RULES and REGULATIONS

FERN
AT GRASS RESIDENCES
QUEZON CITY

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HOUSE RULES AND REGULATIONS

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1. GENERAL PROVISIONS

These House Rules and Regulations (House Rules) are hereby adopted and promulgated pursuant to the Master Deed with Declarations of Restrictions (Master Deed) of the Project.

The House Rules shall be enforced for the common good of the owners and residents of the Project. The rules are designated to:

1.1 Ensure the efficient and orderly management and operations of the condominium, for the health, safety and welfare of all residents;

1.2 Ensure the right to peaceful and quiet enjoyment of all owners and residents of their respective units and the common areas;

1.3 Maintain the aesthetic appearance and functionality of facilities of the Project; and

1.4 Enhance the property value of each owner's investment in the Project.

All unit owners, tenants, and/or residents of the Project, guests, condominium staff, contractors and service providers are required to follow and comply with the governing House Rules to avoid property and personal risks as well as inconvenience as a consequence of violation/s of the provisions of the House Rules.

In case any unit owner, tenant, and/or resident violates or commits a breach of, any limitation, restriction, covenant, or condition of the Master Deed, the By-Laws of the Condominium Corporation or the House Rules, including the obligation to pay money, the Board of Trustees shall, by written notice, direct the erring unit owner, tenant, and/or resident, as the case may be, to enjoin, remedy or otherwise abate the violation or breach within a reasonable period of time. Upon failure or refusal of the said unit owner, tenant, and/or resident to do so within the time fixed in the notice or instruction, the Board of Trustees, through the Property

Administrator or such other officer as may be authorized for this purpose, shall have the right (a) to enter the unit of the erring unit owner, tenant, and/or resident to summarily abate and remove, at the expense of the said unit owner, tenant, and/or resident, as the case may be, any structure, thing or condition constituting the violation; (b) to impose fines in accordance with a schedule of fines that may be promulgated by the Board of Trustees, such fines shall be included in the monthly assessments made for the unit concerned; (c) by appropriate legal proceedings, to enjoin, abate or remedy the continuance of such violation or breach or to otherwise enforce compliance with the pertinent provisions of the By-Laws of the Condominium Corporation, the Master Deed and the House Rules; and (d) if the breach or violation is committed by a tenant, and/or guest of the unit owner or any person allowed access to the condominium premises by the unit owner, and/or tenant, the Board of Trustees, through its duly authorized representative/s, shall require the unit owner, and/or tenant to ask such guest or person to vacate the unit and/or leave the condominium.

The Board of Trustees of the Project Condominium Corporation and/or its duly authorized representatives shall have full authority to implement these House Rules, which is a supplement to the By-laws and Master Deed. An authorized representative refers to any of the Condominium Corporation Officers so empowered or the duly appointed Property Administrator. Failure of the Condominium Corporation to enforce a rule or regulation or to render such determination shall in no way be construed as a waiver or abandonment of said rule or regulation under any future application.

2. USE OF INDIVIDUAL UNITS

2.1 Unit

2.1.1 Each residential unit shall be occupied purely for residential purposes only.

2.1.2 For safety and security purposes, the residential units shall not be used as an office, recruitment agency, teaching facility of any sort, shop, manufacturing facility, boarding house, dormitory, transient or other "bed space type" establishment.

2.1.3 To prevent overcrowding in the unit, the maximum number of residents including infants, children, household staff, residing nurses, bodyguards etc. allowed per unit are as follows:

20-39.9 sq. m	4 Residents only
40-59.9 sq. m	4 Residents only
60.00 and above	5 Residents only

The maximum number of occupants mentioned above will also include authorized guests staying for more than thirty (30) days.

2.2 Units with Balcony and/or Ledge

2.2.1 Unit owners, tenants, and/or residents shall use the balcony in a reasonably quiet manner; they shall refrain from causing any noise and boisterous acts that will disturb the peace and quiet of the tower and its other residents.

2.2.2 Unit owners, tenants, and/or residents are expected to use balconies safely and responsibly. They are responsible for the safety of their children with regard to the use of such space.

2.2.3 The unit owner, tenant, and/or resident of the residential unit with a balcony adjoining his/her residential unit shall not use the same as laundry or drying area or in any manner which in the reasonable determination of the Condominium Corporation will compromise or destroy the overall exterior look of the tower.

2.2.4 The use of grills and/or other cooking devices in the balconies is strictly prohibited.

2.2.5 The use of parasols, hanging plants, chimes, porch swings, hammocks and the like is strictly prohibited.

2.2.6 The balcony shall not be enclosed, nor shall any canopy, fixed or temporary be installed. No exterior lighting shall be placed in any unit so as not to cause glare or illumination upon any other unit or common areas. No permanent covered structure, trellis, canopy or paved flooring shall be constructed.

2.2.7 No holiday decoration shall be hung from the balcony or be exposed from the exterior of the tower to maintain a pleasant and uniform appearance.

2.2.8 Furniture may be placed in the balconies but they shall not exceed the floor height of one (1) meter and they must be in earth tone colors.

2.2.9 All unit owners, tenants, and/or residents who shall fail to comply with the above-mentioned restrictions, shall be advised by the Board of Trustees or its authorized representative to remove any furniture and/or furnishings that do not comply with the House Rules.

2.2.10 The use of Balcony for any other purpose is expressly and absolutely prohibited. Whenever applicable or appropriate, the provisions of the Master Deed shall apply to the Balcony.

2.3 Laundry and Drying Activities

2.3.1 No laundry activity, such as washing, drying or pressing, shall be allowed in any part of the unit or of the tower which was not designated for such purpose.

2.3.2 Laundry washing, drying and pressing shall be done inside the unit only.

2.3.3 Laundry drying equipment or clothesline, whether permanent or temporary, which is visible from the exterior of the tower shall not be allowed.

2.4 Upkeep and Repair

2.4.1 General Guidelines

2.4.1.1 Each unit owner, tenant, and/or resident is obliged to keep and maintain his/her unit in good and sanitary condition.

2.4.1.2 Unit owners, tenants, and/or residents shall keep their unit/s in good habitable condition and in a manner that shall not prejudice other unit owners, tenants, and/or residents.

2.4.1.3 Each unit owner, tenant, and/or resident shall not permit any unlawful act, practice or deed to be committed in the premises of either the unit as an individual space or any towers in general. The unit should also not be permitted to be used for any business open to the public or for any other commercial activities —including, but not limited to, promotional pictorials, bazaars, and the like.

2.4.1.4 The Board of Trustees shall have jurisdiction over all exterior decorations or adornments, and may order and force the removal or modification of such if, in its judgment, it finds that any exterior decoration or adornment of any unit detracts from the aesthetic beauty of the premises or endangers the safety of residents and guests.

2.4.1.5 Windows shall not be covered with aluminum foil, paint, solar control or film, or any other material.

2.4.1.6 Nothing must be hung or displayed on the windows, ledges and on the side of doors facing the

hallways or any part of the areas for common use. No holiday décor, shades, venetian blinds, awnings or window guard, antennae or satellite dishes shall be installed on the exterior portion of the unit or the tower.

2.4.1.7 Curtains or blinds to be placed by the windows of the unit shall not in any way compromise the color or exterior look of the tower. As such, all colored curtains or blinds shall be provided with white lining sheets to achieve a pleasant, uniform look from the exterior of all the towers.

2.4.1.8 The windows and main door of the unit shall not be replaced with windows and doors of different material, size, design or color.

2.4.1.9 Unit owners, tenants, and/or residents shall not install any type of awning, grill, screen, trellis or cover the windows and doors of their unit.

2.4.1.10 Unit owners, tenants, and/or residents must not throw any material or substance out of or from any window, door passage or area of common use. Cleaning and shaking out of rugs and the like from the windows are strictly prohibited.

2.4.1.11 Individual grease traps installed in each unit must be properly maintained by the unit owner, resident, and/or tenant. Below are ways to maintain and clean grease traps:

a. Avoid the use of enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease trap.
b. Remove lid. If the trap is equipped with removable baffles, remove them.
c. Scoop the accumulated top grease layer out of the trap and deposit in a tight-sealing container for proper disposal.
d. Bail out water in the trap to facilitate cleaning solids from the bottom. Set water aside as it may be return it to the trap after cleaning.
e. Remove all the solids from the bottom of the trap, drain liquids from solids and properly dispose them in the trash.
f. Scrape the sides, the lid and the baffles with a putty knife to remove the grease, and deposit the grease into the same container used for the grease layer.
g. Replace lid and baffles.
h. Fill grease trap with water.
i. It is recommended to clean the grease trap at least weekly or depending on the content of the oil/grease as part of regular maintenance. Any leaks and/or damages caused by the grease trap shall be for the account of the owner, tenant, and/or resident.

2.4.1.12 Expenses for the upkeep and repair of each unit shall be shouldered by the unit owner, tenant, and/or resident. Unit owners, tenants, and/or residents who intend to undertake the repair or refurbishing works allowed under the Master Deed in their respective units, must seek prior approval from the Property Management Office.

2.4.1.13 Unit owners, tenants, and/or residents must use nominated contractors as designated by the Property Management Office concerning alterations to the security, fire sprinkler and smoke detection system in their respective units. As these systems are common to the tower, defective work may affect the overall system performance.

2.4.1.14 All electrical equipment used in each unit shall be in accordance with the electrical load allowance provided.

2.4.1.15 No unit owner, tenant, and/or resident shall place on any part of the floors of the tower any article, machinery, goods or merchandise which may cause the maximum floor loading bearing capacity on that floor to exceed.

2.4.1.16 Each unit owner, tenant, and/or resident shall respect the right of other residents and allow them a quiet and uninterrupted enjoyment of premises.

2.4.1.17 Unit owners of affected or damaged units due to malfunction of facilities of the units adjacent to it shall allow the necessary repair and provide access for the elected contractor of the damaging unit's owner upon receipt of prior notice and acceptance of schedule of repairs to be conducted within allowed construction work hours. No charges for access shall be imposed by the unit owner of the damaged unit and he/she shall be responsible for safekeeping his or her belongings and securing all appliances and furniture to prevent further damage. Should the unit be leased out to tenant, the unit owner shall coordinate with his tenant to allow access for repairs.

2.4.1.18 Appointed representatives of the Condominium Corporation or the Property Management Office shall be allowed access into a unit with prior notice to the unit owner, tenant, and/or resident during reasonable hours of the day to inspect the unit's facilities and common utilities that may be located in the unit. In case a unit is leased to a tenant, the unit owner shall coordinate with his tenant to allow access. No charges for access shall be imposed by the unit owner or his tenant.

2.4.1.19 The refusal of a unit owner or his failure to secure permission from his tenant to allow entry by the Condominium Corporation or its authorized agent, or the appointed contractor of the damaging unit's owner to effect necessary repair within five (5) days after reasonable notice is given shall make the said owner liable for consequential damages brought by his refusal to allow entry to the unit; provided that in case of emergencies where the exigencies of the circumstances so require, prior notice may be dispensed with.

2.4.1.20 The unit owner, tenant, and/or resident shall be solely responsible for compensating the affected unit owners, tenants, and/or residents. For damages caused by the negligence of the former and /or the persons for whom he/she is responsible for, whether visitors, employees, agents, contractors or dependents.

2.4.2 Air-conditioning System

2.4.2.1 Every unit is provided with a designated opening/area for the installation of their air-conditioning unit. No ventilator or additional air-conditioning device or other equipment must be installed outside the designated opening/area.

2.4.2.2 Resident must keep the air-conditioning system/device in good condition and appearance to avoid excessive leaks and noise which may unreasonably disturb or interfere with the comfort and convenience of other residents.

2.4.2.3 Air-conditioning units (ACUs) may be serviced by a service provider engaged by a resident at a designated area approved by the Condominium Corporation/Property Management Office for a fee of P100.00/unit (VAT exclusive) which shall be collected

from the Unit Owner/Tenant prior to the use of the designated area for ACU cleaning.

2.4.2.4. Only servicemen with the appropriate Work Permit will be allowed entry into the condominium building.

2.5 Pets

Unit owners, tenants and/or their guests are not allowed to house or keep pets of any kind in the Project, even on temporary basis. "Pets" include, but is not limited to, both warm and cold-blooded animals, such as dogs, cats, fish, hamsters, rats, birds, snakes, lizards and insects.

2.6 Sale, Mortgage or Lease of Units

2.6.1 A unit owner who wishes to sell his/her unit shall submit a letter of intent to sell his/her unit to the Property Management Office and comply with Master Deed prior to any intended sale of his/ her unit and shall provide the Corporate Secretary with copies of the Deed of Sale covering the disposition of his/her unit to a third party within 5 days from the date thereof.

2.6.2 The Unit Owner intending to sell must first offer the unit in writing to the Developer specifying purchase price, payment terms, and the allocation of applicable taxes and transfer costs. The offer shall be deemed rejected if no reply is given by the Developer after the lapse of thirty (30) working days from receipt of the said offer. Once the Develop rejects the offer, the owner may sell his unit to any third party under the same terms and conditions offered to the Developer. No sale, transfer, assignment, conveyance, or other disposition of a unit in violation hereof shall be binding upon the Developer and the Condominium Corporation.

2.6.3 No transfer of any unit shall be binding unless accompanied by a certificate of an authorized

representative of the Condominium Corporation attesting to the compliance of such transfer with the nationality requirements imposed by law. Such certificate shall also attest to the payment of all condominium dues and other assessments as a condition to the transfer of the affected unit. The Condominium Corporation shall cause the issuance of such certificate or in the proper case, advise the unit owner of the reasons why such certificate cannot be issued within five (5) business days from receipt of the request from the owner.

2.6.4 The sale or disposition of a residential unit shall be deemed to include the disposition of the parking unit appurtenant thereto. The owner shall sell or dispose of his/her non-appurtenant parking units to either the buyer of his/her residential unit or any other owner of a residential unit within the Project.

2.6.5 All lease contracts shall contain an undertaking by both the unit owner/lessor and the tenant to hold themselves jointly and severally liable and responsible to the Condominium Corporation for the payment of condominium dues and other assessments in the event that the party named in the contract of lease responsible for the payment fails to comply with the obligation. Further, the lease contract shall include a provision that the unit owner/lessor transfers to the tenant the sole privilege, associated with the condominium unit, and the usage of all the facilities and amenities of the Condominium Corporation.

2.6.6 At least 1 week prior to move-in of the secondary buyers/tenants, the Unit Owners/Lessors shall:

a. Settle all the assessments (condominium dues, utilities, penalties and other charges) and secure a Certificate of Management from the Property Management Office; and

b. Provide the Property Management Office a signed endorsement of the name/s of the secondary buyers/tenant/s and accompanying resident/s and a copy of their notarized lease contract.

2.6.7 Prior to move-in, the Tenants shall:

a. Fill-out the Tenant Information Sheet; and

b. Provide the Property Management Office a photocopy of at least two 2 valid IDs with picture and signature.

2.6.8 The unit owners are liable for all charges unpaid by their tenant.

2.7 Prolonged Absence of Unit Owner , Tenant, and/or Resident

2.7.1 Whenever a unit will be unoccupied by the unit owners, tenants, and/or residents for an extended period of time (for more than 1 week), the key/s to his/her unit should be left with an authorized representative, with due notice to the Property Management Office, in writing. Otherwise, any representations made will be denied access to the unit and premises. Authorized representative by unit owner, tenant, and /or resident is expected to check or clean the unit at least once or twice a month.

2.7.2 If any of the keys to the unit are entrusted by a unit owner, tenant, and/or resident to a representative, the acceptance of the keys will be at the sole risk of the concerned unit owners, tenants, and/or residents. The Condominium Corporation and its authorized representative will not be held liable for any injury, damage or loss of any nature resulting directly or indirectly from the arrangement.

2.7.3 The Property Management Office has the right to gain access, by any means, into any unoccupied unit in

emergency cases—in situations when immediate entry into the unit is necessary to prevent injury or damage to residents and property. The representative in possession of the keys to the unoccupied unit must, upon request by the Condominium Corporation, provide access to the unit as soon as possible after the request for entry is made.

2.7.4 Whenever a unit will be unoccupied by the unit owners, tenants, and/or residents for an extended period of time (for more than 1 week), they are advised to do the following steps:

a. Cover floor drains and sink drain with plastic to avoid unwanted smell from the drain pipe trapped inside the unit;

b. Never leave the refrigerator defrosting as this may cause leaks to the other units;

c. Grease traps should be kept clean and free from any grease deposit.

d. Authorized representative by unit owner, tenant, and/or resident is expected to check or clean the unit at least once or twice a month.

2.8 Lien/Suit on Unit

The unit owner shall advise the Condominium Corporation in writing of every lien on his/her unit or every suit or proceedings that may affect the title of his/her unit within five (5) working days after knowledge of such. Failure to advise the Condominium Corporation shall be deemed to be a breach of the House Rules.

2.9 Mortgage on Unit

2.9.1 The unit owner shall submit to the Condominium Corporation the deed evidencing such encumbrance or mortgage within five (5) working days from the execution of the deed.

2.9.2 The mortgage or lease of a unit shall be presumed to automatically extend to the parking unit of the unit owner of the residential unit.

2.9.3 Such lease, mortgage, or encumbrance shall not relieve such unit owner from compliance with his obligations under the Condominium Act, Master Deed, House Rules, Constitutive Documents of the Condominium Corporation, and the terms and conditions imposed by the Developer or the Condominium Corporation.

2.9.4 A stipulation in the relevant mortgage contract shall acknowledge that any and all claims by the Condominium Corporation in respect of assessments, working capital, interests, penalties, fines, costs and collection expenses, legal fees, and the like shall constitute a preferred lien over those of the mortgagee and the fulfillment of such other conditions/requirements as may be provided in the constitutive documents, the House Rules, and Master Deed, as well as compliance with such restrictions as the Board of Trustees may reasonably determine.

2.10 Real Property Taxes

Each unit owner shall be responsible for the payment of real property taxes and other charges and assessments from government agencies accruing on his/her unit.

2.11 Move-In and Move-Out Procedure

2.11.1 Procedure for Move-In

Unit owners must notify in writing the Property Management Office of any change of resident or tenant prior to the move-in to ensure that those moving into the unit are indeed authorized by the unit owner to reside in the unit. Move-In Forms and documents must be submitted to the Property Management Office prior to move in for clearance, approval and assistance arrangements of the move-in date.

For tenants, in addition to the above conditions and requirements, the following shall also be submitted:

a. Accomplished Move-In Form (to be secured from the Property Management Office) or a written advise/notice from the unit owner stipulating the tenants' responsibilities such as payment of condominium dues, utility bills, special assessments and other fees/ charges;
b. Notarized copy of the Lease Agreement and a photocopy of the tenants' two (2) valid IDs.

2.11.2 Procedure for Move-Out

a. All move-outs must be pre-arranged with the Property Management Office. Two (2) weeks advance notice must be given by the unit owner, tenant, and/or resident prior to move- out.
b. A unit owner must accomplish and sign a Move-Out Form and a Gate Pass and submit both documents to the Property Management Office two (2) weeks prior to the move-out date for accountability clearance.
c. A tenant must accomplish a Move-Out Form duly signed by the registered unit owner or his/her authorized representative and submit to the Property Management Office two (2) weeks prior to the move out-date for accountability clearance.
d. A tenant must be cleared of all his/her obligations with the Unit Owner, Property Management Office and Condominium Corporation before he/she can be allowed to bring out any of his/her belongings from the tower.
e. No item provided by the unit owner and/or Developer shall be removed.
f. No move-out will be allowed unless authorized by the Property Management Office. Such authorization will be granted only upon the issuance of a Certificate of Management, which states that the previous unit owner (in the case of a sale) or present unit owner/tenant (in

the case of a lease) does not have any outstanding liability with the Condominium Corporation.

3. AMENITIES AND COMMON AREAS

3.1 Usage

3.1.1 The amenities shall only be used and enjoyed for recreational purposes of the residential unit owners, tenants, and/or residents of the Project and the registered guests subject to the provisions of the Master Deed, the House Rules and other rules and regulations as may from time to time be amended by the Board of Trustees.

3.1.2 Unit owners who lease out their units automatically transfer their right to use the amenities to their tenants until the expiration of the lease contract.

3.1.3 Corporate unit owners shall submit a Special Power of attorney designating representatives to the Condominium Corporation who shall be entitled to use of amenities; the number of designated representatives cannot exceed the maximum number of residents per specific unit size.

3.1.4 Delinquent unit owners, tenants, and/or residents shall not be allowed to use the amenities during the period of delinquency.

3.1.5 The amenities shall not be appropriated for the exclusive use or benefit of any particular unit or units, except when there is a duly approved reservation and only for activities allowed by the Property Management Office.

3.2 General Guidelines

3.2.1 Placing of doormats, slippers, shoes, and any form of shoe racks or umbrella stands outside entry doors of the unit, and/or along the hallways is not allowed.

3.2.2 Loitering, cooking, washing of dishes, rags, mops, cleaning materials and the like are strictly prohibited in any part of the common areas.

3.2.3 Furniture, if any, provided in the common areas shall be exclusively used in these specific areas only. No unit owner, tenant, and/or resident may transfer or remove furniture from the common areas.

3.2.4 Unit owners, tenants, and/or residents are not allowed to obstruct or restrict the entrances, exits, parking units, driveways, or any part of the common areas. No part of the common areas shall be used for storage or for the permanent or temporary habitat of household members.

3.2.5 All entrances, exits, emergency exits, hallways, passages, stairwells and lobbies must be free from any obstruction, restriction or hindrance at all times. Any item placed or left in any part of the common area will be confiscated.

3.2.6 The utility decks, machine rooms, electrical rooms, generator set rooms, meter rooms, and other areas reserved for storage of maintenance equipment and machinery are restricted areas and access thereto shall be allowed only with the permission and supervision of the Property Administrator his/her authorized representatives.

3.2.7 For a healthy environment in the Project, all common areas especially the elevators and the lobby—within the property are designated as non- smoking areas. The Board of Trustees reserves the right to decide the designation of smoking areas.

3.2.8 Vandalism, theft and other forms of inappropriate behavior are grounds for immediate expulsion of the offending parties from the premises.

3.2.9 Gambling, spitting and littering are not allowed within the amenities.

3.2.10 Audible radios, music players or instruments shall not be played within the amenities, and/or common areas without prior written consent of the Property Management Office.

3.2.11 No video recording, photography or playing of audio-visual or stereo equipment in the common areas of the condominium will be allowed without the prior written permission of the Condominium Corporation, and/or Property Management Office.

3.2.12 Persons using any of the amenities do so at their own risk and sole responsibility. The Developer, the Condominium Corporation and the Property Management Office assume no responsibility for any occurrence, accident or injury in connection with such use. Unit owners, tenants, and/or residents shall not hold the Developer, the Condominium Corporation and the Property Management Office liable for any accident, injury or consequence resulting from the use of amenities.

3.2.13 Any violation of the above terms and conditions may result to disapproval of future reservations and the imposition of penalties without prejudice to other terms and conditions of this reservation and to the exercise of any other rights or remedies available to the Condominium Corporation and to any injured or offended party.

3.2.14 Parking accommodation will not be provided to the guests by the Condominium Corporation.

3.2.15 Abbreviated core rules for the amenities will be displayed to serve as constant reminders. A breach of those rules shall be deemed to be a breach of the House Rules.

3.2.16 The Property Management Office reserves the right to schedule the operation hours of the lights and air-conditioning units in the common areas.

3.2.17 The Property Management Office reserves the right to shut down the amenities and facilities for a reasonable period to allow preventive maintenance and necessary repair activities.

3.2.18 The Developer, Condominium Corporation and the Property Management Office shall not be responsible for loss of or damage to any valuables which may occur during the use of any of the amenities.

3.2.19 Subject to prior approval of the Board of Trustees, the Property Management Office shall promulgate, from time to time, such reasonable rules and regulations pertaining to the proper use and maintenance of the amenities.

3.3 Project with Function Rooms, Lounges, and Clubhouses

3.3.1 Operating hours

The operating hours of the Function Rooms, Lounges, and Clubhouses shall be determined by the Property Management Office.

3.3.2 Usage

3.3.2.1 The Function Rooms, Lounges, and Clubhouses may be reserved for private use for a fee that shall be set by the Board of Trustees.

3.3.2.2 A security bond in the amount specified by the Board of Trustees shall be required for the use of the Function Rooms, Lounges, and Clubhouses. The purpose of the security bond is to cover possible damages and other incidental costs.

a. Damages incurred during the event will be deducted from the security bond;

b. Cost of repair of the damages in excess of the security bond shall be assessed to the host unit owner, tenant, and/or resident;
c. Once determined that there are no damages in the Function Rooms, Lounges, and Clubhouses, said amount will be refunded within one (1) month.

3.3.2.3 The Function Rooms, Lounges, and Clubhouses can be used only with an accepted prior reservation with the Property Management Office.

3.3.2.4 The maximum allowed seating capacity as well as charges for use of Function Rooms, Lounges, and Clubhouses shall be available at the Property Management Office.

3.3.2.5 All fees and/or bonds can be paid either thru cash or check. Check payments should be made payable to the Condominium Corporation. Payments shall be made only at the Property Management Office in which a corresp_nding official receipt shall be issued.

3.3.2.6 The host unit owner, tenant, and/or resident of the event shall have the responsibility to ensure that no disturbance will be caused to the other residents during their event.

3.3.2.7 The host unit owner, tenant, and/ or resident shall be responsible for the setup of the amenities area to suit their needs and the clearing of the area after its use. Installation of banners, tarpaulins and any other materials on the walls and ceilings is discouraged to avoid damages on the paint and walls. Any equipment, machine, tool and/or implement which will be requiring electric power shall be assisted by the Engineering personnel of the Property Management Office.

3.3.2.8 The host unit owner, tenant, and/or resident or the caterers should bring the appropriate disposable garbage bags. All garbage generated during the event shall not be allowed to be thrown in the garbage depository facility of the Project and must be hauled/ brought out of the condominium premises at his own expense. Washing of kitchen utensils is only allowed when a kitchen sink is available in the area.

3.3.2.9 The guests, caterers and other suppliers must observe the existing policies implemented by the Condominium Corporation.

3.3.3 Reservation Procedure

3.3.3.1 The Reservation Form for the use of the Function Rooms, Lounges, and Clubhouses is available at the Property Management Office. Applications for reservations shall be made in advance to ensure availability of preferred day and time. Reservation will become effective when:
a. Filled out Reservation Form is approved by the Property Management Office; and
b. Security bond is settled.

3.3.3.2 Full payment of the fee shall be made at least 15 days prior to the date of the event to keep the reservation valid.

3.3.3.3 Cancellation should be submitted in writing at least one (1) week before the reserved date of event. Otherwise, a late cancellation charge of Two Thousand Pesos (2,000.00) shall be collected.

3.3.4 Rules

3.3.4.1 Users are expected to observe proper behavior at all times and not indulge in overly noisy or boisterous activities.

3.3.4.2 Activity areas are limited only to the reserved amenity area. Lobby, hallways, poolside, and other common areas are not allowed to be used as part of an event.

3.3.4.3 After use, the host unit owner, tenant, and/or resident shall leave the Function Room, Lounge, and Clubhouse clean and in the same order as when the area was turned over to them. The host unit owner, tenant, and/ or resident shall be responsible for the cleaning of the facility, garbage segregation and disposal. Failure to comply will result to a deduction of One Thousand Five Hundred Pesos (Php 1,500.00) from the security deposit to cover for the general cleaning of the facility.

3.3.4.4 The rectification of damages to amenities which occur during or in connection with the use thereof shall be for the account of the host unit owner, tenant, and/or resident.

3.3.4.5 Catering crew should be in proper attire while inside the condominium premises.

3.3.4.6 Cooking is strictly prohibited. Only chafing dishes will be allowed for heating.

3.3.4.7 Controlled and hazardous substances, firecrackers and other explosive devices are strictly prohibited.

3.3.4.8 Ingress shall be strictly 3 hours before the scheduled event. A fee of Php 1000.00/hour shall be charged for ingress requirement exceeding 3 hours. Should it be necessary to transport large or heavy equipment, furniture and packages for an event, the host unit owner/tenant/resident shall apply for a permit with Property Management Office. The permit issued by the Property Management Office shall state the pecific time when the service elevator may be used to transport said equipment, furniture and packages. Airconditioning unit(s) shall only be turned-on 30 mins before the scheduled time of event.

3.3.4.9 Egress shall be 1 hour and shall be completed by 11:00PM. A fee of Php 300.00/hour shall be charged for egress requirement exceeding 1 hour. Airconditioning unit(s) shall be turned off immediately after the event completion.

3.3.4.10 The security guard on duty shall always escort the event crew during the transportation of the event paraphernalia and/or catering equipment.

3.3.4.11 Fire safety precautions must be practiced at all times.

3.3.4.12 Function room users who will need to use Food Carts in their events should inform the Property Management Office in advance. Use of food cart(s) may be allowed provided it will fit the service elevator and the Function Room can accommodate its required electrical load. No heavy cooking shall be allowed inside or outside the function room before, during and after any events.

3.4 Project with Playground, Landscaped and/or Green Area

3.4.1 Playgrounds are provided for the enjoyment of residents' children and their guests. Children using these facilities shall be monitored at all times by their assigned adult guardians. The Developer, Condominium Corporation and Property Management Office shall not be responsible for any injuries incurred when using these facilities.

3.4.2 Landscaped areas within the Project shall not be used as picnic areas for residents or their guest. Residents are enjoined to help maintain the beauty of these areas by not picking flowers or plants.

3.5 Project with Swimming Pools

3.5.1 Operating Hours

The swimming pool operating hours is from 6:00AM to 10:00PM only.

3.5.2 Usage

Guests may be allowed to use the swimming pools provided they are accompanied by the host unit owner, tenant, and/or residents. Guests shall be charge a fee 150.00/per guest per day. Residents may purchase prepaid coupons at the PMO for their guests.

The number of allowable guests are as follows:

20-39.9 sq. m	4 Guest only
40-59.9 sq. m	4 Guest only
60.00 and above	5 Guest only

The Swimming pools are for exclusive use of unit owners, tenants, and/or registered residents only during Saturdays, Sundays and Holidays.

3.5.3 Rules

3.5.3.1 Proper swimming attire is required in the pool. All persons should wear clothing designed as swim wear. No cut-off clothing is permitted in the pool. Swimming fully clothed can be dangerous and is not permitted.

- Allowed swimming attire for female swimmers:
  a. Swim wear, including wetsuits;
  b. Cycling shorts.
- Allowed swimming attire for male swimmers:
  a. Swimming trunks and board shorts;
  b. Wet Suits.

3.5.3.2 Diapered children and/or infants are not allowed in the swimming pool.

3.5.3.3 Residents and their guests must take a shower in the facilities provided before using the swimming pool and shall provide their own towels.

3.5.3.4 After swimming, residents and their guests must dry themselves and wear appropriate dry clothes when leaving the swimming pool area. No one will be allowed to track water into the hallways and/or elevators.

3.5.3.5 Persons observed by the pool attendant to have a contagious viral or skin disease, open wound, cold sores, inflamed eyes, or wearing bandages will not be allowed in the pool.

3.5.3.6 Water sports are not allowed.

3.5.3.7 Expectorating or blowing of the nose in the pool is strictly prohibited.

3.5.3.8 No running, pushing or horse playing shall be permitted on the pool deck. Residents are responsible for the conduct of their guests at all times.

3.5.3.9 Diving is strictly prohibited.

3.5.3.10 Children under the age of twelve (12) must be accompanied by an adult at all times. Parents/Guardians must accompany and supervise their children while in the pool/pool area and remain with them for the duration thereof.

3.5.3.11 Parents shall be responsible for removing floatation devices and toys from the pool prior to leaving

the pool area.

3.5.3.12 Glass objects shall not be allowed in the pool or anywhere in the pool deck area.

3.5.3.13 Food, drinks, and social parties shall be strictly prohibited in the pool and pool deck area.

3.5.3.14 The swimming pools are not manned by a lifeguard. Users are advised to take all necessary safety precautions. The Developer/Condominium Corporation/ Property Management Office shall not be liable for any untoward incident, accident or injury that may arise from the use of the swimming pool.

4. GENERAL RESTRICTIONS

4.1 All unit owners are required to comply with these House Rules which must likewise be observed by the following parties whenever they are within the premises of the Project: (a) members of their family and their household help; (b) their tenants and members of the family and household help of said tenants; (c) their guests and the guests of their tenants; and (d) other individuals transacting business with them.

4.2 Unit owners, tenants, and/or residents shall at all times be responsible for the behavior and conduct of their own children and shall ensure their children's compliance with the House Rules. The unit owners, tenants, and/or residents shall see to it that children under their care do not undertake activities that are offensive to other unit owners, tenants, and/or residents that cause damage to common areas.

4.3 No unit shall be subdivided into smaller units nor shall the unit be partitioned among its co-owners.

4.4 Unit owners, tenants, and/or residents are expected to

inhabit their unit/s in a peaceful and reasonably quiet manner and to refrain from any noisy or loud acts that will disturb the peace and quietness of the premises. Units shall not be used for any purpose which may impair the reputation of the premises or cause depreciation of its property value.

4.5 The unit owners shall not do or cause to be done, any act such as chiseling or chipping of beams, columns or walls, and the like or cause the construction, removal or installation of any structure or facility within the unit or the common areas which the Developer/Condominium Corporation has determined will impair the structural strength of the tower or change the appearance of any exterior portion.

4.6 Unit owners, tenants, and/or residents shall not introduce any improvements, alterations or additions to their unit/s without prior written consent or approval from the Property Management Office. Alterations or improvements done without prior written consent shall be subject to dismantling and demolition if found to be detrimental to the tower's structure. The cost of the dismantling and demolition of such unauthorized alterations or improvements shall be for the account of the unit owner, tenant, and/or resident. In addition, a penalty for the House Rule violation as approved by the Board of Trustees may be imposed depending on the gravity of the offense.

4.7 Unit owners, tenants, and/or residents shall not alter or allow any person to alter any portion of the plumbing or electrical layout or design of the tower or unit without the prior approval of the Property Management Office.

4.8 Each unit is provided with a number signage integral to the exterior design of the Project. The unit owner, resident, and/or tenant of a residential unit are not allowed to replace, alter or add any other signage. Any deteriorated and/or damaged

signage shall be reported to the Property Management Office for replacement. The cost of such replacement shall be charged to the unit owner, tenant, and/or resident.

4.9 Unit owners, tenants, and/or residents are not allowed to display their names in any entry, passageway, vestibule hall or stairway of the tower.

4.10 No signs, posters or displays shall be attached to the unit.

4.11 Unit owners, tenants, and/or residents shall not permit, bring into or keep in their unit/s, flammable, combustible or explosive fluids, materials, chemicals or substances including such products that may cause noise, tremors, or expose the premises to fire. Unit owners, tenants, and/or residents shall also not permit or bring into the tower any other dangerous objects or articles which the Project may reasonably prohibit or which may increase the rate of insurance of the tower. Should the unit owner, tenant, and/or resident do so, he/she shall be responsible for all damages that such violation may cause to the tower, other units or to unit owners, tenants, and/or residents and he/she shall be held liable for any increase in the insurance that may result from such acts.

4.12 Liquefied petroleum gas (LPG) tanks are not allowed in any part of the tower.

4.13 No radio or television signal or other form of electromagnetic radiation shall be permitted to originate from any residential unit. No external antenna or wiring for radio or television shall be constructed, erected or maintained by the unit owner, tenant, and/or resident in the exterior portion of the tower, including but not limited to windows, walls, and ledges.

4.14 Telephone and CATV coaxial antenna outlets are provided

for each unit. Applications for the subscription and connection to the concerned utility providers and the attendant fees and charges shall be the responsibility of the unit owner, tenant, and/or resident.

4.15 Business solicitation and/or advertising activities inside the Project premises, such as distribution of flyers, leaflets, calling cards, peddling of merchandise, and the like, are allowed with certain fees as prescribed by the PMO.

A fee of five hundred pesos (PhP 500.00) per month, VAT exclusive, shall be charged for each merchant who will be placing their flyers at the Property Management Office and/or its Satellite Office per Tower.

Approved or authorized sales blitzes or booth set-ups shall only be allowed within the premises of the Property Management Office.

However putting of Flyers, leaflets and brochures are strictly prohibited in mailboxes.

4.16 The unit owner, tenant, and/or resident shall not fix, paint or put any name, logo, notice, sign or other advertising medium or paraphernalia, on any part of the common areas of the tower.

4.17 The Condominium Corporation reserves the right to refuse entry to any person who behaves in a loud manner or uses any abusive or insulting words and/or actions with the intent to cause a breach of the peace especially in serious or repeated violations.

5. CONDOMINIUM DUES AND ASSESSMENTS

5.1 All unit owners, tenants, and/or residents shall be proportionately liable for expenses to maintain all common areas, based on their share in the total saleable area of

residential units and parking units.

5.2 Charges for water consumption will be billed directly to the unit owners, tenants, and/or residents by the Condominium Corporation based on the unit's metered consumption.

5.3 All assessments for capital expenditures, regular assessments for operating expenses, special assessments and all other assessments shall be paid
by the unit owners, tenants, and/or residents in such a manner and within the deadlines determined by the Board of Trustees.

5.4 Assessments not paid on the prescribed due date will bear interest of 2% per month as provided in the Master Deed.

5.5 Assessments, whether regular or special shall be charged against the residential unit and/or parking unit, regardless of status of occupancy or use.

5.6 All payments shall be made in favor of the Project Condominium Corporation and should be made at the Property Management Office.

5.7 Only the Property Management Office Staff shall be authorized to accept payments. A receipt shall be issued for every payment made.

5.8 In the event that the Condominium Corporation will be compelled to initiate court action to enforce payment, the party in violation will pay the costs of collection and attorney's fees equivalent to at least twenty-five (25%) percent of the total amount due, but in no case less than Fifty Thousand Pesos (PhP50, 000.00) plus cost of suit.

5.9 Failure to pay, settle or remit to the Condominium

Corporation any dues and other assessment/s approved by the Board of Trustees will entitle the Corporation to take any of the following actions or remedies:

5.9.1 To apply any payment received first to the penalties and interest, then to regular assessments before any credit is made for utilities and other charges;

5.9.2 To disconnect, suspend or sever the delivery of utilities and other condominium services to the unit which include, but are not limited to, the following:

a. Disconnection of utilities;
b. Suspension of privileges in the use of the facilities and amenities;
c. Suspension of various administrative services to be set by the Board of Trustees;
d. In case the unit is under lease, the Board of Trustees may demand and receive from the lessee the rent due on the same unit up to an amount sufficient to pay the assessment including interest, if any and such payment of the rent shall be sufficiently discharged, to the extent of the account so paid, of the lessee as between him and the owner/lessor of the unit; and for this purpose the unit owners hereby bind themselves to incorporate a provision to this effect in the contracts of lease for their units.

5.9.3 To file and cause the annotation of an adverse claim on the title or certificate with the appropriate Register of Deeds in order to constitute a lien on the unit, and/or parking unit to which it pertains, and enforced by foreclosure proceedings.

5.9.4 The Condominium Corporation shall have the right to exercise all other rights granted by law, the Master Deed, the Rules or the By-Laws for the collection and enforcement of the said dues and assessments.

6. CONDOMINIUM CORPORATION PERSONNEL

6.1 The maintenance and security personnel of the Condominium Corporation will not be responsible for the upkeep, maintenance and/or repair and security of the interior of the individual units, the parking units, and other areas not considered as common areas of the tower as defined in the Master Deed. Maintenance, upkeep and security of these units are solely the responsibility of the unit owner, tenant, and/or resident.

6.2 Unit owners, tenants, and/or residents may avail of services of the maintenance personnel of the Property Management Office, subject to the following rules and regulations:

6.2.1 All requests for service or repair shall be coursed through the Property Management Office and require completion of a Job Order Form which will then have to be scheduled, except in cases of emergency. All services rendered shall be duly supported by a Job Order Form.

6.2.2 Appropriate service charges shall be recommended by the Property Management Office and approved by the Board of Trustees.

6.2.3 The Property Management Office shall bill the unit owner, tenant, and/or resident after the work is completed. Payments should be transmitted directly to the Property Management Office.

6.3 Approved request for service personnel assistance shall be charged by the Property Management Office to the unit owner, tenant, and/or resident to whom service was rendered on a per trade per hour basis for the purposes of recovering lost official time of the service personnel. The rate per hour shall be approved by the Board of Trustees.

6.4 Jobs beyond the capabilities of the maintenance personnel shall be recommended to be referred to qualified contractors.

6.5 No unit owner, tenant, and/or resident shall send any maintenance personnel or employee of the Property Management Office for any private errand.

6.6 Tipping to Condominium Corporation employees is discouraged.

6.7 The Property Management Office and the Condominium Corporation shall in no way be responsible or liable for any services provided, nor guarantee or warrant the quality of such services performed by any employee of the Condominium Corporation.

7. REGULAR MAINTENANCE PROGRAMS

7.1 Pest Control

Scheduled pest control services within the common areas against rodents, mosquitoes, vermin and other pests, including inspection for the presence of wood termites, will be provided by the Condominium Corporation, with prior notice to unit owners, tenants, and/or residents. The expenses to be incurred for such services will form part of the condominium dues.

Unit owners, tenants, and/or residents who want to avail of pest control services for their units shall notify the Property Management Office. Said service will have a corresponding service fee payable directly to the accredited service provider of the Condominium Corporation.

7.2 Solid Waste Management

All unit owners, tenants, and/or residents shall be required to abide and comply with the Solid Waste Management Program of The Project. Everyone shall adhere to the solid waste management practice of segregation at the point of origin,

recycling and re-using of resources and the reduction of the volume of waste for collection and disposal. All waste shall be sorted and segregated as wet and dry. Only properly segregated wastes placed in appropriate plastic garbage bags shall be collected.

Unit owners, tenants and their guests must wait for the schedule of garbage pickup which will be circularized by the Property Management Office. Placing of garbage bag/s outside the units and/or in the common areas of the building is strictly prohibited and will be penalized accordingly.

8. ACCESS CONTROL, SAFETY AND SECURITY

8.1 General Guidelines

8.1.1 Unit owners, tenants, and/or residents must notify/advise the Property Management Office and/or the Receptionist in advance of expected arrival of visitors to avoid inconvenience of making visitors wait before they are cleared.

8.1.2 Visitors shall be directed to the Receptionist so that they may be assisted in contacting the resident they wish to visit. If the unit owner, tenant, and/or resident is not in his/her unit or cannot be located, the visitor shall be advised to visit at another time and shall not be allowed to loiter in the lobby. Residents shall limit their guests to at most 5 persons who may comfortably be accommodated within their respective unit based on Section 2.1.3 on the allowable occupants of individual units. The unit owners, tenants, and/or residents shall not allow their guests to loiter in the hallways or other common areas so as not to disturb other unit owners, tenants, and/or residents of the condominium. Should a unit owner, tenant, and/or resident be expecting more guests than his or her unit can accommodate, function rooms are available for their use, fees for the use of these facilities and reservation forms are available at the Property Management Office.

8.1.3 Access to the premises of a person/s whose presence shall, in the judgment of the Property Management Office, be prejudicial to the safety and security of the property or its unit owners, tenants, and/or residents may be denied, including but not limited to the following:

a. Persons under the influence of alcohol or prohibited drugs;
b. Improperly dressed individuals;
c. Suspicious looking characters; and
d. Persons carrying firearms who do not want to deposit their firearms at the Reception Desk at the Lobbies.

8.1.4 Any unusual occurrence in the tower and/or grounds must be immediately reported to the Property Management Office or any of the guards. If the situation so warrants for the security of unit owners, tenants, and/or residents and the tower itself, the Security Personnel shall be authorized by the Condominium Corporation to conduct frisking, body searches or temporary detention of suspected person/s in accordance with the law.

8.1.5 The Property Administrator and/or his/ her authorized representative/s are allowed to enter a unit in case/s of emergency such as flood, fire or earthquake notwithstanding that the unit owner, tenant, and/or resident thereof is not in the unit or that such forced entry may cause damage to said unit.

8.1.6 Only servicemen with the appropriate Work Permit will be allowed entry into the tower.

8.2 Employees and Household Helpers

8.2.1 Only personnel duly registered with the Property Management Office will be allowed entry into the tower and grounds. All household help, drivers, nurses, private security personnel and the like under the employ of a unit owner,

tenant, and/or resident shall be required to obtain the necessary ID from the Property Management Office. Should there be reasonable grounds, such as previous violation/s, the Property Management Office has the discretion to deny said application.

8.2.2 An identification card may be secured from the Property Management Office upon submission of a complete application form and two (2) 1x1 photographs. Lost identification cards should immediately be reported to the Property Management Office. A replacement fee will be charged for lost ID card with a rate prescribed by the Property Management Office and approved by the Board of Trustees.

8.2.3 All household employees, drivers and bodyguards should wear their Project ID cards whenever they are in the common areas of the tower.

8.2.4 Unit owners, tenants, and/or residents should surrender the ID cards and immediately inform the Property Management Office thru writing of the termination of employment of their registered employees. Terminated employees shall no longer be allowed to access the premises.

8.2.5 In the interest of maintaining the privacy and security of residents of the Project, the transfer of employment of household helpers, drivers, bodyguards and other unit owner, tenant, and/or resident's staff from one unit to another within the tower is highly discouraged. Should a helper or staff member of a unit owner, tenant, and/or resident wish to transfer employment, a written clearance from the former employer must be submitted to the Property Management Office prior to transfer of employment.

8.2.6 While inside the Project premises, all employees and household helpers are prohibited from engaging in the following activities:

a. Drinking alcoholic beverages;
b. Gambling;
c. Conversing boisterously;
d. Eating in the common areas;
e. Conducting themselves in a rowdy/unruly manner; and
f. Loitering in the common areas and parking areas.

8.2.7 All individuals who are engaged by unit owners, and/or tenants for maintenance, repair, service and/or security shall also be registered with the Property Management Office. The Property Management Office has the right to deny entry to any person or firm seeking access to a unit if the respective person/firm has not been registered.

8.2.8 The unit owner, tenant, and/or resident shall be responsible for all the actions of his/her household helper/s, as well as the persons he/she contracted to perform services in his/her household.

8.2.9 Visitors of household employees, drivers and bodyguards are not allowed in the tower unless the unit owner or resident-employer authorizes the visit. In such case, the visit shall be conducted only within the employer's unit.

8.2.10 If the presence of private bodyguard/s in the condominium is deemed necessary, the employer shall adhere strictly to the following rules:

a. The employer shall register his/her bodyguards and their firearms with the Property Management Office;
b. Bodyguards are prohibited from displaying

or handling their firearms in the common areas;
c. Firearms maintenance shall be done only within their employer's unit; and
d. Bodyguards shall not bring firearms into the premises during a declaration of gun ban by the government.

8.2.11 The main lobbies are for the use of residents and guests only. Domestic helpers, drivers, and other employees may only use the seating areas of lobbies, if accompanied by authorized resident/s. Construction workers, delivery men, and similar service personnel with prior approval shall enter the building premises through the service entrance or designated entrance by the Property Management Office.

8.3 Delivery and Pull-Out Procedure

8.3.1 Unit owners, tenants, and/or residents shall be required to secure a Gate Pass from the Property Management Office listing all large items that will be brought in or out of the condominium that cannot be hand-carried by one person or may obstruct the normal flow of operations in the condominium. The Gate Pass shall bear the signature of the unit owner, tenant, resident and/or his/her representative to be valid. Such items include, but are not limited to the following:

a. Appliances and furniture;
b. Construction materials (plywood, hollow blocks, gravel, sand, cement, G.I. sheets, etc.); and
c. Construction equipment.

8.3.2 The above-mentioned items may be delivered or pulled-out on the following schedule:
Mondays to Fridays (except Holidays)
8:00am to 6:00pm

8.3.3 All deliveries must be brought directly to the unit. The tower security or any tower personnel shall not be allowed

by the Property Management Office to receive any deliveries in behalf of the unit owner, tenant, and/or resident. A representative from the unit owner, tenant, and/or resident must receive the delivery.

8.3.4 Should the delivery cause damage to the common areas and/or furniture/fixtures found therein, the Property Management Office shall undertake the necessary repairs and/or replacement of damaged item/s. The costs borne by said repairs and/or replacement will be billed to the unit owner, tenant, and/or resident.

8.4 Driving and Parking Rules

8.4.1 Parking units shall be used solely for the temporary storage of motor vehicles (cars, vans, motorcycles, and the like) and shall not be used in a manner which is improper, offensive or annoying to other residents, or which interferes with the peaceful possession and enjoyment of other unit owners. Parking units shall not be used as storage of any kind. No shelf, cage, or other permanent structure shall be constructed in the parking unit.

8.4.2 Each unit owner, tenant, and/or resident shall register his/her vehicle/s with the Property Management Office. Each unit owner, tenant, and/ or resident shall be issued a maximum of three (3) vehicle stickers per parking unit owned or leased. Fees will be charged to cover the cost of these stickers at a rate to be prescribed by the Property Management Office and approved by the Board of Trustees. Vehicle stickers shall be installed by the Property Management Office personnel or installation may be done by the unit owner/tenant provided it will be witnessed by the Property Management representative.

8.4.3 Each unit owner, tenant, and/or resident who owns motorcycle/s shall register his/her motorcycle/s with the

Property Management Office and will be issued a corresponding motorcycle sticker. Fees will be charged to cover the cost of these stickers at a rate to be prescribed by the Property Management Office and approved by the Board of Trustees. Only motorcycles bearing the Project's motorcycle sticker shall be allowed entry.

8.4.4 Each unit owner, tenant, and/or resident is required to park in his/her assigned slot only.

8.4.5 Cars must be properly parked in the assigned parking units. No car should be parked or left unattended at the lobby entrance, driveways or at the entry to the garage driveway. The driveway is limited only to loading and unloading passengers. The Developer, Condominium Corporation and Property Administration reserve the right to remove vehicles violating parking regulations with cost, if any, chargeable to the owners.

8.4.6 Unit owners, tenants, and/or residents and their employees shall observe the following traffic rules and regulations prescribed by the Condominium Corporation:

a. Only individuals who have a valid driver's license shall be allowed to drive within the tower premises;
b. A maximum speed limit of 10 Kph shall be observed;
c. Overtaking is strictly prohibited;
d. Drivers shall use the correct lane, give way to pedestrians, and prevent indiscriminate blowing of car horns;
e. Drivers shall not park their vehicles in the driveways or rotundas;
f. Vehicles shall not be parked in a manner that may prevent the ready access to any entrance, exit or parking unit by another vehicle;
g. While parked, the vehicle's engine must be switched off to minimize pollution;

h. Bicycles and the like shall be stored inside their respective unit or storage area, if any;
i. Visitors' vehicles shall not be allowed to park in the residents' parking areas;
j. All vehicles utilized by employees of unit owner, tenant, and/or resident shall be prohibited from parking at the parking units that do not belong to their employer; and
k. Unauthorized parking at designated parking slots shall be towed at the owner's expense.

8.4.7 Unit owners, tenants, and/or residents shall properly maintain their vehicles to avoid oil or other car fluid drips. Tires, batteries and other materials and debris are not allowed to be stored in the parking slots.

8.4.8 Only waterless vehicle cleaning will be allowed inside the parking area.

8.4.9 Vehicle repair work in any of the common areas is prohibited. Only emergency and minor repairs of motor vehicles shall be allowed in the parking slots.

8.4.10 Idling is strictly prohibited. Car engines must be switched off when inside the parking areas.

8.4.11 Should residents opt to park in the commercial parking units, the applicable charges shall apply. No exemption from fees, discounts or preferences for unit owners, tenants, and/or residents shall be given when using the commercial facilities.

8.4.12 The Condominium Corporation shall not be held liable for any loss or damage of any article, vehicle accessory or of the vehicle itself while parked or operating in the condominium. The Property Management Office, however,

will conduct an investigation into such incident/s and submit a report to the Condominium Corporation, Board of Trustees and the unit owner, tenant, and/ or resident involved.

8.4.13 Only authorized persons by the unit owner or tenant can bring their registered vehicle/s in or out of the parking area. Driver of vehicles with tinted glass and/or windshield is required to open their side windows when coming in or out of the building in order to allow the property security personnel to recognize them. Any guest/s coming in the same vehicle with the unit owner and/or tenant, shall be required to register at the lobby/reception desk for security purposes before proceeding to their respective units. A representative with a valid ID can be assigned to do the registration requirement at the lobby.

9. FIRE SAFETY

9.1 Unit owners, tenants, and/or residents shall not be allowed to tamper with fire protection devices such as the sprinkler, fire alarm and fire hose cabinets inside the units and other areas of the condominium.

9.2 Each unit owner, tenant, and/or resident shall provide and install at his/her expense at least one (1) 10-pound fire extinguisher inside the condominium unit. The type of fire extinguisher to be provided must comply with the requirements of the Bureau of Fire Protection. The fire extinguisher shall be maintained and refilled by the unit owner, tenant, and/or resident whenever necessary and shall be made available for inspection.

9.3 The Property Management Office has the right to inspect and ensure compliance with the requirement to a fire extinguisher inside the unit. If the unit owner does not comply, the Property Management Office will purchase and provide one for the unit and charge the cost to the unit owner, tenant,

and/or resident.

9.4 All fire escapes must be free of obstruction at all times.

9.5 No explosive, hazardous or flammable materials shall be stored in any part of the unit. The Property Management Office will immediately confiscate any such items/materials that pose danger to lives and properties.

9.6 Unit owners, tenants, and/or residents shall be required to actively participate in the annual fire drill and the formation of the Fire Brigade Teams. Unit owners, tenants, and/or residents shall be required to send representatives to the Evacuation or Fire Prevention Seminars to be organized by the Property Management Office.

9.7 Unit owners, tenants, and/or residents shall be updated with fire evacuation procedures by the Property Management Office. Fire drills shall be conducted at least once a year by the Property Administrator in coordination with the Bureau of Fire Protection.

10. UTILITY LINES

10.1 Utilities refer to the electric, water, telephone and cable lines installed in the condominium for the benefit of all unit owners, tenants, and/or residents.

10.2 Unit owners, tenants, and/or residents may not interfere in any manner with any portion of the utility lines that are used by other units or common areas.

10.3 The installation, maintenance and repair of all electrical equipment used in each unit must fully comply with all the rules and regulations of the insurance company and the government authority having jurisdiction over such activity. The unit owner shall be liable for any damage caused by such equipment used in

his/her unit.

11. MAILBOXES

11.1 Mail for unit owners, tenants, and/or residents shall be placed in their respective mailboxes by personnel assigned by the Property Management Office.

11.2 Mail slips shall be inserted in the mailboxes to notify unit owners, tenants, and/or residents to pick up their mail that cannot fit the mailboxes.

12. REAL ESTATE BROKERS AND AGENTS

Only real-estate brokers or agents duly endorsed by a unit owner to sell or lease his/her unit will be recognized by the Property Management Office and granted access into the premises. The broker or agent shall be required to present a notarized endorsement from the unit owner authorizing them to undertake the action necessary to disposing of or leasing.

13. INSURANCE

13.1 The Condominium Corporation shall carry sufficient fire and property damage insurance on the tower structure, common areas and equipment. The insurance premium paid by the Condominium Corporation forms part of the condominium dues.

13.2 The legal liability of unit owners, tenants, and/or residents to third parties is not insured under the policy arranged by the Condominium Corporation. If unit owners, tenants, and/or residents wish to insure their legal liability, such as the furnishings, fixtures, fittings and contents of their unit, which are not covered by the Condominium Corporation policy, they are strongly recommended to seek advice from a reputable insurance company with regard to the level and extent of cover which would meet their requirements.

14. MISCELLANEOUS

14.1 All communications and billings to the unit owners by the Condominium Corporation will be addressed and sent to their respective units at the Project unless another address had been specified in the Resident Information Sheet.

14.2 Unit owners, tenants, and/or residents shall be liable for any and all damages caused to any person, property of the Condominium Corporation and its authorized representatives, arising out of or as a result of any violation or breach of the House Rules and Regulations or the Master Deed as amended, which is attributable to said unit owners, tenants, and/or residents and or their children, guest/s visitor/s, employee/s and household helper/s.

14.3 Cycling, roller blading, skating, skateboarding and the like are strictly prohibited in all common areas including hallways and parking areas. Children aged twelve (12) and below, may play at designated play areas provided that a responsible adult will supervise them at all times to ensure their safety.

RENOVATION GUIDELINES

1. REQUIREMENTS

1.1 Filled Out Renovation Form including Contractor Endorsement Form Unit owners are required to advise the Property Administrator in writing through a Renovation Form available at the Property Management Office of any improvement/renovation works or servicing that will be undertaken within the unit and to comply with the regulations and requirements detailed herein. Application forms should be submitted and approved by the Property Management Office prior to commencement of works.

1.2 Payment of Renovation Bond

Unit owners shall post a renovation bond with an amount prescribed by the Property Management Office and approved

by the Board of Trustees. This will answer for the possible damages to the common area/s and to the adjacent units during the renovation phase and violations of the requirements, rules and regulations contained herein. The bond will be refunded sixty (60) days upon completion of works however; an Administration Fee with an amount to be prescribed by the Property Management Office and approved by the Board of Trustees shall be deducted per renovation from said bond to cover the administrative cost.

The Renovation Bond shall only be released upon completion and/or submission of the following:

- Completion of work according to approved plans;
- Signed Certificate of Inspection by the Property Engineer;
- Testing and Commissioning reports (if necessary).

1.3 Renovation Plans

Unit Owners are required to submit two (2) complete sets of plans of the proposed renovation of the unit, signed and sealed by an Architect or an Engineer, and shall indicate the entire scope of works. Upon receipt of the plans and technical specifications, the Property Management Office will review the plans and will advise the status (approved or disapproved) within ten (10) working days. Unit owners, tenants, and/or residents shall furnish the Property Management Office a set of complete As-Built Plans, duly signed and certified by an Architect for major construction works.

a. Architectural Plan – floor plan reflecting ceiling plan including floor lay out/finishes, ceiling lay out/finishes and wall finishing.

b. Electrical Plan – lighting fixtures and electrical outlets reflecting the load schedule and single line diagram.

c. Mechanical Plan – air-conditioning systems and exhaust system.

1.4 Bar Chart Schedule

Specifies duration of renovation and target completion date.

1.5 List of Workers, Tools and Equipment

Official list of workers' names authorized by the unit owner, tenant, and/or contractor to do the renovation and the list of tools and equipment to be used shall be provided to the Property Management Office.

1.6 Work Permit

Unit owner, tenant, and/or owner's representative shall apply for work permit on a daily basis which will indicate the scope of work to be done, together with the list of workers, construction equipment and materials. The signed and approved Work Permit must be placed in a plastic envelope and posted at the door of the unit being renovated.

1.7 Contractor's General Liability Insurance

Adequate coverage to protect against third party claims and damage to the common area facilities must be covered by a reputable insurance company. The policy must provide a minimum amount prescribed by the Property Management Office and approved by the Board of Trustees and allow an unlimited number of claims during the period of the policy.

2. PROCEDURE

2.1 Unit owner, tenant, and/or unit owner's representative must submit the accomplished Application for Renovation Form inclusive of all other requirements (refer to Section 1 for the list of requirements). Tenants and/or residents who will submit such application shall have the unit owner sign the same document prior to submission to the Property Management Office.

2.2 The Property Management Office reviews and validates the submitted requirements within ten (10) working days to ensure

that work to be done complies with the Renovation Guidelines of the Project.

2.3 If disapproved, unit owner, tenant, and/or unit owner's representative shall revise and resubmit the requirements based on the review/comments of the Property Management Office. If approved, the Property Management Office returns one (1) copy of the approved plan to the unit owner/tenant, and/or resident and the other copy will be kept for Property Management Office reference and checking.

2.4 Upon completion and compliance of all requirements, the Property Management Office shall issue a Notice to Proceed for the approved renovation works.

3. GENERAL GUIDELINES

3.1 All renovation works shall be in good workmanship using quality materials.

3.2 Renovation works shall be done within the unit's premises only.

3.3 No work or materials shall obstruct the hallways and corridors.

3.4 Premises shall be kept free from any debris during the renovation work. Debris and/or garbage shall be removed and disposed of everyday by the contractor during the renovation.

3.5 Contractors shall provide safety measures such as construction nets, sheeting, shoring, etc. whenever necessary.

3.6 Unit Owners, tenants, and/or unit owner's representative must seal their door with a cloth/wood screen during the renovation to prevent the spread of dust and prolonged exposure of other to the intoxicating fumes of lacquer or paint.

3.7 All contractors hired by the unit owner, tenant, and/or unit owner's representative shall assume the bills for electric and water consumption during the renovation period.

3.8 Unit Owners, tenants, residents and/or unit owner's representative shall assume the bills for electric and water consumption during the renovation period.

3.9 Renovation should not exceed the prescribed period of thirty (30) days. In case of extension of work duration, the unit owner, tenant, and/or resident shall formally advise the Property Management Office indicating the reason and extension period of renovation works. An additional charge with an amount to be prescribed by the Property Management Office and approved by the Board of Trustees shall be paid per extension period requested by the unit owner, tenant, and/or resident.

3.10 Workers inside the unit must wear a uniform t-shirt with the contractor's logo, long pants and shoes. Workers wearing sleeveless shirts, shorts, sandals or slippers and the like shall not be allowed to enter the premises.

3.11 Any renovation crew must have a Manager/Foreman/Supervisor on site at all times who will supervise the work and coordinate with the Property Management Office.

3.12 Unit owner, tenant, and/or unit owner's representative undertaking renovation / repair shall compensate other unit owners or the Condominium Corporation for any loss or damage whatsoever caused directly or indirectly by their workers/contractor in the course of renovation.

3.13 Fraternization with any of the unit owner, tenant, and/or unit owner's representative shall be strictly prohibited.

3.14 Prescribed fees shall be paid on a per unit basis, Administration and Elevator Fees must be paid on a per month basis depending on the duration of renovation (fraction of a month shall be considered as one month):

Minor Renovation Bond : Php 20,000.00
Major Renovation Bond : Php 50,000.00
Processing/Administration Fee : Php 2,000.00
Elevator Fee : Php 500.00

Note : All Renovation Bonds are refundable within sixty (60) days upon project completion and submission of all requirements to the Property Management Office.

4. STRUCTURAL GUIDELINES

4.1 Residential live loads shall be limited to 40 psf (pounds per square foot) or 195.6 kilograms per square meter as specified by the National Structural Code of the Philippines, 1992 edition.

4.2 As provided in the Master Deed, the unit owners shall not do or cause to be done any act—such as chiseling or chipping of beams, columns or walls, etc.—or cause the construction, removal or installation of any structure or facility within the unit or the common areas which the Developer/Condominium Corporation has determined will be beyond or will impair the structural strength of the condominium development or change the appearance of any exterior portion. In case, that unit owner, tenant or resident will opt to combine their unit, he/she is required to advise the Property Management Office of their intent and it must be in writing.

4.3 Maximum topping thickness shall be 50mm inclusive of floor finish material. No additional topping/floor finishing shall be allowed without the approval of the Property Management Office.

4.4 Additional partitions within the units shall be limited to gypsum boards or other non-combustible lightweight materials. No CHB/masonry partitions shall be allowed within the areas.

4.5 Coring, drilling or cutting of structural slab will not be allowed.

5. DESIGN GUIDELINES

5.1 Drop ceiling materials should be non-toxic, sound absorbent, non-asbestos, lightweight and non-combustible. Plywood or any combustible material is not allowed.

5.2 The ceiling system should be adequately supported to eliminate sagging.

5.3 Concrete nails may not be used on walls.

5.4 Main door frame and hardware may not be altered.

5.5 Toilet and kitchen facilities may not be relocated.

5.6 All works shall be in accordance with the latest government regulations and applicable codes.

5.7 Plant boxes are not allowed on the ledge and balcony of the unit.

6. SANITARY AND PLUMBING GUIDELINES

No unit owner, tenant, and/or unit owner's representative may allow anyone to do work on any portion of the water distribution and sanitary system of the tower unless approved by the Board of Trustees and the Property Management Office.

6.1 All water line pipes 110mmø and below shall be polypropylene (pp) pipe, PN-20.

6.2 Only PVC pipes may be used for sanitary lines/drainage line.

6.3 Areas that need waterproofing application shall be subjected to forty-eight (48) hours flood testing prior to installation of finished floor tiles. Unit owner, tenant, unit owner's representative or contractor must advise the Property Management Office in writing for witnessing and approval of flood testing 24 hours prior to the intended flood test schedule.

6.4 No alterations in any pipe risers nor in the pipe chase is allowed.

6.5 All plumbing installations shall comply with the National Plumbing Code of the Philippines and National Building Code of the Philippines.

6.6 The unit owner, tenant, and/or resident's representatives are required to install the provided stainless steel grease trap at the kitchen drains. Non-compliance shall result to either forfeiture of renovation bond or a violation penalty whichever is applicable.

7. ELECTRICAL GUIDELINES

7.1 All electrical wiring installations shall be EMT or RCS conduit pipes for auxiliary layout.

7.2 Open wiring installations are not allowed.

7.3 Flat cord wires are not allowed.

7.4 Flexible metal conduits with connectors for drop wires shall be provided.

7.5 Electrical load shall not exceed 80% of the capacity of the approved circuit breaker and feeder wire rating. Otherwise, cost of revision shall be for the account of unit owner, tenant, and/or resident. Any additional power requirement must be approved by the Electrical Designer/Consultant of the Project

Condominium Corporation through the Property Management Office to check if the requirements may be accommodated.

7.6 All junction boxes shall be covered after termination of wire connections, using gauge 16 deep type.

7.7 All electrical works shall conform to the latest edition of the Philippine Electrical Code of the Philippines and approved by the Property Management Office.

7.8 Power supply shall be 230 volts, 60 Hz.

7.9 Engine diesel-driven generators are used to provide alternate source of emergency or standby power during power interruptions.

7.10 Power and Lighting System

7.10.1 Lighting Outlets

a. Ballast shall be CBM (Certified Ballast Manufacturer) marked.

b. Spacing of ceiling outlets generally shall not exceed the floor to fixture height distance.

c. Layout of ceiling light fixtures shall fit the structural details of the area such as columns, beams, wall obstructions, environment and other structural features.

d. The layout of lighting outlets shall conform to the general lighting plan, the principals of seeing task involved, architectural and structural details, occupancy or/and use of the area and physical shape.

7.10.2 Convenience Outlets

a. Wiring devices shall be grounding type with quick-connect wiring terminals.

b. The total number of convenience outlets per circuit shall not exceed twelve (12) for 220V and the wattage of

these outlets ranges from 180 watts to 200 watts per outlet. The minimum size of circuit home run is no. 3.5 millimeter diameter THHN. Size of branch circuit breaker shall be 20Ampere, minimum.

c. Convenience outlets installed in hazardous location shall be explosion-proof type. This is also true for outlets located outdoor or in places where entrance of liquids should be weatherproof type and splash-proof type for Class II location.

d. The layout of the convenience outlet shall be in accordance with the type and size of occupancy and the nature of work performed as well as the furniture and equipment layout.

7.10.3 Branch Circuit Standards

a. The provisions for separate branch circuit are as follows: general lighting, automatic appliances, fixed appliances and plug appliances.

b. In case of replacement of circuit breakers, the replacement shall be of the same brand type as approved by a certified master electrician.

7.10.4 Panel Board

a. There will be one panel board provided to each residential unit of the tower with kilowatt- hour meter for normal power consumption.

b. Every panel boards shall have a rating not less than the minimum feeder capacity required to serve the load.

c. Every panel board shall be provided with a main switch or main circuit breaker or over current protection.

8. MECHANICAL GUIDELINES

8.1 The Property Management Office discourages the relocation of sprinkler heads. Should the renovation require such, the unit owner, tenant, and/or unit owner's representative must hire at his own expense only the services of

the nominated contractor of the Project Condominium Corporation.

8.2 All air-conditioning units must be provided with a drip pan connected to a flexible hose tapped to the air-conditioning drain provision/s.

8.3 Drain stub-out from the window air-conditioning unit should be tapped to the nearest drain line.

8.4 Any modification/deviations to existing layout design shall be subjected to Property Management Office review and approval.

8.5 The Project Condominium Corporation reserves the right to modify or provide additional design guidelines should the need arise and shall ensure that the tenant will be immediately informed of any changes to the existing guidelines.

9. CONSTRUCTION WORKERS

9.1 All workers shall secure an ID pass from the Property Management Office prior to the start of the renovation. Any worker without an ID will not be permitted to enter inside the Project.

9.2 The ID should be worn by workers at all times when inside the Project.

9.3 Lost ID should be reported to the Property Management Office immediately for replacement with a corresponding fee prescribed by the Property Management Office and approved by the Board of Trustees

9.4 The ID should be surrendered daily to the guard-on-duty prior to exit of the tower.

9.5 All workers are subject to search and body frisking by the guard on duty when entering and exiting the main gate.

9.6 All workers are not allowed to loiter outside their area of renovation.

9.7 Relatives and friends of workers are not allowed to stay inside the tower premises.

9.8 Workers / supervisors and deliveries are not allowed to use any passenger elevator. They shall only use a designated elevator as provided by the Property Management Office. In case the service elevator is out of order, they shall use the stairways.

9.9 Workers can only eat inside the unit being worked at provided a covered trashcan is placed for waste and leftovers. All wastes must be removed and disposed of from the unit at the end of every working day. Nothing shall be left in the units or in corridors, fire exits stairs/landings.

9.10 Bringing of deadly weapon, alcoholic beverages, prohibited drugs and cigarettes are strictly prohibited.
Security personnel shall be authorized to confiscate these items during frisking. Workers found carrying illegal substances shall be banned entry from the building and/or complex and shall be reported to unit owner/s concerned for proper action.

9.11 Any damage caused by the contractor on the finished walls, ceiling and flooring at common areas (hallways, stairs, lobbies, elevators, etc., and the adjacent units) shall be charged accordingly.

10. SCHEDULE OF WORKS

10.1 Minor Construction Work – includes but not limited to re-polishing, simple painting works, minor carpentry works, installation of extension telephone lines, interior design finishes such as carpeting, wall papering, installation of venetian blinds or curtains, laying of vinyl tiles, installations of locksets, interior signage and interior finishes.

10.2 Major Construction Work – includes but not limited to masonry works, installation of ceiling, marble works, electrical works, aircon unit, bathroom renovations, spray painting, electrical sanding, grinding, demolition of existing doors or CHB walls/partitions, installations of pre-fabricated cabinets, works which require more than one (1) day to finish and all other noise generating works which may disturb the adjacent units.

10.3 Renovation work shall be allowed Mondays to Fridays from 8:00am to 12:00 pm then 1:00pm to 5:00prn. No overtime work shall be allowed. No works shall be allowed on Saturdays, Sundays and Holidays.

Noisy works shall be permitted between 10:00 am to 12:00pm and 3:00pm to 5:00pm only.

Note: Minor renovation works shall be allowed
on Saturdays from 8:00am to 12pm then 1:00pm to
5:00pm for the first six (6) months of Tower turnover.

11. DELIVERIES AND PULL-OUTS

11.1 Unit owners, tenants, residents, and/or contractors should advise and submit to Property Management Office the schedule of materials to be delivered into the tower at least 24 hours prior to delivery.

11.2 Payment for the use of the elevators will only cover 30 calendar days. Fees will be charged with a rate prescribed by the Property Management Office and approved by the Board of Trustees. Elevators shall only be used to convey bulky items.

11.3 Deliveries shall not be received by the tower guards or any other Property Administration Staff. Assigned representative/s of the unit owner, tenant, and and/or resident must be present to receive the deliveries.

11.4 All renovation materials, supplies, tools and equipment are to be listed in the Work Permit and checked accordingly by the security personnel on duty prior to entry/exit into the tower.

11.5 All renovation/construction debris must be kept inside the unit and must be disposed of outside the building/complex within the day by the workers or contractor assigned. No construction or renovation debris shall be allowed to be disposed through the building/complex garbage disposal rooms. Violation of this rule shall be subject to penalties c/o the Property Management Office.

11.6 Delivery vehicles shall only be allowed to unload renovation materials/equipment at the drop-off area for a maximum of thirty (30) minutes. Delivery schedule will be from Mondays to Fridays from 8:00am to 4:00pm.

12. SANITATION

12.1 The renovation area and the adjacent common areas/hallways must be kept clean and be free of foul odor. Renovation materials, debris or any equipment must be confined inside the unit at all times.

12.2 The unit owner, tenant, resident, and/or contractors shall at his expense keep the unit premises including hallways bordering the unit in good, clean and sanitary condition at all times.

12.3 The unit owner, tenant, resident, and/or contractors shall keep the unit during the renovation period free from nuisances and shall not install therein any apparatus, machinery, or equipment which may cause noxious smell, tremors, etc.

12.4 The unit owner, tenant, resident, and/or contractors shall provide their own receptacles, plastic disposals, bags and other sufficient container/s of renovation debris and agree that the daily disposal of the debris shall be done at such time, place and manner as may be prescribed by the Property Management Office.

12.5 The unit owner, tenant, resident, and/or contractors shall maintain the unit being renovated well-lighted and ventilated.

12.6 The unit owner, tenant, resident, and/or contractors' workers shall not be allowed to stay-in or work overnight.

13. INSPECTION

13.1 Routine Inspection – The Property Management Office and their assigned representatives shall conduct routine inspections of all construction sites frequently and regularly. All observations and instructions given by the inspectors must be taken note of and strictly followed. Condominium Corporation/Property Management Office reserves the right to issue and demand construction changes on approved plans when deemed necessary.

13.2 The Property Administrator or his representative/s has the right to inspect the renovation at any time to ascertain that the work conforms to the approved plans. In case of violation of the prescribed rules and regulations and non-conformance to the approved plans, the Property Management Office has the right to suspend the renovation and oblige the contractor to conform to these rules.

13.3 The unit owner, tenant, resident, and/or contractors will likewise assume full responsibility for any damage/s that may be caused by any person or property by any reason for such violations.

13.4 The unit owner, tenant, resident, and/or contractors shall not use or store in the unit any flammable or explosive materials or gas fueled appliances in any form, and shall not act in any manner which may expose the premises to fire or increase the fire hazard. The unit owner, tenant, resident, and/or contractors shall be responsible for all damages caused to the property.

13.5 Final Inspection – The unit owner, tenant, resident, and/or contractors shall request to conduct a final inspection to the Property Management Office at least three (3) days before the said inspection. The critical areas to be inspected are based on National Building Code, or any and all other existing national standards, whichever is safer in the opinion of the Building Engineer.

a. Electrical installation testing (load limitations per unit, etc)
b. Fire Protection system (sprinkler, smoke detectors, heat detectors, etc)
c. Plumbing standards (grease traps, etc)
d. Other critical work that might endanger the building

13.6 Any final work which does not conform to the specifications of the plan/as originally submitted to the Property Management Office or that which is contrary to building safety laws, regulations or which poses a potential hazard may be removed or demolished by the Condominium Corporation /Property Management Office at the expense of the unit owner. Said inspection shall also be the basis for the release of any bond/deposit posted, net of any non-refundable portion of the amount paid.

14. SECURITY AND SAFETY

14.1 The unit owner, tenant, resident, and/or contractors are responsible for the security of their materials, tools and equipment.

14.2 In case of theft or loss, the unit owner, tenant, resident, and/or contractors or his authorized representative should report the case to the Property Management Office for investigation purposes.

14.3 The Board of Trustees, Property Management Office staff, and/or other representative/s are not responsible for any injury, damage or loss sustained by the unit owner, contractor, workers or any third party involved during the period of renovation.

14.4 The security personnel are given the authority to issue violation slips on workers who violate the House Rules and Regulations, and/or Renovation Guidelines of the Project.

14.5 The unit owner, tenant, resident, and/or contractors shall install and maintain at all times for ready use within the unit being constructed the necessary number of fire extinguishers as may be required by the proper Government Authorities and/or by Property Management Office.

14.6 The Project Condominium Corporation reserves the right to ban or restrict particular workers at its sole discretion.

15. PENALTIES

15.1 Monetary penalties shall be imposed for any violation/s and or non-compliance with the House Rules and Regulations and/or Renovation Guidelines.

15.2 All monetary penalties will be deducted from the unit owner's Renovation Bond.

15.3 All violations will automatically result to work stoppage. Work may only resume if the violation/s noted have already been settled/corrected. Only the Property Administrator may give approval for the resumption of work.

15.4 A fine with an amount to be prescribed by the Property Management Office and approved by the Board of Trustees will be charged for works without an approved Work Permit payable to the Condominium Corporation.

15.5 Should the violations of the Renovation Guidelines be committed by the contractor, the refund of the renovation bond will be net of the corresponding penalties and charges.

15.6 If the Renovation Bond is insufficient to cover the amount of the penalties and charges, it will be billed to the unit owner, tenant, and/or resident.

15.7 Renovation works exceeding the period of thirty (30) days shall have a written approval from the Property Management Office. Unauthorized extension shall be penalized with the forfeiture of all posted renovation bond/s.

16. OTHERS

Other prohibitions within the tower premises:

16.1 Smoking – The security personnel are authorized to confiscate cigarettes, lighters/matches belonging to the construction workers and suppliers.

16.2 Alcoholic Beverages – At any time, drinking of alcoholic beverages is not allowed and security personnel are authorized to confiscate any and all alcoholic beverages belonging to the workers.

16.3 Cooking – No cooking at any time.

16.4 Gambling – Gambling is strictly prohibited within the premises. The security personnel have the right to confiscate any gambling paraphernalia.

16.5 Bathing – Workers are not allowed to use the common area shower rooms and/or comfort rooms for bathing purposes.

16.6 Loitering– Workers shall confine themselves within the renovation area during renovation hours and shall immediately leave the premises after the allowed renovation hours.

16.7 Proper conduct – The unit owner, tenant, and/or unit owner's representative shall be responsible for controlling and monitoring the conduct of his workers/contractors.

16.8 Waiver - The Project Condominium Corporation, Property Management Office, and/or its representatives will not be responsible for any damage/s and/or injury/ies resulting from the renovation of the unit/s.

16.9 Attire – Workers should wear sleeved shirts and long pants and shoes when going to the common areas.

16.10 Utilities – Utility consumption will be charged to the respective owner, tenant, and/ or unit owner's representative.

17. VIOLATION PENALTIES ISSUANCE

17.1 These Renovation Guidelines are hereby prescribed to govern and regulate all privately conducted repairs, renovation and construction works for a safer and orderly management of the condominium properties and facilities.

17.2 The unit owner, tenant, and/or unit owner's representative and their contractors and workers including all parties that would participate with their repair, renovation and construction works, are bound to comply with these Renovation Guidelines.

17.3 The Property Management Office shall have the full authority to implement these Renovation Guidelines, and to impose fines and other sanctions as allowed by the

Condominium Act, the Master Deed and Declaration of Restrictions, the By-Laws and other applicable laws.

18. AMENDMENTS

These Renovation Guidelines may be changed, amended or revised at any time by resolution of the majority of the Board of Trustees of the Project Condominium Corporation. Present and future circulars shall form part of the House Rules and Regulations or the Design and Renovation Guidelines.

19. PENALTY MATRIX FOR VIOLATIONS

Any violation by the resident, whether unit owner or tenant, of the foregoing rules and regulations shall be subject to the following schedule of penalties commencing with the starting penalty for the first offense and progressively increasing following further offenses. Unit owners are ultimately responsible for violations conducted by their tenants.

1	Written Citation/ Reprimand
2	Php 500.00 fine
3	Php 1,000.00 fine
4	Php 5,000.00 fine
5	Php10,000.00 fine and recommendation for the cancellation of privileges for a period of no less than month and/ or until the penalties are met/ complied with

Notes:

1. Violation ticket will be issued to the violator with or without their conformity and the penalty shall be included in the unit's monthly SOA (for House Rules violations) or will be deducted from the unit owner's deposited renovation bond (for Renovation Rules violations).

2. Proof of violation such as picture/s taken, Incident Reports and/or CCTV footages shall be provided to the Property Management Office by Security as evidence.

3. Verified complaint by a resident can be used as evidence for the issuance of violation ticket.

4. Only the Condominium Corporation's Board of Trustees is allowed to waive/decrease/pardon the violations and penalties.

5. It is understood that the penalties herein are in addition and supplemental to the rights and remedies of the Condominium Corporation as already provided in the By-Laws.

6. The penalties under this schedule will be reckoned on an annual basis starting from the date of the first offense.

7. Monetary penalties will form part of the monthly dues of the condominium corporation as "Other Charges". Non-payment will result in the amount incurring penalty interest in the same manner as unpaid dues.

A. USE OF SWIMMING POOL AND AMENITIES			Starting Penalty
1	Improper swimming attire		2
2	Eating/Drinking in the Pool and Pool Deck (per person)		1
3	Boarding the elevator with wet clothes (per person)		1

B. USE OF COMMON AREAS			Starting Penalty
1	Tampering with the elevators push controls & interior.		3 Plus replacement and/or repair of tampared materials
2	Disposal of garbage in the hallway, fire exit, etc.		2
3	Vandalism		3 Plus replacement and/or repair of tampared materials
4	Smoking at common areas		2
5	Performing immoral acts of lasciviousness within the common areas		5
6	Unauthorized alteration of main door		3 PMO to give 15 days rectification allowance

C. SECURITY AND SAFETY			Starting Penalty
1	Overtaking other moving vehicle on the same path		1
2	Reckless driving causing damage at common areas.		3 Plus actual damage(s) to be assessed and paid for by the driver/unit owner. Repairs to be undertaken by driver/unit ownerbased on PMO specifications.
3	Carrying firearm or any weapon at the common areas w/o valid Permit to Carry and authorization from PMO.		5 Plus endorsement to proper authority
4	Carrying/ possession of explosives (i.e chemical, biological, etc.)		5 Plus endorsement to proper authority
5	Illegal Parking (parking on other slots or on undesignated parking area)		3 Plus towing fee
6	Obstructing entrances, exits, passages, stairwells and lobbies.		2 Plus towing fee
7	Tampering with Fire protection devices such as sprinkler, fire alarm and fire hose cabinets		4
8	Burning of trash/garbage within the building		3

9	Stealing of any property, including substituting or attempting to substitute property or equipment of the Condominium Corporation with another of inferior quality, lesse value or used item.		5 Plus replacement of stolen property, endorsement to proper authorities and/or lawsuit
10	Intrusion at restricted area		2
11	Using the fire exit as service stairs		2
12	Fighting/inflicting bodily harm or injury to any person within the common areas		5
13	Bringing in or attempting to bring in, possession, use and/or trafficking of illegal and/or prohibited drugs, chemicals and other substances, including equipment and paraphernalia for the manufacture use or trafficking of such illegal and/or prohibited drugs, chemicals and other substances within the property		5 Plus endorsement to proper authority
14	Membership in any unlawful organization, organized crime or terrorist groups		5
15	Conviction by final judgement by a court of any crime where penalty is imprisonment of more than six (6) months		5

D. UPKEEP OF UNITS			Starting Penalty
1	Colored undersheet curtains, awnings and window guards at the exterior portion of the unit.		2
2	Clothesline or laundry at the balcony and exterior portion of window of the unit.		2
3	Placing of objects (doormats, slippers, shoes, shoe rack, umbrella racks, doorbells) outside entry doors of the unit and/or hallways.		1
4	Posting of signage at the exterior part of the unit.		1
5	Bringing in and/or keeping flammable. combustible or explosive materials, including LPG.		3
6	Install radio/tv antenna and placing of plant pot/s at the aircon balcony.		1
7	Cooking of food that produces heavy smoke and foul or smelly odor at hallways		2
8	Main door of unit open during cooking		2
9	Cigarette smoke from the unit that seep to the hallway		1
10	Sounding of fire alarm caused by any activity in the unit		3
11	Loud music, shouting, and any loud noise in the unit (except if due to renovation or construction activities)		2

E. RENOVATION OF UNITS			Starting Penalty
1	Minor Renovation without work permit		3 Plus immediate work stoppage
2	Major Renovation without submitting required documents and failure to get PMO NTP prior to mobilization		4 Plus immediate work stoppage
3	Failure to maintain the hallways' cleanliness & orderliness during construction		3
4	Loitering of construction workers		2
5	Gambling/Smoking within the building		2
6	Non-conformance with the approved plans, specifications and rules provided by the PMO.		3
7	Working while the main door is open.		2
8	Workers using passenger elevators		2
9	Working in improper attire (per worker)		1
10	Renovating with no sufficient fire extinguisher		3 Plus immediate work stoppage

F. OTHERS		
1	Throwing of any object from the window and/or balcony	
2	Bringing in of pets and/or other animals within the building.	
3	Unauthorized solicitation in behalf of the Condominium Corporation and/or the PMO	
4	Other violations not included in the list	

Starting Penalty
2
3
5
Penalties shall be determined by the PMO and with the approval by the Board of Trustees