

# 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 tampered materials
2	Disposal of garbage in the hallway, fire exit, etc.	2
3	Vandalism	3 Plus replacement and/or repair of tampered 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 owner based 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, lesser 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

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

#### Starting Penalty

3  
Plus immediate work stoppage

4  
Plus immediate work stoppage

3

2

2

3

2

2

1

3  
Plus immediate work stoppage



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AT GRASS RESIDENCES

**SMDC**

F. OTHERS		Starting Penalty
1	Throwing of any object from the window and/or balcony	2
2	Bringing in of pets and/or other animals within the building.	3
3	Unauthorized solicitation in behalf of the Condominium Corporation and/or the PMO	5
4	Other violations not included in the list	Penalties shall be determined by the PMO and with the approval by the Board of Trustees