

Community Rules and Regulations

INTRODUCTION		
Community Rules are for the benefit of Owners and residents and are designed to create an environment in which all Owners and residents can enjoy their homes, the Common Areas and related facilities. The Community Rules are not only worthwhile, but absolutely essential for everyone's peace and comfort. Enforcement of Community Rules will not only make Prime Villas a desirable place to live in, but also protect and ultimately add value to the financial investment Owners have in their homes.		
OBJECTIVES		
These rules have been developed to help create and maintain a harmonious living experience at Prime Villas and to protect the people and the property within the community. All Owners, Tenants and visitors are to be bound by these commitments and adherence will be monitored and enforced by the Association Manager and/or the Board along with their appointees. Please take time to familiarize yourself with the Community Rules and we encourage you to share them with your family and friends and any visitors to Prime Villas. These commitments do not replace any legal documentation. However, they provide an overview of what is acceptable within Prime Villas. The Community Rules are to be equally binding upon any and all Occupiers, Owners and Tenants shall ensure that Occupiers are aware of and comply with them. Violation of any of the Community Rules will be uniformly enforced, with a Notice of Violation and applicable Violation Penalty.		
1.	DEFINITIONS	
1.1	Architectural Guidelines - means and refer to those certain architectural standards, landscape standards and other general policies, procedures and criteria, with respect to home improvement which may be adopted by the Board.	
1.2	Annual Service Fee – means such sum as determined by the Owners Association which is chargeable to an Owner for the provision of services for the Common Areas within Prime Villas and the Master Community.	
	Community Service Fee – means the fees paid by the Owner with respect to the Common Areas maintenance including the areas maintained by the Master Developer in Prime Villas and in the Master Community.	
1.3	Board – means the board constituted in accordance with the relevant Owners Association regulations.	
1.4	Common Areas – means all open areas, services, facilities, roads, pavements, water features, gardens, utility and administrative buildings or areas, installations, improvements and common assets in Prime Villas, which are intended for use by all Occupiers and the Developer and that do not form part of the title of any Plot. Note : Villas and their Owners/Residents do not have the right to tap into any of the resources, utilities provided for the Common Areas such as and not limited to Electricity, Sewage, TSE Water (used for irrigation), Manpower, Landscaping etc.. Exclusion The Asphalted/Interlock Roads (between kerb on one side of road to kerb on another side of road) and the underground sewage/irrigation network beneath are excluded from the Prime Villas Common Areas and will be part of the Master Community.	

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1.5	Community Center Management Committee - means the people chosen, approved and appointed by the Owners Association to look after the day to day functions of the Community Center.
1.6	Association Manager – means the manager or entity appointed from time to time by the Board to maintain and manage Prime Villason behalf of the Owners’ Association.
1.7	Developer – means Prime VillasGolf Residential and Development Company LLC, a company duly incorporated and registered in Dubai, P.O. Box 117349, Dubai, United Arab Emirates or any of its subsidiaries, nominees, assigns, successors or successors-in-title.
1.8	Local Authority - means the governing authorities of the Emirate of Dubai including but not limited to Police, Immigration, RTA, DEWA, Civil Defense, Municipality, RERA and Land Department.
1.9	Plot – means a Unit and the associated land whose title is registered in the name of an Owner.
1.10	Management - means the Owners Association, Board, and Association Manager.
1.11	Declaration – means the governing documents of Prime Villasincluding this document with the schedules thereto as may be amended from time to time.
1.12	Community Rules – means the rules as set out in this document and such further rules and regulations as the Owners Association may make from time to time pursuant to the Declaration.
1.13	Prime Villas – means the residential community known as Prime Villas as shown delineated in red in the map annexed hereto, comprising Common Areas and the Plots.
1.14	Master Developer – means Dubai Sports City LLC
1.15	N.O.C. – means a no objection certificate obtained as described in Annexure 2.
1.16	Notice of Violation - A Notice of Violation is a formal citation that informs a person that a Community Rule or a permit condition has been violated. The purpose of the Notice of Violation is to initiate corrective action that will stop violations of Community Rules. A Notice of Violation may also result in Violation Penalties. A Notice of Violation will be served by the Association Manager or the Board.
1.17	Owner – means the registered owner of a Plot including an Owner whose title registration is pending and including his heirs, successors-in-title and permitted successors and assigns.
1.18	Owners’ Association – means the Association of all the Owners in Prime Villas.
1.19	Occupier – means any Owner, Tenant or person occupying or visiting a Unit owned by an Owner, including Owners, visitors, servants, agents, employees, guests, family members, clients or business associates.
1.20	Tenant – means a person or corporate body renting a property from the Owner.
1.21	Unit – means a unit or units such as any apartment, floor, part of a land, house (including villa, townhouse), office or shop, etc., with or without dedicated parking space, located in Prime Villasand owned by an Owner, the Developer or Master Developer.
1.22	Violation Penalty - A Violation Penalty is the result of a Notice of Violation where corrective action has not taken place. Violation Penalties are often monetary fines, but may include

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		reporting of the violation to the Local Authorities. Violation Penalties will be established, applied and collected by the Board or the Association Manager.	
	1.23	NOTE : For all purposes, till the time Prime VillasAssociation Board is formed and registered with RERA, the developer will assume all such responsibilities. The developer will be assisted by Dubai Sports City Facilities Management, who will work as Association Manager.	
2.	GENERAL RESTRICTIONS		
	2.1	Plot Improvements / Usage / Construction Materials	
		2.1.1	An Owner of a Plot shall not undertake any improvements or alterations (Alterations) without the prior written consent of the Master Developer. The granting or withholding of consent shall be at the discretion of the Master Developer. On approval by the Master Developer, the owner may need to get additional approvals from the Local Authority as well. Until all approvals have been received in writing (a copy of all such approvals should be submitted to the Master Developer prior to taking up any associated work), no improvements or alterations can be carried out. Fines will be imposed by Master Developer for any improvements or alterations being carried out without Master Developer and/or Local government authority approvals (wherever applicable).
		2.1.2	An Owner shall not change the use of his Plot without the prior written consent of the Master Developer, The granting or withholding of consent shall be at the discretion of the Master Developer.
		2.1.3	An Owner shall not use his Plot for any unlawful or immoral act or purpose.
		2.1.4	Every Owner shall maintain his Plot in a neat and tidy condition and in a state of good repair. An Owner shall not place or do anything on any part of his Plot or Villa, including Fencing, Compound Walls, Balconies or Patios which, at the discretion of the Master Developer, is aesthetically displeasing or undesirable when viewed from the outside of the Plot.
		2.1.5	Every Owner shall adhere strictly to the terms of easements and restrictions benefitting or burdening the Plot.
		2.1.6	Construction materials/Debris are not allowed to be stored in the Common Areas at any time.
		2.1.7	All Alterations, improvements, modifications etc. will require a N.O.C. from Master Developer, and also from local/government authority (wherever applicable).
			FINES/ACTION AGAINST VIOLATION • Spot AED1000 Fine on detecting violation • 7 Days Remedial Period for submission and approval of all documents, failing which Contractor/Service Provider will be barred from entering the community and will also be reported to the pertinent authorities
	2.2	Noise and Nuisance Activities	
		2.2.1	No nuisance, obnoxious or offensive activities shall be carried out on any part of Prime Villas, nor shall anything be done or maintained in any part of Prime Villasincluding an Owners Unit which may be or may constitute an annoyance or nuisance in Prime Villas.

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	2.2.2	Such nuisances include but are not limited to odours, smoke, vibrations, and obstruction of views. Offensive noises include but are not limited to those that are caused by pets, televisions, stereos, musical instruments, revving car engines, revving motorcycles and car stereos. Noise is considered to be too loud if it can be heard by an adjacent neighbor when inside their house with their windows and doors closed.
	2.2.3	Driving of quads on the roads, pavements, parks (on pathways and grass) causing endangerment to Occupiers, is a serious offence and is prohibited.
	2.2.4	Reasonable noise level from operation of garden equipment and power tools is only allowed between 9:00 am to 5:00 pm with the understanding that these noise levels are within the limits specified by local government authorities. Any noisy garden equipment is not allowed to be run on Fridays. Running of noisy garden equipment on other Public Holidays is restricted to only Emergency works and is allowed only between 10:00am to 1:00PM. Prior permission must be received from the Association Manager for any Contractors undertaking work on Fridays and other Public Holidays.
	FINES/ACTION AGAINST VIOLATION - Verbal warning from Security Personnel along with Written Notice and in serious cases reporting to authorities 2nd Instance : Spot AED500 Fine	
2.3	Privacy	
	2.3.1	No activities shall be carried out in any part of Prime Villas that may unreasonably interfere with an Occupier's right of privacy within a Plot.
	2.3.2	Occupiers are to avoid any attempt to look into a neighboring Plot or to look into the windows of neighboring structures.
	2.3.3	Occupiers bear the responsibility to take reasonable measures to protect their own privacy through the design of their window treatments and landscaping as long as it confirms to the Architectural Guidelines.
		FINES/ACTION AGAINST VIOLATION - Verbal warning from Security Personnel along with Written Notice and in serious cases reporting to authorities 2nd Instance : Spot AED500 Fine
2.4	Misbehavior / Abuse of Community Staff	
	2.4.1	Owners, Occupiers, are to treat all staff members employed by the Owners Association, the Association Manager and Master Developer in a cordial manner. Verbal and/or physical abuse will not be tolerated and will be treated as a serious violation of the Community Rules. However, in cases of any complaints regarding the mistreatment by employees and/or vendors should be presented in writing to the Association Manager and, if necessary, to the Board.
	2.4.2	All Residents, Visitors, Contractors should comply with all procedures in relation to Security and Access to the community, as dictated by the local Security presence, Community Management Staff, Dubai Municipality, RTA, Dubai Police and/or any other governmental authorities.

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			FINES/ACTION AGAINST VIOLATION • Occupiers ○ Verbal Warning from Security Personnel and in serious cases reporting to Authorities ○ 2nd Instance : Spot AED1000 Fine along with reporting to Authorities • Contractors / Service Providers ○ Spot AED1000 Fine, reporting to Authorities, Blacklisting the Contractor from the Community for period at the discretion of the Community Manager ○ 2nd Instance : Permanent Black listing of the Contractor from the Community
	2.5		Pets & Pet Management
		2.5.1	No animals shall be brought into or kept within Prime Villas, except domestic dogs, cats, birds, fish being kept as household pets, provided that they are not kept, bred or raised for commercial purposes, nor, as determined by the Owners Association, kept in unreasonable quantities.
		2.5.2	Pets must be housed and cared for in a humane manner and in accordance with best international practices in animal care.
		2.5.3	No animal shall be allowed to make an unreasonable amount of noise, or to become a nuisance.
		2.5.4	All dogs shall be kept on a leash within Prime Villas when not within the boundary walls of the Owners or Occupiers Plot.
		2.5.5	All pet owners are fully responsible for the actions/damage caused by their pet including damage to landscaping by digging, defecation, urination or personal injury to any Occupier or to any other member of the public.
		2.5.6	Any animal waste deposited on any portion of Prime Villas shall be promptly removed and properly disposed off in a sanitary manner by the relevant Occupiers.
		2.5.7	All pets must wear appropriate identification at all times when outdoors.
		2.5.8	Pet owners are liable to all other Occupiers for the actions of any animal brought or kept in Prime Villas.
		2.5.9	Upon written request of any Occupier, the Association Manager shall receive instructions from the Board to conclusively determine whether an animal is a domestic household pet, whether an animal is making an unreasonable amount of noise, whether an animal is being allowed to run at large or whether an animal is a nuisance. The decision of the Board in such matters is final and conclusive.
		2.5.10	Pet food of any kind should not be left in Common Areas, or near any structures, including front porches, decks and/or balconies.
		2.5.11	No Exotic or endangered animals, birds, reptiles, is allowed to be kept inside the villa. Roosters or Hen are not considered as pets as they are farm animals and thus will be not allowed to be kept in the Community/Villa Property.
			FINES/ACTION AGAINST VIOLATION • Verbal warning from Security Personnel and in serious cases reporting to authorities

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			• 2nd Instance : Spot AED200 Fine along with reporting to authorities • Direct Action by Dubai Municipality includes ○ Failure to vaccinate and register your dog – Fine of AED 200 + owner has to pay the costs of registration and vaccination. ○ Failure to have your dog on a leash when outside – Fine of AED200. ○ Taking dogs to resorts, beaches, recreational areas or commercial centers – Fine of AED200. ○ Allowing your dog to harm people or people's property – Fine of upto AED5000+ written undertaking that the offence will not be repeated. ○ If an owner leaves the country without arranging for proper care of his dog – Confiscation ○ Dog fighting - Confiscation ○ Failure to pick up the dogs waste – Fine of AED200+ written undertaking that the offence will not be repeated. ○ If a registered animal is found astray – Fine of AED500 ○ If a non-registered animal is found astray – confiscating the Dog,- if the owner comes within three days and confirms the ownership of the dog, he will have to pay a fine of AED 200 (for not registering and vaccinating)= AED 500 fine for stray animal + all the costs of registration and vaccination.
	2.6	Hazardous Activities	
		2.6.1	Hunting, trapping and discharge of firearms and the use of toy guns and air guns ("bibi guns") which can inflict damage on persons or property are expressly prohibited within Prime Villas.
		2.6.2	No open fires shall be lit or permitted within Prime Villas.
		2.6.3	Activities or conditions which endanger the health and/or safety of others are prohibited.
		2.6.4	Nothing shall be done or kept in any Unit or in the Common Areas which will increase the Owners Associations' rate of insurance or cause it to be cancelled.
			FINES/ACTION AGAINST VIOLATION • Verbal warning from Security Personnel along with Written Notice and in serious cases reporting to authorities • 2nd Instance : Spot AED1000 Fine along with reporting to authorities
	2.7	Dumping and Trash Management	
		2.7.1	Dumping of unsightly or offensive materials is expressly prohibited within Prime Villas.
		2.7.2	All Domestic Waste for pickup is to be placed inside the domestic waste receptacles provided. Domestic waste will be collected on fixed days of the week as per the schedule laid down for a particular village in line with the contract with the Waste Management Company. The upkeep of the Garbage Rooms at the villas is the sole responsibility of the Occupiers and must be kept in a hygienic condition at all times. In a situation that the Owners Association finds that the Garbage Room has been kept unhygienic, the Association Manager/the Master Developer will arrange for the Room to be cleared

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			out and will levy a fine and the costs of cleaning the room to the respective Occupiers.
		2.7.3	With respect to Domestic Waste which exceeds the capacity of domestic waste receptacles provided by the Owners Association, Occupiers are responsible, at their cost, for its removal from Prime Villas community to approved designated bulk disposal locations. Any waste meant for recycling must be disposed off at the designated recycling bins placed in the community
		2.7.4	Occupiers are to ensure that all waste produced by their Landscapers/Contractors from their villa property is to be removed/disposed off at their own cost at Dubai Municipality approved disposal areas.
		2.7.5	Occupiers must make separate arrangements, at their own cost, for the disposal of large and/or heavy items which do not fit in the domestic waste receptacles.
		2.7.6	Occupiers shall regularly remove all weeds, rubbish, debris, refuse containers, woodpiles, storage boxes, tools and unsightly objects or materials of any kind from their Plot and shall not allow such items to accumulate.
		2.7.7	All service yards, or service areas, clothesline areas, sanitary containers or stored materials on any portion of a Plot shall be enclosed, fenced or screened appropriately (as approved by the Owners Association) in such a manner that such yards, areas, containers and stored materials will not be visible from any neighboring property or street.
		2.7.8	No incinerator shall be kept or maintained on any Plot.
		2.7.9	Occupiers are to ensure that water from washing cars, walls or interlock tiles in front of their Plots should not flow onto the Common Areas. The Owners Association recommends the use of Water-less car wash that is environment friendly.
			FINES/ACTION AGAINST VIOLATION 1st Instance : Written Notice for remedy within 3 days - On subsequent non-compliance, fine of AED200 per day and reporting to authorities
	2.8	Littering and Vandalism	
		2.8.1	The act of littering, graffiti or vandalism is expressly prohibited within Prime Villas and the Owner shall be held liable for the cost of cleaning, repair or replacement resulting from any such prohibited activity carried out by Occupiers of their Plot . All incidents of serious vandalism will be reported to Dubai Police for their further action.
		2.8.2	All Owners are to note that the cost of reinstatement of the item or area that has been vandalized shall be directly charged to those individuals found to be causing the vandalism. In the event that the individual(s) causing the vandalism cannot be found, the costs to reinstate shall be included as a cost that will be recovered from the Annual Service Fees.
			FINES/ACTION AGAINST VIOLATION 1st Instance: Spot Fine of AED1000 and reimbursement of costs of reinstatement and in case of serious vandalism reporting to the authorities. 2nd Instance : Reporting to authorities

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	2.9	Use Restrictions	
		2.9.1	Unless otherwise stated, properties in Prime Villas are designated as residential units for the use of single-families. As such, only the Owners and Tenants and their direct family members, guests and domestic employees may occupy a Plot within Prime Villas.
		2.9.2	Companies may not accommodate bachelor employees in Prime Villas, if the Unit is being shared with other bachelors.
		2.9.3	No business or commercial activity to which the general public is invited shall be conducted within any Unit designated as residential within Prime Villas without written permission from the Owners Association.
		2.9.4	All leases shall be accompanied by a signed undertaking of the Tenant that all Community Rules shall be strictly adhered to by the Tenant. However, in all cases, the Owner shall be liable to the Owners Association.
		2.9.5	No short-term letting or letting to other than single families shall be permitted. For the purposes of the Community Rules, short-term letting is defined as leases that are less than six (6) months in duration.
		2.9.6	No partitioning of the Unit for the purposes of letting out individual rooms will be permitted.
		2.9.7	The Owner is responsible for ensuring that all Occupiers comply with the Community Rules.
		2.9.8	No Occupier shall engage in any activity on the Plot that is in violation of any law, ordinance, statute, rule or regulation of Dubai or of United Arab Emirates.
		2.9.9	Owners shall strictly adhere to the terms of easements and restrictions benefiting or burdening the Plot.
		2.9.10	Owners shall carry property insurance for the full replacement cost of all insurable improvements and contents in their Plot or Unit. Owners agree that in the event of damage to or destruction of structure on or comprising his Plot or Unit, the Owner shall promptly proceed to repair or to reconstruct in a manner consistent with the original construction or such other plans as are approved by the Owners Association. Owners shall pay all costs which are not covered by insurance proceeds.
			FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice for remedy within 2 Weeks • On subsequent non-compliance, fine of AED200 per day and reporting to authorities
	2.10	Household Staff	
		2.10.1	Household staff, including (but not limited to) housemaids, drivers, cooks, and gardeners should hold a valid residence visa issued by the Dubai Immigration Department.
		2.10.2	Owners and Tenants are fully responsible if they are found accommodating household staff not directly sponsored by them. Owners and Tenants are liable for criminal prosecution by the appropriate authorities as per the dictates of the law.

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		2.10.3	Household staff, including (but not limited to) housemaids, drivers, cooks, and gardeners should not indulge in doing business by part time cleaning cars of other villas or doing other villas landscaping maintenance. If found violating these rules a fine of AED 250 will be levied for the first time and in the second instance they will be reported to the Dubai Immigration Department.
			FINES/ACTION AGAINST VIOLATION 1st Instance : Spot Fine of AED250 - On subsequent non-compliance, reporting to authorities
	2.11	Security	
		2.11.1	Every Owner and Tenant shall comply with all security procedures and directives implemented and issued from time to time by the Board, the Association Manager and the Master Developer.
3.	USE OF FACILITIES AND ACCESS REGULATIONS		
	3.1	Recreational Areas	
		3.1.1	The Common Areas are for the exclusive use of Owners and Tenants, their direct family members and guests. Owners and Tenants shall limit the number of guests using the Common Areas to ensure access for other Occupiers is maintained at all times.
		3.1.2	All persons using the Prime Villas shared facilities and equipment do so at their own risk and must adhere to the rules and regulations posted in various locations throughout the interior and exterior of the facilities. Specifically, pedestrians shall have right of way on footpaths surrounding ornamental lakes. Joggers, cyclists, roller-blades or persons using any other recreational means shall give way to pedestrians on the footpath.
		3.1.3	Failure to comply with the Community Rules may result in the Occupier being prohibited from using the facilities.
		3.1.4	All children below the age of fourteen (14) years old must be supervised at all times by a parent or guardian aged eighteen (18) years or older.
		3.1.5	Pets are strictly prohibited within sports areas and in parks. Pets must be kept on a leash in other Common Areas.
		3.1.6	The Owners Association shall establish a booking system to ensure Occupiers utilize shared facilities in an orderly fashion. Occupiers shall be bound to use the booking system before using these shared facilities.
		3.1.7	Any damage to property or amenities in the Common Areas will be chargeable to the individual responsible for causing the damage or, if they are a minor, their parent or legal guardian or the Owner of the property in which they are a Resident or guest. Any serious damages that may result in subsequent death or injury of users will be promptly reported to the local law enforcement body.

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		FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance • On subsequent non-compliance, fine of AED500 • Subsequent non-compliance – barring from use of facilities	
		FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance • On 2nd instance of non-compliance, fine of AED500 • Subsequent non-compliance – barring from use of facilities	
	3.2	Swimming Pools	
		3.2.1	Running, jumping or pushing is not allowed anywhere within the pool areas.
		3.2.2	No activities are to be undertaken that would affect the peaceful use of the facilities by other residents including excessive noise. Swimming Coaching (either on an Individual or Group basis) is strictly prohibited in the VH Community Pools.
		3.2.3	Children under the age of fourteen (14) years must be under the supervision of an adult at all times.
		3.2.4	In the interest of hygiene, all persons are required to shower prior to using the pool areas.
		3.2.5	All rules and regulations posted at the pools by the Owners Association and/or the Association Manager must be adhered to.
		3.2.6	No parties or functions can be held in the immediate area in or around the Community Swimming Pools. Refer to detailed Rules & Regulations at the Pool.
		3.2.7	The decision of the lifeguard or pool supervisor regarding pool safety and what is disturbing to other Occupiers is final.
			FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance • On 2nd instance of non-compliance, fine of AED500 • Subsequent non-compliance – barring from use of facilities
	3.4	Service Plant, Filtration and Telephone Rooms / Structures, Other Utilities	
		3.4.1	All facilities dealing with the provision of utilities are out of bounds to all Occupiers.
		3.4.2	No Owner shall overload any structural part of a Plot or add any machinery or equipment for the supply or removal of utilities at or serving the Plot.
	3.5	Access Policy	
		3.5.1	For Access Policy for entry to Prime Villas, please refer to Annexure 1.
	3.6	General	
		3.6.1	No Owner shall contravene any law, by-law, decree or statutory, regulations, or the conditions of any license, relating to or affecting the occupation or use of the Common Areas or Plot.
4.	VEHICLES & PARKING RESTRICTIONS		

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	All Owners and Residents are required to adhere to the following Rules regarding street traffic and parking. Any violation of the parking policies listed below may result in the immediate towing of the vehicle at the vehicle owner's expense.		
	4.1	Access control	
		4.1.1	Only Owners, Tenants and their families, domestic employees and guests are allowed into Prime Villas. Delivery personnel and taxi and school bus drivers are also allowed into Prime Villas for the express purpose of delivering to or dropping off or picking up Occupiers. For updated details, please refer Annexure 1
		4.1.2	Service providers, building contractors, handymen and other outside agencies are permitted to enter into Prime Villas only with approved entry permits and documents issued by the Association Manager. For updated details, please refer Annexure 1
		4.1.3	All contractors and service providers entering Prime Villas in vehicles must ensure that the percentage of tint on their vehicles does not exceed the set limit by the UAE Authorities.
	4.2	Parking	
		4.2.1	Owners and Tenants and their guests must use their car ports (garages) as the primary location for parking their vehicles. Car ports shall not be used for storage of any goods and/or materials therein, nor use any portion of the car port for a workshop or other use if such storage or use would prevent the Owner or Tenant from parking the required number of vehicles that the car port was intended.
		4.2.2	Owners installing garage doors need to submit drawings provided by the supplier to approve installation of the right color of the garage door in order to maintain uniformity of the Units. The approved color for garage doors in all Units should be <i>BEIGE RAL 1015</i> .
		4.2.3	If necessary, vehicles may be temporarily parked for a maximum of one (1) hour on the curb side of the street but shall not block access to neighbor's residence. Violators will be cited, fined, clamped, or have their vehicles towed away at the vehicle owner's expense.
		4.2.4	Parking on the pavements or gardens or any lawn area is strictly prohibited. Violating vehicles will be towed away at the vehicle owner's expense.
		4.2.5	No overnight parking of any unauthorized motor vehicle – as defined by Dubai Police as fit for use on the public roads – shall be allowed on any street within Prime Villas, unless approved in advance by the Association Manager or Board.
		4.2.6	Vehicles falling under license categories 4 to 8 (as defined by the U.A.E. Ministry of the Interior) may not be parked on a street with the exception of delivery and removal vehicles while performing services for Residents. An oversized vehicle is deemed to be any vehicle that does not fit into a Plot's carport or driveway.
		4.2.7	No inoperative vehicles may be parked so that they will be visible from a neighboring Unit or from streets or access roads.
		4.2.8	No vehicle, boat or trailer shall be parked on any part of Prime Villas except inside the allocated car parking area of the Owner's or Leaseholder's Plot.

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		4.2.9	No motor vehicle or trailer of any type shall be constructed, reconstructed or repaired in the Prime VillasCommunity.
		4.2.10	Owners and Residents are responsible to see that their guests and families and employees obey these Parking Rules.
		4.2.11	Vehicles are not to be parked in a manner which interferes with any entrance to or exit from either the Community or any residence therein.
		4.2.12	Street parking spaces and any unassigned parking spaces are not reserved by any particular Unit. This includes lay-by parking areas that are in the front of an Owners entry gate.
		4.2.13	No trailer, truck, boat or recreational vehicle shall be used as a living area within Prime Villas.
		4.2.14	Vehicles displaying any commercial branding are not allowed to be parked at any one spot for more than one hour. Overnight parking of such vehicles is not allowed. Advertising vehicles are not allowed to be driven around the community unless approvals have been received from the Association Manager.
		4.2.15	Violations to parking rules will be reported to the Local Authorities, at the discretion of the Association Manager and will also be fined by the Prime Villas Association and/or the Association Manager.
			FINES/ACTION AGAINST VIOLATION • Spot Fines of AED200 for Parking in front of Grocery • Parking Violations in other areas ○ 1st Instance : Written Notice of non-compliance ○ On 2nd instance of non-compliance, fine of AED500 and reporting to authorities
	4.3	Road Usage and Road Safety	
		4.3.1	The maximum speed limit in Prime Villasis 40 kilometers per hour on main roads and 25 kilometers per hour on neighborhood roads. However, in all instances, the posted speed limit signs will apply.
		4.3.2	No motorized vehicle of any kind may be operated in any manner which is dangerous, noisy or which creates a nuisance. Any violation of the speed limit or driving considered to be dangerous by the Management shall be deemed to be a serious violation of these rules and shall be dealt with by Dubai Police Department.
		4.3.3	The operation of dirt bikes, trail bikes, sand buggies, off-road vehicles, and non licensed motorized vehicles is not permitted anywhere in Prime Villas.
		4.3.4	Vehicles that drip fluids or that damage the streets are to be removed or repaired. The Owner will be responsible for the cleanup and/or repair or the reimbursement to the Owners Association for the cleanup and/or repair.
		4.3.5	Car stickers provided at the time of handover of Plots may only be used by Owners and their Tenants and promptly returned once the Owner or Tenant transfers/ vacates the Plot.

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		4.3.6	Pedestrians always have the right-of-way on walkways and footpaths.
		4.3.7	No parts of the streets, walkways and footpaths shall be used for the storage of personal items or material so as to cause an obstruction to an Occupier.
			FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance • On 2nd instance of non-compliance, fine of AED500 and reporting to authorities
	4.4	Commercial Vehicles	
			Commercial vehicles may not be visibly parked or stored within Prime Villas except temporarily for a maximum of one (1) hour while providing a delivery or service to the Management or to an Occupier.
			FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance • On 2nd instance of non-compliance, fine of AED500 and reporting to authorities
	4.5	Emergency or Temporary Maintenance and Construction Vehicles	
		4.5.1	The provisions of these rules shall not prevent any reasonable emergency vehicle repairs or operation of any emergency vehicle, ambulance, etc., within Prime Villas.
		4.5.2	The provisions of these rules shall also not prevent the reasonable operation or temporary use of construction trailers, vans, or other trucks, machinery/equipment, construction shelters or facilities maintained during and used exclusively in connection with the construction of any improvement approved in writing by the Management.
		4.5.3	Major repairs shall not be conducted to any vehicle of any kind in car ports or in Common Areas except for emergency repairs to the extent necessary to enable the vehicle to be moved to a proper repair facility.
		4.5.4	Changing vehicle oil or other automotive fluid is prohibited in the Common Areas.
5.	MAINTENANCE AND AESTHETICS		
	5.1	Yards and Landscaping	
		5.1.1	It is the duty of each Owner, at his/her sole expense, to keep all landscaping, including shrubs, trees, grass and other plantings, neatly trimmed, properly cultivated and maintained, and to keep his/her Plot free of debris and maintained in such a manner as to enhance its appearance. No part of the Landscaping inside the Property should overhang into the Common Areas at any point of time. This responsibility applies until the date upon which the Owner sells the Plot and such sale is registered and title deed transferred to the new Owner. The Owner/Resident is not allowed to plant anything in the Common areas of the community. Any such planting will be removed without any notice.
		5.1.2	In view of the risk of cross pollination hence causing contamination to the grass in the golf course, it is therefore imperative that only <i>Bermuda Grass</i> (the Latin name is <i>Cynodon Dactylon</i>) will be approved to be used in lawns within Prime Villas.
		5.1.3	The Board and Association Manager at their sole discretion shall determine an acceptable condition of maintenance.

Community Rules and Regulations

		5.1.4	Landscaping works in a Plot may not be implemented without the prior approval of the Board and Association Manager. Failure to obtain prior approval could result in removal, at the Owner's cost, of the unapproved improvements.
		5.1.5	Residents are not permitted to remove any trees, shrubs or plants in the Common Areas.
		5.1.6	Residents are not permitted to plant any trees, plants or shrubs in the common areas.
		5.1.7	Owners are not permitted to plant any type of tree as part of their Plot which may cause damage to fixed structures within Prime Villas. The planting of Conacarpus Tress is strictly prohibited within the Prime Villascommunity.
		5.1.8	Owners and Tenants are not permitted to sink water wells/bore wells, reverse osmosis or desalination plants anywhere on the Plot.
		5.1.9	Discharging of private swimming pools into the sewer network is strictly prohibited and will be enforced by Notice of Violation and severe penalties, including those determined by Dubai Municipality.
		5.1.10	Discharge of wastewater or dumping of rubbish onto adjacent Plots or the Common Areas is strictly prohibited.
			FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance • On 2nd instance of non-compliance, fine of AED500 and reporting to authorities
		5.1.11	Landscaping is not allowed to overhang into the Common Areas or into the neighbors plot. Trees/plants/shrubs planted inside the plot must be regularly trimmed, to avoid it from growing out into the Common Areas outside the Fence/Compound wall of your villa.
			FINES/ACTION AGAINST VIOLATION • Any plants and related debris overhanging/falling into common areas will be Trimmed and cleared by the Landscaping Contractor and related costs will be debited to the Home Owner.
		5.1.12	Villas and their Owners/Residents do not have the right to tap into any of the resources, utilities provided for the Common Areas such as and not limited to Electricity, TSE Water (used for Common Areas irrigation), Manpower, Landscaping etc.. Such illegal tapping will amount to Theft.
			FINES/ACTION AGAINST VIOLATION • Investigation in presence of Resident of the villa, Spot Fine of AED5000 on confirmed violation. • On 2nd instance of non-compliance, reporting to authorities
	5.2	Pest Control	
		5.2.1	Each Unit should be routinely controlled for pests prior to the occupancy of the Unit by the Occupier. This shall include the regular cleaning of any water feature (fountain, pond, etc) to ensure that mosquito or any other pest does not breed in the water feature.

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		5.2.2	Owners will be responsible, at their own expense, for any further pest control required within the boundaries (both internal and external) of their own Plot. Owners and Occupiers are, however, asked to inform the Association Manager of any pests other than ants, non-poisonous spiders, bees and wasps found on their Plot.
		5.2.3	The Association Manager will be responsible, on an on-going basis, for pest control of all the Common Areas of Prime Villas and will charge back to the Owners Association.
		FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance. Remedial measures to be taken within 3 days • On 2nd instance of non-compliance, fine of AED500 and reporting to Dubai Municipality	
6.	HOME APPEARANCE		
	6.1	Windows	
		6.1.1	Windows are not to be covered by paper, paint, tinfoil, sheets, or similar items.
		6.1.2	Window screens must be maintained in good condition. Damaged screens are to be repaired or replaced by the Owner.
		6.1.3	The installation of safety screening/film at the windows or balconies must be of a translucent material and requires the approval of the Owners Association prior to installation.
		6.1.4	Each Owner shall clean all windows at his Plot as often as is necessary.
			FINES/ACTION AGAINST VIOLATION • 1st Instance : Written Notice of non-compliance. Remedial measures to be taken within 3 days • On 2nd instance of non-compliance, fine of AED500 and reporting to Dubai Municipality
	6.2	Exterior Attachments	
		6.2.1	Fixing of antennae is governed by the rules and laws of the UAE.
		6.2.2	If the fixing of antennae is legal, any television, radio, satellite or similar types of antennae may only be located on Plots where they are not visible from the street, Common Areas and neighboring Plots and balconies. The cabling for such antennas must be neatly channeled in appropriate conduit or ducting such that they are not visible from the Common Areas and neighboring Plots and balconies.
		6.2.3	Nothing may be attached to the exterior of a Unit or car port (where relevant) without the approval of the Master Developer. Such items may include Awnings, Pergolas, Air conditioner Units, Shade cloth, Shade or protective sheeting, etc. Permission will only be considered for material of the same material or paint shade as the exterior of the Unit, for which an application needs to be made to the Master Developer for a formal NOC to proceed with such exterior attachments.
			FINES/ACTION AGAINST VIOLATION • 1st Instance: Written Notice of non-compliance. Remedial measures to be taken within 10 days • On 2nd instance of non-compliance, fine of AED1000. • Processing of applications for subsequent NOC's will be stopped.

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	6.3	Laundry	
	6.3.1	Hanging of laundry outside on clotheslines, balconies, or other apparatus visible to other Occupiers from the street or the ground level of a neighboring Plot or the external Common Area is not permitted.	
		FINES/ACTION AGAINST VIOLATION • 1st Instance: Written Notice of non-compliance. Remedial measures to be taken within 3 days • On 2nd instance of non-compliance and subsequent violations, fine of AED200	
	6.4	Holiday/Celebration Decorative Lighting	
	6.4.1	Flashing decorative lights or lighting that creates glare visible from outside the Unit is not permitted. White color string lights are preferred. Clarification on the appropriateness of decorative lighting will be determined by the Association Manager.	
	6.4.2	No private parties / get-togethers are allowed in Common Areas without the explicit prior approval of the Association Manager.	
		FINES/ACTION AGAINST VIOLATION • Spot Fine of AED300 for conducting parties without Association Manager approval • For Decorative Lights/ Improper lighting ○ 1st Instance : Written Notice of non-compliance. Remedial measures to be taken within 3 days ○ On 2nd instance of non-compliance and subsequent violations, fine of AED200	
	6.5	Signage	
		'For Sale', 'Lease' or 'Rent' signs:	
	6.5.1	One (1) sign per unit may be posted, placed in the ground, near the garage or near the front door, within the Plot subject to specifications as stated below:	
		Maximum size of the signage = 90 CM x 65 CM	
		Maximum height of the sign from ground level = 170 CM	
		OR	
		Maximum height of the sign from compound wall = 120 CM, whichever is higher.	
		All signs are to be registered and approved by the Association Manager.	
	6.5.2	Commercial signage installed by contractors while working on an individual Plot may be displayed for the duration of the works and must be removed once the work is completed. The design of the signage must meet the specifications stated above.	
	6.5.3	Real Estate agents are allowed to leave their Board as per the approved sizes with 'Sold' or 'Rented' for maximum 2 weeks.	
	6.5.4	No sign or advertising device of any character may be erected, maintained or displayed upon any portion of the Common Areas or in Common Areas in front of a Plot.	

Community Rules and Regulations

		6.5.5	No signs, including banners and flags are to be placed on balconies, roofs and windows.
		6.5.6	Any sign that does not adhere to the above standards will be removed from the site at the \Owner's expense in addition to the issuance of Notice of Violation.
			FINES/ACTION AGAINST VIOLATION • 1st Instance: Removal of any Boards violating procedures • On 2nd instance or subsequent non-compliance, fine of AED500 and barring from future placement
	6.6	Patios, Balconies, Fencing / Boundary Walls	
		6.6.1	Balconies and patios may not be used for storage of any items.
		6.6.2	Rugs, drapes, towels or other articles shall not be draped or hung on balcony railings, patio walls, from windows, or from clotheslines which are visible above the patio walls.
		6.6.3	No items on the balcony may extend higher than the balcony wall, including personal items, except the following:
			a) Hanging or potted plants, patio tables, umbrellas, wind chimes and bird feeders.
			b) All of these must be kept in good condition and be aesthetically agreeable. Any resulting damage to the exterior of the Unit caused by the installation of hooks or attachments for the purpose of hanging decorative items will be the responsibility of the Owner of the Unit.
		6.6.4	The storage of any combustible items such as charcoal lighter or other flammable items on the patios, balconies, or hot water heater closets is strictly prohibited.
		6.6.5	No pots or other items shall be placed on top of any wall or railing and each Owner and Tenant shall take reasonable steps to capture water from potted plants placed on a balcony.
		6.6.6	No Owner shall make any improvements to a balcony, entry or patio or similar area unless and until the plans are approved in advance by the Master Developer.
		6.6.7	Fencing of the villa cannot be removed or changed to a different pattern.
			FINES/ACTION AGAINST VIOLATION • 1st Instance: Written Notice of non-compliance. Remedial measures to be taken within 3 days • On 2nd instance of non-compliance, fine of AED500 and reporting to Dubai Municipality • Any Home Modification/Improvement works without a valid NOC will be levied a Spot Fine of AED1000
	6.7	Home Improvement	
		6.7.1	The Master Developer controls and regulates the construction of alterations or improvements within Prime Villas. Accordingly, no Owner shall build, construct, erect or install any improvements on his Plot without complying with the Architectural Guidelines and/or without obtaining an NOC.
		6.7.2	Except for the purposes of proper maintenance and repair, and except as otherwise permitted, no Owner shall build, construct, erect, install or undertake any alteration or improvement without first submitting appropriate plans and specifications to the Master Developer and obtaining its approval.

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		6.7.3	Any approval for home improvement should have the N.O.C. or approval documents displayed prominently at the Plot during the period of the construction or alteration work and kept on file to validate for future owners of the Plot that the alteration was approved by the Master Developer, and also from local government authority (wherever applicable).
			FINES/ACTION AGAINST VIOLATION Any Home Modification/Improvement works without a valid NOC will be levied a Spot Fine of AED1000
7.	COMMUNITY CENTER :		
	7.1	Permits and Fees	
		7.1.1	The Association Manager issues a permit for use of the facility that lists fees. Fees must be paid in full by the date noted on the permit.
		7.1.2	A cleaning deposit is required. No reservations are considered until the Owners Association has received fees, waiver/insurance information and deposits due.
		7.1.3	No admission or registration fee may be charged to the user group's members, attendees or guests, donations solicited or funds raised, without prior approval from the Owners Association. The Owners Association must also pre-approve the sale of goods.
		7.1.4	Users may not sublet or transfer its rights and privileges to any other individual, group or organization.
		7.1.5	Users may not directly or by implication suggest co-sponsorship without written authorization by the Committee.
		7.1.6	The permit holder or their delegate must be in attendance at all times.
	7.2	Access to Rooms	
		7.2.1	The Owners Association reserves the right to accept or reject any application for access to rooms.
		7.2.2	The times listed on the permit include the time allowed for arrival, set-up, the event, clean up and restoration of the room should be adhered to strictly.
		7.2.3	Use of the facility is limited to the room(s) listed on the permit as well as rest rooms.
		7.2.4	All borrowed equipment must be returned to the Association Manager before leaving the facility. The permit holder is responsible for items such as extension cords. The Owners Association is not responsible for personal items lost, stolen or left behind.
			FINES/ACTION AGAINST VIOLATION - Spot Fine of AED300 for use of rooms or community centres without approval. - Any damage to property will be claimed in full from the applicant
	7.3	Supervision	
		7.3.1	The Association Manager will supervise all permits.

Community Rules and Regulations

		7.3.2	All noise and music must be kept at a reasonable level.
		7.3.3	The Association Manager has the authority to determine if participants are strictly adhering to all rules. Further, the Association Manager has full authority to enforce these regulations.
		7.3.4	All youth groups (under 18 years of age) must be chaperoned by adult's minimum age 21 at a ratio of 1 adult: 10 youth in attendance. It is expected that children will be supervised before, during and after the event; in lobby, rooms, kitchen, rest rooms and parking lots.
	7.4	Decorations	
		7.4.1	Any decorations used must be attached using temporary mounting tape only. All decorations and tape residue must be removed leaving no trace and disposed of before leaving. No nails, thumbtacks, staples, etc are allowed to be used. Any damage or loss suffered shall be made good by the relevant Owner or Tenant.
	7.5	Strictly Prohibited	
		7.5.1	The following are strictly prohibited: smoking of any kind, open candle flames (except birthday candles), possessing/drinking alcoholic beverages, live music or DJ's*, gambling, wheeled recreational vehicles, outdoor sports equipment, activities involving water, drug use, firearms, use of profane language and animals on or off leash (except service animals). <i>*(requires permission)</i>
		7.5.2	The room capacity as determined by the Association Manager cannot be exceeded.
		7.5.3	No soliciting is allowed in or around the Community Center.
	7.6	Damages	
		7.6.1	All vehicles must be parked in authorized parking spots.
		7.6.2	Users are responsible for any damage caused to the facility and/or its contents during their permit. Users will be invoiced for all labor and material costs necessary to return the building to its previous condition. This applies to cleaning as well as physical damage. All costs incurred with respect to such damage will be made good in the first instance by utilizing the deposit.
	7.7	Clean up and Departure	
		7.7.1	Event sponsors are responsible for cleaning all facilities included in their permit. Adequate cleaning is defined as leaving the facility in the same or better condition than it was prior to rental. Tables and chairs should be wiped off and placed in the location in which they were found. If necessary, floors should be swept and all refuse must be gathered and placed in the proper containers. No trash is to be placed in recycle containers.
		7.7.2	All sinks and counters must be thoroughly wiped down with all countertop debris and trash removed.

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		7.7.3	It is the responsibility of the group organizer to return chairs, tables, etc. after the use to the arrangement in which the room(s) were found. All lights and water must be turned off.
			FINES/ACTION AGAINST VIOLATION 1st Instance: Written Notice of non-compliance. Remedial measures to be taken within 3 days - On 2nd instance of non-compliance, fine of AED500 and reporting to Dubai Municipality
8	MANHOLE BLOCKAGE / CLEANING		
	Dumping of napkins, tissues, sanitary napkins, plastic items, cloth, mopping materials, chemicals or any other household/construction waste or trash into the sewage manholes is expressly prohibited. If Owners/Occupiers are found to be dumping any such material into the sewage network, they will be fined/penalized for such action by the Association Manager on investigation of the individual Sewage House Chambers connected to the respective villa. All Owners/Occupiers must cooperate during any sewerage network unblocking/cleaning/maintenance service being carried out in the community. As this is usually carried out as an emergency measure, the timing of such an operation could be at any time of the day or night and the Owner/Occupier must not in any way hamper with the operations of the Service Provider. Special equipment may also be brought into operation, which may be noisy and the Owners/Occupier must not interfere in any way during the unblocking/cleaning/maintenance operation.		
9	STORM WATER MANHOLE BLOCKAGE / CLEANING As dumping of napkins, tissues, sanitary napkins, plastic items, cloth, mopping materials, chemicals or another household/construction waste or trash into the Storm Water Manholes will result in blockage and water logging during the rains, it is expressly prohibited. If Owners/Occupiers are found to be dumping any such material into the Storm Water network, they will be fined/penalized for such action by the Association Manager. All Owners/Occupiers must cooperate during any Storm Water network unblocking/cleaning/maintenance service being carried out in the community. As this is usually carried out as an emergency measure, the timing of such an operation could be at any time of the day or night and the Owner/Occupier must not in any way hamper with the operations of the Service Provider. Special equipment may also be brought into operation, which may be noisy and the Owners/Occupier must not interfere in any way during the unblocking/cleaning/maintenance operation.		
11	PENALTIES ON VIOLATION OF COMMUNITY RULES Penalties will be levied in cases of violation of any of the community rules and may also include reporting of the violation to the Local Authorities.		
9	N.O.C. REQUIREMENTS AND PROCEDURES		
	9.1	Property Transfer or Sale	
		8.1.1	Refer Annexure 2 for all processes, documents required and charges/deposits. No application will be processed without the correct application fee/deposit or the required documents.
	9.2	Modification and Alterations	
		9.2.1	N.O.C. is required to carry out any kind of modifications and alterations to internal/external of the Unit/Plot. Refer Annexure 2 for all processes, documents required and charges/deposits.

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		9.2.2	Any Alteration carried out prior to obtaining the N.O.C. shall result in the following: - The owner shall stop all the alteration/modification works immediately upon being notified by the Association Manager. - Owner shall make necessary arrangements to obtain the N.O.C. - If N.O.C. is rejected, then the Owner shall restore the Plot to its original shape/condition. - All expenses towards this restoration will be borne by the Owner. - Violators will be penalized.
		9.2.3	Any Alterations carried out should conform to the details/drawings provided by the Owner while procuring the N.O.C. from the Owners Association. If the finished work does not conform to the details/drawings provided, it shall result in the following: - The Owner shall stop all the alteration/modification works, if pending, immediately upon being notified by the Association Manager. - The Owner shall make necessary arrangements to obtain a new N.O.C. - If the N.O.C. is rejected, then the Owner shall restore the premises to its original shape/condition. - All expenses towards this restoration will be borne by the Owner. - Violators will be penalized.

Code & Conduct & Rules & Regulations **– Contractors/Service Providers/Visitors/Residents**

In order to ensure the safety, security and wellbeing of not only the residents but also Service Provider employees, visitors and the general public, the following community rules must be conformed to by the Service Provider.

1. Working Days

- Saturday thru Thursday – Contractor Access is Allowed
- Fridays & Public Holidays – Contractor Access is NOT Allowed
- Emergency Response Contractors will be provided 24/7 Access

2. Timing

- Summer (March – September)
 - 6.30AM – 6.00PM (Inside the Community)
 - No noisy works to be carried out before 9.00AM
 - Contractor must Sign-out and leave from VH Community by 6.30PM at the latest
- Winter (October - February)
 - 7.00AM – 5.15PM (Inside the Community)
 - No noisy works to be carried out before 9.00AM
 - Contractor must Sign-out and leave from VH Community by 5.45PM at the latest

○ **FINES/ACTION AGAINST VIOLATION**

- Spot AED1000 Fine
- 2nd Instance : Spot AED1000 Fine and Blacklisting the Contractor from the Community for a period at the discretion of the Community Manager
- 3rd Instance : Permanent Black listing of the Contractor from the Community

3. Regulatory

- All works must begin only after an NOC has been received from DSC-FM and necessary approvals are taken from Dubai Municipality or relevant authorities.
- All works must be carried out as per regulatory authority rules and regulations including all Health, Safety & Environment considerations.
- Employ proper diligence and care while tendering services, corresponding in the general standard of care used in the industry.
- An AED5000 Security deposit is to be deposited with DSC-FM against each Villa/Plot in which Construction/Renovation/Landscaping Works are being carried out.

○ **FINES/ACTION AGAINST VIOLATION**

- Spot AED1000 Fine
- 2nd Instance : Spot AED1000 Fine and Blacklisting the Contractor from the Community for a period at the discretion of the Community Manager
- 3rd Instance : Permanent Black listing of the Contractor from the Community

Community Rules and Regulations

4. Traffic Regulations

- All Construction/Service Provider/Contractor Vehicles are to travel at a maximum speed of 20 Km per hour. This overrules any Speed Limits specified within the community.
- The Contractor/Service Provider must ensure that its employees do not drive rashly at any time.
- Vehicles should not block the roads at any point of time.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED200 Fine
 - 2nd Instance : Spot AED500 Fine and Blacklisting the Driver from the Community for a period at the discretion of the Community Manager

5. Construction Materials

- Loading or Unloading of Construction material must be completed within the same day. Any materials placed overnight will automatically deem as a violation.
- Any unloaded Construction materials must be placed over Plastic Sheets and not directly on the Road/Interlocks.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED1000 Fine

6. Vehicle & Logistics

- Vehicles must be parked only at designated Parking Areas with necessary Safety precautions in place.
- All contractors and service providers entering Prime Villas in vehicles must ensure that the percentage of tint on their vehicles does not exceed the set limit by the UAE Authorities.
- Overnight Parking of any Vehicles is strictly prohibited inside the Community
- Contractor Vehicles cannot be washed inside the Community even with the Residents approval
- At no point of time, can the vehicle be used as an Advertising / Promotional vehicle.
- Service Provider is to provide a list of all Vehicles entering the community along with Registration Number, Model
- The operation of dirt bikes, trail bikes, sand buggies, off-road vehicles, and non licensed motorized vehicles is not permitted anywhere in Prime Villas.
- The Service Provider must submit a clear routing plan for the Construction Vehicles
- Prior Information (48 Hrs) must be given for Large Vehicles such as Cement Mixers, Trailers coming into the Community and all Safety precautions need to be taken by the Contractor. These vehicles must also leave the Community as per the stipulated timings mentioned working hours in #2 above.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED500 Fine per day

Community Rules and Regulations

7. Health & Safety

- The site must feature all necessary Health & Safety Signboards along with contact details of the Project Engineer in case of an Emergency.
- Escalation Matrix to be submitted
- Provision for Water, Food etc. is to be made directly at the Site – this is to avoid Staff moving around the community.
- As the Community does not provide Public Toilets, Portable Toilets must be placed inside the particular work site as the community does not have provision for Public Toilets – these must be kept clean at all times. Any Staff member found Urinating/Defecating in Common Areas/Garbage Rooms etc.. will be deemed as violating the rules of the Community.
- Polyshade or other effective protection is to be arranged to ensure dust, noise or other pollution does not enter the neighbors villa.
- The Contractor/Service Provider takes full responsibility for any Third Party liability on account of loss of life or Property damage
- Safety precautions must be in place by the Service Provider during offloading of materials – Safety Cones, Reflective Tapes, Security Staff wearing Safety Jackets and cautioning motorists and public.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED1000 Fine
 - 2nd Instance : Spot AED1000 Fine and Permanent Black listing of the Contractor/Staff Member from the Community

8. Identity / Licensing

- All Staff must be uniformed (as per Dubai Municipality norms) and trained personnel with proper IDs displayed, as may be necessary.
- Not bring into the community any personnel not holding a valid employment visa.
- Contractor/Service Provider is to submit copies of Labour cards of all Staff entering the site
- All Landscaping Contractors must be licensed by Dubai Municipality Horticulture Services Section, Public Parks & Horticulture Department
- All Contractors operating inside the Community must have a valid Trade License to provide Services in the Emirate of Dubai/UAE (as the case maybe)
- Fixing of Signage must be as per specifications mentioned in the VH Community Rules & Regulations and can be affixed only after the NOC has been obtained from Community Management. Signage must be immediately removed on completion of works.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED500 Fine
 - 2nd Instance : Spot AED1000 Fine and Blacklisting the Contractor from the Community for a period at the discretion of the Community Manager
 - 3rd Instance : Permanent Black listing of the Contractor from the Community

Community Rules and Regulations

9. Community Related

- All Staff must be dropped off to the particular site by Vehicle – staff should not be walking across the community at any time – only Mini Buses of max 30 Seat capacity should drop-off Staff.
- At no point of time (other than when arriving or leaving) employees loiter outside of the designated site or squat on any open spaces or look into other private properties or community areas.
- Ensure that its employees do not cause disturbance, speak loudly or misbehave in any way within the community.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED500 Fine
 - 2nd Instance : Spot AED1000 Fine and Blacklisting the Contractor from the Community for a period at the discretion of the Community Manager
 - 3rd Instance : Permanent Black listing of the Contractor from the Community

10. Tapping into Common Areas Utilities / Services

- Tapping into any resources or utilities (for themselves or for a Resident) provided for the Common Areas such as and not limited to Electricity, TSE Water (used for Common Areas irrigation), Manpower, Landscaping etc. is strictly prohibited.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED5000 Fine
 - 2nd Instance : Spot AED5000 Fine, Blacklisting the Contractor from the Community and reporting to Authorities

11. Brochure Distribution

- Distributing Brochures/Pamphlets/Business Cards or any other such communication material without due approvals will be treated as a violation of VH Community Rules & Regulations.
- Any uncollected Brochures must be cleared off the day following the approved Brochure Distribution dates.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED1250 Fine.

12. Misbehavior / Abuse of Community Staff

- Contractors are to treat all staff members employed by the Owners Association, the Association Manager and Master Developer in a cordial manner. Verbal and/or physical abuse will not be tolerated and will be treated as a serious violation of the Community Rules.
- All Residents, Visitors, Contractors should comply with all procedures in relation to Security and Access to the community, as dictated by the local Security presence, Community Management Staff, Dubai Municipality, RTA, Dubai Police and/or any other governmental authorities.
- Abide by all community rules, a copy of which is available at the Security Office
- **FINES/ACTION AGAINST VIOLATION**

Community Rules and Regulations

- Spot AED1000 Fine, reporting to Authorities, Blacklisting the Contractor from the Community for a period at the discretion of the Community Manager
- 2nd Instance : Permanent Black listing of the Contractor from the Community

13. Landscaping Contractors

- Contractors working in a villa are responsible and are to ensure that no part of the Landscaping from the private villa property overhangs into the Common Areas.
- No Landscaping or any other kind of waste should be dropped/disposed off on the roads or common areas
- There should not be any stones tied across the Compound Wall hanging out into the Common Areas as a support for plants inside the villa.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED500 Fine, Blacklisting the Contractor from the Community for a period at the discretion of the Community Manager
 - 2nd Instance : Permanent Black listing of the Contractor from the Community

14. Cleanliness

- At no point of time should any Construction material or debris be placed in the Common Areas.
- Construction materials must be offloaded onto Plastic Sheeting and not directly onto Roads/Interlock tiles.
- Not dispose debris and landscaping waste in such a way that it may obstruct or interfere with the operation, safety, health or aesthetics of the community. It is the responsibility of the Service Provider to ensure it is removed within by end of the day.
- The Contractor/Service Provider needs to take all precautions to avoid Construction material, debris falling onto the roads and Common Areas during transportation.
- Cleaning of Streets/Roads due to Contractor/Service Provider works or passage is to be cleaned by the Service Provider within 1 hour. Any cleaning requiring specialized equipment or chemicals will be charged back to the Contractor/Service Provider.
- All Landscaping/Construction Waste from private villas must be disposed off at Dubai Municipality approved disposal areas.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED1000 Fine

15. Common Areas / Public Property

- Restore any damage caused to common property within the community.
- Not undertake work in any community for which it does not have a Permit.
- Fulfill all its obligations with regards to the contract signed with the Homeowner/ Resident / Developer.
- Irrevocably and finally acknowledge and undertake to be liable for any negligence, malpractice or any error committed by its personnel while rendering of services.
- Agree to adequately insure its personnel against personal accident or death while rendering services.
- Agree to provide adequate supervision (qualified engineer/supervisor) of the personnel to ensure proper rendering of services.
- **FINES/ACTION AGAINST VIOLATION**
 - Spot AED1000 Fine + Costs for restoration of damage

Community Rules and Regulations

ANNEXURE 1

Access Policy for entry to Prime Villas

This process has been put together with a view to furnish you with all necessary information required to apply for Access Permits for vehicles and individuals to enter the Villa Community.

A. VH RESIDENT VEHICLE ACCESS PASSES

1) Approval Process

- a) Kindly submit your application with the required documents (see list below) to the appointed Association Manager.
 - i) Completed application form.
 - ii) Valid Visa copy of the individual.
 - iii) Valid Passport copy of the individual.
 - iv) Colour Passport photographs (2 nos.).
 - v) Fees (as applicable)
- b) Your application will be evaluated and we will respond to you accordingly.
- c) Once your application is accepted, you shall be issued a vehicle pass for the registered vehicle.
- d) Kindly note that we reserve the right to reject your application based on our discretion, without giving any reason thereof.

B. INDIVIDUAL PASSES

1) Approval Process

- b) Kindly submit your application with the required documents (see list below) to the appointed Association Manager.
 - i) Completed application form.
 - ii) Valid Visa copy of the individual.
 - iii) Valid Passport copy of the individual.
 - iv) Colour Passport photographs (2 nos.).
 - v) Fees (as applicable)
- c) Your application will be evaluated and we will respond to you accordingly.
- d) Once your application is accepted, you shall be issued a vehicle pass for the registered vehicle.
- e) Kindly note that we reserve the right to reject your application based on our discretion, without giving any reason thereof.

B. TEMPORARY PASSES (FOR CONTRACTORS)

1) Approval Process

- a) Application need to be submitted with the required documents (see list below) to the Association Manager.

Community Rules and Regulations

- i) Completed application form.
 - ii) Trade License Copy
 - iii) Request letter from Owner
 - iv) Copy of Contract
 - v) Valid Visa copy of the individual, who wishes access the Prime Villas community.
 - vi) Valid Passport copy of the individual, who wishes access the Prime Villascommunity.
 - vii) Colour Passport photographs (2 nos.).
 - viii) Fees (as applicable)
- b) The application will be evaluated and will be responded by the Association Manager accordingly.
 - c) Once the application is accepted, the Contractor shall be issued a Daily Access vehicle pass for the registered vehicle and the registered individuals.
 - d) Kindly note that we reserve the right to reject your application based on our discretion, without giving any reason thereof.

C. PENALTIES

- a) There will be a penalty charge for any nuisance or damage caused by the registered vehicle or individual.
- b) A penalty charge will apply if you are found to be misusing your vehicle or individual pass.
- c) There will be a charge if you lose your vehicle or individual pass.

2) Payment of administration/ Vehicle Pass Fee:

All payments must be made in advance by cheque payable to the Ownership Association or in cash to the Association Manager.

ANNEXURE 2

No Objection Certificate (N.O.C.). Policy

As part of our continuous service improvement, we hereby outline the procedure and the list of documents required to obtain a No Objection Certificate (N.O.C.) from the Master Developer, necessary for the transfer of your property and modifications / alterations within your property.

A. TRANSFER / SALE OF PROPERTY

Submit your application along with following documents to the Association Manager for the issuance of a No Objection Certificate (N.O.C.):-

(a) Required Documents – From Seller:

- i) Request letter for issuance of N.O.C. (duly signed).
- ii) Copy of title deeds or copy of land registration from the Land Department.
- iii) Copy of Passport and Visa of all named parties on the property.
- iv) Copy of completion of payment certificate.
- v) Current dated cheque in the name of the Ownership Association for the applicable charges for N.O.C. application.

(b) Required Documents – From Buyer:

- i) Copy of Passport and Visa of all named parties on the property.
- ii) Copy of the purchase and sales agreement.
- iii) A signed letter to confirm that the buyer will pay for all charges (service charges, administration fee, etc.) as specified within the original purchase contract and will accept all responsibility for the villa including any outstanding payments from the date of transfer of property.

B. MODIFICATION AND ALTERATIONS

1. Before carrying-out any alteration / modifications within your property in Prime Villas, you have to acquire a No Objection Certificate (N.O.C.) from the Master Developer.
2. To procure a No Objection Certificate (N.O.C.), please submit your application along with the following documents to the Association Manager for the issuance of a No Objection Certificate (N.O.C.):-

(b) Required Documents:

- i) Completed modification form.
 - ii) Architectural drawings / plans of works.
 - iii) Scope of work (Detailed list of what will be done).
 - iv) Current dated cheque in the name of the Ownership Association for the applicable charges per N.O.C. application.
 - v) Undated cheque in the name of the Ownership Association for the applicable security deposit (refundable) per N.O.C. application.
3. The Association Manager will contact you as soon as the N.O.C. from the Ownership Association is ready for collection.
 4. In some cases, you would also need an N.O.C. from Dubai Municipality (DM) as well. The Association Manager will advise you on such cases so that you can approach DM directly after obtaining a N.O.C. from the Ownership Association.

Schedule 5 – Community Rules and Regulations

C. APPLICATION CHARGES AND FEES

All payments against Charges and Fees need to be made in advance to the respective authority – Master Developer Fees (Dubai Sports City), Dubai Municipality or to the Owners Association.

D. PENALTIES

1. There will be a penalty charge for any modification and alteration carried out without a proper N.O.C. and also for any modification or alteration carried out not confirming to the details/drawings provided by the homeowner while procuring the N.O.C. from the Ownership Association.
2. The resident/owner shall stop all the alteration/modification works immediately upon being notified by the Association Manager.
3. The Owner shall make necessary arrangements to obtain the N.O.C.
4. If N.O.C. is rejected, then the Owner shall restore the premises to its original shape/condition.
5. All expenses towards this restoration will be borne by the Owner.