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HOUSE RULES AND REGULATIONS

1. GENERAL PROVISIONS

These House Rules and Regulations (House Rules) are hereby adopted and promulgated pursuant to the Deed of Restrictions, Covenants and Conditions (DOR) of the Project (the "Village").

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

- 1.1** Ensure the efficient and orderly management and operations of the Village, for the health, safety and welfare of all residents;
- 1.2** Ensure the right to peaceful and quiet enjoyment of all owners and residents of their respective housing units and the common areas;
- 1.3** Maintain the aesthetic appearance and functionality of facilities of the Village; and
- 1.4** Enhance the property value of each owner's investment in the Village.

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

In case any homeowner, tenant, and/or resident violates or commits a breach of, any limitation, restriction, covenant, or condition of the Deed of Restrictions, the By-Laws of the Homeowners' Association or the House Rules, including the obligation to pay money, the Board of Trustees shall, by written notice, direct the erring homeowner, tenant, and/or resident, as the case may be, to enjoin, remedy or otherwise abate the violation or breach within a reasonable period of time. Upon failure or refusal of the said homeowner, tenant, and/or resident to do so within the time fixed in the notice or instruction, the Board of Trustees, through the Property Administrator or such other officer as may be authorized for this purpose, shall have the right (a) to enter the housing unit of the erring homeowner, tenant, and/or resident to summarily abate and remove, at the expense of the said homeowner, tenant, and/or resident, as the case may be, any structure, thing or condition constituting the violation; (b) to impose fines in accordance with a schedule of fines that may be promulgated by the Board of Trustees, such fines shall be included in the monthly assessments made for the housing unit concerned; (c) by appropriate legal proceedings, to enjoin, abate or remedy the continuance of such violation or breach or to otherwise enforce compliance with the pertinent provisions of the By-Laws of the Homeowners' Association, the Deed of Restrictions and the House Rules; and (d) if the breach or violation is committed by a tenant, and/or guest of the homeowner or any person allowed access to the Village premises by the homeowner, and/or tenant, the Board of Trustees, through its duly authorized representative/s, shall require the homeowner, and/or tenant to ask such guest or person to vacate the unit and/or leave the Village.

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

2. USE OF INDIVIDUAL HOUSING UNITS

2.1 Housing Unit

- 2.1.1** Each housing unit shall be occupied purely for private, single-family, residential purposes only.
- 2.1.2** Housing units shall not be used for any illegal or immoral trade or activity, or any other use that will disturb the peace and quiet of or be a nuisance to the neighborhood. In the event of a violation of this condition, the Declarant and/or the Association shall be entitled to exercise its legal right to enforce compliance herewith.

- 2.1.3** No activity shall be permitted on any part of the property which is or may be detrimental to the occupant of any other Housing Unit, or which is or may be an annoyance or nuisance to other residents of the Development. Without limiting the generality of the foregoing:
- a. No Housing Unit shall be used as a distribution point of commercial goods.
 - b. Dangerous, hazardous, flammable, noxious, toxic, and explosive items, such as, but not limited to, firecrackers, gasoline, and chemicals are prohibited from being stored or kept within any Housing Unit.
 - c. No Housing Unit, or any part thereof shall be used for any vicious, illegal, immoral, unpleasant, unsightly, or offensive activity such as, but not limited to, gambling, distribution of contraband and the like, nor for any purpose in violation of national or legal laws and regulations, or of police, health, sanitary, building or fire code regulations or instructions relating to, or affecting, the use of occupancy or possession of the Housing Unit.
 - d. Any violation of law or ordinance shall be referred and reported to the appropriate government authorities notwithstanding any action may be taken by the Declarant or the Association.
- 2.1.4** No activity shall be permitted to exist or operate on any Housing Unit which may be or become detrimental to the utilization by any Owner of his Housing Unit which may be or become an annoyance or nuisance to residents in the Development.
- 2.1.5** Other special occasions such as birthdays, baptisms, holidays and others stipulated in the house rules. A written request will be submitted for the approval of the Association.

2.2 General Cleanliness and Sanitation

- 2.2.1** Building of fire, burning of leaves and such in the open or in the household premises is prohibited.
- 2.2.2** Garbage containers should be properly covered and kept odor-free.
- 2.2.3** Wet garbage should be placed inside plastic bags, which should be securely tied before being placed inside the container.
- 2.2.4** Trash containers should be kept inside the lot. They must ONLY be brought out during garbage pick-up hours.
- 2.2.5** Owners/occupants must avoid littering within the Village. They shall keep and maintain their premises and common areas in a clean and sanitary condition, free from all obnoxious or unpleasant odors.
- 2.2.6** Dumping of trash, litter, discarded materials of any kind (including but not limited to broken furniture; packaging materials and construction debris, tools and equipment) on lots is strictly prohibited.
- 2.2.7** No weeds, underbrush or other unsightly growths shall be permitted to grow or remain upon any part of the Lot and no refuse, pile or unsightly objects shall be allowed to be placed or suffered to remain anywhere thereon. If such condition is not corrected by the Owner within 1 week upon issuance of written notice from the Association, the latter shall have the right to enter the premises of the Lot, remove any refuse, pile or unsightly objects and/or effect the rectification at the expense of the Owner.
- 2.2.8** Residents, Members, and Owners should at all times conserve, cooperate in conserving, and ensure the conservation of all resources, natural and otherwise, of the country and of the Village.
- 2.2.9** The Association shall make arrangements for pick-up and disposal of garbage, and notify the owner/occupants of the periodic schedule of such service.

2.3 Pets

- 2.3.1 No animals shall be maintained, except that domestic pets such as dogs, cats, fish, and birds (Up to 2 per kind except for fish) may be kept subject to regulation and control of the Association; provided that, where so allowed by the Association, dogs, cats, fish, and birds, must be confined to the premises of the property or the Housing Unit, except when under leash; and provided further that the raising or keeping of hogs, horses, poultry, fowls, or of other livestock on any part of the Development is strictly prohibited. Breeding of animals is strictly prohibited. The Owner shall be fully responsible for any nuisances and incidents caused by animals reported by any member of the Association.
- 2.3.2 Littering at the Common Areas of the Village is strictly prohibited. The Owner shall be fully responsible for cleaning after their pets.
- 2.3.3 No animals shall be used to threaten and endanger the safety of homeowners, tenants, guests and service providers.

2.4 Sale, Mortgage or Lease of Units

- 2.4.1 Each Owner shall be required to advise the Association of the sale or lease of his/her Housing Unit to another party within fifteen (15) working days from the date of execution of the contract covering such sale or lease.
- 2.4.2 All lease contracts shall contain an undertaking by both the homeowner/lessor and the tenant to hold themselves solidarily liable and responsible to the Association for the payment of association dues and any outstanding obligations or assessments in the event that the party named in the contract of lease responsible for the payment fails to comply with the obligation. Further, the lease contract shall include a provision that the homeowner/lessor transfers to the tenant the sole privilege, associated with the housing unit, and the usage of all the facilities and amenities of the Association.

2.5 Move-in and Move-out Procedure

- 2.5.1 MOVE-INS: Anyone who wishes to move into any house in the Village must first obtain a written clearance from the Association office for presentation to the security guard upon entry. Requirements for “move-in” clearance shall include:
 - a. For registered owners,
 - i. A duly filled-out and accomplished “Residents Info Sheet” (*Pls refer to form*)
 - b. In case of leased dwelling, the following documents are required:
 - i. A copy of the lease contract
 - ii. Submission of duly accomplished “Residents Info Sheet” for all occupants of the leased dwellings (*Pls refer to form*)
 - iii. In the case of non-Filipino citizens, copies of VISA & Passport of all concerned
 - c. A registered owner or lessor should inform the Association office of his/her or lessee’s intention to move in at least five (5) working days before the date of transfer. Moving-in activities should take place only between 8am to 8pm.

- d. Any new Village resident is encouraged to secure his/her ID from the Association immediately after moving into the Village.

2.5.2 MOVE-OUTS: For registered owners / lessees moving out, proper written clearance must be sought from the Association office. Requirements for “move-out” clearance shall include:

- a. Written notice to the Association filed during office hours at five (5) working days before any registered owner/tenant decides to move out.
- b. An issuance of quit claim letter by the registered owner stating that the Association is free and harmless of any and all claims and liabilities should be furnished to the Association at least three (3) working days before moving out. In case of a lease, a copy of a written permit issued to the tenant is required within the same period.
- c. All Village IDs should be surrendered to the security office.
- d. Full settlement of accounts / dues must first be made before the resident is issued a gate pass. The association reserves the right to deny any owner, resident written clearance to leave the Village if accounts are not fully paid.
- e. Schedule of move out shall be from 8am to 8pm only.

2.6 Prolonged Absence of Homeowner, Tenant, and/or Resident

2.6.1 Whenever the homeowner or lessee leaves for any appreciable length of time, the keys to the door of the unit shall be left to the person of his trust. The Administration Office shall be informed of the fact.

2.6.2 If the key is entrusted by a homeowner or lessee or by any member of his family, or by his agent, employee, servant, or visitor to Administrator, whether for his house, car, baggage, storage room or other personal property, the acceptance of the key shall be at the sole risk of such homeowner or lessee and neither the Homeowners' Association nor the Administrator shall be liable to the injury, loss or damage, of any nature whatsoever directly, or indirectly, resulting there from.

2.7 Lien/Suit on Unit

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

2.8 Real Property Taxes

Each Owner shall be solely responsible for the real property taxes and special property assessments accruing on the Lot, on his Housing Unit and/or other improvements on the Lot.

3. AMENITIES AND COMMON AREAS

3.1 Usage

- 3.1.1** The amenities shall only be used and enjoyed for recreational purposes of the residential homeowners, tenants, and/or residents of the Village and the registered guests subject to the provisions of the DOR, the House Rules and other rules and regulations as may from time to time be amended by the Board of Trustees.
- 3.1.2** Homeowners who lease out their units automatically transfer their right to use the amenities to their tenants until the expiration of the lease contract.
- 3.1.3** Corporate owners shall submit a Special Power of attorney designating representatives to the Association who shall be entitled to use of amenities.
- 3.1.4** Delinquent homeowners, tenants, and/or residents shall not be allowed to use the amenities during the period of delinquency.
- 3.1.5** The amenities shall not be appropriated for the exclusive use or benefit of any particular unit or units, except when there is a duly approved reservation and only for activities allowed by the Property Management Office.

3.2 General Guidelines

- 3.2.1** Loitering, cooking, washing of dishes, rags, mops, cleaning materials and the like are strictly prohibited in any part of the common areas.
- 3.2.2** Furniture, if any, provided in the common areas shall be exclusively used in these specific areas only. No homeowner, tenant, and/or resident may transfer or remove furniture from the common areas.
- 3.2.3** Homeowners, tenants, and/or residents are not allowed to obstruct or restrict the entrances, exits, parking units, driveways, or any part of the common areas. No part of the common areas shall be used for storage or for the permanent or temporary habitat of household members.
- 3.2.4** All entrances, exits, and emergency exits must be free from any obstruction, restriction or hindrance at all times. Any item placed or left in any part of the common area will be confiscated.
- 3.2.5** The utility decks, machine rooms, electrical rooms, generator set rooms, meter rooms, and other areas reserved for storage of maintenance equipment and machinery are restricted areas and access thereto shall be allowed only with the permission and supervision of the Property Administrator his/her authorized representatives.
- 3.2.6** For a healthy environment in the Village, all common areas are designated as non-smoking areas. The Board of Trustees reserves the right to decide the designation of smoking areas.
- 3.2.7** Vandalism, theft and other forms of inappropriate behavior are grounds for immediate expulsion of the offending parties from the premises.
- 3.2.8** Gambling, spitting and littering are not allowed within the amenities.
- 3.2.9** Audible radios, music players or instruments shall not be played within the amenities, and/or common areas without prior written consent of the Property Management Office.
- 3.2.10** No video recording, photography or playing of audio-visual or stereo equipment in the common areas of the Village will be allowed without the prior written permission of the Association, and/or Property Management Office.
- 3.2.11** Persons using any of the amenities do so at their own risk and sole responsibility. The Developer, the Association and the Property Management Office assume no responsibility for any occurrence, accident or injury in connection with such use. Homeowners, tenants, and/or residents shall not hold the Developer, the Association and the Property Management Office liable for any accident, injury or consequence resulting from the use of amenities.

- 3.2.12** Any violation of the above terms and conditions may result to disapproval of future reservations and the imposition of penalties without prejudice to other terms and conditions of this reservation and to the exercise of any other rights or remedies available to the Association and to any injured or offended party.
- 3.2.13** Abbreviated core rules for the amenities will be displayed to serve as constant reminders. A breach of those rules shall be deemed to be a breach of the House Rules.
- 3.2.14** The Property Management Office reserves the right to schedule the operation hours of the lights and air-conditioning units in the common areas.
- 3.2.15** The Property Management Office reserves the right to shut down the amenities and facilities for a reasonable period to allow preventive maintenance and necessary repair activities.
- 3.2.16** The Developer, Association and the Property Management Office shall not be responsible for loss of or damage to any valuables which may occur during the use of any of the amenities.
- 3.2.17** Subject to prior approval of the Board of Trustees, the Property Management Office shall promulgate, from time to time, such reasonable rules and regulations pertaining to the proper use and maintenance of the amenities.

3.3 Project with Function Rooms / Clubhouses / Multi-Purpose Hall ("Amenities")

3.3.1 Operating Hours

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

3.3.2 Usage

- a. The Amenities may be reserved for private use for a fee that shall be set by the Board of Trustees.
- b. A security bond in the amount specified by the Board of Trustees shall be required for the use of the Amenities. The purpose of the security bond is to cover possible damages and other incidental costs.
 - i. Damages incurred during the event will be deducted from the security bond;
 - ii. Cost of repair of the damages in excess of the security bond shall be assessed to the host homeowner, tenant, and/or resident;
 - iii. Once determined that there are no damages in the Amenities, said amount will be refunded within one (1) month.
- c. The Amenities can be used only with an accepted prior reservation with the Property Management Office.
- d. The maximum allowed seating capacity as well as charges for use of Amenities shall be available at the Property Management Office.
- e. All fees and/or bonds can be paid either thru cash or check. Check payments should be made payable to the Association. Payments shall be made only at the Property Management Office in which a corresponding official receipt shall be issued.
- f. The host homeowner, tenant, and/or resident of the event shall have the responsibility to ensure that no disturbance will be caused to the other residents during their event.

- g. The host homeowner, tenant, and/or resident shall be responsible for the setup of the amenities area to suit their needs and the clearing of the area after its use. Installation of banners, tarpaulins and any other materials on the walls and ceilings is discouraged to avoid damages on the paint and walls. Any equipment, machine, tool and/or implement which will be requiring electric power shall be assisted by the Engineering personnel of the Property Management Office.
- h. The host homeowner, tenant, and/or resident or the caterers should bring the appropriate disposable garbage bags. All garbage generated during the event shall not be allowed to be thrown in the garbage depository facility of the Village and must be hauled/ brought out of the premises at his own expense. Washing of kitchen utensils is only allowed when a kitchen sink is available in the area.
- i. The guests, caterers and other suppliers must observe the existing policies implemented by the Association.

3.3.3 Reservation Procedure

- a. The Reservation Form for the use of the Amenities is available at the Property Management Office. Applications for reservations shall be made in advance to ensure availability of preferred day and time. Reservation will become effective when:
 - i. Filled out Reservation Form is approved by the Property Management Office; and
 - ii. Security bond is settled.
- b. Full payment of the fee shall be made at least 15 days prior to the date of the event to keep the reservation valid.
- c. Cancellation should be submitted in writing at least three (3) days before the reserved date of event. Otherwise, a late cancellation charge of One Thousand Pesos (Php 1,000.00) shall be collected.

3.3.4 Rules

- a. Users are expected to observe proper behavior at all times and not indulge in overly noisy or boisterous activities.
- b. Activity areas are limited only to the reserved amenity area. Other common areas are not allowed to be used as part of an event.
- c. After use, the host homeowner, tenant, and/or resident shall leave the Amenities clean and in the same order as when the area was turned over to them. The host homeowner, tenant, and/or resident shall be responsible for the cleaning of the facility, garbage segregation and disposal. Failure to comply will result to a deduction of One Thousand Five Hundred Pesos (Php 1,500.00) from the security deposit to cover for the general cleaning of the facility.
- d. The rectification of damages to Amenities which occur during or in connection with the use thereof shall be for the account of the host homeowner, tenant, and/or resident.
- e. Catering crew should be in proper attire while inside the premises.
- f. Cooking is strictly prohibited. Only chafing dishes will be allowed for heating.
- g. Controlled and hazardous substances, firecrackers and other explosive devices are strictly prohibited.
- h. Ingress shall be strictly 2 hours before the scheduled event. A fee of Php 300.00/hour shall be charged for ingress requirement exceeding 2 hours. Should it be necessary to transport large or heavy equipment, furniture and packages for an event, the host homeowner/tenant/resident shall apply for a permit with Property

Management Office. If applicable, airconditioning unit(s) shall only be turned-on 30 mins before the scheduled time of event.

- i. Egress and cleaning shall be for a maximum of 1 hour and shall be completed on or before 12am. A fee of Php 300.00/hour shall be charged for egress requirement exceeding 1 hour. If applicable, airconditioning unit(s) shall be turned off immediately after the event completion.
- j. The security guard on duty shall always escort the event crew during the transportation of the event paraphernalia and/or catering equipment.
- k. Fire safety precautions must be practiced at all times.
- l. Users of Amenities who will need to use food carts in their events should inform the Property Management Office in advance. Use of food cart(s) may be allowed provided the Amenities can accommodate its required electrical load. No heavy cooking shall be allowed inside or outside the Amenities before, during and after any events.

3.4 Project with Playground, Landscaped and/or Green Area

- 3.4.1** Playgrounds are provided for the enjoyment of residents' children and their guests. Children using these facilities shall be monitored at all times by their assigned adult guardians. The Developer, Association and Property Management Office shall not be responsible for any injuries incurred when using these facilities.
- 3.4.2** Only designated landscaped areas within the Village may be used as picnic areas for residents or their guest. Residents are enjoined to help maintain the beauty of these areas by not picking flowers or plants.

3.5 Project with Swimming Pools

3.5.1 Operating Hours

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

3.5.2 Usage

The swimming pool/s are for the exclusive use of the Homeowners and/or tenants only. A pre-registration is required to be done with the assigned Security Guard and/or Pool Attendant at the swimming pool area.

Immediate family members of the residents and authorized guests may be allowed to use the swimming pool/s provided that they are accompanied by the host registered homeowner, tenant and/or resident. Corresponding fee of Php 150.00/guest (VAT Inclusive) shall be charged on regular days and Php300/guest (VAT inclusive) shall be charged during holidays, as prescribed by the Property Management Office and approved by the Board of Trustees.

3.5.3 Rules

- a. 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.
 - i. Allowed swimming attire for female swimmers:
 - 1. Swim wear, including wetsuits;
 - 2. Cycling shorts.

- ii. Allowed swimming attire for male swimmers:
 - 1. Swimming trunks and board shorts;
 - 2. Wet Suits.
- b. Diapered children and/or infants are not allowed in the swimming pool.
- c. Residents and their guests must take a shower in the facilities provided before using the swimming pool and shall provide their own towels.
- d. After swimming, residents and their guests must dry themselves and wear appropriate dry clothes when leaving the swimming pool area.
- e. Persons observed by the pool attendant to have a contagious viral or skin disease, open wound, cold sores, inflamed eyes, or wearing bandages will not be allowed in the pool.
- f. Water sports are not allowed.
- g. Expectorating or blowing of the nose in the pool is strictly prohibited.
- h. No running, pushing or horse playing shall be permitted on the pool deck. Residents are responsible for the conduct of their guests at all times.
- i. Diving is strictly prohibited.
- j. Children under the age of twelve (12) must be accompanied by an adult at all times. Parents/Guardians must accompany and supervise their children while in the pool/pool area and remain with them for the duration thereof.
- k. Parents shall be responsible for removing floatation devices and toys from the pool prior to leaving the pool area.
- l. Glass objects shall not be allowed in the pool or anywhere in the pool deck area.
- m. Food, drinks, and social parties shall be strictly prohibited in the pool and pool deck area.
- n. The swimming pools are not manned by a lifeguard. Users are advised to take all necessary safety precautions. The Developer/Association/Property Management Office shall not be liable for any untoward incident, accident or injury that may arise from the use of the swimming pool.

4. GENERAL RESTRICTIONS

- 4.1** All Homeowners are required to comply with these House Rules which must likewise be observed by the following parties whenever they are within the premises of the Village: (a) members of their family and their household help; (b) their tenants and members of the family and household help of said tenants; (c) their guests and the guests of their tenants; and (d) other individuals transacting business with them.
- 4.2** Commercial or advertising signs shall not be placed, constructed or erected on the lots. Nameplates and professional signs of the occupants are permitted as long as they do not exceed 30 x 60 cm. in size, and shall not extend beyond the property line. The housing unit shall not be used as an office, and no principal facilities for professional offices shall be permitted.
- 4.3** Business solicitation advertisements inside the Village including but not limited to distribution of flyers, leaflets, calling cards, peddling of merchandise is strictly prohibited.

- 4.4 Cooking/Barbecuing shall only be allowed within the property so long as proper precautions are taken so as not to disturb or annoy other residents.
- 4.5 Children, especially those below 12 years old must be accompanied by an adult when strolling along the sidewalks and when playing at the playgrounds and parks.
- 4.6 Children shall not be allowed to use common areas for any activity or activities which may endanger their health and well-being and that of others, or which will likely cause damage to the property of others.
- 4.7 Planting agricultural or commercial crops on lots is strictly prohibited.
- 4.8 The Owner shall not install, erect or maintain any clothesline, permanent or temporary, or hand laundry on any part of the house which is exposed to public view other than the space or area designated for laundry purposes.
- 4.9 A permit from the Association is required before any garage sale is allowed. Only second-hand household goods and not brand new items and /or export overruns should be sold. Garage sales are limited to a maximum period of two (2) days per year, twice a year.

5. ASSOCIATION DUES AND ASSESSMENTS

- 5.1 All homeowners, tenants, and/or residents shall be proportionately liable for expenses to maintain all common areas.
- 5.2 All assessments for working capital, regular assessments for operating expenses, special assessments and all other assessments shall be paid by the Homeowners, tenants, and/or residents in such a manner and within the deadlines determined by the Board of Trustees.
- 5.3 Assessments not paid on the prescribed due date will bear interest of 2% per month as provided in the DOR.
- 5.4 Assessments, whether regular or special shall be charged against the housing unit, regardless of status of occupancy or use.
- 5.5 All payments shall be made in favor of the Association and should be made at the Property Management Office.
- 5.6 Only the Property Management Office Staff shall be authorized to accept payments. A receipt shall be issued for every payment made.
- 5.7 Should the Association be compelled to file suit for the collection of any unpaid Assessment, or of any amount owing to the Association by reason of the provisions of this Deed of Restrictions, the delinquent 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 PhP50,000.00, plus costs of suit. In case of delinquency or default in the payment of any Assessment or any amount due to the Association, the Association may, in addition to the remedies provided under this Deed of Restrictions and the House Rules, take the following actions:
 - a. Prohibit and/or prevent the removal of furniture, fixtures, equipment or other items from the affected Housing Unit until all Assessments and other liabilities of the delinquent Owner have been fully satisfied;
 - b. Deny access to or use of the Common Areas, until such assessment is fully paid and updated. Every Owner, by his acceptance of the Housing Unit, further waives his right to obtain an injunction or restraining order from the courts or other quasi-judicial or administrative agency which would prevent the Declarant or Association from exercising its power and rights under this Deed of Restrictions or the House Rules in order to enforce the provisions of the same. Each Owner, by his acceptance of the Housing Unit, hereby holds the Declarant or Association, as the case may be, free and harmless from any and all damages, loss or injury arising out of or connected with the enforce of the provisions of this Deed of Restrictions or the House Rules, and the collection of Assessments, fines, interests, penalties and the like;

- c. Foreclose the lien provided for under Section 2.4 (h) of the DOR, which was constituted over the Lot and/or the Housing Unit on account of the Owner's delinquency, either judicially or extra-judicially, in accordance with law. For this purpose, all Owners hereby appoint and authorize the Association as their attorney-in-fact with full power and authority to sell the Lot and the Housing Unit. The proceeds at such foreclosure sale shall first be applied in payment of the Assessments, amounts or sums owing to the Association, and the remainder, if any, shall be distributed to those entitled thereto;

5.8 Failure to pay, settle or remit to the Association 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 first to the penalties and interest before any credit is made on regular assessments and other charges;
- b. To disconnect, suspend, or sever the delivery of utilities and other association services to the unit which include, but are not limited to, the following:
 - i. Disconnection of utilities;
 - ii. Suspension of privileges in the use of the facilities and amenities;
 - iii. Suspension of various administrative services to be set by the Board of Trustees;
 - iv. In case the unit is under lease, the Board of Trustees may demand and receive from the lessee the rent due on the same housing unit up to an amount sufficient to pay the assessment including interest, if any and such payment of the rent shall be sufficiently discharged, to the extent of the account so paid, of the lessee as between him and the owner/lessor of the unit; and for this purpose the Homeowners hereby bind themselves to incorporate a provision to this effect in the contracts of lease for their units.
- c. 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 lot and enforced by foreclosure proceedings.
- d. The Association shall have the right to exercise all other rights granted by law, the DOR, the Rules or the By-Laws for the collection and enforcement of the said dues and assessments.

6. ASSOCIATION PERSONNEL

6.1 The maintenance and security personnel of the Association will not be responsible for the upkeep, maintenance and/or repair and security of the individual housing units and other areas not considered as common areas as defined in the DOR. Maintenance, upkeep and security of these units are solely the responsibility of the homeowner, tenant, and/or resident.

6.2 Homeowners, tenants, and/or residents may avail of services of the maintenance personnel of the Association, subject to the following rules and regulations:

- a. All requests for service or repair shall be coursed through the Property Management Office and require completion of a Job Order Form which will then have to be scheduled, except in cases of emergency. All services rendered shall be duly supported by a Job Order Form.
- b. Appropriate service charges shall be recommended by the Property Management Office and approved by the Board of Trustees.
- c. The Property Management Office shall bill the homeowner, tenant, and/or resident after the work is completed. Payments should be transmitted directly to the Property Management Office.

- 6.3** Approved request for service personnel assistance shall be charged by the Property Management Office to the homeowner, tenant, and/or resident to whom service was rendered on a per trade per hour basis for the purposes of recovering lost official time of the service personnel. The rate per hour shall be approved by the Board of Trustees.
- 6.4** Jobs beyond the capabilities of the maintenance personnel shall be recommended to be referred to qualified contractors.
- 6.5** No homeowner, tenant, and/or resident shall send any maintenance personnel or employee of the Property Management Office for any private errand.
- 6.6** Tipping to Association employees is discouraged.
- 6.7** The Property Management Office and the Association 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 Association.

7. REGULAR MAINTENANCE PROGRAMS

7.1 Pest Control

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

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

7.2 Solid Waste Management

All homeowners, tenants, and/or residents shall be required to abide and comply with the Solid Waste Management Program of the Village. Everyone shall adhere to the solid waste management practice of segregation at the point of origin, recycling and re-using of resources and the reduction of the volume of waste for collection and disposal. All waste shall be sorted and segregated as wet and dry. Only properly segregated wastes placed in appropriate plastic garbage bags shall be collected.

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

8. ACCESS CONTROL, SAFETY AND SECURITY

8.1 General Guidelines

- a. Access to the premises of a person/s whose presence shall, in the judgment of the Property Management Office, be prejudicial to the safety and security of the property or its Homeowners, tenants, and/or residents may be denied, including but not limited to the following:
 - i. Persons under the influence of alcohol or prohibited drugs;
 - ii. Improperly dressed individuals;
 - iii. Suspicious looking characters; and
 - iv. Persons carrying firearms who do not want to deposit their firearms at the Reception Desk at the Lobbies.

- b. All visitors of lot owners/occupants shall be required to leave any form of identification with the guard posted at the gate before entering the Village. For vehicles, any valid government issued ID of only the driver shall be left at the gate.
- c. Endorsed visitors of residents shall still be subject for verification of identity and shall still be required to leave any form of identification with the guard posted at the gate before entering the Village.
- d. Visitors that have not been endorsed by residents shall be confirmed with the intended resident to be visited before they can enter the Village. They shall still be required to leave any form of identification with the guard posted at the gate before entering the Village.
- e. Objects, materials, and any other form of property may be brought out of the Village by any person other than the owner or tenant only upon presentation of a gate pass signed by the owner/occupant or his/her authorized representatives.
- f. Bags and packages brought in and out by domestic helpers, drivers, workers, visitors or other persons shall be subject to search or inspection by security guard and must be accompanied by a gate pass duly accomplished by owner/tenant. Commercial vehicles (Taxi units, etc.) shall also be subject to inspection by the security guards.
- g. The owner/occupant shall not store any highly inflammable and explosive materials within or upon the lot.
- h. Residents are responsible for the behavior and/or any damage or liability their visitor may incur while inside the Village premises.
- i. All deliveries to homeowners must be cleared through the Property Management Office and no deliverymen shall be allowed inside the Village without such clearance. Deliveries of furniture, appliances, etc are permitted only between 8am to 5pm, Mondays to Saturdays. Any exception must be cleared with the Property Management Office.
- j. All vehicles entering the Village shall open their window during daytime. During night time, windows shall also be opened; headlights turned off, and inside light turned on for proper monitoring and recording of our gate guards.
- k. The discharge of firearms inside the Village is prohibited. Also prohibited is the use of firecrackers and similar pyrotechnics except on New Year's Eve and the Lunar Chinese New Year. Proper safety procedures must be followed. It is the responsibility of the homeowner(s) to clean the trash caused by the firecrackers and similar pyrotechnics.
- l. In case of emergency cases involving crime and violence, call the security office. For immediate assistance, the security officers will make every effort to apprehend the criminals or violators and bring them to the police for proper disposition by authorities. In case of police assistance, the Association security officer or the detachment commander on duty will call the police station.
- m. Residents involved are urged to file criminal complaints against accused thieves, robbers, or other criminals caught on their premises. Without these complaints, police may not hold suspects and cases may not be filed in court against them.

8.2 ID System

a. Member

Lot owners and residents can be provided with an association ID card, which may be used for easy entry into the Village. The Village ID distinguishes the homeowner from non-association members and helps provide better security in the Village. The Village ID is vital to association members who wish to use amenities or facilities. One vital component of the Village ID is an assigned customer number which serves as reference for any transactions entered into within the Village (such as the payment of dues).

b. Application Requirements

- i. Copy of the Deed of Absolute Sale or Contract to Sell, if Owner

- ii. Copy of Lease Contract or Authorization letter from Owner, if Tenant
- iii. 1X1 photo (2 pieces)
- iv. Accomplished Application Form
- v. For secondary Buyers, to present SPA or a Certificate of Change of Ownership
- c. Rules and Regulations
 - i. The Identification Cards are to be assigned to owners or authorized tenants only and if need be, the members of their immediate family.
 - ii. These Identification Cards will be controlled by a number that will identify the Owner or Tenant's transactions with the Association.
 - iii. The Card will also be used as identification for the use of the Amenities of Village Name.
 - iv. All transactions with the Association shall be monitored through this number.
 - v. For members, the Identification Card shall be renewable every three years. For tenants, the Identification Card shall be renewable every year.

8.3 Employees and Household Helpers

- a. The owner/occupant shall be responsible for the behavior and conduct of their household helpers, drivers and other persons under their employ and shall ensure compliance of all such persons with these House Rules and the Deed of Restrictions.
- b. To ensure proper security and restriction of persons roaming the Village between 10 pm and 5 am of the next day, any household help found roaming during this time may be stopped and escorted by security to the house of his/her employer.
- c. The practice of enticing the domestic help/driver of another resident must be avoided.
- d. All domestic helpers and drivers shall secure Village ID card from the Association office and must readily be able to identify themselves within the Village when required. Requirements for such ID are as follows:
 - i. Request from resident
 - ii. Filling-up of application form by the helper pertaining to his/her personal data.
 - iii. Payment of processing/ID card fee.
- e. When leaving/entering the premises, the household helpers and drivers shall present their respective IDs and Domestic Pass duly signed by the resident. They shall also be subject to luggage and package inspection.
- f. Visitors of Domestic Helpers shall be allowed entry within the Village only with prior clearance from their respective employers.
- g. Vendors and deliverymen are allowed to enter the compound upon presentation of proof of an intended delivery within the Village, or of a prior appointment with a homeowner after having been duly verified by the guard.
- h. Private security shall be duly registered in the Admin Office. Firearms of the private security shall not be allowed inside the Village premises.

- i. All household employees, drivers and bodyguards should wear their Village ID cards whenever they are in the common areas of the Village.
- j. Homeowners, tenants, and/or residents should surrender the ID cards and immediately inform the Property Management Office thru writing of the termination of employment of their registered employees. Terminated employees shall no longer be allowed to access the premises.
- k. In the interest of maintaining the privacy and security of residents of the Village, the transfer of employment of household helpers, drivers, bodyguards and other homeowner, tenant, and/or resident's staff from one housing unit to another is highly discouraged. Should a helper or staff member of a homeowner, tenant, and/or resident wish to transfer employment, a written clearance from the former employer must be submitted to the Property Management Office prior to transfer of employment.
- l. While inside the Village premises, all employees and household helpers are prohibited from engaging in the following activities:
 - i. Drinking alcoholic beverages;
 - ii. Gambling;
 - iii. Conversing boisterously;
 - iv. Eating in the common areas;
 - v. Conducting themselves in a rowdy/unruly manner; and
 - vi. Loitering in the common areas.

8.4 Streets / Vehicles

- a. The maximum speed limit of 25 KPH must be observed at all times.
- b. Unnecessary/excessive car horn blowing is not allowed within the Village especially at night.
- c. The cars of residents should have the approved stickers for entrance purposes permanently located at the windshield.
- d. For visitors who have surrendered their IDs at the gate, the numbered claim card (given by the gate guard) must be prominently displayed at the dashboard, seen through the windshield of their vehicles.
- e. Drivers of occupants/owners and/or their guests are prohibited from gambling, drinking alcoholic beverages, loitering or indulging in horseplay or disturbing behavior while remaining inside the Village.
- f. Intoxicated persons are not allowed to operate any type of motorized vehicle inside the Village.
- g. Student drivers are not allowed to practice driving skills within the Village premises.
- h. Overloaded vehicles are not allowed inside the Village. Anyone violating this violation will not be allowed to enter the Village or if already inside, shall be prevented by the security from driving such an overloaded vehicle. For the purpose of identifying overloaded vehicles, the following shall be considered:
 - i. Motorcycles with more than two (2) persons on board shall be considered as overloaded.
 - ii. Any type of motor vehicle with passengers beyond the prescribed seating capacity.
 - iii. Trucks loaded with construction materials more than its capacity as specified in the registration paper and indicated/printed on the side of the vehicle.

- i. **Parking**
 - i. Double-parking in any part of the Village thoroughfares is not allowed.
 - ii. Overnight parking on any street is not allowed.
 - iii. Parking on the streets should not cover the sidewalk even partially for it is provided for pedestrians and sidewalks are not designed to carry heavy loads.
 - iv. No parking is allowed seven meters away from a street corner or in a blind curve of the Village thoroughfares as well as in any slope preceding a long stretch of the road.
 - v. Driveways should be free from parked vehicles or any other form of obstructions at all times.
 - vi. Garage space shall be utilized at all times for parking of residents' vehicles and shall not be used for storage, bodega, lanai, etc.
 - vii. Parking should be parallel with the streets, otherwise shall be considered obstruction to the flow of traffic.
- j. Only trucks weighing a maximum twenty (20) metric tons, whether loaded or unloaded, may enter the Village.
- k. Anyone driving a motorcycle should wear safety gears such as crash helmet, etc.
- l. Whether parked or in transit, the volume of car stereos should be limited so as not to disturb the peace and quiet of the residents.
- m. Any violation of the traffic rules and regulations shall subject the owner/occupant concerned to sanctions/fines that may be promulgated and enforced by the Association.

8.5 Car, Motorcycle & Tricycle Stickers

- a. Only vehicles with valid stickers shall be given immediate access to the Village.
- b. Residents' vehicles with no valid stickers shall be required to leave a valid ID at the gate until they secure the sticker.
- c. Residents and Lot Owners may obtain the stickers from the Property Management Office for a fee and subject to the following:
 - i. Payment of a fee
 - ii. Submission of copies of the vehicle's Certificate of Registration and Official Receipt.
 - iii. If the sticker is being requested for a company vehicle, Association requires the company's authorization. In case the Housing unit is registered under a company name, only the authorized representative(s) stated in the Secretary's Certificate issued by the company can avail of the sticker.
- d. Only authorized representatives of the Association shall be responsible in affixing the stickers on the windshields of vehicles.
- e. The Association shall be free from any liability, whatsoever for any untoward incident or damages that may occur arising from/during the use of motor vehicle and/or the use of this sticker within the Village. The issuance of this sticker does not carry any acceptance of liability on the part of the Association.

9. FIRE SAFETY

- 9.1** Homeowners, tenants, and/or residents shall not be allowed to tamper with fire protection devices located at common areas of the Village.
- 9.2** No explosive, hazardous or flammable materials shall be stored in any part of the lot.
- 9.3** Homeowners, tenants, and/or residents shall be required to actively participate in the annual fire drill and the formation of the Fire Brigade Teams. Homeowners, tenants, and/or residents shall be required to send representatives to the Evacuation or Fire Prevention Seminars to be organized by the Property Management Office.
- 9.4** Homeowners, tenants, and/or residents shall be updated with fire evacuation procedures by the Property Management Office. Fire drills shall be conducted at least once a year by the Property Administrator in coordination with the Bureau of Fire Protection.

10. REAL ESTATE BROKERS AND AGENTS

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

11. INSURANCE

The Homeowners' Association carries sufficient fire and property damage insurance on the common area and equipment. Homeowners and/or lessees are required to carry their own liability and property damage insurance covering their individual houses and personal properties.

12. MISCELLANEOUS

All communications and billings to the homeowners by the Association will be addressed and sent to their respective housing units at the Village unless another address had been specified in the Resident Information Sheet.

13. REPEAL AND AMENDMENTS

These House Rules or any portion or provision hereof may be amended, repealed or otherwise changed, upon the initiation of the Board in any manner not contrary to law, the Articles of Incorporation, By-Laws, contracts, or agreements, at a duly called and held regular meeting or special meeting by a majority vote of its members, provided, however, that the notice of such meeting whether regular or special, shall contain a fair statement of the proposed amendments.

14. PENALTY MATRIX FOR VIOLATIONS

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

1	Written Citation
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2	Php 200.00 fine
3	Php 500.00 fine
4	Php 700.00 fine
5	Php 2,000.00 fine and recommended for cancellation of privileges for a period of no less than a month and/or until the penalties are complied with

Notes:

1. Violation ticket will be issued to the violator with or without their conformity and a penalty shall be included in the unit's monthly SOA (for House Rules violations) or will be deducted from the homeowner's deposited renovation bond (for Renovation Rules violations).
2. Proof of violation such as picture/s taken, Incident Reports and/or CCTV footages shall be provided to the Property Management Office by Security as evidence.
3. Verified complaint by a resident can be used as evidence for the issuance of violation ticket.
4. Only the Association's Board of Trustees is allowed to waive/decrease/pardon the violations and penalties.
5. It is understood that the penalties herein are in addition and supplemental to the rights and remedies of the Association as already provided in the By-Laws.
6. The penalties under this schedule will be reckoned on an annual basis starting from the date of the first offense.
7. Monetary penalties will form part of the monthly dues of the Association as "Other Charges". Non-payment will result in the amount incurring penalty interest in the same manner as unpaid dues.

A. USE OF SWIMMING POOL AND AMENITIES		STARTING PENALTY
1	Improper swimming attire	2
2	Eating/Drinking in the Pool and Pool Deck (per person)	1
3	Entering the clubhouse/amenities with wet clothes (per person)	1
4	Running, pushing, or horseplaying on the pool deck	1
B. USE OF COMMON AREAS		STARTING PENALTY
1	Tampering with Village equipment and furniture	3 Plus replacement and/or repair of tampered items
2	Vandalism	3 Plus replacement and/or repair of tampered items
3	Smoking at "no smoking" areas of common areas	2
4	Gambling and consumption of alcoholic beverages within the common areas	2
5	Littering within the common areas	2

6	Performing immoral or acts lasciviousness within the common areas	5
5	Causing damage at common areas.	3
		Plus actual damage(s) to be assessed by the PMO and paid for by the homeowner. Repairs to be undertaken by homeowner based on PMO specifications
C. SECURITY AND SAFETY		STARTING PENALTY
1	Carrying of firearm or any weapon at the common areas w/o valid Permit to Carry and authorization from Property Management Office	3
		Plus endorsement to proper authority
2	Carrying / possession of explosives (i.e. chemical, biological, etc.)	5
		Plus endorsement to proper authority
3	Tampering with fire protection devices such as sprinkler, fire alarm and fire hose cabinets and obstructing/hindering use of fire hydrants	4
4	Burning of trash/garbage within the Village	3
5	Stealing of any property, including substituting or attempting to substitute property or equipment of the Association with another of inferior quality, lesser value or a used item.	5
		Plus replacement of stolen property, endorsement to proper authorities and/or lawsuit
6	Intrusion at restricted area	2
7	Fighting/inflicting bodily harm or injury to any person within the common areas	5
8	Use of animals/pets to threaten or endanger the safety of homeowners, tenants, guests and service providers	2
9	Unauthorized solicitation	2
10	Bringing in or attempting to bring in, possession, use and/or trafficking of illegal and/or prohibited drugs, chemicals and other substances, including equipment and paraphernalia for the manufacture, use or trafficking of such illegal and/or prohibited drugs, chemicals and other substances within the property	5
		Plus endorsement to proper authority and/or lawsuit
11	Membership in any unlawful organization, organized crime or terrorist groups	5
12	Conviction by final judgment by a court of any crime where penalty is imprisonment of more than six (6) months	5
D. TRAFFIC RULES		STARTING PENALTY
1	Over speeding	2
2	Smoke Belching	2
3	Practice Driving	2
4	Disregarding traffic signs	2

5	Illegal Parking	3
		Plus Towing Fee
E. OTHERS		STARTING PENALTY
1	Clothesline or laundry exposed to public view	2
2	Commercial or advertising signs erected or posted in the lot or any part of the housing unit	1
3	Loud music, shouting, and any loud noise coming from the housing unit (except if due to renovation or construction activities)	1
4	Planting agricultural or commercial crops on lots	2
		Plus immediate removal of the crops
5	Construction/Renovation works without submitting required documents and failure to get written approval from the Association	4
		Plus immediate work stoppage
6	Parking Unit / Garage is used for any other purpose aside from vehicle parking	2
7	Other violations not included in list	Penalties shall be determined by the PMO and with the approval by the Board of Trustees

RENOVATION GUIDELINES

1. REQUIREMENTS

1.1 Filled Out Renovation Form including Contractor Endorsement Form

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

1.2 Payment of Renovation Bond

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

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

- Completion of work according to approved plans;
- Signed Certificate of Inspection by the Property Engineer;

- Testing and Commissioning reports (if necessary).

1.3 Renovation Plans

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

- Architectural Plan** – floor plan reflecting 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 single line diagram.
- Mechanical Plan** – air-conditioning systems and exhaust system.

1.4 Bar Chart Schedule

Specifies duration of renovation and target completion date.

1.5 List of Workers, Tools and Equipment

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

1.6 Work Permit

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

1.7 Contractor's General Liability Insurance

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

2. PROCEDURE

- Homeowner, tenant, and/or homeowner's representative must submit the accomplished Application for Renovation Form inclusive of all other requirements (refer to Section 1 for the list of requirements). Tenants and/or residents who will submit such application shall have the homeowner sign the same document prior to submission to the Property Management Office.
- The Property Management Office reviews and validates the submitted requirements within ten (10) working days to ensure that work to be done complies with the Renovation Guidelines of the Project.
- If disapproved, homeowner, tenant, and/or homeowner's representative shall revise and resubmit the requirements based on the review/comments of the Property Management Office. If approved, the Property Management Office returns one (1) copy of the approved plan to the homeowner/tenant, and/or resident and the other copy will be kept for Property Management Office reference and checking.
- Upon completion and compliance of all requirements, the Property Management Office shall issue a Notice to Proceed for the approved renovation works.

3. GENERAL GUIDELINES

- 3.1 All renovation works shall be in good workmanship using quality materials.
- 3.2 Renovation works shall be done within the unit's premises only.
- 3.3 No work or materials shall obstruct the Common Areas.
- 3.4 Premises shall be kept free from any debris during the renovation work. Debris and/or garbage shall be removed and disposed of everyday by the contractor during the renovation.
- 3.5 Contractors shall provide safety measures such as construction nets, sheeting, shoring, etc. whenever necessary.
- 3.6 Homeowners, tenants, and/or homeowner's representative must seal their door with a cloth/wood screen during the renovation to prevent the spread of dust and prolonged exposure of other to the intoxicating fumes of lacquer or paint.
- 3.7 All contractors hired by the homeowner, tenant, and/or homeowner's representative shall assume the bills for electric and water consumption during the renovation period.
- 3.8 Homeowners, tenants, residents and/or homeowner's representative shall assume the bills for electric and water consumption during the renovation period.
- 3.9 Renovation should not exceed the prescribed period of thirty (30) days. In case of extension of work duration, the homeowner, tenant, and/or resident shall formally advise the Property Management Office indicating the reason and extension period of renovation works. An additional charge with an amount to be prescribed by the Property Management Office and approved by the Board of Trustees shall be paid per extension period requested by the homeowner, tenant, and/or resident.
- 3.10 Workers inside the housing unit must wear a uniform t-shirt with the contractor's logo, long pants and shoes. Workers wearing sleeveless shirts, shorts, sandals or slippers and the like shall not be allowed to enter the development.
- 3.11 Any renovation crew must have a Manager/Foreman/Supervisor on site at all times who will supervise the work and coordinate with the Property Management Office.
- 3.12 Homeowner, tenant, and/or homeowner's representative undertaking renovation / repair shall compensate other homeowners or the Condominium Corporation for any loss or damage whatsoever caused directly or indirectly by their workers/contractor in the course of renovation.
- 3.13 Fraternization with any of the homeowner, tenant, and/or homeowner's representative shall be strictly prohibited.
- 3.14 Prescribed fees shall be paid on a per housing unit basis, Administration and Elevator Fees must be paid on a per month basis depending on the duration of renovation (fraction of a month shall be considered as one month):

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

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

4. STRUCTURAL GUIDELINES

- 4.1 Residential live loads shall be limited to 40 psf (pounds per square foot) or 195.6 kilograms per square meter or 1.9 kPa as specified by the National Structural Code of the Philippines, 1992 edition.
- 4.2 As provided in the Deed of Restrictions, the homeowners 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/Association has determined will be beyond or will impair the structural strength of the development or change the appearance of any exterior portion of the housing unit. In case, that homeowner, tenant or resident will opt to combine their housing unit, he/she is required to advise the Property Management Office of their intent and it must be in writing.
- 4.3 Maximum topping thickness shall be 50mm inclusive of floor finish material. No additional topping/floor finishing shall be allowed without the approval of the Property Management Office.

5. DESIGN GUIDELINES

- 5.1 Drop ceiling materials should be non-toxic, sound absorbent, non-asbestos, lightweight and non-combustible. Plywood or any combustible material is not allowed. Material to be used for toilet ceiling should be moisture-resistant gypsum board, or approved equivalent.
- 5.2 The ceiling system should be adequately supported to eliminate sagging. The design of the ceiling support system should be submitted by the ceiling supplier, for approval by the Property Management Office.
- 5.3 Concrete nails may not be used on walls. Only concrete screw, tocs screw, or approved equivalent shall be allowed.
- 5.4 Main door frame and hardware may be altered, provided that adjacent engineering components will not be affected.
- 5.5 Toilet and kitchen facilities may be relocated provided that shop drawings will be submitted to the Property Management Office for approval.
- 5.6 All works shall be in accordance with the latest government regulations and applicable codes.

6. SANITARY AND PLUMBING GUIDELINES

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

- 6.1 All water line pipes 110mmØ and below shall be polypropylene (pp) pipe, PN-20.
- 6.2 Only PVC pipes may be used for sanitary lines/drainage line.
- 6.3 All plumbing installations shall comply with the National Plumbing Code of the Philippines and National Building Code of the Philippines.

7. ELECTRICAL GUIDELINES

- 7.1 All electrical wiring installations shall be EMT or RCS conduit pipes for exposed auxiliary layout. All electrical wiring installations shall be PVC for embedded auxiliary layout.
- 7.2 Open wiring installations are not allowed.
- 7.3 Flat cord wires are not allowed.
- 7.4 Flexible metal conduits with connectors for drop wires shall be provided.

7.5 Electrical load shall not exceed 80% of the capacity of the approved circuit breaker and feeder wire rating. Otherwise, cost of revision shall be for the account of homeowner, tenant, and/or resident. Any additional power requirement must be approved by the Electrical Designer/Consultant of the Project Association through the Property Management Office to check if the requirements may be accommodated.

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

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

7.8 Power supply shall be 230 volts, 60 Hz.

7.9 Power and Lighting System

7.9.1 Lighting Outlets

- a. Ballast shall be CBM (Certified Ballast Manufacturer) marked.
- b. Spacing of ceiling outlets generally shall not exceed the floor to fixture height distance.
- c. Layout of ceiling light fixtures shall fit the structural details of the area such as columns, beams, wall obstructions, environment and other structural features.
- d. The layout of lighting outlets shall conform to the general lighting plan, the principals of seeing task involved, architectural and structural details, occupancy or/and use of the area and physical shape.

7.9.2 Convenience Outlets

- a. Wiring devices shall be grounding type with quick-connect wiring terminals.
- b. The total number of convenience outlets per circuit shall not exceed twelve (12) for 220V and the wattage of these outlets ranges from 180 watts to 200 watts per outlet. The minimum size of circuit home run is no. 3.5 millimeter diameter THHN. Size of branch circuit breaker shall be 20Ampere, minimum.
- c. Convenience outlets installed in hazardous location shall be explosion- proof type. This is also true for outlets located outdoor or in places where entrance of liquids should be weatherproof type and splash-proof type for Class II location.
- d. The layout of the convenience outlet shall be in accordance with the type and size of occupancy and the nature of work performed as well as the furniture and equipment layout.

7.9.3 Branch Circuit Standards

- a. The provisions for separate branch circuit are as follows: general lighting, automatic appliances, fixed appliances and plug appliances.
- b. In case of replacement of circuit breakers, the replacement shall be of the same brand type as approved by a certified master electrician.

7.9.4 Panel Board

- a. There will be one panel board provided to each housing unit with kilowatt- hour meter for normal power consumption.
- b. Every panel boards shall have a rating not less than the minimum feeder capacity required to serve the load.

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

8. MECHANICAL GUIDELINES

- 8.1 All air-conditioning units must be provided with a drip pan connected to a flexible hose tapped to the air-conditioning drain provision/s.
- 8.2 Drain stub-out from the window air-conditioning unit should be tapped to the nearest drain line. All exposed drain pipes should be painted to match the adjacent surface.
- 8.3 Any modification/deviations to existing layout design shall be subjected to Property Management Office review and approval.
- 8.4 The Project Association reserves the right to modify or provide additional design guidelines should the need arise and shall ensure that the tenant will be immediately informed of any changes to the existing guidelines.

9. CONSTRUCTION WORKERS

- 9.1 All workers shall secure an ID pass from the Property Management Office prior to the start of the renovation. Any worker without an ID will not be permitted to enter inside the Project.
- 9.2 The ID should be worn by workers at all times when inside the Project.
- 9.3 Lost ID should be reported to the Property Management Office immediately for replacement with a corresponding fee prescribed by the Property Management Office and approved by the Board of Trustees
- 9.4 The ID should be surrendered daily to the guard-on-duty prior to exit of the development.
- 9.5 All workers are subject to search and body frisking by the guard on duty when entering and exiting the main gate.
- 9.6 All workers are not allowed to loiter outside their area of renovation.
- 9.7 Relatives and friends of workers are not allowed to stay inside the development.
- 9.8 Workers can only eat inside the lot being worked at provided a covered trashcan is placed for waste and leftovers. All wastes must be removed and disposed of from the unit at the end of every working day. Nothing shall be left in the lots, units or in common areas.
- 9.9 Bringing of deadly weapon, alcoholic beverages, prohibited drugs and cigarettes are strictly prohibited. Security personnel shall be authorized to confiscate these items during frisking. Workers found carrying illegal substances shall be banned entry from the development and shall be reported to unit owner/s concerned for proper action.
- 9.10 Any damage caused by the contractor on the common areas shall be charged accordingly.

10. SCHEDULE OF WORKS

- 10.1 Minor Construction Work – includes but not limited to re-polishing, simple painting works, minor carpentry works, installation of extension telephone lines, interior design finishes such as carpeting, wall papering, installation of venetian blinds or curtains, laying of vinyl tiles, installations of locksets, interior signage and interior finishes.
- 10.2 Major Construction Work – includes but not limited to masonry works, installation of ceiling, marble works, electrical works, aircon unit, bathroom renovations, spray painting, electrical sanding, grinding, demolition of existing doors or CHB walls/

partitions, installations of pre-fabricated cabinets, works which require more than one (1) day to finish and all other noise generating works which may disturb the adjacent units.

- 10.3 Renovation work shall be allowed Mondays to Fridays from 8:00am to 12:00 pm then 1:00pm to 5:00pm. No overtime work shall be allowed. No works shall be allowed on Saturdays, Sundays and Holidays. Noisy works shall be permitted between 10:00 am to 12:00pm and 3:00pm to 5:00pm only.

11. DELIVERIES AND PULL-OUTS

- 11.1 Homeowners, tenants, residents, and/or contractors should advise and submit to Property Management Office the schedule of materials to be delivered into the development at least 24 hours prior to delivery.
- 11.2 Deliveries shall not be received by the guards or any other Property Administration Staff. Assigned representative/s of the homeowner, tenant, and and/or resident must be present to receive the deliveries.
- 11.3 All renovation materials, supplies, tools and equipment are to be listed in the Work Permit and checked accordingly by the security personnel on duty prior to entry/exit into the development.
- 11.4 All renovation/construction debris must be kept inside the housing unit and must be disposed of outside the development within the day by the workers or contractor assigned. No construction or renovation debris shall be allowed to be disposed through the development garbage disposal facility. Violation of this rule shall be subject to penalties c/o the Property Management Office.
- 11.5 Delivery vehicles shall only be allowed to unload renovation materials/equipment at the drop-off area for a maximum of thirty (30) minutes. Delivery schedule will be from Mondays to Fridays from 8:00am to 4:00pm.

12. SANITATION

- 12.1 The renovation area and the adjacent common areas must be kept clean and be free of foul odor. Renovation materials, debris or any equipment must be confined inside the housing unit at all times.
- 12.2 The homeowner, tenant, resident, and/or contractors shall at his expense keep the housing unit premises including common areas bordering the housing unit / lot in good, clean and sanitary condition at all times.
- 12.3 The homeowner, tenant, resident, and/or contractors shall keep the housing unit during the renovation period free from nuisances and shall not install therein any apparatus, machinery, or equipment which may cause noxious smell, tremors, etc.
- 12.4 The homeowner, tenant, resident, and/or contractors shall provide their own receptacles, plastic disposals, bags and other sufficient container/s of renovation debris and agree that the daily disposal of the debris shall be done at such time, place and manner as may be prescribed by the Property Management Office.
- 12.5 The homeowner, tenant, resident, and/or contractors shall maintain the housing unit being renovated well-lighted and ventilated.
- 12.6 The homeowner, tenant, resident, and/or contractors' workers shall not be allowed to stay-in or work overnight.

13. INSPECTION

- 13.1 Routine Inspection – The Property Management Office and their assigned representatives shall conduct routine inspections of all construction sites frequently and regularly. All observations and instructions given by the inspectors must be taken

note of and strictly followed. Association/Property Management Office reserves the right to issue and demand construction changes on approved plans when deemed necessary.

- 13.2 The Property Administrator or his representative/s has the right to inspect the renovation at any time to ascertain that the work conforms to the approved plans. In case of violation of the prescribed rules and regulations and non-conformance to the approved plans, the Property Management Office has the right to suspend the renovation and oblige the contractor to conform to these rules.
- 13.3 The homeowner, tenant, resident, and/or contractors will likewise assume full responsibility for any damage/s that may be caused by any person or property by any reason for such violations.
- 13.4 The homeowner, tenant, resident, and/or contractors shall not use or store in the housing 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 homeowner, tenant, resident, and/or contractors shall be responsible for all damages caused to the property.
- 13.5 Final Inspection – The homeowner, tenant, resident, and/or contractors shall request to conduct a final inspection to the Property Management Office at least three (3) days before the said inspection. The critical areas to be inspected are based on National Building Code, or any and all other existing national standards, whichever is safer in the opinion of the Property Engineer.
 - a. Electrical installation testing (load limitations per unit, etc)
 - b. Fire Protection System (sprinkler, smoke detectors, heat detectors, etc)
 - c. Plumbing Standards (grease traps, etc)
 - d. Other critical work that might endanger the development
- 13.6 Any final work which does not conform to the specifications of the plan/as originally submitted to the Property Management Office or that which is contrary to property safety laws, regulations or which poses a potential hazard may be removed or demolished by the Association/Property Management Office at the expense of the homeowner. Said inspection shall also be the basis for the release of any bond/deposit posted, net of any non-refundable portion of the amount paid.

14. SECURITY AND SAFETY

- 14.1 The homeowner, tenant, resident, and/or contractors are responsible for the security of their materials, tools and equipment.
- 14.2 In case of theft or loss, the homeowner, tenant, resident, and/or contractors or his authorized representative should report the case to the Property Management Office for investigation purposes.
- 14.3 The Board of Trustees, Property Management Office staff, and/or other representative/s are not responsible for any injury, damage or loss sustained by the homeowner, contractor, workers or any third party involved during the period of renovation.
- 14.4 The security personnel are given the authority to issue violation slips on workers who violate the House Rules and Regulations, and/or Renovation Guidelines of the Project.
- 14.5 The homeowner, tenant, resident, and/or contractors shall install and maintain at all times for ready use within the housing unit being constructed the necessary number of fire extinguishers as may be required by the proper Government Authorities and/or by Property Management Office.
- 14.6 The Project Association reserves the right to ban or restrict particular workers at its sole discretion.

15. PENALTIES

- 15.1 Monetary penalties shall be imposed for any violation/s and or non-compliance with the House Rules and Regulations and/or Renovation Guidelines.
- 15.2 All monetary penalties will be deducted from the homeowner's Renovation Bond.
- 15.3 All violations will automatically result to work stoppage. Work may only resume if the violation/s noted have already been settled/corrected. Only the Property Administrator may give approval for the resumption of work.
- 15.4 A fine with an amount to be prescribed by the Property Management Office and approved by the Board of Trustees will be charged for works without an approved Work Permit payable to the Association.
- 15.5 Should the violations of the Renovation Guidelines be committed by the contractor, the refund of the renovation bond will be net of the corresponding penalties and charges.
- 15.6 If the Renovation Bond is insufficient to cover the amount of the penalties and charges, it will be billed to the homeowner, tenant, and/or resident.
- 15.7 Renovation works exceeding the period of thirty (30) days shall have a written approval from the Property Management Office. Unauthorized extension shall be penalized with the forfeiture of all posted renovation bond/s.

16. OTHERS

Other prohibitions within the property premises:

- 16.1 **Smoking** – The security personnel are authorized to confiscate cigarettes, lighters/matches belonging to the construction workers and suppliers.
- 16.2 **Alcoholic Beverages** – At any time, drinking of alcoholic beverages is not allowed and security personnel are authorized to confiscate any and all alcoholic beverages belonging to the workers.
- 16.3 **Cooking** – No cooking at any time.
- 16.4 **Gambling** – Gambling is strictly prohibited within the premises. The security personnel have the right to confiscate any gambling paraphernalia.
- 16.5 **Bathing** – Workers are not allowed to use the common area shower rooms and/or comfort rooms for bathing purposes.
- 16.6 **Loitering** – Workers shall confine themselves within the renovation area during renovation hours and shall immediately leave the premises after the allowed renovation hours.
- 16.7 **Proper Conduct** – The homeowner, tenant, and/or homeowner's representative shall be responsible for controlling and monitoring the conduct of his workers/contractors.
- 16.8 **Waiver** – The Project Association, Property Management Office, and/or its representatives will not be responsible for any damage/s and/or injury/ies resulting from the renovation of the housing unit/s.
- 16.9 **Attire** – Workers should wear sleeved shirts and long pants and shoes when going to the common areas.
- 16.10 **Utilities** – Utility consumption will be charged to the respective owner, tenant, and/ or homeowner's representative.

17. VIOLATION PENALTIES ISSUANCE

- 17.1 These Renovation Guidelines are hereby prescribed to govern and regulate all privately conducted repairs, renovation and construction works for a safer and orderly management of the development.
- 17.2 The homeowner, tenant, and/or homeowner's representative and their contractors and workers including all parties that would participate with their repair, renovation and construction works, are bound to comply with these Renovation Guidelines.
- 17.3 The Property Management Office shall have the full authority to implement these Renovation Guidelines, and to impose fines and other sanctions as allowed by the Batas Pambansa Blg. 220 and its implementing rules and regulations, Presidential Decree No. 957, as amended (otherwise known as The Subdivision and Condominium Buyer's Protective Decree), the Deed of Restrictions Covenants and Conditions, the By-Laws and other applicable laws.

18. AMENDMENTS

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

Present and future circulars shall form part of the House Rules and Regulations or the Design and Renovation Guidelines.

19. PENALTY MATRIX FOR VIOLATIONS

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

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

Notes:

- Violation ticket will be issued to the violator with or without their conformity and a penalty shall be included in the unit's monthly SOA (for House Rules violations) or will be deducted from the homeowner's deposited renovation bond (for Renovation Rules violations).
- Proof of violation such as picture/s taken, Incident Reports and/or CCTV footages shall be provided to the Property Management Office by Security as evidence.
- Verified complaint by a resident can be used as evidence for the issuance of violation ticket.
- Only the Association's Board of Trustees is allowed to waive/decrease/pardon the violations and penalties.

5. It is understood that the penalties herein are in addition and supplemental to the rights and remedies of the Association as already provided in the By-Laws.
6. The penalties under this schedule will be reckoned on an annual basis starting from the date of the first offense.
7. Monetary penalties will form part of the monthly dues of the Association as "Other Charges". Non-payment will result in the amount incurring penalty interest in the same manner as unpaid dues.

A. RENOVATION OF HOUSING UNITS		STARTING PENALTY
1	Minor Renovation without work permit	3
		Plus immediate work stoppage
2	Major Renovation without submitting required documents and failure to get PMO NTP prior to mobilization	1
		Plus immediate work stoppage
3	Failure to maintain the cleanliness and orderliness of common areas during construction	3
4	Loitering of construction workers	2
5	Gambling/smoking within the development	2
6	Non-conformance with the approved plans, specifications and rules provided by PMO	3
7	Workers in improper attire (per worker)	1
8	Renovating with no sufficient fire extinguisher	3
		Plus immediate work stoppage
9	Stockpiling on common areas and open spaces without permits	1
10	Overtime work conducted without permit	1
11	Workers fraternizing with any of the unit owner, tenant, and/or unit owner's representative shall be strictly prohibited.	2
12	Unauthorized use of workers ID	3
13	Public disturbance/Grave misconduct	2
14	Unauthorized stay-in/illegal entry/exit of workers	3