

FOREWORD

Welcome to DMCI HOMES Project! Congratulations for having chosen this Subdivision 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 Subdivision 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

INTRODUCTION

The House Rules and Regulations, (hereunder referred as "House Rules"), adopted and promulgated pursuant to the Deed of Restrictions of the Subdivision Project, shall 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 subdivision, 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 subdivision; and
4. enhance the property value of the subdivision.

All unit owners/tenants, residents of the subdivision, guests, visitors, subdivision personnel, contractors and services 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 Board of Directors (the "Board") of the Subdivision Homeowners' Association, Inc. (the "Association") shall have full authority and primary responsibility to implement these House Rules which are supplemental to the By-laws and Deed of Restrictions and should be interpreted in relation thereto. The Board may, however, delegate this authority to any one of its officers, or to a duly appointed Property Manager, to act as Administrator on its behalf in the implementation of these House Rules. Failure on the part of the Board to enforce a rule or regulation or to render such determination shall in no way be construed as a waiver or an abandonment of said rule or regulation under any future application.

These House Rules and Regulations shall be interpreted by giving the plain and simple meaning to the language contained therein and shall be applied in a reasonable manner.

DESCRIPTION AND USE OF THE LOT AND THE RESIDENTIAL UNIT

1. The lot refers to the parcel of land in the subdivision sold to the buyer which shall be delivered to the owner with the specified residential unit to be built thereon. The lot shall not be subdivided by the owner either judicially or extra-judicially, among the co-owners or in case of a lease or sale.
2. The residential unit refers to the structure constructed on the lot. Each residential unit in the subdivision shall be occupied purely for residential purposes. Commercial activities such as the operation of a sari-sari or convenience store or professional offices/clinics shall not be allowed.

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. For vacant lots, it shall be the responsibility of the owners of vacant lots to maintain and keep such lots reasonably clean and clear of debris, grass and trash.

2. Unit owners/tenants shall not introduce any improvements, alterations or additions on their units without prior written consent or approval from the Developer and the Association. Likewise, the construction of houses on vacant lots shall be subject to the approval of the Developer and the Association, pursuant to the Deed of Restrictions of the Project.
3. The unit will not be used for any purpose, which may be detrimental to the reputation of the subdivision, disturb the peace of the residents or erode its property value. The owner or resident shall not permit any unlawful and immoral act to be committed in or about the unit nor shall he permit the unit to be used as a boarding or a lodging house or for any business activity carried on for profit nor for any purpose which shall injure the reputation of the unit or which shall disturb the peace and convenience of the residents.
4. No noisy, boisterous or loud acts shall be allowed that would annoy or disturb the peace and order in the subdivision and its residents. Parties and gatherings shall be confined inside the unit premises.
5. Nothing will be done or kept in any part of the residential units and common areas of the subdivision that will pose harm and danger to lives and property.
6. Unit owners/tenants shall at all times be responsible for the behavior and conduct of their own children as well as other children staying with them, and shall ensure their children's compliance with the House Rules and Regulations. The unit owners/tenants shall see to it that children staying with them 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 Association will 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. Public utility vehicles, especially tricycles, shall not be allowed entry into the premises. Taxis, however, may be allowed to enter the premises.
11. The unit owner or resident shall not hang, erect or maintain any laundry or clothesline, permanent or temporary, on any part of the unit exposed to public view other than the unit's laundry area located at the back of each unit.
12. The unit owner or resident shall not obstruct or restrict entrances, exits, parking areas, driveways or any part of the common areas. No part of the common areas shall be used for storage or as drying area.
13. The unit owner or resident shall not post any sign, notice, poster or other advertising medium on any part of the exterior of the unit or in the common areas.

USE OF COMMON AREAS AND AMENITIES

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 (where available), 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.

Common Comfort/Shower Rooms

1. 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.
2. Loud sounds or other disturbing noises are strictly prohibited in these facilities.
3. 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 Administration Office depending on the magnitude of the abuse or damage.

MAINTENANCE OF UNITS

1. 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 subdivision, nor will anything be done therein which may be or may become an annoyance or nuisance to the other residents of the subdivision.
2. Expenses for the upkeep and repair of each unit will be shouldered by the unit owner or tenant. Unit owners/residents who intend to undertake in their respective units repair or refurbishing works as may be allowed under the Deed of Restrictions, must first inform the Property Management Office.
3. The unit owner/resident shall be solely responsible for compensating the affected owners or residents 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. The maintenance personnel of the Association shall be responsible for the maintenance/repair of the common areas.
5. The unit owners or tenants may avail of the services of the maintenance personnel of the Association, subject to the following:
 - a. All requests for service or repair must be coursed through the Property Management Office. The Property Manager shall decide whether the service being requested is one that the service personnel of the Association 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 Association 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/resident of the services performed by any employee of the Association on behalf of and at the request of the owner/resident shall be done solely at his own risk.
 - d. Approved requests for service personnel assistance shall be charged by the Association 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.

2. No owner/tenant shall send any maintenance personnel or employee of the Association out of the subdivision premises on a private errand. For emergency cases, the unit owner may course his request through the Property Management Office.

VACANT LOTS

1. It shall be the duty and responsibility of the owners of vacant lots to maintain and keep such lots reasonably clean and clear of debris, grass and trash.
2. Upon failure of the owners of the vacant lots to do and perform the above, the Association shall provide the necessary services to maintain the cleanliness of such lots and the owners thereof shall be assessed for such amount as maybe necessary for expenses as reasonably determined by the Board from time to time.
3. Owners of vacant lots shall be assessed to pay the actual costs of the maintenance and any improvement introduced by the Association directly into the lots which shall enhance its commercial value.
4. No shanties, improvised structures, temporary huts and shed shall be built or permitted to be constructed on vacant lots.
5. Unoccupied lots shall not be planted with poppies, marijuana, hashies and other prohibited grass, plants, etc.
6. Dumping of garbage, construction debris, tree-cuttings and other wastes is strictly prohibited along vacant lots. Violators shall be penalized under the existing House Rules and Regulations, Barangay, City and National ordinances and laws.

SANITATION AND GARBAGE HANDLING

1. Unit owner/resident must keep his unit clean and free from all unpleasant odors.
2. Unit owners/residents will provide, at their own expense, trash bins/receptacles to hold and contain garbage, waste matter and refuse inside their respective units. Trash bins/receptacles must be properly covered and kept odor free.
3. Garbage segregation policy of the Local Government shall strictly be followed and implemented inside the subdivision:
 - a. Wet and biodegradable garbage must be placed inside plastic bags that are securely tied before being placed inside the trash bins/receptacles solely intended to contain the biodegradable refuse.
 - b. Bottles, cans and fragile, breakable or rigid containers must be tightly sealed in plastic bags before placing them in another trash bin/receptacle solely intended to contain the non-biodegradable refuse.
 - c. These trash bins/receptacles will only be brought out of the unit during garbage pick-up hours.
4. 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 subdivision.

5. Unit owners/residents will be responsible in seeing to it that the contents of trash receptacles for disposal do not contain items of value or property. The Property Management Office and its personnel including Security, Janitorial and Maintenance contractors will not be responsible for loss of these items.
6. The Association shall make arrangements for pick-up and disposal of garbage and notify the unit owners/residents of the periodic schedule of such service.
7. Unit owners/residents of units must observe the following procedures with respect to garbage disposal:
 - a. Wrap dust and powdered waste in compact packages before disposal.
 - b. Dry garbage must be segregated from wet garbage and must be enclosed in the disposable garbage bag.
 - c. Thoroughly drain and wrap in paper all wet garbage before placing them in the plastic bags and disposing in garbage receptacle.
 - d. Crush into bundles all loose papers before placing the same in disposable garbage bags.
 - e. Refrain from depositing waste of explosive or flammable in nature inside units or any other area in the subdivision or throwing the same down to the garbage depository.
 - f. All disposable garbage bags must be properly or securely tied to prevent garbage from spilling off. The Property Management Office may opt to offer durable waste bags at cost in order to facilitate proper packaging of garbage. The Property Management Office also reserves the right to instruct the garbage collection contractor to collect only properly packed garbage.
 - g. Newspapers, cans, tins and other items which are of value must be segregated.

ACCESS CONTROL, SAFETY AND SECURITY

General Guidelines

1. All unit owners/residents must register their respective dependents living with them at the Property Management Office. Household helpers, drivers, nurses, private security guards and any other employees must also be registered by the unit owner/resident. Only the persons duly registered with the Property Management Office will be allowed entry into the subdivision.
2. All vehicles belonging to a unit owner/resident must be registered with the Property Management Office. Only authorized persons (registered drivers, owners/their spouses and other known family members) shall be allowed to bring the vehicles out of the subdivision.
3. Unit owners/residents must notify/advise the Property Management Office and/or the Guard House of their visitor's entry in advance to avoid inconvenience. All visitors shall be required to present and deposit any valid identification card to the guard posted at the gate before entering the compound.
4. Bags and packages brought in and out by household helpers, drivers, workers, visitors or other non-residents may be subject to search or inspection by security guards. Vehicles belonging to visitors may also be subject to search.

5. Only personnel authorized by the Property Management Office shall have access to restricted/controlled rooms/areas.
6. Access to the premises of a person/s whose presence shall, in the judgment of the guard-on-duty, be prejudicial to the safety and security of the property or its residents 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
7. All guests, visitors and employees or agents of unit owners/residents of units must refrain from carrying and/or brandishing firearms in area outside their respective units.
8. The Property Manager and/or his authorized representative are allowed to enter a unit in case of emergency such as fire, flood or earthquake notwithstanding that the unit owner or residents thereof are out of the unit or that such entry may cause damage to the said unit.
9. The Property Manager and/or authorized representative are authorized to enter a unit at reasonable times upon prior written notice to the unit owner/resident to determine health and safety hazards and the necessity of pest control.
10. Any unusual occurrence within the subdivision grounds must be reported immediately to the Property Management Office or the Security Personnel only. If the situation so warrants, to protect the building properties and interest of unit owners/residents, the Security Personnel shall be authorized to conduct frisking, body searches or temporary detention of suspected person/s in accordance with the law.
11. The unit owner/resident is responsible for the security inside his unit. He is also responsible for the behavior and conduct of his employees, agents, contractors and guests.
12. Private security personnel are also permitted in the premises but upon prior clearance from and registration with the Property Management Office. The Property Management Office reserves the right to deny access to any authorized personnel.
13. Unit owners/residents who employ contractors shall provide the Property Management Office a list of workers who shall make any repair, renovations or perform work in their units.
14. Vendors and solicitations are strictly prohibited in the premises.

Fire Safety

11. Each unit owner/resident shall provide and install at his expense, at least one (1) 10 lbs. ABC fire extinguisher inside his unit, preferably near the kitchen area, the brand, model and type of which must be acceptable to the Association. Fire extinguisher shall be maintained/refilled by the unit owner/resident whenever necessary and shall be made available for inspection.
12. The unit owner/resident shall maintain and keep his cooking appliances, gas tank/hose and gas regulators free from any fire-causing defects.
13. The unit owner/resident must not store any explosive, hazardous or highly inflammable materials within any part of the unit, nor must he install apparatus, machinery or equipment that may emit foul odor, cause tremors, produce noise or expose the premises to fire, or

keep any dangerous object or article. The Property Management Office reserves the right to immediately confiscate any such items/materials/equipment within the property that will pose danger to lives and properties.

14. Unit owners/tenants shall be required to participate actively in the annual Fire Safety Seminar and Drills to be conducted by the Property Management Office or by any concerned government agency or non-government organization.

Employees and Household Helpers

1. The unit owner/resident shall be responsible for the behavior and conduct of household helpers, drivers and other employees. He is likewise responsible for explaining these House Rules and Regulations to them and ensure compliance at all times.
2. Domestic helpers, drivers, contract workers and other employees of unit owners/residents must not loiter in the subdivision grounds. They must confine themselves as close as practicable within their respective employer's unit or workplace.
3. 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 subdivision must first secure clearance from their previous employer before they can be employed by another resident.
4. Household helpers or drivers of unit owners/tenants may be allowed to receive visitors only upon prior clearance from their respective employers. The name of the visitors and the time and duration of visit must be specified in the said clearance. Visitors of household helpers or drivers must remain inside the employer's unit or in the designated area while in the subdivision.
5. Gambling and drinking intoxicating liquor are strictly prohibited in all common areas of the subdivision.
6. Unit owners/residents must instruct their drivers and even drivers of their visitors to:
 - a. follow traffic regulations and cooperate with the Association;
 - b. keep cars locked at all times;
 - c. refrain from blowing horns and/or creating unnecessary noise within the compound;
 - d. remove articles and/or equipment exposed to public view from their parked vehicles; and
 - e. keep the parking areas clean at all times.

Delivery and Pull-out

1. Furniture, fixtures, equipment and other properties of unit owners/residents may not be brought out of the subdivision without the necessary "gate pass" signed by the unit owner/resident. Such "gate pass" forms are available from the Property Management Office.
2. Unit owners/tenants are also required to inform the Property Management Office the delivery of large items that cannot be hand-carried by one person and for items that may be brought in with the use of delivery van or truck. 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

3. Deliverymen (of food and newspapers) are allowed to enter the subdivision upon presentation of proof of an intended delivery within the subdivision or of prior appointment with a unit owner/residents or after having been duly verified by the guard.
4. All deliveries must be brought directly to the unit or construction area. The Security or any Property Management personnel are not allowed by the Property Management Office and the Association to receive any deliveries. A representative from the unit owner/resident must receive the delivery.
5. Should the delivery cause damages to the common areas and/or furniture/fixtures found therein, the consignee unit owner/resident shall be responsible for the repair or replacement of damaged items.

Vehicles/Parking Areas/Drivers

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 subdivision 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. No vehicle shall be parked along the subdivision driveway at any time which will obstruct the ingress to or egress from the unit, or the free flow of traffic, except for the purpose of delivering supplies of construction materials, furniture and equipment/appliances, or emergency services such as ambulances, fire trucks and vehicles of public service or utility companies.
4. The unit owner/resident must 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 unit owners/residents of the subdivision. Cars/vehicles without these stickers will not be allowed entry into the premises.
5. All vehicle owners and drivers must observe the subdivision **traffic rules and regulations as may be prescribed by the Association**. They shall exercise extreme caution while inside the premises to avoid damaging the facilities and other cars. The allowable speed limit should be observed at all times and traffic signs should be obeyed to avoid accidents.
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. Cleaning of vehicles must be confined within the property of the home/lot owner.
8. Major repair work on vehicles is not allowed.
9. Prolonged and repeated blowing of horns, excessive revving of engines and loud car stereos are prohibited within the premises.
10. Unit owners/residents must avoid testing the burglar alarm systems of their vehicles to avoid disturbing other unit owners/residents.

11. Visitors may park their vehicles at the designated parking slots. The Property Management Office reserves the right to refuse entry to vehicles of visitors if all visitors' parking slots are in use.
12. The Association and/or Property Management Office shall not be held liable for any loss or damage to the vehicles parked within the premises. Losses or damages should be immediately reported to the Property Management Office or to the Security Personnel.
13. Any violation of the parking and traffic rules shall subject the owner or tenant concerned to the sanctions that may be promulgated and enforced by the Board.

UTILITY AND SERVICE FACILITIES

1. Unit owners/residents 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 the common areas.
2. The installation, maintenance and repair of all electrical equipment used in each unit must fully comply with all rules and regulations of the insurance company and the government authority having jurisdiction over such activity. The unit owner or resident 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 Association.
4. No ventilator, air-conditioner or other equipment shall be installed in any unit by the owner/resident without written approval by the Association. The owner/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 unreasonably disturb or interfere with the rights, comfort or convenience of the occupants of neighboring units.
5. No owner/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. Large, dirty, dangerous and foul smelling animals are not allowed in the subdivision premises.
2. As much as possible, it is suggested that all house pets such as dogs and cats should at all times have identification tags stating the name of the pet, the name and address of the owner.
3. Training of pets in common areas is prohibited. Likewise, keeping of pets in common areas is prohibited.
4. Pets must be kept in humane conditions within the confines of the owner's or tenant's unit. Whenever taken out of the unit, pets shall be held by a leash or otherwise properly restrained or contained.

5. The unit owner/resident shall be responsible for any injury to person or damage to 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.
6. Owners/residents must see to it that the noise created by their pets does not disturb other owners/residents.
7. Owners/residents must apply for permission to keep pets with the Property Management Office using a prescribed form obtainable therefrom.
8. Pets must be vaccinated, at the owner's/resident's expense at least against rabies and distemper for a specified duration. Upon the request of the Association, the owner or tenant must submit a written certification from a licensed veterinarian concerning the vaccination received by the resident's pets.
9. Stray dogs and other animals and pets shall be impounded in compliance with the Local Government Ordinance.
10. 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.

PEST CONTROL SERVICES

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/residents shall be informed in advance of the scheduled pest control to ensure proper treatment. The cost for the treatment of the common areas will be for the account of the Association while treatment to individual units shall be for the account of the concerned unit owners/residents.
2. To ensure best results, pest control treatment will also be done regularly inside the residential units. This will be a mandatory activity which will be for the account of the concerned unit owners/residents.
3. The Property Management Office 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/residents.

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 Deed of Restrictions.
2. All lease contracts shall contain, among others, the following provision: "The Board of Directors of Homeowners' Association, Inc. 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, assessment, 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 fines and whatever charges accrued on the subject are fully paid.

- b. The unit owner shall furnish the Property Management Office 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 subdivision a prime investment, the rate of lease and/or sale must be standard to be clarified with the Property Management Office. This practice shall guard against the undervaluation of the property thus keeping it in prime levels.

ASSESSMENT/DUES

1. All unit owners or tenants (as may be required under their respective lease contract with the unit owner) shall be liable for the duly authorized Association expenses and projects which shall be assessed against each one of them and paid to the Association subject to the requirements of the Deed of Restrictions.
2. Assessments shall be due on the 5th calendar day of the month where such due is applicable without need for demand from the Board. After the due date, any unpaid due is considered past overdue and shall be subjected to an interest/surcharge as may be implemented by the Board.
3. The Association reserves the right to cut off the utilities of any owner/resident who fails to pay his dues for three (3) consecutive months and after due notice from the Property Management Office. In addition, the Association shall take legal action against such erring unit owner/resident.

Assessment of Details

1. REGULAR ASSESSMENT FOR OPERATING EXPENSES – The Property Management Office, as approved by the Board, will prepare an estimate of the operating expenses of the Association to include but not be limited to:
 - a. INSURANCE for the entire subdivision facilities/amenities against loss by fire and other casualty risks to the full replacement value as well as other risks to be determined by the Board;
 - b. MAINTENANCE AND ORDINARY REPAIRS of utilities, services, furniture, equipment and any other cost required for the proper operation of common areas and amenities/facilities of the subdivision or for the enforcement of the House Rules;
 - 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 the management of the subdivision;
 - 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 property. 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/MEMBERSHIP 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 approved by the Board as joining fee for the establishment of the Association.
4. SPECIAL AND OTHER ASSESSMENTS – The Board may further levy such special and other assessment rates as are specifically provided for in the Deed of Restrictions of the subdivision.
5. DEFAULTS:
 - a. If a member defaults in the payment of any assessment duly levied in accordance with the Deed of Restrictions and the Association By-laws, the Board may enforce collection thereof by any of the remedies provided by any pertinent laws;
 - b. In addition, if the member's unit in the subdivision 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 to the amount so paid.
 - d. For this purpose, the members of the Association hereby bind themselves to incorporate a provision to this effect in the Lease Contract, if any, of their units in the subdivision.
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 Association's special fund for capital expenditures. Further, the cost of such improvements and additions in any on 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 Deed of Restrictions, or with the House

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 may, in its discretion, also impose upon the defaulting member liquidated damages in such amount as it may deem proper according to the gravity of the violation.

PROLONGED ABSENCE OF UNIT OWNER OR TENANT

1. Whenever the unit owner/resident of a unit leaves for a appreciable length of time, the key/s to the door of the unit shall be left to a person of his trust. The Property Management Office shall also be informed of the same.
2. In any case, if any key or keys are entrusted by a unit owner/resident or any member of his family or by his agent, servant, employee, licensee or visitors to the Property Management Office, whether for such unit owner's/resident's unit or automobile trunk or other item of personal property, the acceptance of the key shall be at the sole risk of such unit owner or tenant and neither the Association nor the Property Management Office shall be liable for the injury, loss or damages of any nature whatsoever, directly or indirectly resulting therefrom or connected therewith.

CONSTRUCTION & RENOVATION GUIDELINES

General Restrictions

1. No construction, alterations, renovations, repairs or improvement of residential units be undertaken, without an "Construction/Renovation Permit" issued by the Property Management Office.
2. The unit owner/resident shall not paint, decorate, or change the exterior decoration and adornments of the unit. Any change, addition or deletion of any part of the exterior and outer landscaping of the unit shall be subject to the prior written approval of the Developer and the Board of the Association.
3. The Board together with the Developer shall have the power to approve the exterior decoration and adornments of the housing unit. Must such exterior detract from the aesthetic beauty of the subdivision, the Association shall require the owner/resident to remove or modify the same at his own cost.

4. No structural addition or alteration in any unit shall be allowed without prior written approval of the Association and the Developer pursuant to the Deed of Restrictions. Such approval, however, shall not relieve the owner/resident of any responsibility or liability for any damage or injury to person or property caused by such work, nor shall such approval be construed to impose any responsibility or liability upon the Association, the Developer, their respective officers and directors. The owner/resident shall at his own cost prepare building plans and specifications for such alterations or addition, and shall obtain a "Construction and Renovation Permit" from the Homeowners' Association and a building permit from the local government office before commencing work on the unit. Work to be done in the unit must not cause damage to and exceed the electrical capacity of the unit and must comply with pertinent government rules and regulations. Unit owners/residents who undertake any repair or refurbishing must inform the Property Manager appointed by the Association so that the movement of workers in and out of the subdivision can be monitored and controlled.
5. The unit owner/resident or his authorized representative must secure the prior written approval of the Board and the Developer for any construction, maintenance or repair work to be done within the unit premises. The parties concerned shall act upon the request within fourteen (14) days from receipt of the application of the unit owner/resident together with all the necessary documents.
6. Construction or repair work shall be allowed within the following schedule:

Monday to Saturday	-	7:00 AM to 6:00 PM
Sunday	-	No work allowed

Workers are not allowed to remain within the unit or the premises of the subdivision beyond the working hours specified above except for emergency repair work. Workers must not loiter within the subdivision during lunch hour or other break times.

7. The unit owner/resident must properly supervise construction workers under his employ. These construction workers must be properly registered with the Property Management Office and must wear the identification card given to them by the Association at all times while within the subdivision.
8. Unit owners undertaking major construction/renovation work shall post a P20,000.00 cash bond to answer for any loss or damage caused directly or indirectly by their workers or by reason of the work performed. Upon notice of termination of construction, maintenance or repair work and inspection by the Property Manager, the P20,000.00 cash bond shall be returned to the unit owner/resident undertaking the construction, maintenance or repair work net of the security and maintenance fee of P30.00 per day of construction activity. The submission of the cash bond herein specified shall not relieve the unit or resident from liability for claims in excess of the amount of cash bond.
9. The detailed Construction/Renovation Guidelines in carrying out major and minor alterations/renovations promulgated by the Association is hereby declared an integral part of this House Rules and Regulations and shall serve as reference for handling any and all request for construction of units as well as major or minor alterations/renovations.
10. Delivery trucks entering the subdivision will be charged as follows:
 - a. 4-Wheeler Truck - P100.00 per trip
 - b. 6-Wheeler Truck - P200.00 per trip
 - c. 10-Wheeler Truck - P400.00 per trip

Pre-Construction Phase

1. The unit owner 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. Contractors being introduced by the unit owners shall also be allowed to undertake the construction provided they submit all necessary requirements and pass the criteria set by the Property Management Office and duly approved by the Board.
4. General Guidelines on Plan Submission, Evaluation and Approval:
 - a. Prior to renovating, the following must first be accomplished by the owner/resident:
 - i) settlement of all necessary requirements with the Property Management Office such as up-to-date payment of membership dues and assessments;
 - ii) submission of Construction/Renovation Plans and Specifications for the approval of Property Management Office in consultation with the Developer; and
 - iii) list of workers who will undertake the construction/renovation.
 - b. All plans shall be submitted to the Property Management Office. Release of approved plans will be after fourteen (14) days from the submission date.
 - c. After plans are approved by the Property Management Office, the Building Permit from the local government should be secured.
 - d. Unit owner or his authorized representative must fill out Construction/Renovation Permit available at the Property Management Office to be submitted together with the plans.
5. OTHER REQUIREMENTS

These are the requirements to secure the Construction/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, a Subdivision Access Pass will be worn by the workers and site engineers whenever they are within the premises.
- b. CASH BOND DEPOSIT – The 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) after the completion of the renovation less deductions due to the damages, security and maintenance fee and other charges.
- c. SECURITY AND MAINTENANCE FEE – The unit owner will pay the amount of P30.00 per working day to defray expenses for processing of permits needed, contractor's/worker's ID cards and for conducting inspection and evaluation of on-going construction to verify compliance with the regulations and making use of the facilities of the subdivision. This will be deducted from the cash bond.

6. DESIGN GUIDELINES

- a. ARCHITECTURE – The following minimum architectural design guidelines must strictly be followed:
- i) The overall design shall conform with the architectural design motif of the Designer of the Developer, such as but not limited to the following:
 - (1) roof style/design and materials
 - (2) color of paint for the exterior walls
 - (3) use of finishing materials as accent to the exterior design such as stones, tiles or bricks
 - (4) design and materials of main entrance door and other exterior doors visible from the street
 - (5) design and materials of windows and other openings
 - ii) The unit to be constructed should not be more than three (3) storeys/levels high.
 - iii) Ample open space shall be retained in front of the unit for the landscape area.
 - iv) Adequate parking/garage space should be provided.
 - v) WALLS AND FENCES:
 - (1) Only steel grill fence with a maximum height of four (4) feet from the original finish grade line shall be allowed for the front and the side boundaries fronting a street or alley.
 - (2) Solid concrete panels or concrete hollow block fence shall be allowed for the rear and side of lot boundaries not fronting a street or alley provided it shall not exceed six (6) feet from the original finish grade line.
 - (3) Fence using barbed wire and/or broken glass shall not be allowed.
 - vi) Fire wall construction shall only be permitted at rear and at one side of the lot boundaries, provided that these boundaries are not fronting a street or alley.
 - vii) The minimum required setbacks as per the National Building Code shall be strictly followed. There shall be a minimum setback of 3.00 meters from the front property line or side fronting a street. For the side and rear property lines not fronting a street, a minimum setback of 2.00 meters shall be required. The setback shall be measured from the property line to the nearest finished wall/window of the main building line or any project from such wall or column. Where there are setbacks, the outside edge of the roof and/or eaves must not be less than 1.0 meter from the property line.
 - viii) The minimum required open spaces as per the National Building Code shall also be strictly followed.
 - ix) The construction and installation works shall comply will all existing laws, ordinances and/or restrictions governing the establishment of residences.
- b. STRUCTURAL : The Structural Design of the unit shall be in accordance with the provisions of National Building Code of the Philippines and must be duly signed and sealed by a registered Structural Engineer.

- c. ELECTRICAL & SANITARY/PLUMBING : The Electrical and Sanitary/Plumbing Design 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-lb. ABC type extinguisher
 - First aid kit
 - Protective apparel-hard hats, gloves, boots, etc.

- 2. SECURITY

SECURITY OF CONSTRUCTION AREA - The unit owner shall be responsible in securing his area. The subdivision's security personnel are only responsible in securing the common areas of the subdivision.

ACCESS TO THE SUBDIVISION – 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 & HANDLING

- 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 Office.
- The security guard or any Property Management personnel may not receive any deliveries. A representative from the unit owner/tenant must receive the materials/equipment.
- No materials, equipment or supplies shall be stored, mixed or processed outside of the boundaries of the construction site.
- Delivery gate charges are as follows:
 - a. 4-Wheeler Truck - P100.00 per trip
 - b. 6-Wheeler Truck - P200.00 per trip
 - c. 10-Wheeler Truck - P400.00 per trip

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.
- No materials, including scrap lumber, used cement bags, etc., equipment or supplies shall be allowed exit from the subdivision without the authorization of the members concerned and the Property Manager.

- 4. SANITATION

- At the end of the daily construction schedule, all spillage of materials or supplies should be swept off the street and sidewalk.
- The construction area and the adjacent driveway/street must be kept clean and be free of foul odor.

- No construction materials, debris or any equipment shall be placed outside the boundaries of construction area.

5. OTHER PERMITS

Aside from the Construction/Renovation Permit from the Property Management Office which must be secured prior to the construction, permits for concerned government agencies shall also be secured for any major construction/renovation works and must be presented to the Property Management Office prior to the start of works.

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 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 Property Management Office reserves the right to issue changes in the Approved Plans, if necessary.

7. INSURANCE

All contractors/subcontractors engaged by the unit owner/tenant shall secure a COMPREHENSIVE GENERAL LIABILITY INSURANCE (CGL) from an insurance company acceptable to the Association. Coverage shall be combined single liability limit of an amount to be prescribed by the Board for bodily injury and property damage to third party for the duration of the construction/renovation.

Contractors shall submit to the Property Management Office a copy of the insurance policy together with the official receipt prior to commencing construction/renovation, otherwise, the Property Management Office will not allow construction to commence.

8. OTHERS

- DRINKING OF LIQUOR – Drinking of liquor or any intoxicating drinks is strictly prohibited. The security guards may confiscate liquor or any intoxicating drinks upon entry to the subdivision or when found during their routine inspections.
- 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 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.
- OVERNIGHT STAY – Only one (1) construction worker shall be permitted to stay overnight in any construction site, except if for valid reasons, permission was secured from the Property Management Office for the stay of more than one (1) worker.

- **PROPER CONDUCT** – The unit owner and his representatives are responsible for controlling and monitoring the conduct of his workers/contractors. Workers are expected to exercise appropriate caution and care in doing their work so as not to cause annoyance and inconvenience to other residents. The security guards have full authority from the Property Management Office to monitor workers' activities from time to time.
- **PETS** – Livestock and pets of any kind are absolutely prohibited in any construction site. Said livestock and pets shall be confiscated and turned over to the Property Management Office.
- **WAIVER** – The Association, Property Management Office and/or its representatives will be responsible for any damages and/or injuries resulting from the construction of the units.

STREET REGULATION

The Association reserves the right to regulate street parking to ensure free flow of traffic along the street and into the units. Parking on vacant lots and common areas not designated as parking spaces shall not be allowed.

WATER SYSTEM

1. The unit owner shall secure all the necessary permits prior to connection to any utility line.
2. A booster pump directly connected to a water line shall not be allowed.
3. No unit owner shall be allowed to install any drainage line outside his property line without the prior written approval of the Developer or its corporate successors. Boring through the concrete curbs and gutters is not allowed.

MISCELLANEOUS

Filing Complaints & Giving Tips

1. Complaints regarding the service of the Property Management Personnel or utility defects must be made in writing to the Property Management Office.
2. Employees of the Property Management Office shall be paid reasonable salaries. Unit owners/residents shall not tip employees and acceptance of a tip shall cause an employee's dismissal. Opportunity shall be given at Christmas time to contribute to the employees' Christmas Fund.

Insurance

Unit owners/residents are required to carry their liability and property damage insurance covering the individual units and their personal and company property.

Video Recording

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

Signs, Advertisement, etc.

No signs, posters or displays shall be attached to the unit except one sign of customary and reasonable dimensions as determined by the Association which states that the premises are for sale or rent, or such signs as may be required by legal proceedings.

COMPLIANCE AND ENFORCEMENT

1. All owners or residents must comply with the House Rules and Regulations as may be revised, modified, amended or supplemented from time to time by the Association and with all rules, regulations, ordinances and laws in force promulgated by duly constituted local or national authorities regarding the use and occupancy of the unit. These House Rules and Regulations may be amended or repealed at any time by the majority vote of the voting power of the Association.
2. Compliance with these House Rules and Regulations must form part of all lease contracts entered into by the unit owner.
3. The Association has the right to file an injunctive action to enforce the House Rules and Regulations and the party violating the same must pay all costs of injunction including a reasonable attorney's fee which shall in no case be less than P10,000.00.
4. The unit owner shall be liable for all violations of the Deed of Restrictions, these House Rules and Regulations and other regulations promulgated by the Board, committed by the owner or resident, members of his household and guests. In the event that the unit owner or resident fails to abate the violation committed and the deadline or time fixed for the abatement or correction of such violation and compliance with the pertinent provision under the Deed of Restrictions or these House Rules and Regulations has passed, then the unit owner shall pay the Association the penalty that corresponds to violation committed as provided in the Guidelines on Penalties and Sanctions promulgated by the Association and which is hereby made an integral part of this House Rules and Regulations.

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. In case of power interruption, use flashlights or emergency lights instead of candles.
24. Be sure that the fire extinguishers are installed in conspicuous areas of the unit. Each floor should have at least one (1) 10-lb. ABC fire extinguisher inside.
25. 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 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 outside, 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. In case of injury, try to render first aid. If necessary or possible, call for paramedic assistance through the Property Management Office. 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.
10. If fire or smoke traps you, cover your nose and mouth with a wet towel to avoid smoke inhalation.
11. When escaping through smoke, crouch low and follow the emergency exit away from the smoke and fire.
12. 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.