

HOUSE RULES AND REGULATIONS

(Residential Condominium)

GENERAL PROVISIONS

Condominium living can be more enjoyable for all of us if we are careful to observe the rules which are designed to make living at Mezza Residences pleasant and comfortable. In living together, each of us not only has certain rights, but also certain obligations to other Unit Owners and Residents. The restrictions we impose upon ourselves are for our mutual benefit, and for the protection and enhancement of our investment.

These House Rules and Regulations are promulgated by MEZZA RESIDENCES in accordance with the Master Deed and Deed of Restrictions of MEZZA RESIDENCES project. The Board of Trustees of the Association shall assume the responsibility of implementing the House Rules and Regulations and the promulgation of further rules and regulations it may deem fit.

The House Rules and Regulations are intended to govern and regulate the use, occupancy and enjoyment of the condominium units and the general common areas of the condominium project and to insure an efficient and orderly management and administration for the common benefit of all unit owners and their tenants/lessees. Additional rules have been formulated to guarantee respect and consideration for each unit owner's rights and expectations for use and enjoyment of the condominium units and its facilities.

Each unit owner is bound to comply with the House Rules and Regulations as well as the rules promulgated by the Developer for observance within the entire condominium project. He shall also see to it that said rules and regulations are followed by the following persons for whom he is responsible:

- (a) members of his family and household;
- (b) his tenant/lessee and the members of the latter's family;
- (c) his guests; and
- (d) Any person or party allowed access inside the condominium project by him or by his tenant/lessee.

The Association shall have the full authority to implement the House Rules and Regulations. However, the Association may delegate this authority to a Property

Administrator who shall have full power to act for and on its behalf in the implementation of the House Rules and Regulations.

USE OF INDIVIDUAL UNITS AND COMMON AREAS

1. Except for the Administration Office, the common swimming pool area, function room, and the sundeck which are reserved for unit owners'/tenants' use during parties and the other common areas such as the condominium building shall be used only and exclusively for residential purposes and shall be occupied and used only by authorized unit owners/tenants thereof, their families, guests, and domestic helpers and should not be used for any business or commercial purposes whatsoever.
2. The number of occupants per unit are as follows;

One Bedroom Unit	- 3 Occupants (including unit owners)
Two Bedroom Unit	- 5 Occupants (including unit owners)
Three Bedroom Unit	- 8 Occupants (including unit owners)
Penthouse Unit	- 10 Occupants (including unit owners)
3. No unit shall be subdivided into smaller units, nor shall such unit be partitioned, either judicially or extrajudicially, among the co-owners thereof except by the sale of the entire unit and the distribution of the proceeds.
4. Unit owners or their authorized tenants shall not do nor permit anything to be done whereby any obstruction, restriction hindrance may be placed in the entrance, exits, halls, passages, stairways, fire exits and fire escapes, vestibules, lobbies, elevators, sidewalks, driveways, parking spaces or any part or area of common use and ownership. No part of these areas should be used as storage facilities.
5. Unit owners, occupant or their authorized tenants shall not permit, bring into or keep in their units any inflammable, combustible or explosive fluid, materials, chemicals, or substance except those products that are for normal household use.
6. The Association prohibits the use of any apparatus, machinery or equipment, which may cause noise, tremors or expose the premises to fire or bring into the building any other dangerous object or articles. It is understood that should, the unit owner and or tenant do so, he shall be held liable and responsible for all damages which such violation may cause the building, other units or other unit owners and or tenants and shall be held liable for any increase in insurance that may result thereby.

- 7.** Nothing should be done or kept in any unit or in the common areas which will increase the rate of the insurance of the building without the prior consent of the Administration. No unit owner shall permit anything to be done or kept inside his unit or in the common areas which will result in the cancellation of insurance of the building or in any part thereof or which would be in violation of the law.
- 8.** Owners/tenants shall not permit any unlawful and/or immoral practice to be committed on the premises; nor shall they permit the unit to be used as a boarding or a lodging house, nor for instruction of music, nor allow the holding of vigils or wakes therein, nor permit the unit to be used for any purpose which will injure the reputation of the building or which will disturb the peace and convenience of the occupants of the building.
- 9.** Unit owners/tenants shall maintain the place in a peaceful and reasonably quiet manner; shall refrain from any noisy or loud acts that would disturb, annoy the peace and quiet of the premises and its occupants. Parties and gatherings shall be confined inside the unit.
- 10.** Cooking, eating, and drinking outside the unit is prohibited. No cooking shall be permitted on any of terraces of the building.
- 11.** Children shall not play or loiter in the driveway and parking areas, elevator, stairway, lobbies, hallways, and similar areas of common use.
- 12.** Nothing shall be done or placed in any unit or in the common areas which will impair the structural strength of the building, or can change the appearance of any exterior portion of the building.
- 13.** No additions, alterations, improvements, relocation, etc., or any work that may deface or injure the building shall be allowed without the supporting renovation plans and the building renovation/work permit accomplished by the owner/tenant and duly approved by the Administration. The proposed renovation plans must be signed and sealed by the Designer, Engineer, Architects, as the case may be. It is understood that the owner/tenant has secured the necessary Quezon City Municipal renovation building permit before implementing the project. The implementation of the approved plan shall be for the account of the unit owner/tenant. The plan should not, when implemented, cause injury or damage to the building nor exceed the electrical capacity of the unit or building, thereby minimizing fire hazards, and shall further comply with the pertinent government rules and regulations. Design and Construction guidelines in this regard are included in the Homeowner's Manual and are also available at the Administration office.
- 14.** No plants or shrubs shall be allowed to be planted, nor potted plants or flowers placed along the service areas of the units or the ledges, breezeways, windows,

hallways, or corridors.

- 15.** Construction, renovation and repair works shall be allowed only on the following schedule:

Monday to Friday

8:00 A.M. to 12:00 Noon

1:00 P.M. to 5:00 P.M.

- 16.** Stay-ins is not allowed. Absolutely no construction or renovation work shall be allowed on weekends or on Saturdays, Sundays, and Holidays. Construction workers should be properly supervised and should comply with the work policies stipulated in the construction guidelines.
- 17.** Unit owners/tenants undertaking construction, renovation, and repair works shall compensate other unit owners/tenants or the Association for any loss or damage whatsoever caused directly or indirectly by their workers, or by the work performed.
- 18.** All radio, television, or other electrical equipment of any kind or nature installed or used in each unit shall fully comply with the rules, regulations, requirements, or recommendations of the fire insurer and the public authorities having jurisdiction thereon, and the owner/tenant alone shall be liable for any damage or injury caused by any radios, television, or other electrical equipment in such owners/tenants' unit.
- 19.** Nothing shall be allowed to be hung or displayed from windows, balconies, or planter boxes, nor in the common areas. No shades, venetian blinds, awnings, or window guards shall be installed on the exterior portion of the unit except as shall have been approved in writing by the Property Administrator.
- 20.** Only light colour (beige, cream, ecro and white) shades, curtains, venetian blinds, awnings or window guards shall be installed facing the exterior portion of the unit to present a uniform look for the aesthetic beauty of the building. The Administration shall have the right to demand removal of these items if they do not conform to the colors/shades specified.
- 21.** The Board of Trustees shall have jurisdiction over all exterior decoration or adornments. It may remove or modify and enforce such order as therein provided, If It finds in its judgement that said decoration or adornment detracts the aesthetic beauty of the building.
- 22.** Owners/tenants shall not affix, inscribe or paint any sign, notice, poster, illumination or other advertising medium on any part of the interior or exterior of the condominium buildings without the prior written consent of the

Association. Residents shall not be allowed to display their names in any entry, passageway, vestibule, hall or stairway of the condominium buildings.

- 23.** All unit owners, tenants, and guests have the obligation of using the common areas with prudence and care with due regard to owners, tenants, and guests who have equal right to the use of the facilities. Any damage or injury caused to any of the common areas and facilities through the wilful or negligent act of a unit owner, tenant, his guest, employee or worker shall be satisfactorily repaired by the unit owner or tenant concerned. Should repair be impossible, then the unit owner or tenant shall provide replacement or pay full compensation for the damaged area or facility.
- 24.** Roof decks, machine rooms, electrical rooms, generator set rooms, meter rooms, and other areas reserved for storage of maintenance equipment and machinery are restricted areas and access thereto shall be allowed only with the permission and supervision of the Property Administrator or his authorized representative.
- 25.** No awning, radio or television antenna or any equipment or device for any purpose may be installed on any part of the exterior portion of the condominium building or breezeways.

RECREATIONAL FACILITIES AND OTHER COMMON AREAS

1. GENERAL GUIDELINES

- 1.1. Except for the Administration Office, the swimming pool and the other recreational facilities and amenities of the condominium complex shall not be used exclusively for the benefit of any particular unit owner/tenant. In no event shall these common facilities be used for any function other than purely social private parties given by unit owners or their authorized tenants, nor shall the same be used for functions which are civic, religious, and charitable organization in character.
- 1.2. Due care shall be exercised in the use of the common recreational facilities and properties of the Association. Damages caused shall be reimbursed by the unit owner or tenant concerned. The original condition must be restored within five (5) days. In the event that no repair is done yet within five (5) days, the Administration will hire the services of a qualified contractor and charge the unit owner/ tenant concerned the cost of repair.
- 1.3. Picking of flowers and cutting of plants are strictly prohibited.
- 1.4. Subject to the prior approval of the Association, the Property Administrator is hereby authorized to promulgate, from time to time, such reasonable

rules and regulations pertaining to the proper use and maintenance of the common recreational facilities.

- 1.5. The Association reserves the right from time to time to make, add to, amend and revoke any of the by laws regulating the use and enjoyment of the facilities and amenities if deemed necessary.

2. SWIMMING POOL

- 2.1. The swimming pool, sundeck, and other recreational facilities of the condominium complex shall be for the exclusive use of residential unit owners/tenants and their immediate families presently residing at Mezza Residences.
- 2.2. Personal guest/s of unit owners/tenants shall be permitted to use these facilities only if accompanied by the sponsor unit owner/tenant who shall be responsible for their conduct and upon presentation of membership card. The Administration reserves the right to restrict the number of such guests, should the facilities, in the opinion of the Administration become overcrowded.
- 2.3. Guest accompanied by unit owner may be sponsored for a fee prescribed by the Administration office.
- 2.4. Staff employed by unit owners/tenants shall not be allowed to use the facilities, except when accompanied by a unit owner/tenant or their authorized representative.
- 2.5. The facilities shall normally be open from 8:00 AM to 10:00 PM. For security and monitoring purposes, the front desk or security in charge must be informed prior to use.
- 2.6. The Administration reserves the right to temporarily close these facilities on any occasion for purposes of carrying out repairs or other work.
- 2.7. For safety considerations, the consumption of food, drinking of alcoholic beverages, smoking, and littering within the area is strictly prohibited except during an approved function. Public drinking of alcoholic beverages is strictly prohibited.
- 2.8. Persons intending to use the facilities should wear appropriate clothing that does not cause any offence.
- 2.9. Children under the age of twelve (12) shall not be allowed to use the facilities unless accompanied by an adult who must remain in attendance and be fully responsible for the child/children under his/her control.

- 2.10. For Corporate users, only one (1) authorized representative will be allowed to use the facilities. Guest/s or employees are not allowed to use “the facilities except during an approved function.”
- 2.11. The Administration shall not be responsible for any accident or injury which may be sustained by any person arising directly or indirectly out or in connection with the use of the facilities, whether caused by negligence or otherwise.
- 2.12. It is expected that persons using the recreational facilities or amenities of the building shall use them properly and treat them with care. Damage caused to any equipment or fixture resulting from the use, abuse, or misuse; whether intentional, accidental, or not, shall be the responsibility of the unit owner or tenant, or resident sponsors (if damage is caused by guests of residents); and shall likewise be charged or invoiced to them for its repair or replacement.
- 2.13. All pool users shall strictly follow the appropriate swim wear:
- 2.13.1.1. Male
 - 2.13.1.1.1. Swimming trunks
 - 2.13.1.1.2. Board shorts
 - 2.13.1.2. Female
 - 2.13.1.2.1. Swimsuits
 - 2.13.1.2.2. Cycling shorts, aerobic wear, stretchable shorts or other attire with similar fabric
- 2.14. Pool users should provide their own towels and dry themselves before returning to their units.
- 2.15. Boisterous or rough play and running in the pool area is not allowed. Ball games shall likewise not be permitted in the pool or its surrounding areas.
- 2.16. In the interest of general hygiene, no person is permitted to use the pool while suffering from any apparent skin disease, sore or inflamed eyes, cough, colds, nasal or ear disorders, or any communicable disease.
- 2.17. While in the pool or pool area, no person is permitted to perform any act which is likely to endanger, obstruct, inconvenience, or annoy any person or persons.
- 2.18. The use in the pool or pool area of any musical instrument, radios, televisions, tape recorders, cassette and CD players or other audio

equipment is strictly prohibited. No eating or drinking in the pool area is allowed.

- 2.19. Due to the size of the pool, the use of air mattresses, inflatable boats, balls or any other objects in the pool is not permitted, except when it is needed by children learning their way in swimming.
- 2.20. No person shall be permitted to alter, adjust, or in any way interfere with the flow of water, pool filtration plant or the drains.
- 2.21. All persons using the pool shall do so at their own risk. The Association and its Administration shall not be responsible for any accident or injury which may be sustained by any person, whether resident or guest of a resident, arising directly or indirectly out of or in connection with the use of the pool.
- 2.22. All private functions to be held at the pool area should be arranged with and approved by the Administration and should be confined within the reserved gazebo. Reservations should be made with the Administration Office at least three (3) days prior to the function date where a reservation form should be filled up and signed by the requesting party, and submitted to the office for booking. Owners or residents intending to hold such functions shall undertake to: pay the corresponding charges, submit the necessary documents prior to the function date, and be responsible for cleaning up the area immediately after the function.
- 2.23. Cooking shall not be allowed in the pool area. A maximum of 25 persons shall be allowed in the gazebo per function. Sponsoring owner or resident shall be responsible for the conduct of their guest/s. Functions shall only be allowed until 9:00PM.
- 2.24. For reasons of conflict on common interest in the use of the pool, reservations for this particular facility is not allowed on weekends, holidays and summer days (March to May). Should any owner/tenant insist for a reservation, he/she may do so at his/her own risk. The Administration will not commit for the exclusive use of the facility at this time at any rate.
- 2.25. However, reservation can be made Monday to Friday of any month but not falling within the Summer Month's days (March, April, and May). Said reservations will only be permitted after 8:00 A.M. and must end at 9:00 PM. Should the reservation entail some preparation for the actual occasion, the starting set up time will be the basis by which the fee will be charge to the respective owner / tenant making the reservation. The starting set up time does not automatically make the area exclusive for the reservation, not until 8:00 A.M.

3. THE FUNCTION ROOM

- 3.1. The function room located at the 6th floor facility area is for the exclusive use of unit owners and tenants presently residing at Mezza Residences.
- 3.2. The use of the function room is on a “first come, first served” reservation basis. The unit owner or tenant intending to use the facility shall inform the Administration by filling up and submitting a reservation form available at the Administration Office. If accommodated, the unit owner or tenant shall: pay the corresponding charges, and furnish the office of an advance listing of their invited guests and catering crew. For security and space consideration, number of guests shall be limited to a maximum of fifty (50) persons only. Cooking shall not be allowed in the roof deck during any function. Use of the facility shall be available up to 10:00 PM only.
- 3.3. In consideration of the commercially used units, only Board Meetings of the present company occupying/owning a specific unit will be given the privilege or be allowed the use of the function room and shall be limited from 9 AM to 6 PM only. Employment interview, political meetings or campaign, and religious gatherings shall not be allowed. Advertisement of company products or services with the use of video recorders and cameras shall likewise not be allowed.
- 3.4. All unit owners/tenants and endorsed guests using the Function Rooms should limit their electrical requirements to allowable and acceptable capacity set by the Administration. All electrical equipments and requirements should be cleared and coordinated with the Administration Office before installation.

4. CHILDREN’S PLAYGROUND

- 4.1. Children must behave in an appropriate manner and ultimately take responsibility for all their actions while playing with other children in the playground areas. Discipline should be a responsibility expected to be shared between the child’s caretaker and child.
- 4.2. Children and their caretakers are expected to come to the playground and follow the playground rules.

- 4.3. Equipment is generally available during daylight hours and dry weather conditions only. No use of playground after sundown if adequate lighting is not present.
- 4.4. Proper footwear is required and no loose clothing especially with strings should be worn. Clothing is not to be tied on bars and/or used as support.
- 4.5. Adult supervision is required for children under 12.
- 4.6. No climbing, jumping, playing on top of fences.
- 4.7. Rubber matting is necessary for reducing fall impact and for good drainage. They are not to be picked up, thrown, or damaged for any reason.
- 4.8. The following are not allowed around the playground equipment: food, drinks, gums, pets of any kind, sticks, wooden or metal bats, ropes, roller skates, hard balls, Frisbees.
- 4.9. Games that involve any tackling, tagging, pushing, shoving, grabbing, pulling, knocking down, tripping, throwing, or, climbing or jumping on one another is prohibited.
- 4.10. Playground equipment is for all children. They should take turns and share the equipment.
- 4.11. All children are expected to play cooperatively with other children.
- 4.12. Playground equipment should be used for their proper purposes only.
- 4.13. Children are expected to follow directions of adults.
- 4.14. Jumping high-off from any climbing bar or platform is strictly prohibited.
- 4.15. The following are the rules to be observed when playing with slides:
 - 4.15.1. Climb the ladder and go down the slide one at a time;
 - 4.15.2. Go down in a sitting position, feet forward;
 - 4.15.3. Wait until the person before you finish the sliding first;
 - 4.15.4. Slide inside the tunnel slide, do not climb on top;
 - 4.15.5. No clogging the tunnel slide;
 - 4.15.6. No run or climb up the slides;
 - 4.15.7. Absolutely no fancy tricks.

4.15.8. If anything is wrong with the equipment or if someone got hurt, please notify any adult and/or get help.

4.16. ALL children should show respect and respond immediately to the playground supervisors. The Administration has the authority to impose penalties and sanctions for violations of playground rules and offences conducted in its surrounding areas.

5. STAIRWAYS

5.1. Baggage, furniture, equipment, boxes, supplies and other heavy and/or voluminous articles can be delivered to the units from the basement and through the stairway especially if the total weight of these items exceeds the allowable kilogram of the assigned service elevator.

5.2. All workmen and maintenance personnel of the Administration and Property Management Office and persons inappropriately dressed shall be permitted to use the stairway only.

5.3. All damages to the stairway or any part of the condominium complex caused by the moving or carrying of any article shall be reimbursed by the unit owner or tenant responsible for such damage.

6. PASSENGER ELEVATOR

6.1. In no case is garbage allowed to be transported in the passenger elevators.

6.2. Wet or dripping packages or obnoxious/noxious smelling objects shall not be allowed inside the passenger elevators at any time. Unit owners / tenants may use the stairs instead.

6.3. The maximum load allowable for the passenger elevator is 600 kgs. All damages to the elevators or any part of the condominium complex caused by the moving or carrying of any article shall be reimbursed by the unit owner and/ or tenant responsible for such damage.

6.4. The Property Administrator may designate certain passenger elevators to be used to service specific floors in the condominium buildings.

6.5. Smoking inside the elevators is strictly prohibited.

6.6. Vandalism is also strictly prohibited.

7. SERVICE ELEVATOR

- 7.1. The Administration shall designate specific elevator(s) as Service Elevator(s) if needed.
- 7.2. In such cases, service elevators shall be used exclusively by the unit owners/tenants and their employees and workers.
- 7.3. Dry and wet garbage will be allowed to use in the service elevator. However, wet garbage should be properly wrapped to avoid spills and odor.
- 7.4. Workmen or maintenance personnel of the Administration and persons inappropriately dressed are not permitted to use the service elevator.
- 7.5. Contractors, workers, tradesman, domestic helpers, drivers, bodyguards, and messengers are allowed to use the service elevator provided they are in proper attire/uniform.
- 7.6. Equipment or articles in excess of the maximum load of the service elevator (600 Kilos) shall not be allowed. All damage to the building caused by the moving or carrying of any article therein shall be paid by the owner/tenant responsible for such damage.

8. FIRE EXITS

- 8.1. Fire exits should only be used by the Administration personnel, maintenance and guards with proper identification and approved purpose.
- 8.2. Unit owners/tenants can only use the fire exits in case of emergencies unless otherwise with permission secured from the Administration Office.
- 8.3. Loitering is strictly prohibited.
- 8.4. Smoking is strictly prohibited in the lobbies, hallways, fire exits, stairways and all enclosed areas in the building.
- 8.5. All fire escapes/exits shall be open and free from obstruction at all times.

9. BULLETIN BOARDS

- 9.1. The Mezza Residences Condominium Association has Bulletin Boards at the sides of the Ground Floor Lobby and shall be for the exclusive use of the

Administration and Association only for postings of all memorandums, announcements and activities.

- 9.2. All unit owners are encouraged to read the postings for updates and events. However, special memorandum will still be distributed to individual unit owners/tenants. The receiving copy of these memorandums will be posted for one (1) week to give time for other unit owners to read it.

10. HALLWAYS / CORRIDORS

- 10.1. Eating and drinking shall not be allowed in hallways/corridors. No cooking shall be permitted on any of the condominium buildings or any place not constructed and equipped for the purpose.

11. PARKING AREAS

- 11.1. Parking slots at the 3rd floor level and 4th floor level area are assigned to specific unit parking slot owners who shall be residents of Mezza Residences wherein the parking slots are a part thereof. No unit owner or his authorized tenant shall be allowed to park his car/vehicle on other slots not his own.
- 11.2. Only one (1) car per slot is allowed. Double parking is not allowed. Bicycles, two-wheeled vehicles and trailers are allowed to be parked in the parking slot owned by the respective owner authorized tenant, provided no prejudice is caused to third parties and the vehicles do not encroach into the driveway.
- 11.3. Parking is not allowed in the driveway or in any other area which may obstruct the smooth flow of traffic in and out of the buildings.
- 11.4. The car/vehicle owners shall see to it that their parking slots are clean at all times, free from mud, debris and oil drippings. The car/vehicle owner should, at their own expense, furnish a pan to collect dripping car oil.
- 11.5. The Association and/or the Administration shall not be responsible or liable for any loss or damage done to vehicles parked in the parking areas.
- 11.6. Parking stickers are issued upon submission of the following:
- 11.6.1. Parking Acceptance duly signed by the Parking Slot owner/s.
- 11.6.2. Clearance form signed by the SM Development Corporation's authorized representatives.

- 11.6.3. Photocopy of the OR/CR of the vehicle.
- 11.6.4. Payment of Parking Sticker Fee.
 - 11.6.4.1. First Vehicle – Php 200.00
 - 11.6.4.2. Second Vehicle – Php 300.00
- 11.7. Guest's pay parking is available on the 2nd floor on the designated areas of the Condominium complex on a "first come, first serve" basis. Overnight parking by owners, tenants and guests is strictly prohibited. The rules and regulations implemented by the commercial area operator shall apply and should be followed. The Association and/or the Property Administration shall not be responsible or liable for any loss or damage done to vehicles parked in said area.
- 11.8. Guidelines on Administration Parking Area are as follows:
 - 11.8.1. The Administration Parking Area at the 3rd floor level can only be used by the administration staff and visitors of the Administration on a "first come first serve basis".
 - 11.8.2. The Association and/or the Property Administration shall not be responsible or liable for any loss or damage done to vehicles parked in said area.

ACCESS CONTROL, SAFETY AND SECURITY

1. GENERAL GUIDELINES

- 1.1. Only personnel duly registered with the Administration Office will be allowed entry into the condominium premises
- 1.2. Visitors must present and deposit valid identification card with picture, in exchange for a visitor's identification pass. Visitors should sign in the log sheet /book before given access, for security reasons.
- 1.3. Only authorized personnel of the Administration Office shall have access to restricted rooms and areas.
- 1.4. Access to the condominium premises of a person whose presence shall, in the discretion of the Administration Office, be harmful to the safety and security of the property or residents may be denied.

- 1.5. All fire escapes/exits shall be open and free from obstruction at all times.
- 1.6.
- 1.7. The Association reserves the right from time to time to make, add to, amend and revoke any of the by laws regulating the entry of individuals if deemed necessary, including but not limited to the following:
 - i. Persons under the influence of alcohol or prohibited drugs
 - ii. Improperly dressed individual
 - iii. Suspicious looking characters
 - iv. Persons carrying firearms and deadly weapons who do not want to deposit their items at the Guard House
- 1.8. The Administration Office discourages the overnight stay of any visitor. Should this become unavoidable, the unit owner or tenant must inform the Administration Office 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.
- 1.9. All guest, visitors, and unit owners/tenant must refrain from carrying and/or brandishing firearms in areas outside their units.
- 1.10. The unit owner/ tenant are responsible for the security inside his unit. He should also be responsible for the behavior of his visitors and tenants.
- 1.11. The Property Administrator or his authorized representatives are authorized to enter the unit in case of emergency such as fire or earthquake notwithstanding that the occupants thereof are out of the unit or that such entry may cause damage to the unit doors.
- 1.12. If the situation calls for, to protect the building properties and interest of unit owner/tenant, the Security Personnel shall be authorized to conduct frisking, body searches or temporary detention of suspected persons in accordance with the law.
- 1.13. Vendors and solicitation are strictly prohibited in the premises.
- 1.14. The use of liquefied petroleum gas shall not be allowed in the condominium residential units. Unit owners are not allowed to keep LPG in their premises.
- 1.15. Only electric range hoods/cooking appliances are allowed inside the

condominium units.

- 1.16. All unit owners are required to install range hoods to avoid food smell and smoke while cooking.
- 1.17. The Administration Office shall be properly advised whenever repairs or refurbishing works within the units or the servicing of utilities inside the unit are to be undertaken. Unit owners and tenants shall provide the Administration Office a list of workers who will make or repair, renovations or perform work in their respective units.
- 1.18. Children shall not be allowed to loiter or play in the elevators, stairways, fire escapes, lobbies, hallways, driveways, basement, parking areas, and other areas of common use except the playground provided within the condominium project. Children below 10 years old must be accompanied by adults when riding the elevator or using the swimming pool.
- 1.19. Bags, packages brought in and out of the condominium buildings by domestic helpers, drivers, construction workers etc. shall be subject to search by the condominium security guards. All deliveries to condominiums residents must be cleared with the security desk and no delivery man shall be allowed inside the condominium buildings without such clearance. No packages shall be accepted at the Reception Desk without prior arrangements with the personnel manning the Reception Desk.

2. VEHICLES

- 2.1. All cars/vehicles of unit owners or their authorized tenants/lessees must be registered with the Administration Office and must display their car pass which will be provided for such purpose. **"No car pass, no entry policy"** shall be strictly enforced at all times. The Administration Office will issue the sticker upon filing of the appropriate application form and presentation of the vehicle Registration and Certificate of ownership.
- 2.2. Heavily tinted cars or vehicles may be required to lower their windows when coming in or out the premises to allow the condominium guard to recognize them and the passengers.
- 2.3. Only persons registered with the Administration Office as authorized by a unit owner and/or his tenant to bring the latter's car/vehicle in or out of the parking area shall be recognized and allowed by the

condominium guard to do so.

- 2.4. 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 for safety need to be justified.
- 2.5. Motorbikes and motor scooters must park at the designated area only.
- 2.6. In order to avoid the build up of noxious fumes, prolonged revving up or idling of the engine of cars/vehicles in the parking areas is prohibited.
- 2.7. No unit owner or tenant shall cause or permit the prolonged blowing of horn and playing loud car stereos from his car/vehicle in side the premises
- 2.8. Over speeding or reckless driving shall be strictly prohibited. A maximum speed limit of 20kph. Must be observed by drivers at all times.
- 2.9. The only cleaning allowed in the parking areas is the wiping and rubbing of car/vehicles that can normally be accomplished with rags and a small pail of water. Water should not be allowed to pool on the floor of any part of the parking area. The use of water hose to wash cars is strictly prohibited. "Clean-your-car" boys shall not be allowed into the parking areas or any part of the condominium complex.
- 2.10. Major repair work on cars/vehicles in the condominium buildings and grounds shall not be allowed.
- 2.11. Drivers shall not be allowed to loiter around and should confine themselves at designated driver's area.
- 2.12. There shall be no cycling in the driveways, basement, lobbies and other parts of the condominium project.
- 2.13. Only one (1) car per slot is allowed. Double parking is not allowed. Bicycles, two-wheeled vehicles and trailers are allowed to be parked in the parking slot owned by the respective owner authorized tenant; provided no prejudice is caused to third parties and the vehicles do not encroach into the driveway.

- 2.14. Parking is not allowed in the driveway or in any other area which may obstruct the smooth flow of traffic in and out of the buildings.
- 2.15. The car/vehicle owners shall see to it that their parking slots are clean at all times, free from mud, debris and oil drippings. The car/vehicle owner should, at their own expense, furnish a pan to collect dripping car oil.
- 2.16. The Administration Office shall not be responsible or liable for any loss or damage done to vehicles parked in the parking areas.

3. DOMESTIC HELPERS, DRIVERS, AND BODYGUARDS

- 3.1. Household helpers, drivers, contract workers and employees of the unit owners/tenants must be registered with the Administration Office and should be issued proper identification cards. No ID, no entry, no exit policy will be implemented.
- 3.2. Household helpers previously working within the vicinity must first secure clearance from their previous employer before they can be employed by another resident. Must be specified in the said clearance. The Administration Office must be informed of the duration of the stay of the household helper in the unit. The unit owner or tenant must be responsible for all the actions of their helper.
- 3.3. Household helpers of unit owners may be allowed to receive visitors only upon prior submission of clearance from their employers. The name of the visitor and the time of visit should be written in the signed clearance form.
- 3.4. Unit owners or their authorized tenants employing or wishing to employ private security personnel or guards, including but not limited to "close-in securities" must submit an application for registration of such security personnel or guards with the Administration Office, which shall have the discretion to deny or favorably act upon said application. Only security personnel duly registered with the Administration Office shall be allowed entry into the condominium project.
- 3.5. While in the condominium complex, private security personnel or guards are prohibited from gambling, drinking liquor, loitering and conducting them in a rowdy or unruly manner.

- 3.6. The unit owner and/or tenant shall be responsible for all the actions of his domestic helpers, drivers and other personnel under his employment.

4. LOBBY RECEPTIONIST

- 4.1. The lobby podium shall have a Lobby Receptionist. The Lobby Receptionist shall monitor closely the arrivals and departures of unit owners, tenants, occupants and visitors
- 4.2. All visitors including those accompanied by a unit owner or tenant are required to register in the Registry Book and are then given a tag marked "Visitor" which must be returned when they leave the buildings. Visitors entering with a unit owner/tenant need not leave an ID card.

5. LOBBY DOORMAN

- 5.1. The lobby podium shall have a Lobby Doorman. The Lobby Doorman shall open the lobby doors to arriving and departing unit owners, tenants, occupants and visitors. He is expected to provide assistance to departing unit owners, tenants, occupants and visitors but must not leave his post except for cases deemed necessary and emergency in nature.
- 5.2. He should direct arriving visitors to approach the front desk and Receptionist for registration.

6. SECURITY GUARDS

- 6.1. The Association shall engage the services of a qualified security agency to enforce the House Rules and Regulations and maintain peace and order on the premises of the condominium.
- 6.2. The Association through its Administration Office shall assign the guards to strategic parts of the general and cluster common areas which will include roving inspection of the entire condominium premises.

7. PRIVATE SECURITY PERSONNEL AND FIREARMS

- 7.1. Unit owners or their authorized tenants/lessees employing or

wishing to employ private security personnel or guards, including but not limited to “close-in securities” must submit an application for registration of such security personnel or guards with the Administration Office, which shall have the discretion to deny or favorably act upon said application. Only security personnel duly registered with the Administration Office shall be allowed entry into the condominium complex.

- 7.2. While in the condominium complex, private security personnel or guards are prohibited from gambling, drinking liquor, loitering and conducting themselves in a rowdy or unruly manner.
- 7.3. All guests, visitors and employees or agents of unit owners or tenants, including all private security personnel or guards, must upon entry into the condominium complex deposit their firearms, if any, with the Reception Desk. Unit owners or tenants shall refrain from carrying and/or brandishing firearms in areas outside their respective units.

HOUSE KEEPING RULES

7. GARBAGE DISPOSAL

- 7.1. Unit owners or their authorized tenants/lessees shall provide their units, at their own expense, with special garbage disposal container(s) which local ordinances or the Association’s rules and regulations require, and shall gather them within their respective units. Only garbage tightly sealed in disposable plastic garbage bags of acceptable quality, type and size shall be deposited in the garbage bin located in the garbage room at every floor.
- 7.2. Dumping or burning in any of the common areas or in the trash receptacles in the common areas of the condominium is strictly prohibited.
- 7.3. Unit owners / tenants shall be responsible in assuring that the contents of their trash bags for disposal do not contain items of value or property. The Association or the Administration Office including Security, Janitorial and Maintenance Personnel will not be responsible for loss of these items.
- 7.4. Unit owners or their tenants/lessees shall faithfully observe waste segregation to help protect the environment and minimize wastage. The following shall be the minimum requirements for segregation

and storage of solid waste pending collection:

- 7.4.1. There shall be a separate container for each type of waste from all sources for all floors. For bulky waste, it will suffice that the same be collected and placed in a separate container in designated garbage room.
- 7.4.2. The solid waste container depending on its use shall be properly marked or identified for on-site collection as “compostable” and “non-compostable”. A Color coded garbage bags may be used for the following:
 - a. Wet Garbage (black) – Food waste materials
 - b. Dry Garbage (white) – Non–food materials
- 7.5. Reusable and/or recyclable materials such as newspaper, soda cans, empty glass and plastic bottles
- 7.6. The following shall be the minimum standards and requirements for the collection, transport and handling of solid waste:
 - 7.6.1. All collectors and other personnel directly dealing with collection of solid waste shall be equipped with personal protective equipment and paraphernalia such as, but not limited to gloves, masks and safety boots, to protect them from the hazards of handling solid wastes.
 - 7.6.2. Necessary training will be provided to the collectors and personnel to ensure that the solid wastes are handled properly in accordance with the guidelines pursuant to the Waste Management Act.
 - 7.6.3. Collection of solid waste shall be done in a manner that prevents damage to the container and spillage or scattering of solid waste within the collection vicinity.
 - 7.6.4. The equipment used in the collection and transportation of solid waste (or materials which have been separated for the purpose of recycling) shall be fabricated, operated and maintained in such a manner as to minimize health and safety hazards to solid waste management personnel and the public.
 - 7.6.5. The use of separate collection schedules and/or separate haulers shall be required for specific types of wastes. The

waste compartment shall have a cover to ensure the containment of solid wastes while in transit.

8. GREASE TRAPS

- 8.1. Each unit is provided with a grease trap inside the kitchen cabinet.
- 8.2. Never dispose grease accumulations in water closets or lavatory sinks to prevent inconvenience due to clogging.
- 8.3. Secure grease accumulations inside plastic bags in accordance with the waste management policy.

9. SANITATION

- 9.1. The unit owner or his authorized tenant/lessee shall not throw or allow to fall nor permit to be thrown or to fall any material or substance whatsoever out of or from any window, door, passageway or areas of common use. Dusting and shaking out of rugs and the like from the windows or by beating those on the exterior portion of the condominium building are strictly prohibited.
- 9.2. Spitting or urinating on any part of the general and common areas is prohibited.
- 9.3. Violators will be compelled to retrieve the materials thrown or clean the areas affected.

10. NOISE

- 10.1. Unit owners or their authorized tenants/lessees shall maintain the place in a peaceful and reasonably quiet manner; shall refrain from any noise, boisterous or loud noise or acts that would disturb and annoy the peace and quiet of the buildings and its occupants.
- 10.2. Unit owners shall refrain from keeping their doors open and making loud noise or playing loud music that bother other tenants.

11. LAUNDRY AND DRYING SPACE

- 11.1. The unit owner or his authorized tenant/lessee shall not hang, erect or maintain, any laundry or clothesline, permanent or temporary, on any part of the building, whether inside or outside his unit, exposed

to public view. No laundering or washing of any clothes whatsoever except inside and within the area provided specifically for such purpose.

12. PETS

- 12.1. Animals of any kind, including dogs, cats, birds, rabbits, guinea pigs, snakes, lizards and the like, shall not be allowed inside any unit and anywhere within the condominium premises. A unit owner may, however, keep in his unit an aquarium with a reasonable number of fish.

13. DELIVERY AND PULL-OUT PROCEDURES

- 13.1. The authorized newspaper, postman and other delivery personnel shall make their deliveries at the respective Reception Desk. The unit owners and/or their tenants/lessees concerned shall be responsible for picking up their deliveries from the Reception Desk. The building security or any building personnel are not allowed by the Administration Office to receive any deliveries.
- 13.2. Bags, packages brought in and out of the condominium buildings by domestic helpers, drivers, construction workers etc. shall be subject to search by the condominium security guards. All deliveries to condominiums residents must be cleared with the security desk and no delivery man shall be allowed inside the condominium buildings without such clearance.
- 13.3. Unit Owners/tenants are required to secure a pass from the Administration Office whenever there is a delivery or pullout of large items that can not 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:
 - i. Equipment and furniture
 - ii. Construction materials (plywood, hollow blocks, gravel, sand,. Etc.)
 - iii. Construction equipment
- 13.4. These items must only be delivered or pulled out on the following schedules unless there is a prior written approval from the Administration Office:

Mondays to Fridays - 8:00am to 5:00pm
Saturdays, Sundays & Holidays - Subject to approval
of the Administration
Office

- 13.5. If the delivery caused Damages to the common areas, the unit owner/tenant shall be responsible for the replacement or repair of damaged areas. Repairs should be done within five (5) days or the Administration will hire a contractor and charge the cost to the concerned unit owner.

14. PERSONNEL

- 14.1. Maintenance personnel, security guards and other persons employed or under contract with the Association shall be the sole responsibility of the Association.
- 14.2. Unit owners or their tenants/lessees shall not ask the employees of the Association to perform personal services for them within or outside the condominium project, except as may be authorized.
- 14.3. Employees and personnel of the Administration Office will be paid reasonable wages/salaries. Unit owners or tenants/lessees shall not tip the employees or personnel. The acceptance of a tip shall be a ground for the employee/personnel's dismissal. Opportunity will be given at Christmas time to contribute to the Administration Office Christmas Funds.

UPKEEP AND REPAIR OF UNITS

1. GENERAL GUIDELINES

- 1.1. The Association will undertake, at its expense, the maintenance, repairs and janitorial services to those portions of the condominium project which are designated as general common areas.
- 1.2. Every unit owner or his tenant/lessee is obliged to keep and maintain his unit in good and sanitary condition and repair. No obnoxious or noxious substances shall be kept or offensive activity be carried on in any unit or in the common areas of the condominium complex, nor shall anything be done therein which maybe or may become an annoyance or nuisance to other residents of the condominium buildings.

- 1.3. Expenses for the up keep of each unit will be shouldered by the unit owner or tenant concerned. Unit owners or tenants who intend to undertake in their respective units repair or refurbishing works as may be allowed under Master Deed and Declaration of Restrictions of the Mezza Residences Project, must inform the Administration Office before proceeding with said work, so that movement of workers in and out of and inside the condominium buildings and premises can be regulated. No worker or maintenance personnel, excluding those hired by the Association will be allowed in the condominium buildings before 8:00 a.m. or after 5:00 p.m., except in an emergency. The workers/personnel contracted by Unit owners and tenants/lessees should be in proper attire when entering the condominium premises.
- 1.4. All major repairs or alterations in the electrical system of the individual units shall be done by competent and duly licensed electrician and only after prior approval of the Association or its authorized representative. All alterations or changes inside the unit, especially in electrical wiring system of the condominium unit shall be accompanied with duly approved plans and permits from proper authorities.
- 1.5. The unit owners and/or tenants/lessees shall be required to put up construction bond before being allowed to do any major construction, improvement, alteration, reconstruction or similar work in the units. Said deposit shall be refundable but may be subject to certain charges in accordance with the Construction and Design Guidelines as approved by the Association.
- 1.6. The Association or its duly authorized representative shall from time to time be allowed to inspect and enter the individual units to ensure that no unauthorized electric fixtures, equipment and/or "octopus" connections that may cause any overload or damage in the electrical system of each unit and the condominium buildings in general.
- 1.7. Water faucets shall not be left open for an unreasonable or unnecessary length of time. The Administration Office will not be liable to any problem that may arise regarding the billing of water consumption caused by any deficient/damaged bathroom fixtures inside the unit.
- 1.8. No ventilator or additional air-conditioning devise or other equipment shall be installed in any unit without prior approval of the Association.

- 1.9. No unit owner or tenant shall permit the air-conditioning system/device to excessively leak condensation, or to make noise which may unreasonably disturb or interfere with the comfort or convenience of the other residents of the condominium buildings. If the unit owner or tenant shall fail to keep any such device in good working condition and repair, the Association may arrange the removal of such device and charge the cost of removal to the unit owner or tenant concerned. The device shall not be put back in the unit until it is proper working condition and only with the prior written consent of the Association.

2. ELECTRICAL EQUIPMENT, FIRE EXTINGUISHERS, WATER SPRINKLERS

- 2.1. Electrical and telephone panels shall always be accessible and no obstruction of any kind should be allowed inside the panel rooms.
- 2.2. Each unit owner or tenant shall install, at his expense, at least one (1) 10-lbs. ABC fire extinguisher inside the condominium unit, the brand, model and type of which are acceptable to the Association. Refilling of the fire extinguisher shall be undertaken only by entities duly accredited with the Safety Organization of the Philippines, Incorporated.
- 2.3. Care should be taken by all unit owners, tenants and occupants to see to it that there shall be no tampering with the water sprinkling devices, alarm bell, smoke detectors, fire hose cabinets, and other such devices, whether installed in their respective units or in the other common areas of the condominium complex.

3. PLUMBING

- 3.1. No unit owner, tenant or occupant of a unit shall interfere or allow anyone to interfere in the manner with any portion of the water, sanitary and plumbing systems and equipment of the condominium buildings unless accompanied or supervised by authorized personnel of the Administration Office or any other authorized representative of the Association.

4. STORAGE ROOMS

- 4.1. The Association may, at its option, lease or assign storage rooms to unit owners or tenants lessees, or curtail the use of or relocate any space devoted to storage or service purpose in the appropriate areas of the condominium complex.

MOVE-IN AND MOVE-OUT PROCEDURES

1. MOVE-INS

- 1.1. Move-ins shall be allowed subject to submission to Administration Office of a copy of the Notice of Acceptance duly signed by the original unit owner or his authorized representative and duly endorsed by the Developer. For units considered as accepted by default, a copy of the Notice of Acceptance by Default shall be endorsed by the Developer.
- 1.2. No move-ins shall be allowed unless confirmed in writing by the Property Administrator at least forty-eight (48) hours before the intended move-in date. Move-ins shall only be made in the presence of the unit owner or the tenant or an authorized representative. The notice shall include the name of the person or persons who will be moving in, the list of furniture or appliances that will be brought in, and the nature of occupancy. Use of the elevator during move-ins shall be limited to carrying persons and light personal belongings which are able to fit into the elevator car, does not exceeded the allowable weight and will not damage the elevator finishes.
- 1.3. All tenants and guests are required to register with the Administration Office prior to occupancy. The unit owners shall provide the Association with their telephone numbers and address to enable the Association to get in touched with them whenever necessary. A copy of the lease contract shall be submitted to the Administration Office.
- 1.4. Unit owner/tenant shall secure proper move-in documents required by the Administration Office.
- 1.5. The unit owner shall be responsible for any damage caused by the moving in of any furniture, household appliances or other large items.
- 1.6. No move-ins shall be allowed before 9:00 a.m. or after 6:00 p.m.

2. MOVE-OUTS

- 2.1. Written notice to the Association of the date of move-out shall be filed during office hours at least (7) days before any unit owner, his guest or tenant/lessee moves out. Use of the elevator during move outs shall be limited to carrying persons and light personal belongings which is able fit into the elevator car, does not exceed the allowable weight and will not damage the elevator finishes.
- 2.2. No move-out of any furniture or appliances will be allowed unless the unit owner first issues:
 - (i) In case of a lease or permitted occupancy, a written permit to the tenant or guest, copy furnished the Association through the Property Administrator, and
 - (ii) In all cases, a release documents holding the Association free and harmless from any and all claims and liabilities.
- 2.3. The unit owner shall be responsible for any damage caused by moving out of any furniture, household appliances and other large items.
- 2.4. No move out shall be allowed before 9:00 a.m. and after 6:00 p.m.

SALE OR LEASE OF UNITS

1. SALE OR LEASE OF UNITS

- 1.1. A unit owner has the right to sell, transfer, assign, convey or dispose of his property in accordance with the Master Deed and Deed of Restrictions.
- 1.2. All lease of contracts shall contain, among other the following provision: "The Board of Trustees 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".
- 1.3. A buyer or tenant may be refused entry to the unit premises unless the following conditions are complied with:
 - i) All dues, assessments, penalties and fined and whatever

charges accrued on the subject are fully paid.

- ii) The unit owner shall furnish the Administration Office with a copy of the duly approved, signed and notarized copy of the sales or lease contract.
 - iii) The unit owner shall provide the Administration Office with a written notice of the date in which the approved buyer or tenant shall move into the subject premises.
 - iv) To keep the property a prime investment, the rate of leases and/or sale must be standard to be clarified with the Administration Office. This practice shall guard against the undervaluation of the property thus keeping it in prime levels.
- 1.4. Unit owners selling their respective units shall notify the Administration Office of the identity of the buyer and address and comply with the requirement for sale under the pertinent rules and regulations, then By-Laws of the Association and the Master Deed and Declaration of Restrictions.

2. REGISTRATION OF LEASE CONTRACTS

- 2.1. In case of lease of units, the lease may be recognized by the Association only if the same is registered with it and a copy of the lease contract is filed with the Administration Office. The Association shall prescribe the regulations, terms and conditions for registration of lease contracts including qualifications and disqualifications of tenants/lessees and sanctions for violations of its terms and conditions, and may require that certain provisions be incorporated in the lease contracts. These mandatory provisions shall include a general provision that the tenant/lessee must abide with the By-Laws of the Association, the Master Deed and Declaration of Restrictions, and condominium rules and regulations. These mandatory provisions shall also include an undertaking on the part of the tenant/lessee to comply with all rules and regulations of the Association for the collection of association dues, charges and assessments as well as the enforcement of sanctions for any violation thereof.
- 2.2. The Association may disallow a supposed tenant/lessee under a lease Contract which has not been registered with the Administration Office unless unpaid assessments and dues accruing on the unit shall have been fully paid and settled. Consequently, a

new lessee of a unit until such unpaid assessments and dues are settled.

- 2.3. The Association also has the right to withhold delivery of basic and utility services to condominium units (I) the lease contracts of which are not duly registered with the Association, (II) the tenants/lessees of which fail to meet the qualifications for tenants/lessees prescribed under pertinent rules and regulation of the Association or are otherwise disqualified there under, or (III) the occupants of which have violated the conditions of the lease or the condominium house rules and regulations.

REGULAR PROGRAMS

1. PEST CONTROL

- 1.1. The Administration Office may authorize a pest control operator or his employees to enter any unit at any reasonable hour of the day for the purpose of inspecting each unit for the presence of any undesirable insects or vermin and to take preventive and protective measures to control or exterminate the same at the expense of the unit owner and tenant concerned.

2. SEMINARS AND DRILLS

- 2.1. 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 the Condominium Corporation.
- 2.2. This will include contingency plans to be implemented in the case of any major emergency such as fire, earthquake, etc.

ASSESSMENT DUES AND OTHER CHARGES

1. PAYMENT OF DUES AND COMPLIANCE WITH CONDOMINIUM HOUSE RULES AND REGULATIONS

- 1.1. All unit owners, tenants/lessees and occupants of units, including those under employ or supervision shall observe and comply with the condominium rules and regulations and such other reasonable rules and regulations as may be promulgated from time to time by

the Association and with all rules, regulations, ordinances, and laws made by health and other duly constituted local or national authorities regarding the use, occupancy and sanitation of the units.

- 1.2. The Property Administrator and/or his authorized representatives shall have the authority to inspect the units periodically during reasonable hours of the day in order to ascertain that the units are properly maintained and the unit owner, tenant or occupant of the unit are not in violation of any provision of the condominium house rules and regulations, the By-Laws of the Association and the Master Deed and Declaration of Restrictions.
- 1.3. Association dues, fees, special assessments and any other charge shall be paid on time. A penalty at the rate of five percent (5%) per month, or such other rate as may be determined by the Association shall be charged on delinquent accounts.
- 1.4. In the event of violation of the House Rules and Regulations or the Master Deed and Declaration of restrictions by the unit owners and/or tenants/lessees or their default in the payment of any assessment or dues duly levied, and such assessments and dues shall remain unpaid or unsettled upon expiration of fifteen (15) days from receipt of final demand for payment thereof, the Association, through the Property Administrator, may, without prejudice to such other rights and remedies it is entitled to under the law or equity, may cut off existing utilities and other services until such time the entire overdue amount shall have been fully paid.
- 1.5. Names of unit owners with delinquent accounts who shall have failed to pay for three (3) consecutive months shall be posted in the Bulletin board located at a conspicuous place in the lobby.
- 1.6. Delinquent unit owners who shall have failed to pay two (2) consecutive quarters and their relatives, guests and visitors shall not be allowed the use of any common facility of the condominium project, such as but not limited to the swimming pool.
- 1.7. In case any unit owner, tenant/lessee or occupant of a unit violates or commits a breach of, any limitation, restriction, covenant, or condition of the Master Deed and Declaration of Restrictions, the By-Laws of the Association or the condominium house rules and regulations, not involving an obligation to pay money, the Association shall direct the erring unit owner, tenant/lessee or occupant, as the case may be, by written notice to enjoin, remedy or otherwise abate the violation or breach within a reasonable period

of time. Upon failure or refusal of the said unit owner, tenant/lessee or occupant to do so within the time fixed in the notice or instruction, the Association, through the Property Administrator or such other officer as may be authorized for this purpose, shall have the right (I) to enter the unit of the erring unit owner, tenant/lessee or occupant and to summarily abate and remove, at the expense of the said unit owner, tenant/lessee or occupant, as the case may be any structure, thing or condition constituting the violation; (II) to impose fines in accordance with a schedule of fines that may be promulgated by the Association, which fines shall be included in the assessments made against the unit owner concerned; (III) by appropriate legal proceedings, to enjoin, abate or remedy the continuance of such violation or breach or to otherwise enforce compliance with the pertinent provisions of the By-Laws of the Corporation, the Mater Deed and Declaration of Restrictions and the Condominium house rules and regulations; and (IV) if the breach or violation is committed by a tenant or guest of the unit owner or any person allowed access to the condominium premises by the unit owner or tenant, the Association, through its duly authorized representative, shall require the unit owner or tenant to ask such guest or person to vacate the unit and/or leave the condominium project.

- 1.8. The erring and/or delinquent party shall be liable for all expenses incurred by the Condominium Corporation for the abatement of violations, enforcement of sanctions and penalties therefore or collection of unpaid association dues and assessments, including interest, cost and attorney's fees, which fees shall be equivalent to twenty percent (20%) of the amount due and owing but in no case less than Twenty Five Thousand Pesos (P25, 000.00).
- 1.9. Unit owners, tenants/lessees and occupants of units shall be liable for any and all damages caused to any person, property or the Association and its authorized representatives, arising out of or as a result of any violation or breach of the condominium house rules and regulations, By-Laws of the Association or the Master Deed and Declaration of Restrictions which is attributable to said unit owner, tenant/lessee or occupant and/or their guests, visitors, employees, agents and domestic helpers.

MISCELLANEOUS

1. SOLICITATION AND CANVASSING

- 1.1. Open solicitation is prohibited in the condominium premises at any time.
- 1.2. No canvassing and demonstration, such as cooking and other product promotions shall be allowed inside the condominium project at any time.

2. PROLONGED ABSENCE OF UNIT OWNER AND/OR TENANT

- 2.1. Whenever the unit owner or tenant leaves the unit for an appreciable length of time, the key(s) to the door of the unit shall be left with a person of his trust and shall inform in writing the Administration Office accordingly specifying the name of the person entrusted with the keys and where he can be contacted in case of emergency.
- 2.2. In any case, if any key or keys are entrusted by the unit owner or tenant or any member of his family or by his agent, servant, employee, licensee or visitors to the Property Administrator, whether for such unit owner's or tenant's unit or car/vehicle, the acceptance by the Property Administrator of said key(s) shall be at the sole risk of such unit owner or tenant and neither the Association nor the Property Administrator shall be liable for injury, loss or damage of any nature whatsoever, directly or indirectly, resulting there from or connected therewith.
- 2.3. When a unit is left unoccupied for an extended period of time, the unit owner or his authorized tenant/lessee after due notice to the Property Administrator is required to have the main water control valve to his unit shut off or closed and a meter reading conducted in the presence of the Property Administrator or his authorized representative to prevent any possible loss of water or any possible flooding or damage to the premises of any question that may arise from the billing of water consumption. It is likewise recommended that the main power switch of the unit be shut off or closed to avoid accident.

3. MISCELLANEOUS CONCERNS

- 3.1. Complaints regarding the service of the condominium buildings or defects or deficiencies in the original construction of the same must be made in writing and submitted to the Association through the

Property Administrator.

- 3.2. All applications or request for approval or consent of the Association where so required under the condominium house rules and regulations should be addressed directly to the Association through the Property Administrator and submitted at the Administration Office. Any consent or approval given under the said rules and regulations may be added to, amended or repealed at any time by resolution of the Board of Trustees of the Association.

4. AMENDMENTS

- 4.1. The House Rules and Regulations may be amended from time to time by the Board of Trustees of the Association as provided in the Master Deed and Declaration of Restrictions.
- 4.2. Amendments to the House Rules and Regulations shall take effect on the date designated by the Association or the Board of Trustees.

5. SEPARABILITY

- 5.1. The invalidity of any provision of the House Rules shall not in any manner affect the validity or enforceability of the other provisions thereof.

6. NON-WAIVER

- 6.1. Failure or delay of the Association or Developer to enforce or demand strict performance of any provisions of these House Rules or the Master Deed and Declaration of Restrictions shall not affect the validity thereof, nor shall such be construed as abandonment, withdrawal, waiver or cancellation of such provisions. No waiver by the Association or Developer shall be deemed to have been made unless expressed in writing and signed by their authorized representative.

7. EFFECTIVITY

- 7.1. The House Rules and Regulations shall take effect immediately upon adoption by the Board of Trustees.
- 7.2. Present or future circulars shall form part of the House Rules and Regulations.

