



Community Bylaws for Pueblo SacBe

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1. Definitions

PUEBLO SACBE: The community.

ASSOCIATION: The Pueblo SacBe Community Association.

PROPERTY: Lots or units purchased by an owner through a notarized purchase agreement.

COMMON PROPERTY: Property held in common by all property owners.

COMMON EXPENSES: Those expenses that are required to maintain common property and facilities.

PROPERTY OWNER: Any individual or corporation under any title holding title of the Ownership rights, or any beneficiary to those rights.

MEMBER: Same as a Property Owner.

VOTING MEMBER: A member in good standing, who is current in the payment of all fees and assessments.

BOARD: (aka COMMITTEE OF SURVEILLANCE): The elected body that ensures that the purposes of the Association are carried out.

ADMINISTRATOR: A person hired by the Board to perform administrative duties in order to carry out the purposes of the Association. This person is an employee, and need not be a property owner.

ASSEMBLY: The governing body of the Association, which is comprised of all the property owners.

PROINDIVISO: That portion that a particular lot/unit represents in the total value of the private ownership lots/units of Pueblo SacBe, as described in the Master Plan. The lots/units are assessed at constant prices and expressed in decimal fractions (a percentage) resulting from dividing the value of a particular private lot/unit by the aggregate value of all the private lots/units of Pueblo SacBe, all at constant values.

MASTER PLOT PLAN: The site map which details placement and size of lots/units, as well as other zoning information.

MASTER PLAN: The project plan document and drawings submitted to governing authorities for subdivision approval.

ECOLOGICAL PRESERVATION AREAS: Green areas, which are not intended for development of any kind, and are to be left in their natural state.

DESIGN REGULATIONS AND GUIDELINES: Those regulations and guidelines, which are written to both educate and legislate lot owners to design and build in a manner, which uphold the overall goals of Pueblo SacBe.

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DESIGN REVIEW COMMITTEE: The Committee that ensures that the Design Regulations and Guidelines are followed. Members are appointed by the Board. The Committee acts in an advisory capacity to the Board. Meetings are held as required.

ENVIRONMENTAL COMMITTEE: The Committee that ensures that the environmental goals of Pueblo SacBe are carried out. Members are appointed by the Board. The Committee acts in an advisory capacity to the Board. Meetings are held a minimum of three (3) times per year.

COMMUNITY ACTIVITIES COMMITTEE: The Committee that ensures that the community goals of Pueblo SacBe are carried out. Members are appointed by the Board. The Committee acts in an advisory capacity to the Board. Meetings are held a minimum of three (3) times per year.

NOMINATING AND ELECTIONS COMMITTEE: The committee that assists with the nominating and election functions of the Assembly. Member(s) are elected and meet a minimum of once (1) a year.

PROMOTE/SUGGEST/RECOMMEND: When these words are used, contrary actions do not carry with them any fine or penalty.

RESTRICT/FORBID/PROHIBIT/NOT PERMITTED: When these words are used, contrary actions carry a fine or penalty

FINE/PENALTY: The amount of the fines or penalties will be established by the SacBe Civil Association as a first order of business once the Condominium regimen is registered. The infractions and corresponding fines will be put on an agenda for all the owners to vote on. Once they are voted on, the penalties become enforceable by law. Non-compliance with paying the fines will result in a 'no admittance status' to Pueblo SacBe until such time that the fine/s have been paid. In the interim, owners are expected to adhere to these rules and the developing company will enforce the bylaws.

2. Community Operations

2.1. General Activities

Property owners are responsible for compliance with these rules and regulations by their family, guests, tenants, employees and agents.

Cost of damage to the property of the Association and/or other residents' property shall be charged to the responsible owner. This will include a 10% administrative fee.

The property owner shall be responsible for any unpaid fine or assessment or any unsatisfied penalty levied against the user of his property, whether the user is the owner, a family member, a tenant, a guest, an employee, or an agent.

Use of the Association's mailing list of members will be by the Board's authorization only.

No person shall live in any hut, partially constructed dwelling, or other shelter which has not been approved by the Design Review Committee.

No structure of a temporary character, such as a trailer, mobile home, shall be used on any lot at any time as a residence, either temporarily or permanently. The only exception would be during a twelve (12) month construction period, as approved by the Design Review Committee. (Refer to Design Regulations and Guidelines)

Any private or commercial activity that uses the common property or facilities of the Association must receive written permission from the Association to do so prior to the intended use.

2.2. Water Access

Water will be accessed through drilled wells and will be either public or private. Where they are private, the costs of operating and maintaining pumps and collection systems will be the responsibility of the owner(s). Guidelines will be available from the Association that indicate the preferred ways to pump and collect water.

2.3. Garbage and Refuse Disposal

All garbage is to be removed in a way that promotes recycling and that ensures that the disposal areas (private and public) are kept clean (free from rodents and unpleasant smells) and presentable. Garbage will be prepared for collection in accordance with guidelines set out by the Association.

Littering of any area within the community is prohibited. This includes littering of cigarette butts.

Burning of garbage or any other combustible material outdoors is prohibited, except with a fire permit from the SacBe administrator and only during the rainy season. (see 4.5 Safety)

2.3.1. Recycling

All materials that can be recycled, will be. These include organic materials, glass, plastic, aluminum, paper and wood. Community recycling stations will be set up, and individuals may also wish to set up composting areas on their property. Composting areas will be set up according to established standards available from the Association, so as to minimize incorrect practices that may attract unwanted pests into the area.

2.4. Sewage and Grey Water Treatment and Renewal

Systems used in the village will be those that are non-polluting. The principal black water treatment system (water from the toilet) for the community will be bio-digesters, which use bacteria to eat the toxins. The grey water, all the water that comes from laundry, dishes, and personal care, goes directly to an enclosed garden, which we refer to as the artificial wetland. Once the black water, goes through the bio-digester, it then is further cleaned in the wetland system. The large leaf plants, bananas, elephant ears, birds of paradise, transform the chemicals in our wastewater, by photosynthesis, into nutrients for the plants. (Architectural drawings for the system are available from SacBe)

Residents must install their own waste water systems. These installations must conform to the types and standards outlined by the Association. All human waste is to be disposed of in the acceptable recognized systems which must be approved by the Design Review Committee prior to installation. In the case of the twelve-month construction period, installation of an approved toilet system first is encouraged to be a priority. Until then, adequate portable toilet systems should be used, but must be kept out of sight from the green space and roads with a natural barrier.

For systems that have been privately installed, the upkeep will be the responsibility of the owner. The owner shall allow periodic inspections and testing of sewage and gray water systems by the Association at times convenient to the owner. In the event an owner is not present to deal with an emergency or does not repair a system which could be damaging to the environment or neighborhood, the Association will have the right to correct the problem and the owner will be responsible for paying the service charge.

Under no circumstance, is sewage or gray water to be introduced directly into the cenote system.

2.5. Energy Generation and Usage

Natural, non-polluting forms of energy such as solar and wind generation are promoted for use in the village. All utility wires and pipes should be hidden as outlined in the Design Regulations and Guidelines. (Refer to these for details on installation of these systems)

The use of wind generation equipment will be limited to lots that are 1 hectare in size or larger, and the type of equipment used must minimize the amount of noise generated and not be unsightly. A listing of acceptable types, makes and models, based on research and experience will be available from the Association. This listing will be updated over time, as new models come onto the market or as the technology is improved upon.

Solar and wind generation equipment is to be installed on the owners' property, and should not infringe in any way on neighboring lots, common areas or ecological preservation areas.

Propane fuelled devices such as stoves, fridges, lights and tools are acceptable. Propane will be contained and used in a safe way that conforms to the normal standards as set out by the Association.

Generators can be used as backup to the solar and wind systems, and as a temporary source of energy as might be required during construction. The use of generators as a main and permanent energy source is not permitted, as they are noisy. While in use, they are to be baffled to minimize noise pollution.

Small cooking fires are also an accepted energy use. (see 4.5 Safety).

3. Animals

3.1. Animals

Pueblo SacBe is an environmental village, therefore the molesting, harming or removal of animals is prohibited (except as noted below).

No animals that will upset the natural balance of the environment are to be introduced to the ecological preservation areas, public areas, or underwater river system such as exotic fish, tilapia, crocodiles, or imported animals that are not part of this eco system.

In certain multi-family dwellings, such as condominiums, these rules may vary, with a further restriction of the types of animals allowed.

3.1.1. Domestic Animals

Pets and livestock are permitted outside of the owner's property only if they are under control at all times, so as to be considerate of others and to prevent damage to others' property. Under control means that the owner, by means of a leash, chain, or voice command, restrains the animal to the owner's immediate proximity, at all times, thus preventing the animal from trespassing upon property or annoying or chasing other persons, animals, or vehicles of any sort.

Owners are responsible for cleaning up their animal's waste.

Owners are responsible for any damage to either common or individuals' property by their animals. This will include, but is not limited to, damage resulting from harming people or animals (wild or domestic) and damaging plants. The amount of the damage will be assessed at cost plus 10%.

Excessive barking is considered a form of noise pollution, and owners must ensure barking is kept to a minimum.

Animals that are found to be repeat offenders of any of the above regulations will be required to be restricted to their owner's property and kept on a leash when on common or private property. If this regulation is not carried out, or if the animal is considered dangerous, the owner must make arrangements to remove it from the village.

Cats are known to be natural predators, and they are a high risk to the balance of the ecosystem. It is for this reason that they are only permitted in the village if the cat has been neutered or spayed and contained in a controlled environment at all times.

There are local laws governing the keeping of certain birds, which require licensing from Semarnat. These must be adhered to.

Fish are not to be released into the river system.

Some kinds of domesticated farm animals, such as goats, sheep, pigs, deer are allowed, but only in those areas zoned as such in the Master Plan. Enclosures for these animals are to be set back from the property line (as referenced in the Design Regulations and Guidelines). Pens should be well maintained and the animals must be well cared for with adequate water, food and space to move.

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Large animals, such as horses, cows and ostriches, are restricted to entry only with permission from the Association.

Fowl of all kinds are permitted only in those areas zoned as such in the Master Plan. The exception to this is any kind that produces a lot of noise. For this reason, roosters are not permitted in the village.

Fowl are to be enclosed in suitable pens, so that they remain on their owners land and set back from the property line (as referenced in the Design Regulations and Guidelines). The enclosures must be strong and impenetrable by animals thereby avoiding unnecessary arguments over penetrated pens and eaten livestock. Their pens should be well maintained and the animals must be well cared for with adequate water, food and space to move.

Commercial breeding of animals (such as dogs or farm animals) is restricted to areas zoned as such in the Master Plan. Pens must be set back from the property line (as referenced in the Design Regulations and Guidelines) and well maintained and the animals must be well cared for with adequate water, food and space to move.

3.1.2. Wild Animals

Except for household pests (including mice, rats, mosquitoes, tabanoes, wasps, cockroaches, scorpions, ants, millipedes, ticks, etc) all other wildlife is not to be destroyed.

Open bodies of water that may promote the breeding of mosquitoes should be eliminated or controlled so as to prevent insect propagation.

The removal of dangerous animals, such as poisonous snakes and spiders is permitted. Snakes will often relocate once their habitat has been destroyed, but if this does not happen, it is recommended that an expert identified by the Association, be used to remove these and other dangerous animals.

Feeding wild animals food that is not part of their natural diet is discouraged as it is harmful to the animals. The trapping or tethering of animals in an attempt to domesticate them is also discouraged, and in some cases without adequate licensing, is prohibited by law.

4. Community Activity

4.1. Gardening and Plant Life

The introduction of non-indigenous plants is restricted. A listing of those plants that are acceptable, as well as a list of plants that may be considered as threats to the ecosystem are available from the Association.

The cutting of trees that are 6 inches or larger in diameter at breast level or higher is not allowed except where they are located in a construction area. In the event that a large tree must be removed for construction purposes, refer to the Design Regulations and Guidelines.

The cutting or removal of plant life in ecological preservation areas or in public areas is not permitted. Landowners are responsible for plant life on their property.

Property owners are responsible for cutting down and/or removing dead or dying trees on their property (with approval of the Association), that may endanger roadways or neighboring property.

4.2. Use of Non-polluting Products

Many of the products we use for personal hygiene, cleaning, disinfecting, and fumigating, are polluting. There are many cleaning products that use substances such as bleach, chlorine, muriatic acid and phosphate type detergents, and that are clearly harmful to the environment. Although our artificial wetlands are tolerant to these cleaning products, we recommend their use to be avoided and promote bio-degradable options.

An Environmental Committee will be formed. It will be their responsibility to (1) maintain an up-to-date manual on toxic products and alternative recommended products, (2) determine where alternative products are available, (3) set targets for the elimination of toxic substances, (4) determine how to monitor and enforce the recommendations, and (5) where necessary, purchase products in large quantities to make available for sale to the community.

Commercial businesses in the community will be encouraged to sell non-polluting products.

4.3. Noise Control

Quiet times are between 11 PM and 9 AM.

Construction will be limited to 7 AM to 6 PM, Monday to Friday and 7 AM to 2 PM on Saturdays. Noisy construction (such as banging, hammering, drilling, chain sawing or excavating) is permitted between the hours of 9AM to 5 PM Monday to Friday and 9 AM to 2 PM Saturdays. There will be no construction on Sundays. (Refer to Design Regulations and Guidelines)

The volume of stereos, radios and televisions are to be kept low, so as to minimize the impact on neighbors and to preserve the tranquility. Consideration must be given to earphones or soundproof homes, when owners prefer to play entertainment devices loudly.

The following are considered to be sources of unwanted noise:

- Excessive barking of dogs
- generators
- Equipment such as pumps and windmills that produce excessive noise
- Loud shouting, arguing, fighting, rude comments or sounds, or other outbursts that are unpleasant to experience
- Loud music
- Roosters

4.4. Use of Vehicles

Vehicular traffic (including all terrain vehicles) are restricted to existing roads.

Paths or side roads may be temporarily accessed when necessary for delivery of construction materials or heavy objects.

Designated parking will be either private or public. Public vehicles are to be parked in designated areas. Residents may park on their property or designated areas.

Non-functional cars or vehicles are not to be left in public parking areas for more than 30 days. If after that time they are not removed, they will be towed away at the owner's expense. In the event the vehicle belongs to a guest, tenant, or employee, the cost will be the responsibility of the property owner.

It is forbidden to drive recklessly, with excessive speed, or in a manner that may harm property, animals or people.

4.5. Safety

The Association will not be held responsible for any accident or injury that might occur in the village, or with any recreation activity or use of common facilities.

The carrying or use of firearms is prohibited.

Fires for land clearing and burning of refuse are not allowed, except with a permit from SacBe, and only during the rainy season. Small, supervised, domestic fires for cooking, must be contained in a fire retardant enclosure, and are the only type of fire allowed without a permit.

Smoking is considered a fire hazard and is not permitted in ecological preservation or undesignated common areas. Smoking is permitted only in designated common areas and private lots. Please be careful.

Any suspicious or unusual event should be reported firstly to the Security guard at the entrance palapa, and secondly to the Civil Association's Support Committee . This would include suspicious individuals, storm damage, injuries, serious illness, fire, medical emergency, criminal acts, storm, flood etc.

Entrance to Pueblo SacBe is controlled at a security gate. Owners, guests, tenants, employees and agents must cooperate with the guard in providing the required information or identification.

5. Properties

5.1. Maintenance of Homes and Lots

Each property owner shall maintain his property in a clean and presentable condition.

Lots are not to be used to indefinitely store items that are not about to be readily used, such as construction materials (see Design Regulations and Guidelines), hobby items or collectibles. In addition, in residential areas, storage of items that are related to a person's business must be done in a manner which is not visually offensive and poses no safety hazards.

Permanent covering of items or areas on the property must be done using natural materials that are aesthetically pleasing (see Design Regulations and Guidelines). Plastic Tarps or tarpaper are not permitted.

5.1.1. Storage of Recreational Vehicles and Trailers

Trailers can be used as temporary accommodation for up to one year, but only during a period of construction. The permanent use or storage of trailers is not permitted.

Recreational vehicles, boats and boat trailers shall not be permanently stored on any property. Alternate storage facilities will be identified by the Association.

Temporary visitors or members who arrive in campers or recreational vehicles may not stay on the member's property or on public roads or parking areas. Alternate facilities will be identified by the

Association. Exceptions to this may be granted where the lots are 1250 meters or larger and the presence of the vehicle does not infringe on the neighbors' enjoyment of their own property.

5.2. Use of Common Areas

Common areas are for the enjoyment of all owners, and their guests. The parks and cenotes are not to be used by construction workers, unless accompanied by an owner.

These areas will be maintained by a contracted company that is overseen by the Association. Maintenance fees will in part be used for the ongoing upkeep of the common areas.

Private use for special events is permitted when approved by the Association. Notice of these events will be given to the members.

Special scheduled community events have priority over regular activities. Notice of these events will be given to the members.

The use of soaps, detergents, sunscreen or insect repellent is not permitted in the cenotes. People who swim in cenotes are encouraged to shower before using them.

It is forbidden to engage in hazardous or destructive activities that potentially threaten flora, fauna, people, the water system, or public property.

Individuals incapable of reasonable control of their actions due to their consumption of alcohol or drugs, are prohibited from common areas. The consumption of alcoholic beverages in common areas is prohibited, except during specially designated activities.

Use of profanity or obscene language is prohibited.

The use of loud music, motors or unpleasant unnatural sounds is not permitted.

Property owners are responsible for the conduct of themselves, the members of their family, and their guests.

Smoking is not allowed in public buildings, offices, stores, parks or trails. Designated areas will be provided as to not affect others with their smoke or cause a risk of fire.

6. Business

6.1. Employees

In many cases the Association or individual owners will hire people (caretakers, gardeners, maids, cooks, childcare workers, etc.) In all cases, employees are expected to comply with the rules and regulations of the village.

6.1.1. Responsibilities of Employers

It is the responsibility of employers operating within the village to:

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- Educate their employees as to the rules and regulations of the village and to monitor their compliance. Education may include the provision of a written set of guidelines in the employees' language, but may need to include verbal training if an employee has difficulty reading.
- Provide salaries and benefits that are commensurate with local standards (as defined by Salario Minimum),
- Provide working conditions that minimize any threats to safety or well-being.
- Give preference to employing local people, if skills are available.
- Ensure that employees have access to non-polluting products required for completion of their work.

Employers will be responsible for the collection of any fines or assessments of damage incurred by their employees. In the event they are not able to collect, the employer will be held liable.

Employers are not responsible for behavior undertaken by their employees that would be considered civil or criminal actions. Depending on the seriousness of the offense, the employer may choose to terminate the employee if there is cause to do so.

6.2. Homed Based Businesses

Certain areas in the village are designated as commercial use and available for retail sales. Each proposed must submit an application to the Association. Proper infrastructure (parking, power supplies, toilet facilities) must be provided so as not to infringe on nearby residential or common areas.

Home-based businesses can exist in residential areas. These are defined as a business involving no more than 4 persons (either full or part time) and a low traffic flow (no more than 20 visitors/day). The business shall not increase the noise level to more than what would be acceptable in residential areas. If a formal complaint is received and confirmed by the Association, which indicates the business is disturbing neighbors, the business will either have to change its practices to eliminate the disturbance or cease its operations.