

## HOUSE RULES & RENOVATION GUIDELINES

### 1. PROJECT NAME AND DESCRIPTION

**Leaf Residences**, a residential condominium project, is developed by SM Development, Corp. located along National Highway corner Susana Heights, Brgy. Tunasan, Muntinlupa City, as constituted in the Master Deed, and shall consist of the Land and all improvements constructed thereon.

The project consists of Four (4) Buildings with Eight Hundred Four (804) Residential Units; Two Hundred Seven (207) Parking Slots for residential inclusive of Six (6) Persons with Disability (PWD) Slots, which are broken down as follows:

- Building A – 187 Residential Units
- Building B – 234 Residential Units
- Building C – 201 Residential Units
- Building D – 182 Residential Units
- Site Development – 207 Parking Slots (inclusive of 6 PWD Slots)

Amenities available in the project are Swimming Pools, Children's Playground, Function Rooms, Pocket Parks, Jogging Paths, Outdoor Fitness Stations and Grand Residential Lobbies.

### 2. USE OF INDIVIDUAL UNITS

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

|                             |                  |
|-----------------------------|------------------|
| Studio End Unit             | 2 Residents only |
| Studio Unit with Balcony    | 2 Residents only |
| 1 Bedroom Unit              | 2 Residents only |
| 2 Bedroom Unit              | 4 Residents only |
| 2 Bedroom End Unit          | 4 Residents only |
| 2 Bedroom Unit with Balcony | 4 Residents only |
| 3 Bedroom Unit              | 6 Residents only |
| 3 Bedroom Unit with Balcony | 6 Residents only |

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

### 3. AMENITIES AND COMMON AREAS

Common Areas refer to such areas within the project that are intended for the common use or benefit of all Unit owners of Leaf Residences and are necessary conveniences for the existence, maintenance and safety of the community. These include the following:

- The Building Lobbies
- All hallways on all floors in the residential buildings, elevator lobbies, stairways, corridors, walkways, driveways, service/utility rooms and emergency exits;
- Landscaped areas, which are reserved for the use of Residential Unit Owners, Occupants or Guests;
- Amenities and Building Facilities:

### Amenities

- Grand Residential Lobbies
- Function Rooms
- Adult Pool and Lap Pool
- Kiddie Pool
- Children's Playground
- Pocket Parks
- Outdoor Fitness Stations
- Jogging Path

### Building Facilities & Utilities

- Elevator per Building
- Fire Exits
- Mailbox Room
- Automatic Fire Detection and Alarm System
- Garbage Disposal Area on Every Floor
- Standby Generator Set for Common Areas and Selected Residential Outlet
- Sewage Treatment Plant
- Centralized Cistern Tank

### Services

- 24-hour Security
- CCTV System on selected areas
- 100% Backup Power in Common Areas
- Leasing Services
- Property Management Services

## 4. ELECTRICAL GUIDELINES UNDER SECTION-7 OF RENOVATION GUIDELINES

a. Each unit shall be allotted with the following emergency load:

| UNIT TYPE                   | REFRIGERATION | LIGHTING    | CONVENIENCE OUTLET (LIVING) | TOTAL SUPPLY WITH MTS |
|-----------------------------|---------------|-------------|-----------------------------|-----------------------|
| Studio Unit                 | 1.5217 amps   | 0.0869 amps | 0.7826 amps                 | 20AT(amp CB)          |
| Studio Unit with Balcony    | 1.5217 amps   | 0.0869 amps | 0.7826 amps                 | 20AT(amp CB)          |
| 1 Bedroom Unit              | 1.5217 amps   | 0.0869 amps | 0.7826 amps                 | 20AT(amp CB)          |
| 2 Bedroom Unit              | 1.5217 amps   | 0.0869 amps | 0.7826 amps                 | 20AT(amp CB)          |
| 2 Bedroom Unit with Balcony | 1.5217 amps   | 0.0869 amps | 0.7826 amps                 | 20AT(amp CB)          |

| UNIT TYPE                   | REFRIGERATION | LIGHTING    | CONVENIENCE<br>OUTLET<br>(LIVING) | TOTAL SUPPLY<br>WITH MTS |
|-----------------------------|---------------|-------------|-----------------------------------|--------------------------|
| 3 Bedroom Unit              | 1.5217 amps   | 0.0869 amps | 0.7826 amps                       | 20AT(amp CB)             |
| 3 Bedroom Unit with Balcony | 1.5217 amps   | 0.0869 amps | 0.7826 amps                       | 20AT(amp CB)             |

b. Under Branch Circuit Standards stated in Section 7.10.3, summarized below are provisions for separate branch circuit of Fixed Appliances:

| TOTAL POWER SUPPLY PROVISION IN WATTS |                    |                                   |   |                 |
|---------------------------------------|--------------------|-----------------------------------|---|-----------------|
| UNIT TYPE                             | WASHING<br>MACHINE | ELECTRIC COOKTOP<br>AND RANGEHOOD | ACU / WAC                                       | WATER<br>HEATER |
| Studio Unit                           | 400 Watts          | 1,200 Watts                       | 1 unit ACU – 1HP<br>1 unit WAC – 1.5HP          | 1,200 Watts     |
| Studio Unit with Balcony              | 400 Watts          | 1,200 Watts                       | 1 unit ACU – 1HP<br>2 units WAC –<br>1.5HP each | 1,200 Watts     |
| 1 Bedroom Unit                        | 400 Watts          | 1,200 Watts                       | 3 units WAC –<br>1.5HP each                     | 1,200 Watts     |
| 2 Bedroom Unit                        | 400 Watts          | 1,200 Watts                       | 3 units WAC –<br>1.5HP each                     | 1,200 Watts     |
| 2 Bedroom Unit with Balcony           | 400 Watts          | 1,200 Watts                       | 1 unit ACU – 1HP<br>2 units WAC –<br>1.5HP each | 1,200 Watts     |
| 3 Bedroom Unit                        | 400 Watts          | 1,200 Watts                       | 1 unit ACU – 1HP<br>2 units WAC –<br>1.5HP each | 1,200 Watts     |
| 3 Bedroom Unit with Balcony           | 400 Watts          | 1,200 Watts                       | 1 unit ACU – 1HP<br>2 units WAC –<br>1.5HP each | 1,200 Watts     |

c. Acceptable conduit types to be installed shall be as follows:

| CONDUIT TYPES AND SIZES            |   |
|------------------------------------|---|
| 15mmØ, 20mmØ, 25mmØ RSC / EMT Type | For all exposed works<br>Connecting to existing RSC / EMT Type conduits within the unit         |
| 15mmØ, 20mmØ, 25mmØ PVC Type       | For all concealed or embedded works<br>Connecting to existing PVC Type conduits within the unit |

d. Air-Conditioning Unit Type and Capacity:

| UNIT TYPE                   | CAPACITY / TYPE                              | DIMENSION (H x W)           | REMARKS                   |
|-----------------------------|--|-----------------------------|---------------------------|
| Studio Unit                 | 1 unit ACU – 1HP<br>1 unit WAC – 1.5HP       | WAC – Approx. 600mm x 450mm | With Block-out and Sleeve |
| Studio Unit with Balcony    | 1 unit ACU – 1HP<br>2 units WAC – 1.5HP each | WAC – Approx. 600mm x 450mm | With Block-out and Sleeve |
| 1 Bedroom Unit              | 3 units WAC – 1.5HP each                     | WAC – Approx. 600mm x 450mm | With Block-out            |
| 2 Bedroom Unit              | 3 units WAC – 1.5HP each                     | WAC – Approx. 600mm x 450mm | With Block-out            |
| 2 Bedroom Unit with Balcony | 1 unit ACU – 1HP<br>2 units WAC – 1.5HP each | WAC – Approx. 600mm x 450mm | With Block-out and Sleeve |
| 3 Bedroom Unit              | 1 unit ACU – 1HP<br>2 units WAC – 1.5HP each | WAC – Approx. 600mm x 450mm | With Block-out and Sleeve |
| 3 Bedroom Unit with Balcony | 1 unit ACU – 1HP<br>2 units WAC – 1.5HP each | WAC – Approx. 600mm x 450mm | With Block-out and Sleeve |

e. Under Panel Board stated in Section 7.11.4, the total number of circuit breaker per panel is as follows:

| TOTAL NUMBER OF CIRCUIT BREAKER PER PANEL |   |
|---|---|
| UNIT TYPE                                 | NUMBER OF CIRCUIT BREAKER   |
| Studio Unit                               | Main: 1 – 60AT, 100AF, 2P, 230V, 60HZ, 10 KAIC  |
|   | Branches:<br>4 – 20AT, 100AF, 1P, 230V, 60HZ, 10 KAIC<br>3 – 30AT, 100AF, 1P, 230V, 60HZ, 10 KAIC |
|   | MTS CB: 1 – 6AT, 100AF, 1P, 230V, 60HZ, 10 KAIC   |
| Studio Unit with Balcony                  | Main: 1 – 60AT, 100AF, 2P, 230V, 60HZ, 18 KAIC  |
|   | Branches:<br>4 – 20AT, 100AF, 1P, 230V, 60HZ, 10 KAIC<br>3 – 30AT, 100AF, 1P, 230V, 60HZ, 10 KAIC |
|   | MTS CB: 1 – 6AT, 100AF, 1P, 230V, 60HZ, 10 KAIC   |
| 1 Bedroom Unit                            | Main: 1 – 70AT, 100AF, 2P, 230V, 60HZ, 10 KAIC  |
|   | Branches:<br>5 – 20AT, 100AF, 1P, 230V, 60HZ, 10 KAIC<br>3 – 30AT, 100AF, 1P, 230V, 60HZ, 10 KAIC |
|   | MTS CB: 1 – 6AT, 100AF, 1P, 230V, 60HZ, 10 KAIC   |
| 2 Bedroom Unit                            | Main: 1 – 70AT, 100AF, 2P, 230V, 60HZ, 10 KAIC  |
|   | Branches:<br>4 – 20AT, 100AF, 1P, 230V, 60HZ, 10 KAIC<br>4 – 30AT, 100AF, 1P, 230V, 60HZ, 10 KAIC |
|   | MTS CB: 1 – 6AT, 100AF, 1P, 230V, 60HZ, 10 KAIC   |
| 2 Bedroom Unit with Balcony               | Main: 1 – 70AT, 100AF, 2P, 230V, 60HZ, 10 KAIC  |
|   | Branches:<br>4 – 20AT, 100AF, 1P, 230V, 60HZ, 10 KAIC<br>4 – 30AT, 100AF, 1P, 230V, 60HZ, 10 KAIC |
|   | MTS CB: 1 – 6AT, 100AF, 1P, 230V, 60HZ, 10 KAIC   |

| TOTAL NUMBER OF CIRCUIT BREAKER PER PANEL |   |
|---|---|
| 3 Bedroom Unit                            | Main: 1 – 100AT, 100AF, 2P, 230V, 60HZ, 10 KAIC   |
|   | Branches:<br>4 – 20AT, 100AF, 1P, 230V, 60HZ, 10 KAIC<br>5 – 30AT, 100AF, 1P, 230V, 60HZ, 10 KAIC |
|   | MTS CB: 1 – 6AT, 100AF, 1P, 230V, 60HZ, 10 KAIC   |
| 3 Bedroom Unit with Balcony               | Main: 1 – 100AT, 100AF, 2P, 230V, 60HZ, 10 KAIC   |
|   | Branches:<br>4 – 20AT, 100AF, 1P, 230V, 60HZ, 10 KAIC<br>5 – 30AT, 100AF, 1P, 230V, 60HZ, 10 KAIC |
|   | MTS CB: 1 – 6AT, 100AF, 1P, 230V, 60HZ, 10 KAIC   |

## 5. STANDARD MEASUREMENT PROVISIONS TO CONSIDER

### A. Point of access

| ACCESS DOOR DIMENSION (w x h) |                     |
|-------------------------------|---------------------|
|                               | ELEVATOR CAR        |
| Elevator                      | 1,550mm x 2200mm    |
| Main Door Opening             | 1,100mm x 2,100mm ± |

### B. Standard Unit turn-over dimension for fixed appliances.

| PARTICULARS                  | DIMENSION (mm)    | REMARKS                |
|------------------------------|-------------------|------------------------|
| ElectricRange                | W – 600 / L – 600 | Maximum allotted space |
| Refrigerator                 | W – 550 / L – 550 | Maximum allotted space |
| Washing Machine (inside T&B) | W – 550 / L – 550 | Maximum allotted space |

#### 6. KITCHEN CABINET AND COUNTER TOP DIMENSION PER UNIT TYPE

| UNIT TYPE                   | KITCHEN CABINET WITH COUNTER TOP | DIMENSION (mm) | REMARKS                  |
|-----------------------------|----------------------------------|----------------|--------------------------|
| Studio Unit                 | Base Cabinet                     | D600 x L1600   | Maximum 30 kg per Module |
| Studio Unit with Balcony    | Base Cabinet                     | D600 x L1600   | Maximum 30 kg per Module |
| 1 Bedroom Unit              | Base Cabinet                     | D600 x L1600   | Maximum 30 kg per Module |
| 2 Bedroom Unit              | Base Cabinet                     | D600 x L1600   | Maximum 30 kg per Module |
| 2 Bedroom Unit with Balcony | Base Cabinet                     | D600 x L1600   | Maximum 30 kg per Module |
| 3 Bedroom Unit              | Base Cabinet                     | D600 x L1600   | Maximum 30 kg per Module |
| 3 Bedroom Unit with Balcony | Base Cabinet                     | D600 x L1600   | Maximum 30 kg per Module |

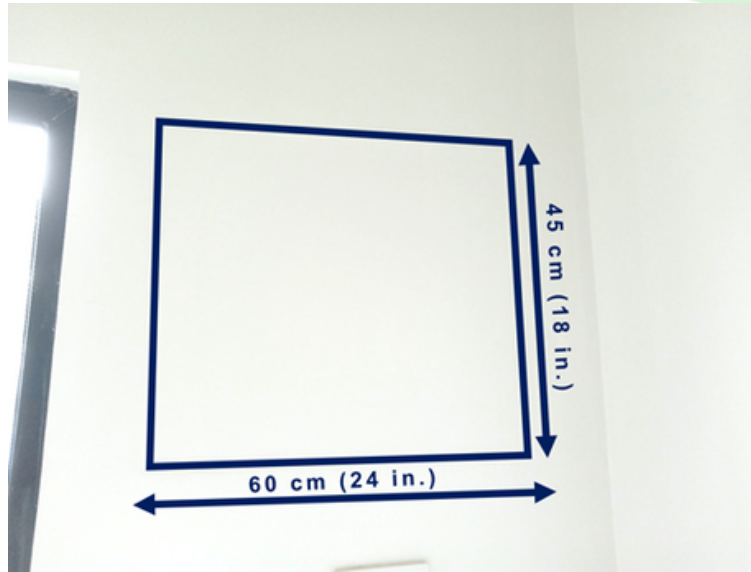
#### 7. MURIATIC ACID – NOT RECOMMENDED AS CLEANING MATERIALS

Unit owners are enjoined not to use Muriatic Acid as a cleaning material in the unit (particularly in the kitchen and in the bathroom) since it is considered a highly corrosive chemical.

#### 8. INSTALLATION GUIDELINES FOR AIR CONDITIONING UNITS

##### A. For Wall Mounted ACU

1. To watertight all units, covers were installed for Wall-Mounted ACU provisions. These are two-faced drywalls sized 45cm x 60cm and made of fiber cement board, with frames installed at the sides of the ACU provision.



*Figure A-1. ACU Provision Cover*

2. To install your ACUs, layout first the cutting area according to the dimensions of your purchased ACU. Please note that the wattage of your ACU must not exceed 1.5 horsepower. Carefully cut the desired opening using any sharp cutting tools.

3. ACU drains are also temporarily covered with drain plugs to prevent clogging prior to unit turnover. To activate the ACU drain, remove the PVC drain plug by cutting it using any cutting tools.



*Figure A-2. ACU Drain Plugs*

4. Install the ACU on the ledge such that it is safely placed and its released water will go directly to the ACU drain.

5. Regularly clean the ACU ledge to prevent clogging of the drains and other damages.

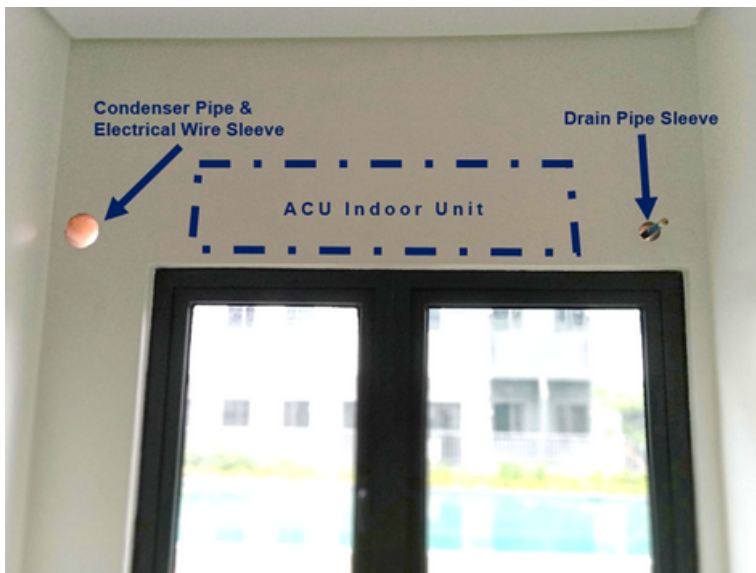


## **B. For Split-Type ACU**

1. Split-type ACU provisions are only available for units with balconies, with a wattage not exceeding 1.5 horsepower. Secure the mounting plate to the wall above the glass door, about 2.25 meters from the ground.

2. Two sleeves are provided for every split-type provision. The first sleeve is for the condenser pipe and the electrical wire, and the second sleeve is for the drain pipe connection. Check first the electrical connections on the indoor unit, remove the sealant covering these holes, then run the pipes and cables through the hole in the wall.

3. Secure the indoor unit to the mounting plate.



*Figure B-1. Indoor Unit Position with Pipe Sleeves*

4. Secure the outdoor unit such that it is placed facing the balcony (see Figure B-2). Check first the electrical wiring in the outdoor unit, then connect the piping and cable to the outdoor unit.



*Figure B-2. Outdoor Unit Position with Pipe Sleeves*

5. Connect the drain hose of the split-type ACU to the ACU drain. To remove the cover of the ACU drain, use any cutting tools.

6. Test the split-type ACU, and seal up the holes in the wall using sealant.

## **9. CONSTRUCTION GUIDELINES (KINDLY REFER TO RENOVATION GUIDELINES IN THE GENERIC HOUSE RULES)**

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

- Minor Renovation: Php 15,000.00
- Major Renovation: Php 30,000.00

### **B. Structural Guidelines**

- Additional partitions within the units shall be limited to gypsum boards or other non-combustible lightweight materials. No CHB/Masonry partitions shall be allowed within the areas. Materials allowed for drywall: Ficem, Gypsum, and EPF
- Drilling is allowed. Depth is to be limited in concrete cover. Apply structural epoxy as needed. The Max depth allowed is as follows:
  - Wall and Slab – 50mm
  - Column and Beam – 40mm
  - Size of Screw – 3mm to 6mm diameter
- Concrete nails may not be used in Walls

### **C. Electrical Guidelines**

- Layout of ceiling light fixtures shall fit the structural details of the areas such as columns, beams, wall obstructions, environment, and other structural features. Materials allowed for max weight of light fixture 5kg to 10kg.