction boxes in each block to the TV access point by the front door of each subscribing apartment.

There is a community owned system in place for Spanish television. Under Spanish property law NO owner in the community may install their own individual dish to receive the same satellite TV. However, since the cancellation of a number of the free to view channels, many owners have installed systems through local providers (to include internet, etc.) Avatel Internet in Calahonda were the contractors for the fibre optic connections to each Block and there are a number of different systems available, including; Movistar, Orange and Voz Plus.

Should you wish to receive programmes not available on the community system, please contact the President or the Administration (00) 34 952 931 850. Individual dishes should NOT be installed on apartment walls or terraces without prior approval from the Community and their Administrators including the installation of any wiring.



COMMUNITY RULES

Owners and residents of Calahonda Park are asked to adhere to the rules of the complex which have been created to benefit all owners and ensure safety and harmony in the Community. Owners, residents, guests or renters, have the following obligations:

1. Water, sewage, liquids, paper, trash, furniture or any other refuse must not be spilled or dumped onto any communal area, such as the corridors or lawns. Domestic refuse must be carried in closed plastic bags to the rubbish containers by the main entrance of the complex and distributed in accordance with the Local Council Rules in the coloured containers provided. The litter bins situated around the complex are for litter only and not domestic rubbish.
2. Minors cannot play or remain on private or common property if doing so causes disturbance or bothersome noise to other owners.
3. Owners must refrain from making excessive noise, whatever its origin, including unreasonable volume levels from radios, televisions, stereo equipment and so on. Owners are asked to be especially considerate about noise levels between the hours of 22.00hrs - 08.00hrs. All moveable furniture should be fitted with noise suppression pads.
4. Owners cannot make any alterations, works or repairs on communal property or outside the apartments or on the facade of buildings without the consent of the Community President or, should the case be, the General Assembly
5. Owners must inform the Community President of any renovations, alterations or other works inside their private property before carrying out said works, including obtaining the mandatory permission from the local Council, such Permission to be exhibited in a location visible to the community. All kinds of renovations and any other works carried out in the apartments must only be done between the hours of 09.00 hrs - 18.00 hrs. No renovation, alternation or other works can be carried out at week-ends or Bank Holidays
6. Signs, for sale notices and any other professional/commercial advertising are not permitted on the facades of the buildings or on any other area of communal property. Any signs, etc. that are placed without the previous authorisation of the President will be removed and any costs incurred by doing so will be recoverable from the offending owner
7. Private satellite dishes can only be installed on the roof of the buildings and with previous authorisation from the President.
8. Exterior air conditioning units must be placed within the boundaries of private property and not on the facade or any other area of community property.
9. Apartments cannot be rented to persons of dubious conduct or morality.
10. Owners who wish to hold parties or dances must have the prior consent of the Community President, Administrator, Block Representative /Committee Member.
11. Washing cannot be hung out to dry in places visible to other owners. Therefore, washing lines are not permitted. Drying racks should be used for the purposes of drying and keeping washing out of sight.



12. Owners, guests and renters cannot carry out activities which can be described as bothersome, unhealthy, noxious or dangerous. Included in this description as examples is skateboarding, roller-skating, the riding of bicycles or any motorised vehicle within the confines of your apartment or on the pedestrian pathways in the complex.
13. Owners of apartments in Blocks A, B, D & E are prohibited from the use of inside fireplaces for lighting fires, the use of which could cause damage, nuisance or interference with the well-being of neighbouring apartments.
14. Owners cannot store, in any quantity, any highly inflammable materials
15. It is prohibited to play games and ball games in communal passageways, stairways, courtyards, gardens or lifts.
16. Minors cannot use the lifts without adult supervision and smoking is not allowed in the lifts.
17. Domestic animals and birds are not permitted on site if they cause a nuisance or present a danger to other owners or if they damage private or communal property.
18. Dogs cannot be exercised on the communal grounds and pathways. When walking through communal property they should always be on a lead and any accidental fouling must be cleared up by the owner immediately
19. Owners must ensure that any residual water from watering plants, air conditioning units or cleaning does not fall on to lower apartments or communal areas
20. Only ONE car per apartment is permitted in the car park. With effect from 1st January 2009 cars must display a Parking Permit, obtained from the Administrator. Any additional cars used by a household must be parked outside the complex.
21. Parking caravans and high sided vehicles in not permitted with effect from 1st January 2009. Said vehicles must be parked outside the complex.
22. Pool users must adhere to the Pool Rules clearly shown in the pool areas

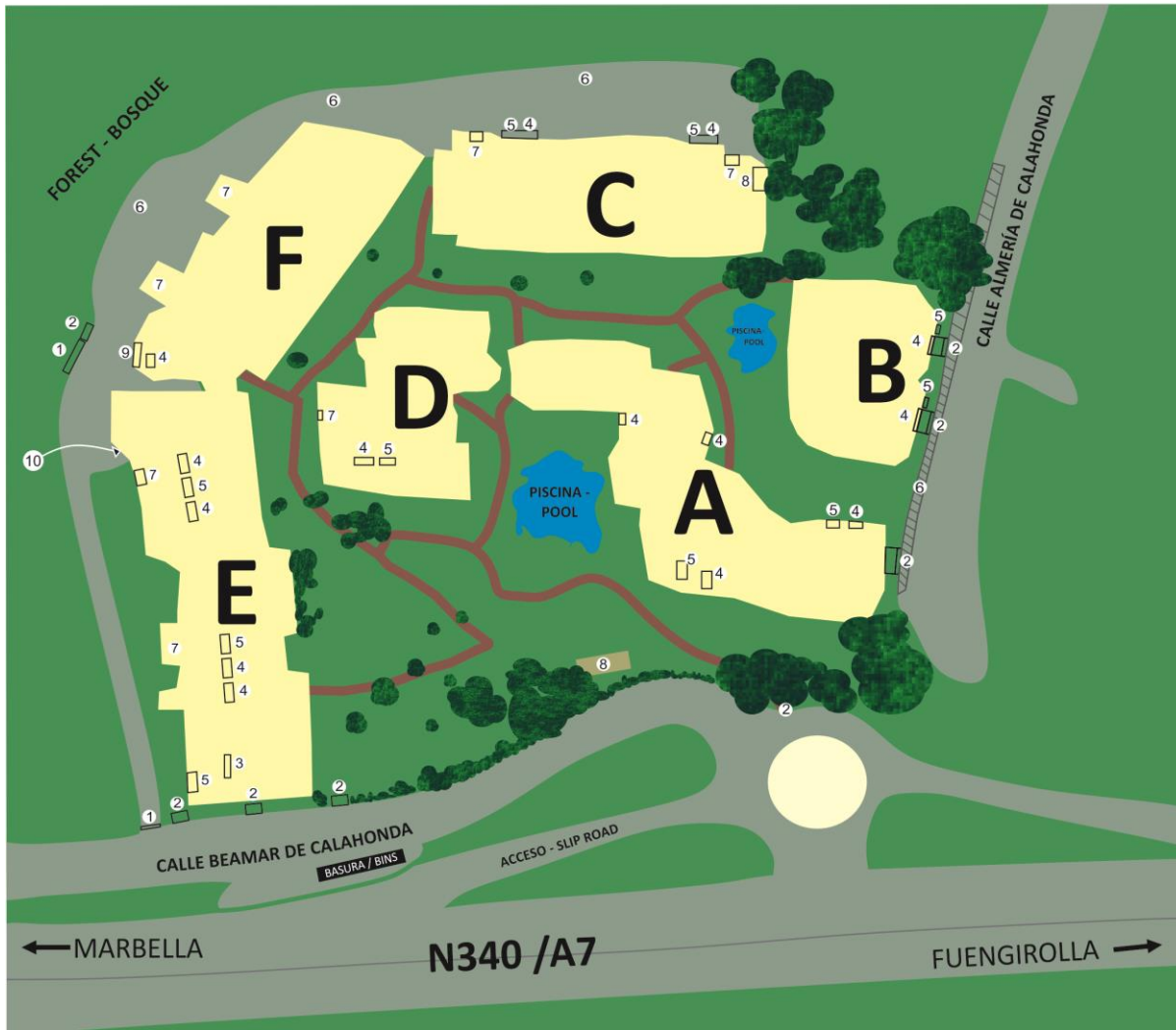
LA COMUNIDAD DE PROPIETARIOS CALAHONDA PARK
CALAHONDA PARK HOMEOWNERS' ASSOCIATION

Calle Beamar de Calahonda No7, Urb. Sitio de Calahonda, 29649, Mijas Costa, Málaga.





Calahonda Park Plan



- | | |
|---|--|
| ① PUERTAS AUTOMÁTICO
- AUTOGATES | ⑥ APARCAMIENTO
- CAR PARK |
| ② PUERTAS PEATONAL
- PEDESTRIAN GATES | ⑦ ASCENSORES
- LIFTS |
| ③ BUZONES DE CORREOS
- POST BOXES | ⑧ ASEOS DE PISCINAS
- POOL TOILETS |
| ④ AMARIOS DE AGUA
- WATER CUPBOARDS | ⑨ OFICINA DE COMUNIDAD
- COMMUNITY OFFICE |
| ⑤ AMARIOS DE ELECTRICIDAD
- ELECTRICITY CUPBOARD | ⑩ GARAJES PRIVADO
- PRIVATE GARAGES |



OFFICERS AND BLOCK REPRESENTATIVES

OFFICERS

President	Sheila Furnell (E35)
Vice-President	Cedric Jones (B14) (Rick)
Treasurer	'H' Butler

BLOCK REPRESENTATIVES

Block A	Javier Medina (A18)
Block B	Rochelle Sorkin (B14)
Block C	Susan Moses (C17)
Block D	Deanna Pippard (D7)
Block E	Manuel Varona (E37)
Block F	Vacant
Garages	Ian Hammonds (E17)