

HOUSE RULES AND RENOVATION GUIDELINES

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INTRODUCTION

A very important part of the Field Residences vision is providing the distinctive refined atmosphere – quiet surroundings, pleasant views, and an overall serene environment. We are sure it is among the weighty considerations you kept in mind in choosing a home at Field Residences.

The design of Field Residences lends itself perfectly to a natural order of things – conveniences and utilities hidden from view, amenities integrated seamlessly within the surrounding greenery, and safety and security provisions unobtrusively working for you and your family round the clock.

Given the significance of your investment, the Property Administration will be responsible for the repair and upkeep of the common areas and facilities, while residents are required to maintain and keep in good condition the exterior units in a manner consistent with the image and quality of Field Residences.

To maintain such precious peace of mind and tranquility both within and outside your home, everyone in Field Residences is enjoined to commit to some rules and guidelines for the welfare of the entire condominium community.

GENERAL PROVISIONS

These House Rules and Regulations adapted by the Board of Trustees of FIELD RESIDENCES CONDOMINIUM CORPORATION – pursuant to the Master Deed with Declaration of Restrictions of Field Residences, as the same may be amended from time to time – shall govern and regulate the use, occupancy and enjoyment of the individual units, common areas, and limited common areas of the Condominium, to ensure their efficient and orderly management and to promote the common good of the unit owners and residents of Field Residences.

All unit owners are required to comply with these Rules which must likewise be observed by;

- a. members of their family and their household help;
- b. their lessees and members of the family and household help of said lessees;
- c. their guests and the guests of their lessees;
- d. those transacting business with, or visiting the Condominium.

The Board of Trustees of Field Residences Condominium Corporation or its duly authorized representative will have full authority to implement these Rules, which are a supplement to the By-laws and Master Deed, and from which should be interpreted in relation to. 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 of an abandonment of said rule or regulation under any future application.

The House Rules and Regulations, (hereunder referred as "HOUSE RULES"), adapted by the Board of Trustees of the Condominium Corporation pursuant to the Master Deed with Declaration of Restrictions, govern and regulate the use, occupancy of the individual units and common areas to:

1. Ensure the efficient and orderly management and operation of the condominium building for the health, safety and welfare of all residents;
2. Ensure the right to peaceful and quiet enjoyment of all residents of their respective units and the common areas;
3. Maintain the aesthetic appearance and soundness of the structures and facilities within the premises; and
4. Enhance the property value.

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All owners/lessees, occupants of the building, guests, visitor's, building personnel, contractors and service providers are required to follow and comply with the governing House Rules to avoid inconvenience as a consequence of violation/s of the provisions of the House Rules.

GENERAL RESTRICTIONS

RESIDENTIAL BUILDING RESTRICTIONS

Residential Units

A. Responsibility of unit owners:

1. The unit owner, tenant and/or resident shall keep his unit in good condition and in a manner that shall not prejudice other unit owners or tenants.
2. The owner, tenant and/or resident of a unit are expected to maintain the premises in a peaceful and reasonably quiet manner and shall refrain from any noisy or loud acts that would disturb or annoy the peace and quiet of the premises and its occupants.
3. Private parties and other gatherings are to be confined within the premises of the condominium unit only.
4. 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 formers' negligence of the persons for whom he is responsible, whether visitor, employee, agent, contractor or dependent.
5. The unit owner shall be liable for all charges unpaid by the tenant.
6. Unit owner, tenant and/or resident 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 and Regulations.

7. The unit owner, tenant and/or resident shall see to it that children under his care do not undertake activities that are offensive to other unit owners/tenants or that cause damage to common areas.
8. Unit owner, tenant and/or resident must use nominated contractors as designated by the Property Administration Office concerning alterations to the security system or fire, sprinkler and smoke detection system in their respective units. As these systems are common systems, defective work may affect the overall system. For details of nominated contractors, please contact the Property Administration Office.
9. Each unit owner/tenant shall respect the right of other building occupants and allow them a quiet and uninterrupted enjoyment of premises.

B. Limitation On Use Of Units:

1. The owner and/or tenant shall not introduce any improvements, alterations or additions on his unit without prior written consent or approval from the Property Administration Office. Alterations or improvements done without prior written consent shall be subject to dismantling and demolition if found to be detrimental to the building structure. The cost shall be for the account of the unit owner in addition to a penalty approved by the Board of Trustees that shall be imposed depending on the gravity of the offense.
2. The 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 the building 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.
3. No unit shall be subdivided into smaller units nor should the unit be partitioned among its co-owners.

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

**Liquefied Petroleum Gas (LPG) tanks are not allowed in any part of the property.*

6. The unit will not be used for any purpose, which may impair the reputation of the condominium complex, disturb the peace of the residents or cause depreciation of its property value.
7. The unit owner, tenant and/or resident 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.
8. Telephone line provision and CATV coaxial antenna outlet are provided for each unit. Application for the subscription and connection to the service providers shall be the responsibility of the unit owner/tenant. All related fees and charges shall be for the account of the unit owner/tenant.
9. No unit owner, tenant and/or resident shall place on any part of the floors of the building/s any article, machinery, goods or merchandise which may cause the maximum floor loading bearing capacity on that floor to exceed.

10. All electrical equipment used in each unit shall be in accordance with the electrical load provisions provided. The unit owner and/or tenant will be liable for any damage caused by such equipment used in his unit. Electrical, telephone and service panels shall always be made accessible to building personnel. To allow speedy repair of utilities, please do not obstruct access to in any way.

C. Limitation Of Exterior Facade Of Units:

1. Curtains or blinds to be placed on the windows and curtain walls of the unit should not in any way compromise the color or exterior look of the condominium development. As such, it is required that all colored curtains or blinds be provided with white undersheets to provide a pleasant, uniform look from the exterior of the condominium development.
2. Nothing must be hung or displayed on the windows and doors outside the units or on any part of the areas of common use. No holiday decors, shades, venetian blinds, awnings or window guards shall be installed on the exterior portion of the unit or the condominium buildings.
3. Any laundry or clothesline – permanent or temporary – in any part of the unit, which is visible from the exterior, is not allowed. As such, no laundry activities are allowed in any part of the building, which has not been designated for such purpose.
4. The windows and main door of the unit shall not be replaced with windows and doors of different material, size, design or color.
5. Unit owner, tenant and/or resident shall not be permitted to install or remove any metal awning, grill, screen trellis or cover over the windows and doors of the unit.
6. No radio or television signal or other form of electromagnetic radiation shall be permitted or shall originate from the residential unit. No outside antenna or any wiring for radio or television shall be constructed, erected or maintained by the owner of a residential unit in the exterior portion of the building/s such as windows, walls, terraces and ledges.

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7. Units are individually provided with number signages integral to the exterior design of Field Residences. The owner of a residential unit is not allowed to replace, alter or add any other signage. Deteriorated and/or damaged signages shall be reported to the Property Administration Office for fabrication of a new number signage. New number signage shall be charged against the account of unit owner.
8. The unit owners, tenants and/or residents are not allowed to post any sign, poster or other forms of advertising in any part of the exterior of the unit.

Limited Common Areas

A. General Guidelines on Use

1. The limited common areas are intended for the exclusive use of particular unit owners or their duly authorized representatives. Other unit owners shall not obstruct nor interfere with the use of such limited common areas. A limited common area shall be used solely for its intended purpose.
2. Limited common areas are common areas located within the building and reserved for the exclusive use or benefit of the particular building or the owners, residents or occupants of said building. These include parking slots, utility services rooms/areas, hallways, corridors.

B. Restrictions On Limited Common Areas

1. Furniture, if any, provided in the limited common areas are exclusively for use in these specific areas. No unit owners, occupants and/or tenants may transfer or remove furniture from the areas where they are placed.
2. Laundry may be hung to dry only inside the units and/or at the drying area. Laundry and clotheslines are not allowed in the balcony, terrace, hallways and other common and limited common areas.

3. Washing of rags, dishes, mops, cleaning materials and the like are strictly prohibited in the common toilet located in the building/s or in any part of the property.
4. The lobby common areas are for the general use of all the unit owners of a particular building. Their use is regulated to enhance community welfare.
5. Utility deck, utility rooms such as machine rooms, electrical/meter rooms, genset rooms etc. are off limits to non-Property Administration personnel.
6. Fire exit is to be used strictly for emergency purposes only.
7. For the healthful atmosphere of Field Residences and in compliance with local government laws, all limited common areas – especially the elevators and the lobby – within the property are designated as non-smoking areas. The Board of Trustees reserve the right to decide the designation of smoking areas.
8. 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.
9. No unit owner, tenant and/or resident shall place on any part of the floors of the building any article, machinery, goods or merchandise which may cause the maximum floor loading bearing capacity on that floor to exceed.
10. Placing of doormats, slippers, shoes, and any form of shoe racks, umbrella racks outside entry doors of the unit and/or hallways is not allowed.
11. Unit owners, tenants and/or residents are not allowed to display their names in any entry, passageway, vestibule hall or stairway of the condominium building/s.
12. Unit owners, tenants and/or residents are not allowed to obstruct or restrict the entrances, exits, parking spaces, driveways, or any part of the common areas. No

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part of the common areas shall be used for storage or for the permanent or temporary habitat of household members.

13. Business solicitation advertisements inside the building, such as distribution of flyers, leaflets, calling cards, peddling of merchandise, and the like, are strictly prohibited. However, the distribution of flyers, leaflets and brochures may be placed in mailboxes subject to the prior written approval of the Board of Trustees.

C. *Limited Covered Parking*

1. Unit owners and/or tenants must register their vehicles with the Property Administration Office. Parking spaces shall be used solely for the temporary storage of motor vehicles, 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.
2. Each resident shall be issued vehicle stickers corresponding to the parking space/s availed by the unit owner/tenant. Residents will only be allowed to park on the parking space assigned and purchased by them. Nominal fees will be charged to cover the cost of these stickers with rate prescribed by the Property Administration Office and approved by the Board of Trustees.
3. Only passenger-type vehicles, or vehicles for personal use, will be issued stickers. Stickers will not be issued for commercial utility vehicles.
4. A fine, determined from time to time by the Condominium Corporation, may be imposed on unit owners or tenants responsible for a breach of any of the rules on driving and parking.
5. Unit owners/tenants shall properly maintain their vehicles to avoid oil or other car fluid drips. Old tires, batteries and other materials and debris are not allowed to be stored in the parking slot/s.

6. The use of fire hoses to clean the cars of residents is not allowed. Similarly, ambulant carwash vendors are not allowed in the premises.
7. Vehicle repair work in any of the common areas is prohibited.
8. The Condominium Corporation shall not be held liable for any loss or damage of any article, car/vehicle accessory or of the car/vehicle itself while parked or operating in the building. The Property Administration 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/resident involved.

RESTRICTIONS FOR BALCONIES

1. Unit owner, tenant and/or resident are expected to use balconies safely and responsibly.
2. The use of grills and/or other cooking devices on balconies is strictly prohibited.
3. Parasols, hanging plants, chimes, porch swings, hammocks and other furnishings that may alter the aesthetics of the building/condominium complex is strictly prohibited.
4. Furniture may be placed in the balconies but they shall not exceed the height of balcony railings.
5. Should a unit owner, tenant and/or resident fail to comply, the Board of Trustees or its authorized representative may require the removal of furniture/furnishings. Unit owners and/or their tenants shall maintain the balcony in a peaceful and reasonably quiet manner; they shall refrain from causing any noise and boisterous acts that would disturb and annoy the peace and quiet of the building and its occupants.

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LAUNDRY AND DRYING SPACE

1. Laundry washing and pressing should be done inside the unit only.
2. Laundry may be hung to dry only inside the units and/or at the drying area. Laundry and clotheslines are not allowed in the balcony, terrace, hallways and other common and limited common areas.

USE OF INDIVIDUAL UNITS

1. Use of the units will follow exclusively to the application as described in the Master Deed with Declaration of Restrictions. Each unit will be used and/or occupied based on the type of such unit as intended and described in the Master Deed with Declaration of Restrictions.
2. Each of the residential unit will be occupied purely for residential purposes only. The number of occupants per unit are as follows:
 - 20 sqm 3 occupants (including registered unit owner/s)
 - 40 sqm 5 occupants (including registered unit owner/s)
 - 60 sqm and above 8 occupants (including registered unit owner/s)

MOVE-IN AND MOVE-OUT PROCEDURES

PROCEDURE FOR MOVE-IN

1. The unit owner must provide a photocopy of the signed Acceptance Form.
2. Unit owners must notify in writing the Property Administration Office of any change occupant or lessee, at least two (2) weeks before the move-in to ensure that those occupying

the unit are indeed authorized by the unit owner to stay or reside in the unit.

3. Move in forms and documents must be submitted to the Property Administration Office seven (7) days prior to move in for clearance, approval and assistance arrangements of the move-in date. For tenants/lessees, 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 Administration Office) or a written advice/notice from the unit owner stipulating the tenants'/lessees' responsibilities such as payment of condominium dues, utility bills, special assessments and other fees/charges.
 - b. The Property Administration Office must be provided with a notarized copy of Lease Agreement.

PROCEDURE FOR MOVE-OUT

1. All move outs must be pre-arranged with the Property Administration Office. Two (2) weeks advance notice must be given by the unit owner/tenant prior move out.
2. A unit owner/tenant must accomplish a Move-out form and submit the same to the Property Administration Office seven (7) days prior to the move out date for accountability clearance, approval and assistance arrangements on the move out date.
3. A tenant must be cleared of all his/her obligations with the Unit Owner, Property Administration Office and Condominium Corporation prior to egress of leased/rented unit.
4. No items provided by the unit owner and/or Developer shall be removed.
5. In case of sale of unit, a Certificate of Management should be accomplished and submitted to the Property Administration Office prior to the move-out.

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CONDOMINIUM EMPLOYEES

1. The maintenance personnel of the Condominium Corporation will not be responsible for the upkeep, maintenance and/or repair of the interior of the individual units, their respective parking slots, and other areas not considered a common area of the condominium as defined in the Master Deed. Maintenance and upkeep of these units are solely the responsibility of the unit owner or lessees.
2. The unit owners or tenants may avail of the services of the maintenance personnel subject to the following rules and regulations:
 - a. All requests for service or repair must be coursed through the Property Administration Office and require completion of Job Order Form which will then have to be scheduled, except in cases of emergency. All services rendered should be duly supported by a Job Order Form.
 - b. Service charge shall be determined by the Property Administration Office and will be approved by the Board of Trustees. The Property Administration shall bill the unit owner or tenant after the work is satisfactorily completed.
 - c. Payments should be transmitted directly to the Property Administration Office.
 - d. Jobs that require major repairs will be referred to suitable contractors.

POSTAL SERVICES

In line with postal regulations and to maintain security, mail for unit owners and tenants shall be delivered to the lobby of the building and placed in their respective mailboxes.

ACCESS CONTROL, SAFETY AND SECURITY

GENERAL GUIDELINES

1. Unit owners or tenants must notify/advise the Property Administration Office and/or the Guard House of their visitor's entry in advance to avoid inconvenience.
2. Only personnel authorized by the Property Administration Office shall have access to restricted/controlled rooms/areas.
3. Access to the premises of a person/s whose presence shall, in the judgment of the Property Administration Office, be prejudicial to the safety and security of the property or its inhabitants/tenants 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
 - d. Persons carrying firearms who do not want to deposit their firearms at the Guard House.
4. All guests, visitors and employees or agents of unit owners, tenants and/or residents must refrain from carrying and/or brandishing their firearms in areas outside their respective units.
5. Firing of guns within the premises is strictly prohibited.
6. The Property Administrator and/or his authorized representative/s are allowed to enter a unit in case/s of emergency such as fire or earthquake notwithstanding that the tenants thereof are out of the unit or that such entry may cause damage to said unit.
7. Any unusual occurrence in the condominium buildings and/or grounds must be reported immediately to the Property Administration Office or the Guard House and the

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condominium guards only. If the situation so warrants to protect the building, its properties and interest of unit owners/tenants, the Security Personnel shall be authorized to conduct frisking, body searches or temporary detention of suspected person/s in accordance with the law.

8. The unit owner, tenant and/or resident shall be responsible for the security inside his unit and the behavior of his employees, agents, contractors and guests.
9. Vendors and solicitations are strictly prohibited in the premises.
10. Visitors can proceed directly to the Receptionist so that they may be assisted in contacting the resident they wish to visit. If the unit owner or tenant is not in his unit or cannot be located, visitors shall not be allowed to enter the residence.

EMPLOYEES AND HOUSEHOLD HELPERS

1. Only personnel duly registered with the Property Administration Office will be allowed entry into the condominium building/s and grounds. Therefore, unit owners or tenants employing household help, nannies, drivers, nurses, private security guards and any other employees must require them to fill out the ID Application Form available at the Property Administration Office. The Property Administration Office has the discretion to deny or favorably act upon said application.
2. While in the condominium building/s or grounds, private security personnel or guards and other household helpers are prohibited from gambling, drinking liquor, loitering and conducting themselves in a rowdy/unruly manner.
3. The unit owner, tenant and/or resident shall be responsible for all the actions of his household employees, drivers, and bodyguards, as well as of other persons contracted to perform services for his household.

4. Household employees, drivers and bodyguards are not allowed to loiter or fraternize in the building lobbies and other common areas of the building/s. Household employees, drivers and bodyguards are requested to use the service elevator. They may only ride the passenger elevators in the company of their respective employers.
5. All individual private contractors engaged by unit owners and/or tenants for maintenance, repair, service and/or security shall also be registered with the Property Administration Office. The Property Administration has the right to deny entry to any person or firm seeking access to a unit if the respective contractor has not been registered.
6. Household employees, drivers and bodyguards should wear their Field Residences identification cards whenever they are in the common areas of the condominium complex.
7. An identification card may be secured from the Property Administration Office upon submission of a complete application form and two (2) 1x1 photographs. Lost identification cards should immediately be reported to the Property Administration Office. A replacement fee will be charged for lost ID card with a rate prescribed by the Property Administration Office and approved by the Board of Trustees.
8. Unit owners and/or tenants should require their household employees, drivers and bodyguards to surrender their ID cards upon termination of their employment. Unit owners, tenants and/or should immediately inform the Property Administration Office in writing of the termination of employment of registered employees.
9. For personnel carrying items out of the building, a Gate Pass shall be filled out listing all items that will be brought out of the property. The pass shall bear the signature of the unit owner and or tenant or his representative to be valid. Any erasures or modifications on any part of the pass/es shall be initiated by the authorized signatory.
10. Household employees, drivers and bodyguards shall be properly attired, preferably in uniform.

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11. Household staff, drivers and bodyguards are prohibited from engaging in the following activities within the compound:
 - a. Drinking alcoholic beverages
 - b. Gambling
 - c. Conversing boisterously
 - d. Eating in the common areas
12. Visitors of household employees, drivers and bodyguards are not allowed in the building unless the unit owner or resident-employer authorizes their visit. In this case, the visit should be conducted only within the employer's unit.
13. If the presence of private bodyguards in the building is deemed necessary, their employers shall adhere strictly to the following rules:
 - a. The employer shall register his bodyguards and their firearms with the Property Administration Office.
 - b. Bodyguards are prohibited from displaying or handling their firearms in the common areas. Firearms maintenance shall be done only within their employer's unit.
 - c. Bodyguards should not bring firearms in the premises during a declaration of Gun Ban by the government.

DELIVERY AND PULL-OUT PROCEDURE

1. Unit owners/tenants are required to secure a Gate Pass from the Property Administration Office whenever there is a delivery or pullout of large items that cannot be hand-carried by one person and for items that may obstruct the normal flow of operations in the building/s. Such items include, but are not limited to the following:

- a. Equipment and furniture
 - b. Construction materials (plywood, hollow blocks, gravel, sand, cement, G.I. sheets, etc.)
 - c. Construction equipment
2. These items must only be delivered or pulled-out on the following schedule:
 - Mondays to Fridays (except Holidays), 8AM to 6PM.
 3. All deliveries must be brought directly to the unit. The building security or any building personnel are not allowed by the Property Administration Office and Condominium Corporation to receive any deliveries. representative from the unit owner must receive the delivery.
 4. All deliveries must be hauled-out on a daily basis and must follow the schedule stipulated above.
 5. The enforcement of the schedule and Gate Pass does not impose any responsibility on the Condominium Corporation or Property Administration Office from the protection of items of the unit owner/tenant.
 6. Should the delivery cause damage/s to the common areas and/or furniture/fixtures found therein, the Property Administration Office shall undertake the necessary repairs and/or replacement of damaged items however, the costs borne by said repairs and/or replacement will be billed to the unit owner and/or tenant.

DRIVING AND PARKING RULES

1. Unit owners, tenants, their drivers, and their guests 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 Condominium Corporation premises.

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- b. Drivers operating vehicles within the property shall observe the maximum speed limit of 10 KPH.
- 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 space by another vehicle.
- g. While parked, engines 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. All parking areas at the exterior of the building for all kinds of vehicles, four-wheeled and/or two-wheeled vehicles, shall be leased out to the unit owners and tenants. There shall be no designated free parking area at the exterior of the building.
- j. Visitor's vehicle's shall not be allowed to park in the resident's areas.
- k. Commercial vehicles may be allowed to use visitor's parking for loading and unloading purposes only, which should not last for more than thirty minutes.
- l. All vehicles utilized by bodyguards, drivers and other household employees shall be prohibited from parking at the residents' parking spaces unless the parking area belongs to their employer.
- m. Any vehicle parked in an area not belonging to the respective unit owner, tenant and/or resident shall be towed at the vehicle user's or owner's expense.

2. Vehicle repair work in any of the common areas is prohibited. Only emergency and minor repairs of motor vehicles or other equipment are allowed in the parking slots.
3. The Condominium Corporation shall not be held liable for any loss or damage of any article, car/vehicle accessory or of the car/vehicle itself while parked or operating in the building. The Property Administration 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/resident involved.

FIRE SAFETY

1. Each unit owner/tenant will provide and install at his expense, at least one (1) 10-pound fire extinguisher inside the condominium unit. The type of fire extinguisher to be provided must be type ABC, environment friendly and must comply with the requirements of the Bureau of Fire Protection. The fire extinguisher shall be maintained and refilled by the unit owner/tenant whenever necessary and shall be made available for inspection.
2. The Property Administration Office has the right to inspect and ensure compliance on the installation of fire extinguisher inside the unit. If the unit owner has not complied, the Property Administration Office will purchase and provide one for the unit. The cost will be charged subsequently to the unit owner.
3. Unit owner, tenants and/or residents shall not be allowed to tamper fire protection devices such as the sprinklers, fire alarm and fire hose cabinets inside the units and other areas of the building/s.
4. All fire escapes must be free of obstruction at all times.
5. No explosive, hazardous or inflammable materials shall be stored in any part of the unit. The Property Administration Office will immediately confiscate any such items/materials within the property that will pose danger to lives and properties.

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6. Unit owners/tenants shall be required to actively participate in the annual schedule of Fire Drill and the formation of the Building Fire Brigade Teams. Unit owners/tenants shall be required to send representatives in Evacuation or Fire Prevention Seminars to be organized by the Property Administration Office.
7. Unit owners, tenants, and/or residents shall be updated with fire evacuation procedures. Fire drills shall be conducted at least once a year by the Property Administrator in coordination with the Bureau of Fire Protection.

UPKEEP AND REPAIR OF UNITS

GENERAL GUIDELINES

1. Expenses for the upkeep and repair of each unit shall be shouldered by the unit owner and/or tenant. Unit owners or tenants who intend to undertake in their respective units the repair or refurbishing works allowed under the Master Deed and Declaration of Restrictions, must first inform and seek approval from the Property Administration Office.
2. Each unit owner or tenant is obliged to keep and maintain his unit in good and sanitary condition. No noxious substances or offensive activity can be carried on in any unit or in the common areas of the condominium building/s, nor will anything be done therein which may be or may become an annoyance or nuisance to the other residents of the condominium building/s.
3. Unit owners and tenants must not throw any material or substance out of or from any window, door passages or areas of common use. Cleaning and shaking out of rugs and the like from the windows are strictly prohibited.
4. No awning or window grills may be installed in any unit. The Board of Trustees shall have jurisdiction over all exterior decorations or adornments, and may order and force the removal or modification or 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 visitors.

5. Windows shall not be covered with aluminum foil, paint, solar control or film, or any other material.
6. No unit owner or tenant must bring into the condominium building/s highly flammable materials nor install in his unit any apparatus, machinery or equipment which may cause noxious odors, tremors or noise, or expose the unit or the condominium building/s to fire.
7. Where the unit is provided with an adjoining balcony, no permanent covered structure, trellis, canopy or paved flooring shall be constructed.
8. Individual range hoods installed in each unit must be maintained by the resident (unit owner/tenant). It is recommended to wash the air filter at least every month and drain any accumulated oil as part of regular maintenance.
9. Individual grease traps installed in each unit must be maintained by the resident (unit owner/tenant). Here is how to maintain and clean your grease trap.
 - a. Do not use 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 so you can 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.

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- 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 resident/unit owner.

AIR-CONDITIONING SYSTEM

- 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 in a unit outside the designated opening/area without the prior written approval of the Condominium Corporation.
- 2. Only the appropriate type of air-conditioning unit may be installed based on the provision.
- 3. Residents 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 of the condominium building/s.
- 4. If the unit owner or tenant fails to keep any such device in good condition, the Condominium Corporation may arrange for its removal and charge the cost to the unit owner or tenant concerned. The device will not be reinstalled in the unit until it is under proper working condition and only with the prior written consent of the Condominium Corporation.
- 5. Only duly authorized servicemen with the appropriate Work Permit will be allowed entry into the condominium building/s.

6. No ventilator, air-conditioner or other equipment shall be installed in any unit by the unit owner or tenant without the written approval by the Condominium Corporation. The owner or resident must keep the ventilators, air-conditioners and other equipment in good condition and appearance. He must ensure that the equipment will not leak nor emit any noise that may unreasonably disturb or interfere with the rights, comfort or convenience of occupants of neighboring units.

PLUMBING

Unit owners, tenants, and/or residents shall not allow anyone to do work on any portion of the water, sanitary and plumbing system of the building unless approved by the Property Administration Office.

IN-HOUSE MAINTENANCE

Unit owners or tenants may avail of services of the maintenance personnel of the Property Administration Office, subject to the following:

- a. All requests for service or repair must be coursed through the Property Administration Office. The Property Administration Office shall decide whether the service being requested is one that the service personnel of the Property Administration Office can perform. The work shall then be scheduled according to the availability of the service personnel and the urgency of the repair work.
- b. Jobs beyond the capabilities of the service personnel will be endorsed to a qualified contractor.
- c. The Property Administration Office nor 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.

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- d. Approved request for service personnel assistance shall be charged by the Property Administration Office to the unit owner or tenant 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 determined by the Property Administration Office.
- e. No owner or tenant shall send any maintenance personnel or employee of the Property Administration Office out of the building premises for a private errand.

UTILITY AND SERVICE FACILITIES

1. 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 unit.
2. Unit owners and tenants may not interfere in any manner with any portion of the utility or service lines and facilities that are used by any unit or common areas.
3. No radio or television antennae or any wiring for any purpose shall be installed on the exterior of the unit.
5. No owner or tenant of a unit must allow anyone to do work on any portion of the water, sanitary and plumbing system of the unit.

SANITATION AND GARBAGE DISPOSAL

Residents should observe the following procedures and reminders when using the garbage rooms:

1. The garbage rooms are to be used for garbage disposal only.

2. Perishable (or "wet") and non-perishable (or "dry") garbage shall be separated and securely contained in disposable plastic bags.
3. Only non-explosive and non-combustible waste shall be deposited in the garbage room.
4. Loose paper should be gathered in tight bundles before disposing and depositing in the garbage room.
5. Burning of trash within the complex is not allowed.
6. The unit owner and/or tenant shall not dispose of, throw or allow to be thrown any material, item or substance from any window, door, terrace or common area.
7. Personal garbage/garbage containers shall not be placed in any part of the building's common areas.
8. Please do not shake off dust brooms, rugs, or any other cleaning implements in the utility deck, outside the windows of the unit, balconies, hallways and other visible common areas.
9. Unit owners, occupants and/or tenants shall be responsible in assuring that the content of trash receptacles for disposal do not contain item of value. The Condominium Corporation or the Property Administration Office including security, housekeeping and maintenance staff will not be responsible for loss of these items.
10. The housekeeping personnel will collect the garbage at the designated garbage rooms.

PETS

No animal is allowed to be kept or harbored in any unit or any part of the Condominium.

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REGULAR PROGRAM

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 upon prior notice to unit owners, tenants and/or residents. The expenses to be incurred for such services will form part of the condominium dues for the common area. Unit owners, tenants and/or residents who want to avail of pest control services for their units shall notify the Property Administration office. Said service will have a corresponding service fee payable directly to the accredited service provider of the Condominium Corporation.

MONTHLY DUES AND ASSESSMENTS

Objectives

To provide direction to the Board of Trustees in the administration and collection of dues, assessments, and related obligations/liabilities of the unit owners and/or tenants of the Condominium Corporation.

To provide implementing guidelines that will be the basis of collection and address potential conflicts, dispute and related problems.

To ensure establishment of documentary support necessary for enforcement of collection which can survive litigation stage when appropriate.

1. All unit owners and/or tenants shall be proportionately liable for common area expenses or duly authorized condominium and project cost expenses, which shall be assessed against each unit owner and/or tenant and should be paid to the Condominium Corporation

2. Charges for water consumption will be billed directly to the unit owner and/or tenant by the Condominium Corporation based on individual metered consumption.
3. Monthly dues and other assessments should be paid on time.
4. Assessments – whether capital, regular or special – are valued against the unit whether the unit is occupied or not.
5. All assessments for capital expenditures, regular assessments for operating expenses, special assessments and all other assessments should be paid by the unit owner and/or tenant in such a manner and at such times as may be determined by the Board of Trustees.
6. All payments in favor of Field Residences Condominium Corporation should be made at the Property Administration Office.
7. No employee of Field Residences other than the Administration Staff is authorized to accept payments. Make sure to demand a receipt for every payment made.
8. Any and all unpaid Assessments, including the Working Capital, shall bear interest from the date Assessment equivalent to such rate as the Board of Directors may prescribe, and a late payment penalty equivalent to two percent (2%) per month, until the unpaid amount and the interest and penalty due thereon, shall have been paid in full. For purposes hereof, a fraction of a month shall be considered as one full month. Payments made in respect of an Assessment, the Working Capital or any other fee or charges provided shall be applied to the penalties, interests and principal in the order herein provided.
9. Should the Condominium Corporation be compelled to file suit for the collection of any unpaid Assessment, or of any amount owing to the Condominium Corporation by reason of the provisions of this House Rules and the Master Deed, the delinquent Unit Owner shall be liable for costs of collection and attorney's fees equivalent to at least twenty-five percent (25%) of the total amount due, but in no case less than Fifty Thousand Pesos Php 50,000.00, plus costs of suit.

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10. 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:
- a. To apply any payment received from the unit owners, first to the penalties and interest, then to regular assessments before any credit is made for utilities and other charges;
 - b. 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 property or unit to which it pertains, and enforced by foreclosure proceedings;
 - c. To disconnect, suspend or sever the delivery of utilities and other building services to the unit which include, but are not limited to, the following:
 - Suspension of privileges in the use of the facilities and amenities.
 - Suspension of utilities (such as water) delivery to the unit.
 - Suspension of various administrative services.

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 discharge, 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 owner hereby bind themselves to incorporate a provision to this effect in their contracts of lease of their units. 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.

LIEN/SUIT ON UNIT

1. An Owner shall give written notice to the Corporation of every lien upon his unit or rights thereto (other than liens in favor of the Corporation) within five(5) working days after knowledge by the Unit Owner of such lien.
2. The Owner shall give written notice to the Corporation of every suit or other proceedings, which may affect the title to his Unit or rights thereto within five (5) working days after the owner acquires knowledge thereof.

SALE, LEASE OR MORTGAGE OF UNITS

1. A stipulation in a lease agreement whereby the Unit Owner assigns to the lessee the obligation to pay the Assessments and/or the Working Capital, as the case may be, shall be binding on the Condominium Corporation, *provided that*:
 - a. written notice of such assignment is given by such Unit Owner to the Condominium Corporation at least five (5) working days from the effectivity of such lease agreement;
 - b. in case of non-payment or delinquency in the payment of Assessments and/or the Working Capital, as the case may be, the Unit Owner shall remain liable to the Condominium Corporation for the full amount thereof, including such interest and penalties as may be applicable;
 - c. a delay in the payment of Assessments and/or the Working Capital, as the case may be, for a period of thirty (30) working days, shall entitle the Condominium Corporation, in addition to the imposition of interest and penalties, to require the lessee to remit directly to it any and all rental fees accruing to the delinquent Unit Owner, which rental fees shall be applied to the unpaid obligations of the delinquent Unit Owner as follows: first, to the interest, second, to the penalties, and third, to the principal amount due. Any excess shall be returned by the Condominium Corporation to the delinquent Unit Owner. The payment of rent of the Condominium Corporation pursuant to this paragraph shall be

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sufficient discharge of such lease as between and the Unit Owner to the extent of the amount paid.

2. All units to be sold must secure a Certificate of Management from the Property Administration Office to ensure that there are no outstanding obligations.
3. A buyer or tenant will not be allowed to enter the unit premises and to occupy and use it unless the following conditions are fully complied with:
 - a. All dues, assessments, penalties, fines and other charges accrued on the subject unit are fully paid.
 - b. The unit owner furnishes the Property Administration Office with duly approved, signed and notarized copy of the sale or lease contract.
 - c. The unit owner provides the Property Administration Office with a written notice of the date on which the approved buyer or tenant/s will move into the premises at least seven (7) days prior to actual move-in.
 - d. No move-out will be allowed unless authorized by the Property Administration 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/lessor (in the case of a lease) does not have any outstanding liability or obligation with the Condominium Corporation.

REAL ESTATE BROKERS AND AGENTS

Only real-estate brokers or agents duly endorsed by a unit owner to sell or lease his unit will be recognized by the Property Administration Office and granted access into premises. The broker or agent should also present a written endorsement from the unit owner authorizing them to undertake the action necessary to disposing of or leasing out the unit. Authorized brokers or agents

should closely coordinate their activities with the Property Administration Office. They should give the Administration, through the staff assistant, prior notice of any scheduled inspection of units by prospective buyers or tenants.

MISCELLANEOUS

1. All unit owner, tenant and/or resident including those under their employ or supervision, shall observe and comply with the House Rules and Regulations as may be promulgated from time to time by the Condominium Corporation, and with all rules and regulations, ordinances and laws made by health and other duly constituted local or national authorities regarding the use, occupancy and sanitation of units.
2. Unit owner, tenant and/or resident 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 and Declarations of Restrictions as amended, which is attributable to said unit owner, occupants and/or tenant and or their children, guests visitors, employees and domestic helpers.
3. Tipping and giving gifts to all property personnel is discouraged. Christmas time may be an opportunity to contribute to a common fund for administration activities.
4. Condominium Corporation employees may not be requested and/or sent by a unit owner/tenant or any occupant for personal errands.
5. Complaints and suggestions on any matter may be directed in writing to the Property Administration Office.

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INSURANCE

1. The Condominium Corporation carries sufficient fire and property damage insurance on the building structure, common areas and equipment. The insurance premium paid by the Condominium Corporation forms part of the condominium dues of the building.
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.

PROLONGED ABSENCE OF UNIT OWNER AND/OR TENANT

1. Whenever a unit will be unoccupied by an owner and/or tenant for an extended period of time (for more than 1 week), the key/s to his unit should be left with an authorized representative. He is required to inform the Property Administration Office, in writing, of such arrangement. Otherwise, any representations made will be denied access to the unit and premises.
2. If any of the keys to the unit are entrusted by a unit owner/tenant to a representative, the acceptance of the keys will be at the sole risk of the concerned unit owner/tenant. 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.
3. The Property Administration 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.

VIDEO RECORDING

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

SIGNS, ADVERTISEMENT, ETC.

1. The unit owner or tenant 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 building.
2. No signs, posters or displays shall be attached to the unit.

RENOVATION GUIDELINES

REQUIREMENTS

- a. *Application of Renovation Form including Contractor Endorsement Form* – Unit owners are required to advise the Property Administrator in writing through an application form available at the Property Administration 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 Administration Office prior to commencement of works.
- b. *Payment of Construction Bond/Renovation Fee* – Unit owners shall post a construction bond with an amount prescribed by the Property Administration Office and approved by the Board of Trustees. This will answer for the damages to the common area/s and to the adjacent units during the construction 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 Administration Office and approved by the Board of Trustees shall be deducted per

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renovation from said bond to cover the administrative cost.

- c. *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 owner's plans and technical specifications, the Property Administration Office will review in conjunction with the building's Consultants, and will advise the status/approval within ten (10) working days. Unit Owners shall furnish the Property Administration Office a set of complete As-Built Plans, duly signed and certified by an Architect for major construction works.
- Architectural Plan – Floor Plan, Reflected Ceiling Plan including floor lay out/finishes, ceiling lay out/finishes and wall finishing.
 - Electrical Plan – lighting fixtures and electrical outlets reflecting the Load Schedule and Circuit Diagram.
 - Mechanical Plan – Air-conditioning systems, Exhaust system.
- d. *Bar Chart Schedule* – specifies duration of renovation and target completion date.
- e. *List of Workers* – Official list of workers' names authorized by the owner, tenant and or contractor to do the renovation.
- f. *Work Permit* – Unit owner or contractor shall apply for said 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.
- g. *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 of Php250,000 coverage per renovation and allow an unlimited number of claims during the period of the policy.

PROCEDURE

- a. Owner submits the accomplished Application for Renovation Form inclusive of all other requirements. (Refer to Section I for the list of requirements).
- b. The Property Administration Office will review and validate the submitted requirements within ten (10) working days to ensure that work to be done complies with the Renovation Guidelines of Field Residences.
- c. If disapproved, owner must revise and resubmit the requirements based on the review/comments of the Property Administration Office.
- d. If approved, the Property Administration Office returns the approved plan.
- e. Upon completion and compliance of all requirements, the Property Administration Office will issue a Notice to Proceed for the approved renovation works.

GENERAL GUIDELINES

- a. All renovation works shall be in good workmanship using first class materials.
- b. Renovation works shall be done within the unit's premises only.
- c. No work or materials shall obstruct the hallways and corridors.
- d. 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.
- e. All contractors hired by the Unit Owner should not damage the structural components of the building.
- f. Unit Owners, tenants, residents and/or Contractors shall assume the bills for electric and

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water consumption during the renovation period.

- g. Renovation should not go beyond the prescribed period of thirty (30) days. In case of extension of work duration, the Unit Owner shall formally advise the Property Administration Office indicating the reason and extension period of renovation works.
- h. No awning, radio or television antenna or any device for any purpose may be installed on each unit or at any part of the building.
- i. All works shall be accordance with the latest government regulations and applicable codes.

DESIGN GUIDELINES

General Architectural Design Guidelines

- a. Drop ceiling materials should be non-toxic, sound absorbent, non-asbestos, lightweight and non-combustible. Plywood or any combustible material is not allowed.
- b. The ceiling system should be adequately supported to eliminate sagging.
- c. Concrete nails cannot be used on walls.
- d. Main door frame and hardware cannot be altered.
- e. Toilet and kitchen facilities cannot be relocated.
- f. The following may only be altered subject to the approval of the Condominium Corporation and should conform to the load restrictions of the building:
 - Partition wall and doors
 - Flooring Materials
 - Electrical system

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

i. For Living/Dining Area and Bedroom:

- No chipping/coring on slab and wall without the approval of the Property Administration Office.
- No alteration of doors and windows.
- Doors and wall opening can only be undertaken by accredited contractors. Plan should be submitted for approval of the Property Administration Office.

j. For Kitchen/Foyer:

- No chipping/coring on slab and wall without the approval of the Property Administration Office.
- No relocation of panel board.

k. For Toilet and Bath:

- No chipping/coring on slab and wall without the approval of the Property Administration Office.
- No relocation of toilet fixtures.
- No deletion of pipe chase.
- No combination of two water meter.

l. For Balcony Area:

- No chipping/coring on balcony slab and wall.

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- No alteration of balcony railings.
- No alteration of balcony area print.
- No alteration of balcony finishes.

Plumbing Guidelines

- a. No owner or tenant must allow anyone to do work on any portion of the water distribution and sanitary system of the building unless approved by the Condominium Corporation and the Property Administration Office.
- b. All water lines shall be galvanized iron (GI) Pipe Schedule 40.
- c. All sanitary lines / drainage line shall be cast-iron or PVC series 1000.
- d. Provide a 3-ply waterproofing membrane hot or cold process on all kitchen areas, toilets and lavatory areas.
- e. No ceiling clean out shall be allowed. All clean outs shall be floor mounted.
- f. Areas that need waterproofing application shall be subjected to forty-eight (48) hours flood testing prior to installation of finished floor tiles. Unit Owner and Contractor must advise the Property Administration Office in writing for witnessing and approval of flood testing.
- g. No relocation of plumbing stub-outs without the approval of Property Administration Office.

Electrical Guidelines

- a. All electrical wiring installations shall be of EMT or RCS conduit pipes, PVC pipes are only allowed for auxiliary layout.

- b. Open wiring installations are not allowed.
- c. Flat cord wires are not allowed.
- d. Provide flexible metal conduits with connectors for drop wires.
- e. 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 Unit Owner's account. Any additional power requirement must be approved by the Electrical Designer/Consultant of the Condominium Corporation through the Property Administration Office to check if the requirements can be accommodated.
- f. All junction boxes shall be covered after termination of wire connections. Use gauge 16 deep type.
- g. All electrical works shall conform to the latest edition of the Philippine Electrical Code and with consultation, approval of the Condominium Corporation and the Property Administration Office.

Mechanical Guidelines

- a. The Property Administration Office discourages the relocation of sprinkler heads. Should the renovation require such, the unit owner must hire only the services of the nominated contractor of the Condominium Corporation while expenses of which will be shouldered by the unit owner.
- b. All air-conditioning units must be provided with a drip pan connected to a flexible hose tapped to the aircon drain provision/s.
- c. No deletion of fire sprinkles and smoke detectors, however relocation should be subject to the approval of the Property Administration Office.

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- d. No alteration of ACU specifications. Appropriate air conditioning unit shall be used based on the provision of the unit.
- e. No relocation of plumbing stub-outs without the approval of the Property Administration Office.

CONSTRUCTION WORKERS

- a. All workers shall secure an ID pass from the Property Administration Office prior to the start of the renovation. Any worker without an ID will not be permitted to enter the complex of Field Residences.
- b. The ID should be worn by workers at all times when inside the complex of Field Residences.
- c. Lost ID should be reported to the Property Administration Office immediately for replacement with a corresponding fee prescribed by the Property Administration Office and approved by the Board of Trustees.
- d. The ID should be surrendered daily to the guard-on-duty prior to exit of the building.
- e. All workers are subject to search and body frisking by the guard on duty when entering and exiting the main gate.
- f. All workers are not allowed to loiter outside their area of renovation.
- g. Workers are not allowed use the passenger elevator. Only stairways shall be used to access the unit being renovated.

SCHEDULE OF WORKS

Mondays to Fridays only, 8AM to 12NN and 1PM to 5PM.

Minor Construction Works – includes parquet floor re-sanding, re-polishing, simple painting works, minor carpentry works, installation of aircon unit, 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 signages and interior finishes.

Major Construction Works – includes but not limited to masonry works, installation of ceiling, marble works, electrical works, minor welding works, CR renovations, demolition of existing doors or CHB walls/partitions, installations of pre-fabricated cabinets, and all other noise generating works which may disturb the adjacent units.

Construction shall be allowed from Mondays to Fridays from 8AM to 12NN and 1PM to 5PM. No works shall be allowed on Saturdays, Sundays and Holidays. Strictly no overtime.

Noisy works shall only be permitted between 10AM to 12NN and 3PM to 5PM.

DELIVERIES AND PULL-OUTS

- a. Unit owner, tenant, resident and/or contractors should advise and submit to Property Administration Office the schedule of materials to be delivered into the building at least 24 hours prior to delivery.
- b. Payment for the use of the Service Elevator will only cover 30 calendar days. Fees will be charged with a rate prescribed by the Property Administration Office and approved by the Board of Trustees. Elevators shall only be used to convey bulky items.
- c. Deliveries shall not be received by the building guards or any other Property Administration Staff. Assigned representative/s of the owner and or tenant/s must be present to receive the deliveries.
- d. All construction materials, supplies, tools and equipment are to be listed in the Work Permit and checked accordingly by the security guard on duty prior to entry/ exit into the building/s.

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- e. All construction debris must be kept inside the unit and must be disposed of within the day.
- f. Delivery trucks 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 10AM to 4PM.

SANITATION

- a. The construction area and the adjacent common area/hallway must be kept clean and be free of foul odor. Construction materials, debris or any equipment must be confined inside the unit at all times.
- b. The contractors shall at his expense keep the unit premises including hallways bordering the unit in good, clean and sanitary condition at all times.
- c. Contractors shall keep the unit during the construction period free from nuisances and shall not install therein any apparatus, machinery, or equipment which may cause noxious smell, tremors, etc.
- d. Contractors shall provide their own receptacles, plastic disposals, bags and other sufficient container/s of construction 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 Administration Office.
- e. Contractors shall maintain the unit being constructed well-lighted and ventilated.
- f. Contractor's workers shall not be allowed to stay-in or work overnight.
- g. 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 Administration Office.

INSPECTION

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

The contractor will likewise assume full responsibility for any damage/s that may be caused by any person or property by any reason for such violations.

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 owner, tenant or contractor shall be responsible for all damages caused to the property.

OTHERS

Other prohibitions within the building premises:

- a. **SMOKING** – The security guards may confiscate cigarettes, lighters/matches belonging to the construction workers and suppliers.
- b. **DRINKING OF LIQUOR** – Liquors will likewise be confiscated.
- c. **COOKING** – No cooking at any time.
- d. **GAMBLING** – Gambling is strictly prohibited within the premises. The security guards have the right to confiscate any gambling paraphernalia.
- e. **BATHING** – Workers are not allowed to use the common area shower rooms and/or comfort rooms for bathing purposes.

HOUSE RULES AND RENOVATION GUIDELINES

- f. **LOITERING** – Workers shall confine themselves within the construction area during construction hours and shall immediately leave the premises after the allowed construction hours.
- g. **UTILITIES** – Utility consumption will be charged to the respective owner.
- h. **PROPER CONDUCT** – The unit owner and his representatives are responsible for controlling and monitoring the conduct of his workers/contractors.
- i. **WAIVER** – The Condominium Corporation, Property Administration Office and/or its representatives will not be responsible for any damage/s and/or injury/ies resulting from the construction of the unit/s.

SECURITY AND SAFETY

- a. The contractors are responsible for the security of their materials, tools and equipment.
- b. In case of theft or loss, the contractor or his authorized representative should report the case to the Security Officer-in-Charge for investigation purposes.
- c. The Board of Trustees, Property Administration 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 construction/renovation.
- d. The security personnel are given the authority to issue violation slips on workers who violate the House Rules and Regulations and General Construction Guidelines of Field Residences.
- e. During construction, there must be at least 2 units of 10 lbs ABC type Fire Extinguishers in the unit.
- f. The Condominium Corporation reserves the right to ban or restrict particular workers at its sole discretion.

PENALTIES

- a. Monetary penalties shall be imposed for any violation/s and/or non-compliance with the House Rules and Regulations and/or Renovation Guidelines.
- b. All monetary penalties will be deducted from the unit owner's Construction Bond.
- c. All violations will automatically result to work stoppage. Work can only resume if the violation/s noted have already been settled/corrected. Only the Property Administrator can give approval for the resumption of work.
- d. Offenses shall be penalized through the implementation of a violation ticket or through the following manner:
 - 1st Offense – written notice from the Property Administration
 - 2nd Offense – Php 1,000/violation/person
 - 3rd Offense – Php 2,000/violation/person
 - 4th and Succeeding Offense – Php3,000/violation/person

It is the discretion of the Property Administration Office to choose what to implement.

- e. A fine with an amount to be prescribed by the Property Administration Office and approved by the Board of Trustees will be charged for works without an approved Work Permit payable to the Condominium Corporation.
- f. The Unit Owner/Contractor shall furnish the Property Administration Office a set of complete As-Built Plans, duly signed and certified by an Architect for Major Construction Works.

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- g. Should the violations of the Renovation Guidelines be committed by the contractor, the refund of the construction bond will be net of the corresponding penalties and charges.
- h. If the Construction Bond is insufficient to cover the amount of the penalties and charges, it will be billed to the unit owner. Renovation works exceeding 30 days shall be penalized with a rate prescribed by the Property Administration Office and approved by the Board of Trustees.

AMENITIES AND GENERAL COMMON AREA RESTRICTIONS

GENERAL GUIDELINES ON USE

General Common Areas are located outside of the building areas intended for the common use or benefit of all unit owners of Field Residences and are necessary and convenient to the existence, maintenance or safety of the community. These include the amenities located mostly in the middle portion of the development – outdoor function areas, clubhouse, swimming pools, gazebos, open field, garden, lawn, jogging and bicycle paths, ornamental features, property walkways, gates.

1. The amenities of the project such as the clubhouse, swimming pool and the sports/recreational facilities 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 Administration Office.
2. The use of the amenities/facilities for social and other activities must have a written approval from the Property Administration Office.
3. Subject to prior approval of the Board of Trustees, the Property Administration Office shall promulgate, from time to time, such reasonable rules and regulations pertaining to the proper use and maintenance of the clubhouse, swimming pool and the sports/recreational facilities.

4. Washing of rags, dishes, mops, cleaning materials and the like are strictly prohibited in the common toilet located in the buildings or in any part of the property.
5. Cooking in the common area is prohibited as well as on any place not specifically constructed or equipped for the purpose.
6. The Property Administration Office reserves the right to schedule the switching on and off of the lights in the common areas.
7. Loitering in the common area is strictly prohibited.
8. The recreational facilities form part of the general common areas and shall only be used and enjoyed for recreational purposes by the residents of the building and registered visitors and subject to provisions of the Master Deed, the House Rules and other rules and regulations as may from time to time be approved by the Board of Trustees.
9. The swimming pool and other common recreational facilities of the condominium complex shall be for the exclusive use of the unit owners or tenants, their respective families and invited guests.
10. Civic, religious, and or charitable organizations will be allowed to reserve the Clubhouse only.
11. All applications for reservations of the common facilities shall be made in writing on the prescribed form and addressed to the Property Administrator specifying: (1) the date requested; (2) the number of guests expected; and (3) the nature of the occasion.
12. Abbreviated core rules for the facilities will be displayed within the individual facilities to serve as constant reminders. A breach of these rules shall be deemed to be a breach of the House Rules and Regulations of the Condominium Corporation.

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USE OF CLUBHOUSE AND FUNCTION ROOMS

1. The Clubhouse and Function Rooms shall be for the exclusive use of Field Residences unit owners and tenants.
2. The Reservation Form for the use of the clubhouse and function rooms is available at the Property Administration Office. All applications for reservations shall be made at least one (1) month in advance. Reservation will become effective only when approved by the Property Administration Office and when the corresponding fee has been paid. Fees will be charged with a rate prescribed by the Property Administration Office and approved by the Board of Trustees.
3. Cancellation/change of date shall be made at least two (2) weeks before the actual date of event/s otherwise, reservations shall be construed as final and any deviations/adjustments shall mean forfeiture of reservation and payment.
4. The unit owner/tenant will be responsible for the set up of the facilities and the clearing of the area after its use. Installation of banners, tarpaulins and any other materials on the walls and ceilings should be properly coordinated with the Property Administration Office. Any equipment, machine and/or tool which will be requiring electric power shall be approved by the engineering personnel of the Property Administration Office prior to the date of reservation.
5. The unit owner/tenant and/or their caterers should bring proper disposable garbage bags and lining/padding for the movement of the tables and chairs during ingress and egress.
6. Cooking and washing of kitchen utensils is only allowed in the kitchen area provided within the Clubhouse.
7. Activity areas are limited only to the reserved amenity area. Lobby, hallways, pool side, gazebo and other common areas are not allowed to be used as part of the event.
8. Picking of flowers and cutting of plants are not allowed.

9. Due care shall be exercised in the use of the common recreational facilities and the properties of the Condominium Corporation. Damages caused shall be charged against the security deposit. In the event that the cost of the repair exceeds the security deposit, the excess amount shall be billed to the unit owner and/or tenant.
10. The guests, caterers and other suppliers must observe the existing policies implemented by the Condominium Corporation.
11. The Condominium Corporation, Property Administration Office and Developer will not be held liable for any loss or accidents that may happen on such event.
12. An allowance of two (2) hours set up time shall be given before the event, and one (1) hour dedicated for cleaning, provided, utilities (water and electricity) will not be used.
13. Any violation of the above terms and conditions may result to refusal of future applications 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 association and to any injured or offended party.
14. Security deposits for use of clubhouse and function room must be paid in advance. Extension of charges or damages that might be incurred during the activity shall be deducted from the deposit. If the security deposit is not enough to cover for the above, the unit owner and/or tenant will be responsible for the additional payments to the Condominium Corporation. If no damage or extension of use is incurred, the security deposit shall be refunded in full.
15. Abbreviated core rules for the facilities will be displayed within the individual facilities to serve as constant reminders. A breach of these rules shall be deemed to be a breach of the House Rules and Regulations of the Condominium Corporation.
16. The Clubhouse and function rooms of the condominium complex shall be for the exclusive use of the unit owners or tenants, their respective families and invited guests.

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USE OF SWIMMING POOL

1. The use of the swimming pool is exclusively for the unit owners in good standing and their immediate family members whose names are duly registered in the roster of the unit owners and residents.
2. The Reservation Form for the use of the swimming pool is available at the Property Administration Office. All applications for reservations shall be made at least one (1) month in advance. Reservation will come effective only when approved by the Property Administration Office and when the corresponding fee has been paid. Fees will be charged with a rate prescribed by the Property Administration Office and approved by the Board of Trustees.
3. Security deposits for use of swimming pool must be paid in advance. Extension of charges or damages that might be incurred during the activity shall be deducted from the deposit. If the security deposit is not enough to cover for the above, the unit owner and/or tenant will be responsible for the additional payments to the Condominium Corporation. If no damage or extension of use is incurred, the security deposit shall be refunded in full.
4. Guests may be allowed to use the swimming pool provided they are accompanied by the unit owners/tenants in good standing. A maximum of five (5) guests may be sponsored by a unit owner/tenant for a fee. However, guests exceeding the maximum shall be charged with a higher rate prescribed by the Property Administration Office and approved by the Board of Trustees.
5. The operating hours of the swimming pool shall strictly be from 6AM to 9PM only.
6. All pool users shall confine themselves within the pool deck/area and shall not use the clubhouse and/or indoor/outdoor function rooms and its furniture during their stay in the pool area.
7. 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.

a. For Female Swimmers

1. Swim wear such as wetsuits are permitted.
2. Cycling shorts are allowed.

b. For Male Swimmers

1. Swimming trunks and board shorts are permitted.
2. T-shirts are not permitted.
3. Shorts made of cotton as well as denim and basketball shorts are not permitted.

c. For Children

1. Disposable and cloth diapers will not be permitted.

8. Water games are allowed at the discretion and direction of the pool attendant.

9. Floatation devices designed to fully support a person will be permitted at the discretion of the pool attendant.

10. All swimmers must shower before entering the pool.

11. Anybody with known or suspected contagious viral or skin disease, cold sore, inflamed eyes, infections or wearing bandages will not be allowed in the pool.

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

13. No running, pushing or bolstering play is permitted on the pool deck.

14. Children under the age of twelve (12) must be accompanied by an adult at all times. Parents

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must accompany and supervise their children while in the pool/pool area and remain with them for the duration thereof.

15. Parents shall be responsible for removing floatation devices and toys from the water when getting out of the pool.
16. No glass objects shall be allowed in the pool or anywhere in the pool deck area.
17. Food and drinks shall be strictly prohibited in the pool and pool deck area.
18. The swimming pool shall not be manned by a lifeguard. Users are advised to take all necessary safety precautions. The Developer/Condominium Corporation/Property Administration Office will not be liable for any untoward incident, accident or injury that may arise from the use of the swimming pool.
19. Abbreviated core rules for the facilities will be displayed within the individual facilities to serve as constant reminders. A breach of these rules shall be deemed to be a breach of the House Rules and Regulations of the Condominium Corporation.
20. The swimming pool of the condominium complex shall be for the exclusive use of the unit owners or tenants, their respective families and invited guests.

USE OF SPORTS RECREATIONAL FACILITIES

1. The Sports/Recreational Facilities shall be for the exclusive use of Field Residences unit owners and tenants.
2. Security deposits for use of recreational facilities must be paid in advance. Extension of charges or damages that might be incurred during the activity shall be deducted from the deposit. If the security deposit is not enough to cover for the above, the unit owner and/or tenant will be responsible for the additional payments to the Condominium Corporation. If no damage or extension of use is incurred, the security deposit shall be refunded in full.

3. The Reservation Form is available at the Property Administration Office. All applications for reservations shall be made at least one (1) month in advance. Reservation will become effective only when approved by the Property Administration Office and when the corresponding fee has been paid. Fees will be charged with a rate prescribed by the Property Administration Office and approved by the Board of Trustees.

USE OF HALLWAYS, EMERGENCY EXITS AND STAIRS

1. All entrances, exits, emergency exits, hallways, passages, stairwells and lobbies must be free from any obstruction, restriction or hindrance at all times. Tables, chairs and other obtrusive materials are not allowed to be placed in any part of the common area. No part of the foregoing areas may be used as storage facility.
2. Loitering is strictly prohibited.
3. Abbreviated core rules for the facilities will be displayed within the individual facilities to serve as constant reminders. A breach of these rules shall be deemed to be a breach of the House Rules and Regulations of the Condominium Corporation. Smoking is strictly prohibited in the lobbies, hallways, fire exits, stairwells and all enclosed areas in the condominium buildings.

USE OF PLAYGROUND

1. The playground and equipment are provided for all residents. Please share and take turns.
2. Bringing of food and eating within the playground is strictly prohibited.
3. Children should always be accompanied by an adult/guardian when playing.
4. Possession of matches, lighters, fireworks, knives, weapons, tobacco, alcohol, drugs, or other illegal substances is not allowed at the playground area.

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5. Use of the playground shall be prohibited during bad weather or any other reasons deemed necessary by the Property Administration Office without prior notice.
6. All damages incurred to the playground equipment shall be charged accordingly.
7. The Condominium Corporation, Property Administration Office and/or its representatives will not be responsible for any damage/s and/or injury/ies resulting from the use of the Playground.

USE OF GAZEBO

1. The Gazebo shall be for the exclusive use of Field Residences unit owners and tenants.
2. Cancellation/change of date shall be made at least two (2) weeks before the actual date of event/s otherwise, reservations shall be construed as final and any deviations/adjustments shall mean forfeiture of reservation and payment.
3. The unit owner/tenant will be responsible for the set up of the facilities and the clearing of the area after its use. Installation of banners, tarpaulins and any other materials on the walls and ceilings should be properly coordinated with the Property Administration Office. Any equipment, machine and/or tool which will be requiring electric power shall be approved by the Engineering personnel of the Property Administration Office prior to the date of reservation.
4. Temporary decorations may be placed at the Gazebo to be secured by string, twine or tape that can be easily removed. The use of nails, tacks, or staples or other device that may deface or damage the Gazebo is prohibited.
5. All temporary decorations must be immediately removed after completion of every event and the Gazebo shall be left in a clean and orderly manner.

6. Bringing of food and eating within the Gazebo is strictly prohibited.
7. Use of candles or any open flame devices is strictly prohibited.
8. Picking of flowers and cutting of plants are not allowed.
9. Any violation of the above terms and conditions may result to refusal of future applications 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 association and to any injured or offended party.
10. The Condominium Corporation, Property Administration Office and/or its representatives will not be responsible for any damage/s and/or injury/ies resulting from the use of the Gazebo.

USE OF PATHWAY

1. Be mindful of others and share the road. In addition to joggers, some pathways accommodate bicycles and pedestrians.
2. Use extra caution when passing parking lots.
3. Wear the proper jogging attire. Not wearing comfortable running shoes or the right clothing could result in an accident.
4. Sidewalks and driveways must be free from obstruction, restriction and hindrance at all times and may not be used as storage facility.
5. Stay on the right side of the pathway except when passing.

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USE OF BASKETBALL COURT

Operating Hours

1. The Court is open from 9AM to 5PM. For the use of the court later than 5PM, a fee of P350 per hour will be charged for the use of the court which includes electricity, maintenance and use of Court Comfort Room. The court can only be used until 9PM.
2. The use of court will be on a first-register-first-served basis.
3. No entry to the court is permitted during rainy season or any calamities.

Use of the Court

1. The court is for the exclusive use of Field Residences unit owners and/or tenant and respective family members listed in the LIST OF OCCUPANTS REGISTER.
2. Guests may be allowed to use the court as long as they are endorsed by a unit owner and/or tenant and shall be required to pay a corresponding fee of Php100/person payable at the Administration Office regardless of time of use. Endorsement letter from unit owner will be required for guest reservation.
3. Outsiders may be allowed to use the court for a normal basketball game and shall be required to pay a corresponding fee of Php500 per hour regardless of time of use. Reservation can also be made and will be accommodated upon approval of the Property Administration Office.
4. The reservation of courts for Tournaments and other Events for unit owners and tenants of the building will be accommodated upon approval of the Property Administration Office. Exclusive use for the tournament of shall be required to pay a corresponding fee approved by the Property Administration Office.

5. A security deposit of Php1,500 shall be required for the tournament reservation. The deposit will be refunded after the game and after any deduction in respect to any damages to the property and violation of the Rules and Regulation.
6. A reservation is good for maximum of one (1) hour. However when no reservation is made for the succeeding hours at the same date, teams of groups on the court may be allowed to extend their allotted time at same rate.

Rules

1. Players are required to use proper playing shoes and attire when playing on the court.
2. The host member is responsible for the clean-up after a game.
3. Rough playing, vandalism and other indiscriminate behavior are not permitted.
4. Smoking, use of alcohol or controlled substances, littering, gambling are prohibited in the court area.
5. In case of games played at night, the security guard on duty shall turn on the lights upon presentation of documents are proof of reservation by the Administration Office.
6. Field Residences Condominium Corporation shall not be responsible for any damage, injuries or loss sustained by people while using the court.
7. These Rules may be changed, amended or revised at any time by resolution of the majority of the Board of Trustees of the Condominium Association.

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OTHER IMPORTANT REMINDERS

GENERAL REMINDERS TO UNIT OWNERS/TENANTS:

1. Visitor's vehicles entering the building will be issued a vehicular Visitor's Pass at the gate. The guest or driver is requested to present and temporarily deposit a valid photo ID card for security and reference purposes.
2. When leaving your unit, be sure that all electrical switches are off and all electrically-operated appliances are disconnected.
3. Be sure that smoldering cigarettes and tobacco are not left in any part of the unit. Use ashtrays when smoking. Do not extinguish cigarettes in trash cans. Crush out cigarette embers before discarding. **DO NOT SMOKE ON BED.**
4. Do not throw away match sticks until flame is completely extinguished.
5. Do not store or place combustible and highly flammable materials like paint, thinner, gasoline, and other fire hazards, near cooking ranges, water heaters and other heat/flame generating appliances, particularly in kitchen areas.
6. Keep lighters and matches away from reach of children.
7. Never allow children to probe into electrical outlets.
8. Never leave your irons, stoves/ranges/ovens, heaters, etc., unattended.
9. Dispose garbage, papers and other flammable waste materials properly and regularly.
10. Do not overload any electrical points by using adaptors and connecting too many appliances under the same circuitry. Do not use "octopus" connections.
11. Do not hide electrical cords and wires under the carpet or rugs.

12. Report immediately any faulty electrical plugs and wirings to the Property Management. Check for exposed or damaged installation and other electrical fixtures and devices.
13. Do not attempt to conduct electrical works and repairs, if you are not familiar with them. We have 24-hour duty maintenance men to assist you at any time of the day.
14. Do not use malfunctioning electrical appliances or devices.
15. Do not touch appliances and electrical devices with wet hands or when standing on wet surfaces. Do not place containers with water on top of the appliances.
16. Do not replace blown or busted fuses with wires or any conductors. Use standard fuses.
17. Do not pull cords when unplugging appliances. Hold the plug itself, then pull it straight from the outlet, not upwards, downwards nor sideways.
18. Do not allow cooking of meals within the premises, except in designated places.
19. Unplug all electrical appliances and switch off main circuit breaker when you have plans of leaving for a period of time.
20. Strictly observe "NO SMOKING" signs in all restricted areas.
21. Cooperate with fire prevention seminars and evacuation drills when scheduled.
22. Do not obstruct hallways and areas use as means of escapes during fire.
23. In case of power interruption, use flashlights or emergency lights instead of candles.
24. Be sure that the fire extinguishers are installed in conspicuous areas of the unit. Each condominium unit should have at least one (1) 10-lb. ABC fire extinguisher inside.

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25. Make sure that all household members are familiar with the locations of staircase, alarm points, hose reel and other firefighting equipment.

WHAT TO DO IN CASE OF FIRE:

1. Stay calm. DO NOT PANIC. Call for help.
2. Shout "FIRE" and activate the nearest fire alarm pull station.
3. Advise the Property Management or Security immediately, if possible.
4. Try to put out the fire with a portable fire extinguisher.
5. When the fire alarm sounds or when an order for evacuation is announced, all building residents and personnel should observe the following:
 - a. Immediately cease all work or any other activity;
 - b. If time permits, secure all important papers and vital documents, including ash valuables, in a safe or vault;
 - c. Lock cabinets and drawers;
 - d. Disconnect and unplug all appliances;
 - e. Close all windows and doors to prevent draught from spreading the fire;
 - f. Leave lights on;
 - g. Close, but do not lock your main door;
 - h. Listen to evacuation instructions and event updates, if any;

- i. Do not carry bulky personal affects;
 - j. Do not use high-heeled shoes; and
 - k. Prepare for evacuation.
6. Proceed immediately to the corridor/hallway of your floor, fall in line and await instructions from the Evacuation Controller or his Assistance. If these people are absent, the residents/tenants should organize themselves for evacuation.
 7. Help others who may not understand what to do. Advise visitors in your area to join your group in the evacuation.
 8. Extend assistance to handicapped persons.
 9. If you are not on a floor other than your own, join the evacuation with the other people on that floor. Do not attempt to return to your own place/unit. Do not go back for your personal belongings or look for your friends, relatives or family members, unless extremely necessary.
 10. In case of injury, try to render first aid. If necessary or possible, call for paramedic assistance through the Property Administration Office/Reception Lobby. Do not move injured person, particularly those with back injuries, unless absolutely necessary. Loosen his clothing around the neck and waist and make the injured person as comfortable as possible.
 11. Observe a continuous flow or traffic, in a single pile, on the emergency fire escape stairways. Do not break lines and avoid unnecessary conversations.
 12. If fire or smoke traps you, cover your nose and mouth with a wet towel to avoid smoke inhalation.
 13. When escaping through smoke, crouch low and follow the emergency exit away from the smoke and fire.

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14. If the stairs are impassable due to fire or smoke, proceed to the laundry area of the building. Stand on the windward side and wait for rescue.
15. If you are trapped inside the unit, stand by the window or balcony and try to catch attention of rescuers. Fill the spaces around the door with wet towels, sheets, clothes or rugs to keep the flames from entering.

MONTHLY FIRE PREVENTION CHECKLIST:

1. Have you inspected your unit for possible fire situations?
2. Have you inspected your electrical wiring for frayed wires, octopus connections, etc.?
3. Are there sufficient ashtrays to safely hold cigarette butts?
4. Are gas stoves and ranges well maintained? Are there no signs or smell of gas leaks?
5. Have you kept your matches out of children's reach?
6. Do you maintain proper housekeeping practices?
7. Have you taken your time to prepare your family to meet fire emergencies?
8. Do you have suitable firefighting equipment on hand? Is it well maintained?
9. Have you checked the pressure gauge of your fire extinguisher?
10. Do all household members know how to operate the extinguisher?

REMINDERS DURING TYPHOONS, STORMS, AND HEAVY RAINS:

1. Monitor radio and TV report continuously.
2. Make sure that the following are readily available:
 - a. Fully-charged rechargeable lamps/lights
 - b. Flashlights
 - c. First aid kit and medicines
 - d. Battery-powered radios
 - e. Extra batteries
3. Prepare at least three (3) day supply of water for drinking, cooking washing, bathing, etc.
4. Be prepared for power interruptions.
5. Secure the plants pots on your balconies and ledges. It is advised to keep them inside your unit.
6. Check for loose and misalign sliding glass and windows, which may fall off and/or be blown away. Make sure that all windows and doors are properly closed and locked.
7. Stay indoors and do not allow any unauthorized person inside your unit.
8. Apply adhesive tape (in an X-manner) on your glass panels. This may add strength to the glass.
9. Call the attention of Security Guards and/or maintenance man on duty for assistance.

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10. Check your lobby drains. These might be clogged up and might cause flood in your unit, as well as the unit below you.
11. Maintain presence of mind and do not panic.

REMINDERS DURING EARTHQUAKES AND TREMORS:

1. Stay away from windows, mirrors, sliding doors, etc.
2. Keep away from loosely hanging objects that may fall.
3. Extinguish cigarettes and unplug electrical appliances.
4. Protect yourself, especially your head from falling objects or debris by bracing yourself in an open door or by getting under a sturdy desk or table.
5. Switch on emergency lights if power is lost after earthquake. Remain calm and listen to new broadcasts.
6. Stay clear of damaged electrical installation or wiring. Switch off power if necessary.
7. Stay clear of damaged infrastructure after a strong tremor. Aftershock might cause them to collapse.
8. If there is a need to vacate the premises, do so in an orderly manner. Running will cause unnecessary injuries to you and/or to others.
9. If and when stampede should occur during an evaluation, DO NOT JOIN THE RUSH. Stay at a corner behind a wall or a post and wait for the stampede to pass.

REMINDERS IN CASE OF BOMB THREAT:

1. BE CALM, BE COURTEOUS AND LISTEN VERY CAREFULLY TO THE CALLER.
2. Do not interrupt the caller.
3. If possible, notify the Property Administration Office or the Security Guard through the intercom, cellular phone or other phone, if available, while the caller is on-line.
4. Pretend to have difficulty in hearing. **KEEP THE CALLER TALKING.** If the caller seems agreeable to further conversation, try to ask the questions and information in the attached checklist.
5. Inform the caller that denotation could cause injury or death to the building occupants.
6. Write out message/s entirely and any other comments in a separate sheet of paper.
7. After receiving the call, notify the Property Administration Office and/or the Security Guard immediately. Neither talk to no one nor do anything than those instructed to you.
8. In case of bomb is allegedly inside your unit:
 - a. Move around carefully. The bomb may be rigged to window locks, doorknobs, carpets, loose boards, etc.
 - b. Never move furniture, picture frames or similar object, unless these are checked for pull wires or release devices.
 - c. Never connect broken wires operate switches unless the entire circuit is checked.
 - d. Check all nooks and look for unusual materials and listen for ticks or other sounds.
 - e. Never open any box without carefully checking.

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- f. When explosive or any suspicious object is found, NEVER EVEN LAY YOUR HAND ON SUCH OBJECT. The experts should do the job.
- g. Upon finding a suspicious object, the area should be evacuated for a minimum distance of 300-400 feet. A clear zone with a radiation of at least 300 feet should also be established around the device, including the floors above and below.

REMINDERS IN CASE OF ROBBERY:

1. Keep calm.
2. Stay at your area and cooperate as much as you could. Fighting back may only jeopardize your life.
3. Try to remember how many they are and what weapons they are carrying.
4. Try to find out as much as you can about the perpetrators. Try to remember how they look like (hair, eyes, nose, skin, etc.) and what kind and color of clothes they are wearing.
5. Stay down on the floor, if and when gunshots are heard or fired. Stay down until everything is quiet.

AMENDMENTS

These Rules may be changed, amended or revised at any time by resolution of the majority of the Board of Trustees of the Condominium Corporation.

Present and future circulars shall form part of the House Rules and Regulations.

Approved and adapted by the Board of Trustees of FIELD RESIDENCES CONDOMINIUM CORPORATION on _____.