

FOREWORD

Welcome to DMCI HOMES Project! Congratulations for having chosen this Condominium Project as your home.

It is our goal and objective to provide a professionally run property with the highest standard of quality service, fully maintained and with optimum operating condition of facilities and amenities. This manual was made to protect lives and properties and to serve as a guide in your stay in this Condominium Project. This will help and assist you in the use of the amenities, facilities and services available, to make your stay worthwhile and comfortable. Your cooperation in complying with these provisions is highly appreciated.

Should you have any queries, comments and suggestions, feel free to communicate with the Property Manager, at the Property Management Office located at the Clubhouse of the project.

Property Management Office

HOUSE RULES AND REGULATIONS

GENERAL PROVISIONS

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

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

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

The Condominium Corporation or its duly authorized representatives have full authority to implement these House Rules which are supplemental to the By-laws and Master Deed and should be interpreted in relation thereto.

USE OF INDIVIDUAL UNITS

1. Use of the units will follow exclusively to that application as described in the Master Deed with Declaration of Restrictions. Each unit will be used and/or occupied based on the type of such unit as intended and described in the Master Deed with Declaration of Restrictions. All building tenants, unit owners and their respective employees must comply with the rules and regulations set forth by the Condominium Corporation.
2. Each of the residential units will be occupied purely for residential purposes. Unless specified, no office or commercial units can be used for any business involving high pedestrian use such as recruitment, overseas employment, industrial clinics or similar activities. All commercial unit owners, tenants, purchasers or assignees will, prior to the actual use or occupancy of the condominium unit, indicate in writing to the Board through the Property Management Office the kind or type of business that will be conducted subject to Board's approval.

GENERAL RESTRICTIONS

1. The unit owner/tenant shall keep his unit in good condition and in a manner that shall not prejudice other unit owners or tenants.
2. The unit owner/tenant shall not introduce any improvements, alterations or additions on his unit without prior written consent or approval from the Property Management. Alterations or improvements done without prior written consent shall be subject to dismantling and demolition if found to be detrimental to the building structure. The cost of dismantling shall be for the account of the unit owner in addition to a penalty of not less than Php5,000.00 shall be imposed depending on the gravity of the offense.
3. No unit will be subdivided into smaller units nor will such unit be partitioned either judicially or extra-judicially, among the co-owners.
4. Unit owners/tenants are not permitted to do anything wherein any obstructions, restrictions or hindrances may be caused to the entrances, exits, hallways, passages, stairways, fire exits and fire escapes, vestibules, lobbies, sidewalks, driveways, parking spaces or any part or area of common use and ownership.
5. The unit will not be used for any purpose, which may hurt the reputation of the condominium, disturb the peace of the residents or cause depreciation of its property value.
6. Unit owners/tenants shall at all times be responsible for the behavior and conduct of their own children staying with them, and shall ensure their children's compliance with the House Rules and Regulations. The unit owner/tenant shall see to it that children staying with him do not undertake activities that are offensive to other unit owners/tenants or that cause damage to common areas.
7. Children are discouraged to play or loiter in the driveways and parking areas for safety purposes.
8. Children are not allowed to use the common areas for any activity that may endanger their health and well-being and the health and well-being of others or which shall likely cause damage to the property of others.
9. Cycling, roller blading, skating, skateboarding and the like in the driveways are allowed only at certain period of the day that the Property Management Office may prescribe. Cycling in garden areas is strictly prohibited. Cyclists must not obstruct the flow of traffic and must always give way to motor vehicles. The Property Management Office reserves the right to prohibit cycling, etc. whenever it deems the driveway unsafe for cyclists or pedestrians.

10. All motor vehicles of unit owners/tenants must be equipped with suitable muffler or noise deadening devices. In no case shall make smoke belching vehicles be allowed within the compound.
11. Nothing will be done or kept in any part of the condominium building which will increase the rate of the insurance premium of the building or any other unit, except by prior written consent of the Condominium Corporation which it may, in its absolute discretion withhold and of the unit owners or tenants affected thereby. Any such increase in insurance premium will be charged to the delinquent unit owner or tenant and assessed as Separate Expense. In no event may anything be done or kept in any part of the condominium buildings, which will result in the cancellation of any insurance of the building or any unit.
12. All radios, television sets, or other electrical equipment of any kind or nature installed or used within each unit must fully comply with all the rules, regulations, requirements or recommendations of the fire insurer and the public authorities having jurisdiction thereon. The unit owners and/or tenants, as the case may be, will be solely liable for any damage or injury caused by the installation, operation and use of any radios, television sets, or other electrical equipment within their respective units.
13. Nothing must be hung or displayed on the windows and doors outside the units or on any part of the areas of common use. No shades, venetian blinds, awnings or window guards shall be installed on the exterior portion of the unit or the condominium buildings.
14. Curtains, shades and venetian blinds that will be hung on the windows inside the units shall be of color white or off-white on the side exposed to the outside.
15. The electricity supplied to residential units is 220 volts single phase. Unit owners must not exceed the loads prescribed for each unit type.
16. One (1) telephone outlet and one (1) CATV coaxial antenna outlet are provided for each unit. Application for the subscription and connection to the service providers shall be the responsibility of the unit owner/tenant. All related fees and charges shall be for the account of the unit owner/tenant.

USE OF AMENITIES & COMMON AREAS

General Guidelines on Use

1. The amenities of the project such as clubhouse, swimming pool and the sports/recreational facilities shall not be appropriated for the exclusive use or benefit of any particular unit or units, except when there is a duly approved reservation and only for activities allowed by the Property Management Office.

2. The use of the amenities/facilities for social and other activities must have a written approval from the Property Management Office. The user thereof will be charged for the electric consumption and other related expenses as a result of the use of the amenities/facilities.
3. Any damages resulting from the improper use of the amenities/facilities will be the sole responsibility of the user. The original condition must be restored within three (3) days. In the event that no repair is done within three (3) days, the Property Management will hire the services of a qualified contractor and charge the unit owner/tenant the cost of repair.
4. Subject to prior approval of the Board, the Property Management Office shall promulgate, from time to time, such reasonable rules and regulations pertaining to the proper use and maintenance of the clubhouse, swimming pool and the sports/recreational facilities.

Use of Clubhouse and the Sports/Recreational Facilities

1. The clubhouse and the sports/recreational facilities shall be for the exclusive use of the unit owners or tenants in good standing and their respective families. Guests will be allowed provided they are accompanied by residents/unit owners in good standing.
2. All applications for reservations of the clubhouse and the sports/recreational facilities shall be made in writing on the prescribed form and addressed to the Property Management Office specifying the date or dates requested, the number of guests expected and the nature of the occasion.
3. The use of amenities shall be restricted to private parties/gatherings given by any unit owner or tenant and to those allowed by the Property Management Office.
4. Reservation shall become effective when confirmed in writing and provided that the host shall, at his expense, make such arrangements (under the guidance of the Property Management Office) as the Property Management Office may deem required for the cleaning of the facilities and proper handling of the guests and their cars on arrival, the reception and information at the clubhouse lobby/entrance.
5. To accommodate as many residents or unit owners as possible, the clubhouse may be reserved for unit owners and residents for a maximum of two (2) days per month.
6. The fees for the exclusive use of the Clubhouse, Audio Video Room, Basketball Court and other facilities/amenities of the project shall be of the amount

prescribed by the Property Management Office and approved by the Board of Directors.

7. Loud music or sounds and other disturbing noises are strictly prohibited in these facilities.
8. Any abuse of use or damage caused to these facilities, in part or in whole, shall be considered a major violation and shall be subject to a fine, the amount of which shall be determined by the Property Management Office depending on the magnitude of the abuse or damage.

Use of Swimming Pool

1. The use of the swimming pool is exclusively for unit owners in good standing and their immediate family members whose names are duly registered in the Roster of Unit Owners and Residents or to those persons duly endorsed by the Property Management Office.
2. Guests may be allowed to use the pool provided they are accompanied by unit owners/residents in good standing. A maximum of five (5) guests may be sponsored by a unit owner/resident for a fee prescribed by the Property Management Office and approved by the Board of Directors.
3. The operation of swimming pool shall strictly be from 6:00 AM to 9:00 PM only.
4. All pool users shall confine themselves within the pool deck/area and shall not use the clubhouse and its furniture during their stay in the pool area.
5. All pool users shall strictly follow the following swimming attire:
 - a. For Female Swimmers
 - i) Swimsuits – swimsuits that have sleeves and have shorts for bottoms shall be allowed, provided they are of the proper material.
 - ii) Cycling shorts worn over swimsuits or cycling shorts with lycra or stretchable tops
 - iii) Gym or aerobic wear i.e. lycra or stretchable shorts, leotards with or without sleeves
 - b. For Male Swimmers
 - i) Swimming trunks
 - ii) Swim shorts

- c. T-shirts and shorts made of cotton, denims and basketball shorts are not allowed because of the fibers and residues that can clog up the filtration system of the pool.
6. For obvious reasons, beverages in bottles and other glass containers are not allowed in the pool area.
7. Horse play is strictly prohibited in the pool area.
8. Children should never be left unattended in the pool area.
9. All users shall comply with the rules and regulations on the use of the swimming pool. The Property Management staff shall have the exclusive prerogative to remove or disallow the use thereof by violators.
10. The swimming pool is not manned by a lifeguard. Users are advised to take all necessary safety precautions. Management will not be liable for any accidents or injuries that may arise from the use of the swimming pool.

Hallways, Emergency Exits and Stairs

1. All entrances, exits, emergency exits, hallways, passages, stairwells and lobbies must be free from any obstructions, restrictions or hindrances at all times. Tables, chairs and other obstructing materials are not allowed to be placed in any part of the common areas.
2. Loitering is strictly prohibited.
3. Illegal assembly is not allowed.
4. Smoking is strictly prohibited in the lobbies, hallways, fire exits, stairwells and all enclosed areas in the condominium buildings.

Common Areas

1. The Condominium Corporation will be responsible for the upkeep and repair of the common areas of the buildings.
2. Tapping to the common area utilities without the approval of the Property Management Office is prohibited. The unit owner/tenant will be charged for the electric consumption and other related expenses as a result of the use of the common area facility.
3. Common comfort/shower rooms shall only be utilized as designated. Storing items that threaten the life of others, the safety of the building or which hinder proper maintenance of the comfort/shower rooms will not be allowed.

4. Loud sounds or other disturbing noises are strictly prohibited in the common areas.
5. Any abuse of use or damage caused to these facilities, in part or in whole, shall be considered a major violation and shall be subject to a fine, the amount of which shall be determined by the Property Management Office depending on the magnitude of the abuse or damage.

MOVE-IN AND MOVE-OUT PROCEDURES

Procedure for Move-in

1. For Unit Owners
 - a. All obligations with the developer and the Condominium Corporation regarding the unit must be settled.
 - b. The unit must already be turned-over and accepted by the unit owner.
 - c. Prior to any move-in, the unit owner must accomplish the following at least three (3) days before the scheduled moving-in:
 - i) Register with the Property Management Office and provide the names of unit residents;
 - ii) Provide the Property Management Office a copy of the Certificate of Condominium Titles (CCT) and/or Contract to Sell/Deed of Absolute Sale;
 - iii) Payment of Joining Fee and at least one (1) month advance Association Dues in the amount approved and prescribed by the Condominium Corporation;
 - iv) Submit the list of items to be brought to the premises; and
 - v) The names and details of the authorized parties who will conduct the move-in.
 - d. The above requirements shall be submitted to the Property Manager for clearance then will be referred to the Engineering/Security for the necessary forms and approvals to be issued and assistance to be arranged for the move-in date.
2. For tenants/lessees, in addition to above conditions and requirements, the following shall also be accomplished:
 - a. Written advice or notice from the unit owner stipulating the tenants'/lessees' responsibilities such as payment of association dues, utility bills, special assessments and other fees/charges.
 - b. The Property Management Office must be provided with a copy of Lease Agreement.

Procedure for Move-Out

1. All move-out shall be pre-arranged with the Property Management Office. One (1) month advance notice must be given by the occupant prior to any move-out.
2. An accountability clearance shall be processed by the Property Management Office to collate all accountabilities of the unit owner/lessee that have to be settled prior to move-out. As soon as all accounts have been paid, the unit owner/lessee may move-out provided a list of all items to be taken out with corresponding schedule is submitted at least three (3) days prior to vacating the unit. The Property Manager will refer the matter to the Security for implementation.
3. Clearance must be secured from the unit owner, if tenants/lessees.
4. Forms for gate passes shall be completed.

HOUSEKEEPING RULES

1. Unit owners and tenants shall provide, at their own expense, trash bins to hold and contain garbage inside their respective units. Refuse must be thrown at the designated garbage depositories after separating the wet from dry garbage using the appropriate plastic garbage bags. Garbage bags shall be provided by the Property Management Office, however, the cost of which shall be paid for by the occupants concerned.
2. Bottles, cans and fragile, breakable or rigid containers must be tightly sealed in plastic bags and brought to the disposal area located at the ground level. Only duly authorized garbage collector(s) shall be allowed to collect garbage from the condominium buildings.
3. It is strictly prohibited to dump or burn in any of the common areas or in the trash receptacles in the common areas of the condominium buildings. This includes cigarette butts, candy wrappers, etc.
4. Dumping of loose garbage in the garbage depository is prohibited.
5. Unit owners/tenants shall be responsible in assuring that the contents of trash receptacles for disposal do not contain items of value or property. The Condominium Corporation or Property Management Office including Security, Janitorial and Maintenance contractors will not be responsible for loss of these items.

6. Wet (kitchen waste/biodegradable) and dry (non-biodegradable) garbage shall be stored separately to properly manage waste disposal. Use black garbage plastic bag for non-biodegradable garbage and green garbage plastic bag for biodegradable garbage. The said plastic bags are available at the Property Management Office at minimum cost.
7. Unit owners and tenants of units must observe the following procedures with respect to garbage disposal:
 - a. Wrap dust and powdered waste in compact packages before disposal;
 - b. Thoroughly drain and wrap in paper all wet garbage before placing them in the plastic bags approved by the Property Management Office and dispose in garbage depository;
 - c. Crush into bundles all loose papers before placing the same in disposable garbage bags;
 - d. Refrain from depositing wastes of explosive or flammable in nature inside units or any other area in the condominium buildings or throwing the same down to the garbage depository.

ACCESS CONTROL, SAFETY AND SECURITY

General Guidelines

1. Only personnel duly registered with the Property Management Office will be allowed entry into the condominium buildings and grounds. Therefore, unit owners or tenants employing household help, drivers, nurses, private security guards and any other employees must require them to fill out the ID Application Form available at the Property Management Office. The Property Management Office has the discretion to deny or favorably act upon said application.
2. While in the condominium buildings or grounds, private security personnel or guards are prohibited from gambling, drinking liquor, loitering and conducting themselves in rowdy, unruly manner.
3. Unit owners or tenants must notify/advise the Property Management Office and/or the Guard House of their visitor's entry in advance to avoid inconvenience. Visitor's entry shall only be allowed from 8:00 AM to 6:00 PM. Beyond the allowable visiting hours, the unit owners or tenants must secure approval from the Property Management Office. However, it shall not go beyond 11:00 PM.
4. The Property Management Office discourages the overnight stay of any visitor. Should this become unavoidable due to emergency reason or the safety of the visitor is at stake, the unit owner or tenant must inform the Property Management Office and/or the Guard House of his visitor's stay. The unit owner

or tenant shall be responsible for all the actions and behavior of his visitor during the stay.

5. Visitors must present and deposit valid Identification Card with picture, in exchange for a visitor's pass/ID and must register in the visitor's log sheet/book before given access, for security reasons.
6. Only personnel authorized by the Property Management Office shall have access to restricted/controlled rooms/areas.
7. 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 inhabitants/tenants may be denied, including but not limited to the following:
 - a. Persons under the influence of alcohol or prohibited drugs
 - b. Improperly dressed individuals
 - c. Suspicious looking characters
 - d. Persons carrying firearms who do not want to deposit their firearms at the Guard House
8. All guests, visitors and employees or agents of unit owners and tenants of units must refrain from carrying and/or brandishing firearms in areas outside their respective units.
9. Firing of guns within the premises is strictly prohibited.
10. Private security guards and bodyguards must be registered at the Property Management Office for proper identification.
11. The Property Manager and/or his authorized representative are allowed to enter a unit in case of emergency such as fire or earthquake notwithstanding that the tenants thereof are out of the unit or that such entry may cause damage to the said unit.
12. Any unusual occurrence in the condominium buildings and/or grounds must be reported immediately to the Property Management Office or the Guard House and the condominium guards only. If the situation so warrants, to protect the building properties and interest of unit owners/tenants, the Security Personnel shall be authorized to conduct frisking, body searches or temporary detention of suspected person/s in accordance with the law.
13. The unit owner/tenant is responsible for the security inside his unit. He should also be responsible for the behavior and conduct of his employees, agents, contractors and guests.

14. Vendors and solicitations are strictly prohibited in the premises.

Fire Safety

1. Electrical and telephone panels must always be accessible and no obstruction of any kind should be allowed inside the panel rooms.
2. Each unit owner or tenant will provide and install at his expense, at least one (1) 10-pound ABC fire extinguisher inside the condominium unit, the brand, model and type of which must be acceptable to the Condominium Corporation. The fire extinguisher shall be maintained/refilled by the unit owner/tenant whenever necessary and shall be made available for inspection.
3. The Property Management Office has the right to inspect or require respective unit owners/tenants to install and update fire extinguisher inside the unit.
4. Unit owners/tenants must ensure that there are no tampering with the alarm bells, smoke detectors and fire hose cabinets that are installed in the common areas of the condominium buildings.
5. All fire escapes must be free of obstruction at all times.
6. Unit owners/tenants must ensure that a safety device is connected to their LPG gas tanks.
7. No explosive, hazardous or inflammable materials shall be stored in any part of the unit. The Property Management will immediately confiscate any such items/materials within the property that will pose danger to lives and properties.
8. Unit owners/tenants shall be required to participate actively in the annual schedule of Fire Drills and the formation of the Building Fire Brigade Teams. Unit owners/tenants shall be required to send representatives in Evacuation or Fire Prevention Seminars to be organized by the Property Management.

Employees and Household Helpers

1. Domestic helpers, drivers, contract workers and tradespeople in the employ of unit owners or tenants must not loiter in the condominium buildings and grounds. They must confine themselves as close as practicable within their respective employer's unit or workplace.
2. Household helpers in the employ of unit owners or tenants must be registered with the Property Management Office and issued proper identification cards. Household helpers previously working within the complex must first secure clearance from their previous employer before they can be employed by another resident.

3. Household helpers of residential unit owners may be allowed to receive visitors only upon prior clearance from their respective employers. The name of the visitors and the time of visit must be specified in the said clearance. The Property Management Office must be informed of the hours each domestic helper is supposed to be in the employer's unit. The unit owner or tenant must be responsible for all actions of his domestic helpers.
4. Drivers of the unit owners or tenants must not loiter and will only be allowed in the designated driver's waiting area. Drivers must not be allowed to sleep in any portion of the common areas of the condominium buildings.
5. The Property Management Office reserves the right to deny entry into the condominium buildings and grounds of unauthorized individuals.

Delivery and Pull-out Procedure

1. Unit owners/tenants are required to secure a gate pass from the Property Management Office whenever there is a delivery or pullout of large items that cannot be hand-carried by one person and for items that may obstruct the normal flow of operations in the building. Such items include, but are not limited to the following:
 - a. equipment and furniture
 - b. construction materials (plywood, hollow blocks, gravel, sand, cement, G.I. sheets, etc.)
 - c. construction equipment
2. These items must only be delivered or pulled-out on the following schedule unless there is a prior written approval from the Property Management Office:
 - a. Mondays to Fridays - 6:30 AM to 6:30 PM
 - b. Saturdays to Sundays - will be subject to the approval of Property Management Office
3. All deliveries must be brought directly to the unit or construction area. The building security or any building personnel are not allowed by the Property Management Office and Condominium Corporation to receive any deliveries. A representative from the unit owner must receive the delivery.
4. All deliveries must be hauled-out on a daily basis and must follow the schedule stipulated above.
5. The enforcement of the schedule and gate pass does not impose any responsibility on the Condominium Corporation or Property Management Office from the protection of items of the unit owner/tenant.

6. Should the delivery caused damages to the common areas and/or furniture/fixtures found therein, the unit owner/tenant shall be responsible for the repair or replacement of damaged items.

Parking Rules

1. Only persons registered with the Property Management Office and authorized by unit owners/tenants to bring their car/vehicle in or out of the parking area will be allowed by the Security Guard.
2. Heavily tinted cars/vehicles may be required to lower their windows when coming in or out of the premises to allow the Security Guard to check on the passengers.
3. Parking slots are exclusively assigned to specific condominium units. The cars/vehicles of residents should park only at their designated parking slots.
4. The owner of a parking slot has to register his vehicle to the Property Management Office and secure a car sticker for a minimal fee covering production costs. The said sticker must be conspicuously displayed on the registered car/vehicle. The car sticker shall be exclusive to the parking slot owned and may not be used to park in other slots. Cars/vehicles without these stickers will not be allowed entry into the premises.
5. All authorized parkers must observe the parking traffic rules and regulations.
6. Security Guards may render random checking of the vehicles interior, luggage and glove compartments of cars entering and leaving the premises, when in his judgment, is justified.
7. Only one (1) car per parking is allowed. Cars must be parked facing the wall. Bicycles, two-wheeled vehicles and trailers are allowed to be parked in their owner's assigned slots provided that no prejudice is caused to third parties and the vehicles do not encroach into the driveway. Driveways should be free from obstruction at all times.
8. Prolonged and repeated blowing of horns, excessive revving of engines and loud car stereos are prohibited within the parking areas and along the driveways inside the premises.
9. Vehicle owners/drivers shall exercise extreme caution while inside parking premises to avoid damaging parking facilities and other cars. The allowable speed limit should be observed at all times and traffic signs should be obeyed to avoid accidents.
10. Windows and doors of parked cars must always be locked.

11. Parking spaces will not be used for storage of any kind.
12. The Condominium Corporation and/or Property Management Office is not responsible for any loss and damage to the vehicles. Losses or damages should be immediately reported to the Security Office.
13. Cleaning of cars/vehicles using rags and small pail of water is allowed to be done in parking areas. The use of water hose to wash cars/vehicles is strictly prohibited.
14. Parking along driveways is strictly prohibited except in the designated loading and unloading areas.
15. Drivers shall not be allowed to loiter around and should confine themselves at the designated driver's area.
16. Motorbikes, motor scooters or any noisy contraptions must not be operated in any part of the condominium building premises.
17. Major repair work on cars/vehicles in the condominium buildings and grounds will not be allowed.
18. In order to avoid build-up of obnoxious or noxious fumes, prolonged idling of the engine of cars/vehicles in the parking areas is prohibited.

UP KEEP AND REPAIR OF UNITS

General Guidelines

1. Expenses for the upkeep and repair of each unit shall be shouldered by the unit owner and/or tenant. Unit owners or tenants who intend to undertake in their respective units the repair or refurbishing works allowed under the Master Deed and Declaration of Restrictions, must first inform and seek approval from the Property Management Office.
2. Every unit owner or tenant is obliged to keep and maintain his unit in good and sanitary condition. No obnoxious or noxious substances or offensive activity can be carried on in any unit or in the common areas of the condominium buildings, nor will anything be done therein which may be or may become an annoyance or nuisance to the other residents of the condominium buildings.
3. The unit owner or tenant shall be solely responsible for compensating the affected owners or tenants for damages caused by the former's negligence or

fault, or the fault or negligence of the persons for whom he is responsible, whether visitor, employee, agent, contractor or dependent.

4. Unit owners and tenants of units must not throw any material or substance out of or from any window, door passages or areas of common use. Cleaning and shaking out of rugs and the like from the windows are strictly prohibited.
5. No awning, radio and television antenna or any equipment or device for any purpose may be installed on any part of the exterior portion of the condominium building service areas.
6. No unit owner or tenant must bring into the condominium buildings highly flammable material nor install in his unit any apparatus, machinery or equipment which may cause obnoxious odors, tremors or noise, or expose the unit or the condominium building to fire.
7. No plants or shrubs will be placed along the service areas of the units and all the common areas in the condominium buildings.
8. No unit owner or tenant is allowed to do anything that will cause obstruction, restriction or hindrance to entrances, exits, hallways, passages, stairways, sidewalks, driveways, parking spaces or any part of the common areas of the condominium buildings. No part of the foregoing areas will be used as storage facilities.
9. Each unit owner/tenant shall respect the right of other building occupants and allow them a quiet and uninterrupted enjoyment of premises.

Air-conditioning System

1. Every unit is provided with a designated opening/area for the installation of their air-conditioning unit. No ventilator or additional air-conditioning device or other equipment must be installed in any unit outside the designated opening/area without the prior written approval of the Condominium Corporation.
2. Only the following airconditioning units can be used:
 - Window-type airconditioning unit (WACU) or
 - Rating of 20 to 25 sqm. per ton
3. Residents must keep the air-conditioning system/device in good running conditioning and appearance to avoid excessive leaks and noise which may unreasonably disturb or interfere with the comfort and convenience of other residents of the condominium buildings.
4. If the unit owner or tenant fails to keep any such device in good working condition, the Condominium Corporation may arrange for its removal and charge

the cost to the unit owner or tenant concerned. The device will not be put back in the unit until it is under proper working condition and only with the prior written consent of the Condominium Corporation.

5. Only an authorized agency or accredited service group will be allowed by the Property Management Office to serve or repair the air-conditioning equipment or units installed in each condominium unit. Moreover, only duly authorized servicemen with the appropriate service job order forms will be allowed entry into the condominium buildings.

Plumbing

No resident of a unit must allow anyone to do work on any portion of the water, sanitary and plumbing system of the building unless approved by the Property Management Office.

In-house Maintenance

The unit owners or tenants may avail of the services of the maintenance personnel of the Property Management Office, subject to the following:

- a. All requests for service or repair must be coursed through the Property Manager. The Property Manager shall decide whether the service being requested is one that the service personnel of the Property Management Office can perform. The work shall then be scheduled according to the availability of the service personnel and the urgency of the repair work.
- b. Jobs beyond the capabilities of the service personnel shall not be accepted.
- c. The Property Management Office nor the Condominium Corporation shall in no way be responsible or liable for any services provided, nor guarantee or warrant the quality of such services. It is understood that the availment by the owner or tenant of the services performed by any employee of the Condominium Corporation on behalf of and at the request of the owner or tenant shall be done solely at his own risk.
- d. Approved requests for service personnel assistance shall be charged by the Property Management Office to the unit owner or tenant to whom service was rendered on a per hour basis for the purposes of recovering lost official time of the service personnel. The rate per hour shall be determined by the Property Management Office.
- e. No owner or tenant shall send any maintenance personnel or employee of the Property Management out of the compound on a private errand. For emergency cases, the unit owner may course his request through the Property Management Office.

RENOVATION GUIDELINES

Pre-Construction Phase

1. The unit owner/tenant or his representative/s is required to visit his unit to verify actual space conditions prior to the preparation of preliminary plans.
2. All plans should be prepared by a competent professional Engineer or Architect.
3. Only contractors accredited/authorized by the Property Management Office are allowed to handle the upgrade and renovation of the units.
4. General Guidelines on Plan Submission, Evaluation and Approval:
 - a. Prior to renovating, the following must first be accomplished by the owner/tenant:
 - i) settlement of all necessary requirements with the Property Management Office;
 - ii) submission of renovation plans, scope of work and specifications for the approval of Property Management Office; and,
 - iii) submission of names of workers to the Property Management Office.
 - b. All plans shall be submitted to the Property Management Office. Release of approved plans will be after five (5) working days from the date of submission of complete documents.
 - c. Unit owner or his authorized representative must fill out Renovation/Upgrade Permit available at the Property Management Office to be submitted together with the plans.

5. OTHER REQUIREMENTS

These are the requirements to secure the Renovation Permit from the Property Management Office:

- a. **WORKER'S ID** – the workers'/contractors' Company ID's (which must include a 1" x 1" photo, residence address, company name and address and telephone number, signature of the bearer and company owner/manager) will be surrendered to the security upon entry to the building. In exchange, an Access Pass will be worn by the workers and site engineers whenever they are within the building premises.
- b. **CASH BOND DEPOSIT** – An amount of P20,000.00 will be assessed from residential units. This serves as security against damages that may occur

during the renovation period. This will be refundable (interest-free) two (2) months after the completion of the renovation less deductions due to the damages and other charges.

- c. SECURITY AND MAINTENANCE FEE – The unit owner will pay the amount of P40.00 per working day for additional services and for monitoring the renovation. This will be deducted from the bond amount.
- d. METER DEPOSIT – Cost will be determined by the Property Management Office.

6. DESIGN GUIDELINES

- a. Drop ceiling material should be non-toxic, sound absorbent, non-asbestos, lightweight and non-combustible. Wood or any combustible material is not allowed.
- b. The ceiling system should be adequately supported to eliminate sagging.
- c. Concrete nails cannot be used on walls.
- d. Door frames and hardware cannot be altered.
- e. Toilet and kitchen facilities cannot be relocated.
- f. The following may only be altered subject to the approval of the Condominium Corporation and should conform to the load restrictions of the building:
 - i) Partition walls
 - ii) Electrical system
- g. All works shall be in accordance with the latest government regulations and applicable codes.

Construction Phase

- 1. SAFETY REQUIREMENTS – The following must be available on site at all times:
 - One (1) unit 20-pound ABC type extinguisher
 - First aid kit
 - Protective apparel-hard hats, gloves, boots, etc.
- 2. SECURITY

SECURITY OF LEASED SPACE – The unit owner will be responsible in securing his area. The building's security personnel are only responsible in securing the common areas of the building.

ACCESS TO THE BUILDING – All workers can only pass through designated entry/exit points. The following must be worn to be allowed of entry:

- Company T-shirt (with name and logo)

- Long pants (shorts and sandals are not allowed)
- Protective apparel
- Identification card

3. DELIVERY/PULL-OUT OF MATERIALS

DELIVERY

- All deliveries must proceed directly to the construction area.
- Heavy equipment and bulky construction materials (sand, gravel, hollow blocks, cement, etc.) can only be delivered based on the schedule approved by the Property Management.
- The building guard or any building personnel are not allowed to receive any deliveries. A representative from the unit owner must receive the materials/equipment.

PULL-OUT

- Schedule of hauling out of any debris, excess construction materials and/or pull-out of equipment that will no longer be used will follow the schedule to be approved by the Property Management Office.
- All construction debris must be hauled-out everyday to avoid accumulation.
- In order to preserve the finishes of hallways, corridors and public areas, the use of steel wheel or any similarly damaging wheels or rollers will be strictly prohibited. Transport of heavier loads must be coordinated with the Property Management Office.
- Storage of construction materials will be allowed only on the designated area and not in any common area. Highly inflammable materials such as paints, thinners, etc. will not be allowed to be stored at the construction site.

4. SANITATION

- The construction area and the adjacent common area/hallway must be kept clean and be free of foul odor.
- Construction materials, debris or any equipment cannot be placed outside the unit.

5. OTHER PERMITS

Aside from the Permit to Carry-Out Renovation/Alteration which must be secured prior to the construction, the following activities would require a separate CLEARANCE to be applied at least three (3) days in advance from the Property Management Office for proper coordination and witnessing:

- Permanent Closure of Ceiling
- Flood Testing (waterproofing, plumbing/sanitary)
- Flow Test (plumbing/sanitary)

- Hydro-testing (fire protection)
- Smoke Alarm Test (fire alarm system)
- Insulation Test (electrical system)
- Load Test (A/C, LPG, exhaust system, etc.)
- Welding Jobs

6. INSPECTIONS

- The Property Manager or his representative/s has the right to inspect construction and/or renovation work at any time to ascertain that the work conforms with the approved plans. In case of violation of the prescribed rules and regulations, the Property Management Office may suspend the construction and oblige the contractor to conform with these rules.
- The contractor will likewise assume full responsibility for any damages that may be caused to any person or property by any reason for such violation.
- The Administration reserves the right to issue changes in the Approved Plans, if necessary.

7. OTHERS

Other prohibitions within the building premises:

- SMOKING – The security guards may confiscate cigarettes, lighters/matches belonging to the construction workers and suppliers.
- DRINKING OF LIQUOR – Liquors will likewise be confiscated.
- COOKING – No cooking at any time.
- GAMBLING – Gambling is strictly prohibited within the premises. The security guards have the right to confiscate any gambling paraphernalia.
- BATHING – No workers shall be allowed to use the bathroom inside the unit or the common comfort/shower rooms for bathing purposes.
- LOITERING – Workers shall confine themselves within the construction area during construction hours and shall immediately leave the premises after the allowed construction hours.
- UTILITIES – Utility consumption will be charged to the respective owner.
- PROPER CONDUCT – The unit owner and his representatives are responsible for controlling and monitoring the conduct of his workers/contractors.
- WAIVER – The Condominium Corporation, Property Management Office and/or its representatives will not be responsible for any damages and/or injuries resulting from the construction of the units.

UTILITY AND SERVICE FACILITIES

1. Unit owners or tenants may not interfere or allow anyone to interfere in any manner with any portion of the utility or service lines and facilities that are used by any unit or common areas.
2. The installation, maintenance and repair of all electrical equipment used in each unit must fully comply with all the rules and regulations of the insurance company and the government authority having jurisdiction over such activity. The unit owner or tenant shall be liable for any damage caused by such equipment used in his unit.
3. No radio or television antennae or any wiring for any purpose shall be installed on the exterior of the unit or in open areas within the unit or the common areas without prior written approval from the Condominium Corporation.
4. No ventilator, air-conditioner or other equipment shall be installed in any unit by the owner or tenant without written approval by the Condominium Corporation. The owner or resident must keep the ventilators, air-conditioners and other equipment in good condition and appearance. He must not permit the equipment to leak or emit any noise that may unreasonable disturb or interfere with the rights, comfort or convenience of occupants of neighboring units.
5. No owner or tenant of a unit must allow anyone to do work on any portion of the water, sanitary and plumbing system of the unit unless approved by the Property Management Office.

PETS

1. Pets shall be limited to aquarium fishes, dogs, cats and birds. Keeping of the said pets in commercial quantities shall not be allowed. Commercial quantities shall mean more than one (1) aquarium for fishes, more than one (1) cage for birds, three (3) or more dogs or cats. Large, dirty, dangerous and foul smelling animals are not allowed in the condominium units.
2. Training of pets in the common areas is prohibited.
3. Pets must be kept in humane conditions within the confines of the owner's unit. Whenever taken out of the unit, the dog or cat shall be held by a leash or otherwise restrained or contained.
4. The unit owner or tenant shall be responsible for any injury on person or damage on property caused by his pets. He shall be responsible for the cleaning of the dirt or rubbish caused by the pets in the common areas or inside other condominium units.

5. Pets must not be kept in the parking areas, driveways, walkways, gardens and other common areas.
6. Owners and tenants must see to it that the noise created by their pets does not disturb other owners or tenants.
7. Owners or tenants must apply for permission to keep pets with the Property Management Office using a prescribed form obtainable therefrom.
8. Pets, where applicable, must be vaccinated, at the owner's expense at least against rabies and distemper for a specified duration. Upon the request of the Property Manager, the owner must submit a written certification from a licensed veterinarian concerning the vaccination received by his pet.
9. The Board has the discretion to prohibit the retention in any unit of any pet which is found to be dangerous or nuisance to other residents, or is kept in inhumane conditions.

REGULAR PROGRAMS

Pest Control

1. The Property Management Office shall hire a contractor to undertake the periodic pest control treatment of the common areas on regular basis and on occasion the unit areas. Unit owners and tenants shall be informed in advance of the scheduled pest control to ensure proper treatment. This will be for the account of the Condominium Corporation.
2. To ensure best results, pest control treatment will also be done regularly inside the condominium units. This will be a mandatory activity which will be for the account of the concerned unit owners/tenants.
3. The Condominium Corporation may allow an authorized pest control company or its employees to enter any unit at reasonable hours of the day to inspect the presence of undesirable insects or vermin and to take preventive measures to control or exterminate these pests at the expense of the unit owners/tenants.
4. Initially, owners will be responsible for the servicing of their individual units.

Seminars and Drills

1. For the benefit of all building occupants, each unit owner/tenant must find time to attend and participate or send his representative/s in all seminars and drills to be organized or conducted by the Condominium Corporation.

2. This will include contingency plans to be implemented in the case of any major emergency such as fire, earthquake, etc.

ASSESSMENT FEES AND OTHER CHARGES

General Guidelines

1. All unit owners will be proportionately liable for the common area expenses of duly approved condominium project that will be assessed proportion to such member's appurtenant propriety interest or participation in the Corporation. This will be paid to the Condominium Corporation.
2. Condominium dues will be billed on monthly basis and are payable within the period set by the Property Management Office.
3. All payments by check shall be made payable to the CONDOMINIUM CORPORATION.
4. All unit owners are bound to pay promptly all assessments on the dates they fall due. In the event of delinquency, a penalty charge of four percent (4%) per month shall be imposed or a fraction thereof and compounded until the arrears are fully paid or settled.
5. Adverse claims against unit owner/tenant who failed to pay for two (2) consecutive months will be registered on titles and enforced by foreclosure proceedings.

Assessment of Details

1. REGULAR ASSESSMENT FOR OPERATING EXPENSES – The Property Management, as approved by the Board, will prepare an estimate of the operating expenses of the Corporation to include but not be limited to:
 - a. INSURANCE for the common areas, amenities and facilities against loss by fire and other casualty risks to the full replacement value as well as other risks to be determined by the Board, while insurance premium for the individual condominium units shall be for the account of the unit owners;
 - b. MAINTENANCE AND ORDINARY REPAIRS of utilities, services, furniture, equipment and any other cost required for the proper operation of the common areas of the condominium or for the enforcement of the Building Rules and Regulations;

- c. FEES AND/OR SALARIES of managerial, legal, accounting, engineering, and other professional or technical personnel or entities employed or retained by the Board to assist in management of the condominium project;
- d. EXPENSES FOR MAINTENANCE AND REPAIR OF A PARTICULAR UNIT that the Board considers will protect the common areas or safeguard the value and attractiveness of the project. This will result if an owner fails or refuses to perform such works within the time fixed in the written notice of the Board provided that the Board will thereafter assess said expenses to the members owning such unit; and
- e. SPECIAL ASSESSMENTS may be levied if the estimate of operating expenses proves inadequate for any reason, including non-payment of any members' assessment.

2. REGULAR ASSESSMENT FOR CAPITAL EXPENDITURES

- a. The Board will levy upon each member, an annual assessment for the purpose of establishing and maintaining a special fund for the capital expenditures on the common areas of the project;
- b. This includes the cost of extraordinary repairs, reconstruction or restoration necessitated by damage, depreciation, obsolescence, expropriation or condemnation as well as the cost of improvements or additions;
- c. The Board may also use this fund to advance the cost of repairs or restoration of particular units after damage or destruction when authorized by the members in regular or special meetings called for the purpose, provided that said expenses will thereafter be assessed against the members owning such units.

3. JOINING FEE – Prior to the transfer of possession of the unit to a buyer thereof, the later will be assessed an amount to be determined by the Property Management Office and duly approved by the Board of the Condominium Corporation as joining fee for the establishment of the Condominium Corporation.

4. SPECIAL AND OTHER ASSESSMENTS – The Board may further levy such special and other assessment rates as are specifically provided for in the Master Deed and Declaration of Restrictions of the condominium project.

5. DEFAULTS:

- a. If a member defaults in the payment of any assessment duly levied in accordance with the Master Deed and Declaration of Restrictions and the Condominium Corporation's By-laws, the Board may enforce collection thereof

by any of the remedies provided by the Condominium Act and other pertinent laws;

- b. In addition, if the member's condominium unit in the project is being leased and his default has lasted for more than thirty (30) days, the Board may, at its option, demand and receive from his lessee, up to an amount sufficient to pay the assessment including interest, if any.
 - c. And any such payment of rent to the Board will be sufficient discharge of such lessee as between the lessee and the member to the extent of the amount so paid.
 - d. For this purpose, the members of the Corporation hereby bind themselves to incorporate a provision to this effect in the Lease Contract, if any, of their units in the Condominium.
6. The Board may make such improvements and additions to the common areas of the property as it deems necessary, provided that the same can be paid out of the Corporation's special fund for capital expenditures. Further, the cost of such improvements and additions in any one instance do not exceed an amount to be set by the Board.
7. Improvements or additions to the common areas costing more than the aforementioned amount set by the Board in the immediately preceding paragraph, must be approved by majority of the members present in a regular or special meeting called for the purpose, before improvements or additions are made.
8. In the event that any member and/or his tenant or lessee fails or refuses to comply with any limitation, restriction, covenant, or condition of the Master Deed with Declaration of Restrictions, or with the Building Rules, within the time fixed in the notice given to the member by the Board, the Board, or its duly authorized representative will have the right:
- a. To enter the unit of such defaulting member in which or as to which such violation exists and to summarily abate and remove, at the expense of the member owning the unit, any structure, thing or condition constituting the violation, and the Board or its duly authorized representative, will not hereby be deemed guilty of trespass;
 - b. To enjoin, abate, or remedy the continuance of such breach or violation by appropriate legal proceedings;
 - c. To withhold the use of service connections for utilities such as electricity, telephone and water supply to the unit/s of the defaulting member until such default is remedied;

- d. The Board will assess all expenses incurred in abatement of the violation, including interest, costs and attorney's fee against the defaulting member;
- e. By way of penalty, the Board, in its discretion, may also impose upon the defaulting member liquidated damages in such amount as it may deem proper according to the gravity of the violation.

SALE OR LEASE OF UNITS

1. A unit owner has the right to sell, transfer, assign, convey or dispose of his property in accordance with the Master Deed with Declaration of Restrictions.
2. All lease contracts shall contain, among other the following provision: "The Board of Directors of the Condominium Corporation is expressly authorized to demand and receive from the lessee the rent due on the said unit up to an amount sufficient to pay all dues, assessments, interests, penalties, attorney's fees and other charges."
3. A buyer or tenant may be refused entry to the unit premises unless the following conditions are complied with:
 - a. All dues, assessments, penalties and fined and whatever charges accrued on the subject are fully paid.
 - b. The unit owner shall furnish the Property Management Office with a copy of the duly approved, signed and notarized copy of the sale or lease contract.
 - c. The unit owner shall provide the Property Management Office with a written notice of the date in which the approved buyer or tenant shall move into the subject premises.
 - d. To keep the property a prime investment, the rate of leases and/or sale must be standard to be clarified with the Property Manager. This practice shall guard against the undervaluation of the property thus keeping it in prime levels.

MISCELLANEOUS

1. Complaints regarding the services of the building or utility defects must be made in writing to the Property Management Office.
2. The Condominium Corporation has the right to file an action to enforce the building rules and regulations, and the party violating those rules will pay for the

cost of litigation and reasonable attorney's fee which will no case be less than P5,000.00.

3. All unit owners/tenants and those in their employ will comply with the rules which may be promulgated from time to time by the Condominium Corporation and with all the rules and regulations, ordinances and laws made by the health and other duly constituted local or national authorities regarding the use, occupancy and sanitation of the building. Any consent or regulations may be added to, amended or repealed at any time by the resolution of the Condominium Corporation.
4. The Condominium Corporation exists for the purpose among others, of assisting the unit owners and tenants of the building with all the rules, regulations, ordinances and laws the use, occupancy and sanitation of the building. Any consent or regulations may be added to, amended or repealed at any time by resolution of the Condominium Corporation.

Insurance

Unit owners and tenants are required to carry their liability and property damage insurance covering the interior of their individual units and their personal and company property.

Prolonged Absence of Unit Owner and/or Tenant

1. Whenever the tenant leaves for any appreciable length of time, the keys to the door of the unit will be left to the person of his trust. The Property Management Office must be informed of the same.
2. The key cannot be entrusted to the Property Management Office or any of its staff.
3. Acceptance of the key to any party will be at the sole risk of the unit owner or tenant and neither the Condominium Corporation nor the Property Management Office will be liable for the injury, loss or damage of any nature whatsoever directly or indirectly, resulting therefrom.

Video Recording

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

Signs, Advertisement, etc.

1. The unit owner or tenant shall not fix, paint or put any name, logo, notice, sign or other advertising medium or paraphernalia, on any part of the common areas of the building except in the following case:
 - a. Listing in the general building/property directory to be prepared and posted by the Condominium Corporation and/or Developer.
 - b. No signs, posters or displays shall be attached to the unit except one sign of customary and reasonable dimensions as determined by the Condominium Corporation which states that the premises are for sale or rent, or such signs as may be required by legal proceedings.

OTHER IMPORTANT REMINDERS

GENERAL REMINDERS TO UNIT OWNERS/TENANTS:

1. When leaving your unit, be sure that all electrical switches are off and all electrically-operated appliances are disconnected.
2. Be sure that smoldering cigarettes and tobacco are not left in any part of the unit. Use ashtrays when smoking. Do not extinguish cigarettes in trash cans. Crush out cigarette embers before discarding. DO NOT SMOKE ON BED.
3. Do not throw away match sticks until flame is completely extinguished.
4. Do not store or place combustible and highly flammable materials like paint, thinner, gasoline, and other fire hazards, near cooking ranges, water heaters and other heat/flame generating appliances, particularly in kitchen areas.
5. Check your LPG tanks and connections for leakage. If any leaks are noted, open your windows. Do not ignite/open your stoves, matches, lighters, air-conditioners and light switches until a thorough check on the source of leak is made.
6. Be sure that the valve of your LPG tanks are closed and turned off after each use.
7. Keep lighters and matches away from reach of children.
8. Never allow children to probe into electrical outlets.
9. Never leave your irons, stoves/ranges/ovens, heaters, etc., unattended.
10. Dispose garbage, papers and other flammable waste materials properly and regularly.
11. Do not overload any electrical points by using adaptors and connecting too many appliances under the same circuitry. Do not use "octopus" connections.
12. Do not hide electrical cords and wires under the carpet or rugs.
13. Report immediately any faulty electrical plugs and wirings to the Property Management. Check for exposed or damaged installation and other electrical fixtures and devices.
14. Do not attempt to conduct electrical works and repairs, if you are not familiar with them. We have 24-hour duty maintenance men to assist you any time of the day.

15. Do not use malfunctioning electrical appliances or devices.
16. Do not touch appliances and electrical devices with wet hands or when standing on wet surfaces. Do not place containers with water on top of the appliances.
17. Do not replace blown or busted fuses with wires or any conductors. Use standard fuses.
18. Do not pull cords when unplugging appliances. Hold the plug itself, then pull it straight from the outlet, not upwards, downwards nor sideways.
19. Do not allow cooking of meals within the premises, except in designated places.
20. Unplug all electrical appliances and switch off main circuit breaker when you have plans of leaving for a period of time.
21. Strictly observe "NO SMOKING" signs in all restricted areas.
22. Cooperate with fire prevention seminars and evacuation drills when scheduled.
23. Do not obstruct hallways and areas use as means of escapes during fire.
24. In case of power interruption, use flashlights or emergency lights instead of candles.
25. Be sure that the fire extinguishers are installed in conspicuous areas of the unit. Each condominium unit should have at least one (1) 10-lb. ABC fire extinguisher inside.
26. Make sure that all household members are familiar with the locations of staircase, alarm points, hose reel and other fire fighting equipment.

WHAT TO DO IN CASE OF FIRE:

1. Stay calm. DO NOT PANIC. Call for help.
2. Shout "FIRE" and activate the nearest fire alarm pull station.
3. Advise the Property Management or Security immediately, if possible.
4. Try to put out the fire with a portable fire extinguisher.
5. When the fire alarm sounds or when an order for evacuation is announced, all building residents and personnel should observe the following:

- a. immediately cease all work or any other activity;
 - b. if time permits, secure all important papers and vital documents, including cash valuables, in a safe or vault;
 - c. lock cabinets and drawers;
 - d. disconnect and unplug all appliances;
 - e. close all windows and doors to prevent draught from spreading the fire;
 - f. leave the lights on;
 - g. close, but do not lock your main door;
 - h. listen to evacuation instructions and event updates, if any;
 - i. do not carry bulky personal effects;
 - j. do not use high-heeled shoes; and
 - k. prepare for evacuation.
6. Proceed immediately to the corridor/hallway of your floor, fall in line and await instructions from the Evacuation Controller or his Assistance. If these people are absent, the residents/tenants should organize themselves for evacuation.
 7. Help others who may not understand what to do. Advise visitors in your area to join your group in the evacuation.
 8. Extend assistance to handicapped persons.
 9. If you are not on a floor other than your own, join the evacuation with the other people on that floor. Do not attempt to return to your own place/unit. Do not go back for your personal belongings or look for your friends, relatives or family members, unless extremely necessary.
 10. In case of injury, try to render first aid. If necessary or possible, call for paramedic assistance through the Property Management Office/Reception Lobby. Do not move injured person, particularly those with back injuries, unless absolutely necessary. Loosen his clothing around the neck and waist and make the injured person as comfortable as possible.
 11. Observe a continuous flow of traffic, in a single pile, on the emergency fire escape stairways. Do not break lines and avoid unnecessary conversations.
 12. If fire or smoke traps you, cover your nose and mouth with a wet towel to avoid smoke inhalation.
 13. When escaping through smoke, crouch low and follow the emergency exit away from the smoke and fire.
 14. If the stairs are impassable due to fire or smoke, proceed to the laundry area of the building. Stand on the windward side and wait for rescue.

15. If you are trapped inside the unit, stand by the window or balcony and try to catch the attention of rescuers. Fill the spaces around the door with wet towels, sheets, clothes or rugs to keep the flames from entering.

MONTHLY FIRE PREVENTION CHECKLIST:

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

REMINDERS DURING TYPHOONS, STORMS AND HEAVY RAINS:

1. Monitor radio and TV report continuously.
2. Make sure that the following are readily available:
 - a. fully-charged rechargeable lamps/lights
 - b. flashlights
 - c. first aid kit and medicines
 - d. battery-powered radios
 - e. extra batteries
3. Prepare at least three (3) day supply of water for drinking, cooking, washing, bathing, etc.
4. Be prepared for power interruptions.

5. Secure the plant pots on your balconies and ledges. It is advised to keep them inside your unit.
6. Check for loose and misalign sliding glass and windows, which may fall off and/or be blown away. Make sure that all windows and doors are properly closed and locked.
7. Stay indoor and do not allow any unauthorized person inside your unit.
8. Apply adhesive tape (in an X-manner) on your glass panels. This may add strength to the glass.
9. Call the attention of Security Guards and/or maintenance man on-duty for assistance.
10. Check your lobby drains. These might be clogged up and might cause flood in your unit, as well as the unit below you.
11. Maintain presence of mind and do not panic.

REMINDERS DURING EARTHQUAKES AND TREMORS:

1. Stay away from windows, mirrors, sliding doors, etc.
2. Keep away from loosely hanging objects that may fall.
3. Extinguish cigarettes and unplug electrical appliances.
4. Protect yourself, especially your head from falling objects or debris by bracing yourself in an open door or by getting under a sturdy desk or table.
5. Switch on emergency lights if power is lost after earthquake. Remain calm and listen to news broadcasts.
6. Stay clear of damaged electrical installation or wiring. Switch off power if necessary.
7. Stay clear of damaged infrastructure after a strong tremor. Aftershock might cause them to collapse.
8. If there is a need to vacate the premises, do so in an orderly manner. Running will cause unnecessary injuries to you and/or to others.

9. If and when stampede should occur during an evacuation, DO NOT JOIN THE RUSH. Stay at a corner behind a wall or a post and wait for the stampede to pass.

REMINDERS IN CASE OF BOMB THREAT:

1. BE CALM, BE COURTEOUS AND LISTEN VERY CAREFULLY TO THE CALLER.
2. Do not interrupt the caller.
3. If possible, notify the Property Management Office or the Security Guard through the intercom, cellular phone or other phone, if available, while the caller is on-line.
4. Pretend to have difficulty in hearing. KEEP THE CALLER TALKING. If the caller seems agreeable to further conversation, try to ask the questions and information in the attached checklist.
5. Inform the caller that detonation could cause injury or death to the building occupants.
6. Write out message/s in its entirety and any other comments in a separate sheet of paper.
7. After receiving the call, notify the Property Management Office and/or the Security Guard immediately. Neither talk to no one nor do anything than those instructed to you.
8. In case of bomb is allegedly inside your unit:
 - a. Move around carefully. The bomb may be rigged to window locks, doorknobs, carpets, loose boards, etc.
 - b. Never move furniture, picture frames or similar object, unless these are checked for pull wires or release devices.
 - c. Never connect broken wires or operate switches unless the entire circuit is checked.
 - d. Check all nooks and look for unusual materials and listen for ticks or other sounds.
 - e. Never open any box without carefully checking.
 - f. When explosive or any suspicious object is found, NEVER EVEN LAY YOUR HAND ON SUCH OBJECT. The experts should do the job.
 - g. Upon finding a suspicious object, the area should be evacuated for a minimum distance of 300-400 feet. A clear zone with a radiation of at least 300 feet should also be established around the device, including the floors above and below.

REMINDERS IN CASE OF ROBBERY:

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