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Dear Valued Client,

Welcome to your new home in Amaia Steps Sucat!

Amaia Land Corporation would like to thank you for choosing our residential project.

We trust that your new residence meets your expectations as we have exerted our best efforts to ensure that it is delivered to you based on the highest quality standards.

To assist you in settling into your new unit, we have compiled this kit containing all the information you need to get started.

Should you have any concerns, suggestions or requests about your unit and/or community, or if there is anything you wish to clarify in relation to this Resident's Welcome Kit, please feel free to get in touch with your Property Manager at 0917-873-3845.

It is our sincere hope that you will be satisfied not only with your new property but also with the community to which you now belong. Please let us know how we can be of better service to you through our e-mail address customercare@amaialand.com.

Sincerely yours,

Ricky M. Celis
President
Amaia Land Corporation

FOREWORD

This **Welcome Kit** has been carefully prepared to serve as a practical guide for residents to enjoy the lifestyle that comes with living in **Amaia Steps Sucat**. It is very important that as a resident / unit owner, you and your family are familiar with the range of facilities available for your use, as well as your responsibilities as a resident / unit owner of this development. In drawing up this Welcome Kit, earnest efforts have been made to cover all aspects of the development.

From time to time, this handbook may be supplemented and updated by the Board of Directors of the Condominium Corporation / the Declarant (Amaia Land Corporation) or the Property Management. In any event, the Property Manager will notify you of any changes.

In case you would need further information, clarification or suggestions for the improvement of the service provided by Amaia Steps Sucat, you may get in-touch with your Property Manager.

RESIDENTIAL SERVICES

I. Property Management Office

Building management and maintenance of Amaia Steps Sucat (**ASSucat**) shall be administered by Ayala Property Management Corporation (**APMC**) as appointed by the developer or the Condominium Corporation. The Property Manager shall head the group that shall be composed of office staff and in-house technical support personnel.

The core business of Property Management shall be mainstream facilities management of the Condominium Complex that will preserve or benefit the value of the property, and perform tenant relations functions in the ASSucat Community.

The Property Management Office is located at Basement of Aria Building and shall be open to residents from 8:00 a.m. to 5:00 p.m., Mondays to Fridays, and 8:00 a.m. to 12:00 p.m. on Saturdays. Residents may call them at land line number 7625-6476 for any concerns, suggestions and recommendations.

2. Services of Property Management

a. Implementation of House Rules & Regulations

The Property Management shall enforce and uphold, without prejudice, the provisions of the Building Rules and Regulations prescribed in the House Rules & Regulations of ASSucat.

Among others, the Property Management shall manage all documents pertinent to the compliance of the conditions of the said House Rules & Regulations.

b. Facilitate the use of Amenities

The Property Management shall handle reservations, manage operation schedule and regulate users of the amenities.

The amenities include the ff:

- Swimming Pool
- Function Rooms
- Children's Playground
- Basketball Court
- Gardens
- Jogging Path

c. Billing and Collection of Condominium Dues

The Property Management shall coordinate with the Residents / Owners for the collection and payment of the Condominium Dues and other fees related to the operation of the Condominium.

The composition of Condominium Dues shall include, but not be limited, to the following:

- Repairs and Maintenance of common areas within residential buildings, external common areas, and amenities within the Condominium Complex.
- Utilities (electricity and water) at the common areas
- Professional, security and general services of building management team

d. Maintenance of Equipment and General Housekeeping

The Property Management shall ensure that all equipment in the common areas and emergency supply of utilities are in proper working condition.

The Property Management likewise shall be responsible for maintaining good sanitation inside the Condominium Complex and its immediate surroundings.

e. Validation of Warranty Claims

The Property Management shall conduct initial assessment of the complaint(s) and coordinate with the Warranty Services Group for appropriate action.

f. Other Duties

The primary concern of Property Management shall be the common areas. However, as part of customer service, special assistance may be extended to residents concerning their units (not connected with warranty issues) in times of urgency and as the situation would allow. In such cases, the Property Management will act based on its discretion, which shall not compromise its main duties and responsibilities. Such assistance will be limited to coordination with service provider(s) and shall not in any way be construed to imply that the Property Management has assumed responsibility for the repair(s) or the fees associated with it.

GUIDELINES ON THE USE OF COMMUNITY AMENITIES

I. Amenities

- Swimming Pool
- Function Rooms
- Children's Playground
- Basketball Court
- Gardens
- Jogging Path

2. General Rules (Applicable to All Amenities)

2.1 Authorized Users

- 2.1.1 All residents and/or registered owners of ASSucat are automatic members of the Condominium Corporation and are the principal authorized users of the amenities along with their immediate dependents (up to 1st degree of consanguinity only).
- 2.1.2 Guests are subject to fees and should be accompanied by their associated resident(s) at all times. Residents shall be fully responsible for any liability incurred by their guests.
- 2.1.3 The Property Management and/or the Condominium Corporation reserve the right to regulate the number of residents and their guests using the amenities.
- 2.1.4 Members not in good standing are not allowed to avail of these amenities during the period of delinquency.

2.2 Accountability of Users

- 2.2.1 Persons using any of the amenities do so at their own risk and sole responsibility. The Declarant, Condominium Corporation and/or the Property Management shall not be held liable by Unit Owners for any accident or injury in connection with such use.
- 2.2.2 The Declarant, Condominium Corporation and/or the Property Management shall not be responsible for any lost or damaged valuables of any amenity users.
- 2.2.3 Any damage to the facilities during use / events shall be charged against the host-member.

2.3 Conduct of the Users

- 2.3.1 All users of the amenities shall maintain proper decorum and attire. They shall not indulge in excessively noisy or boisterous activities. Any person whose conduct endangers his/her own or other users' safety or creating nuisance to the community shall be requested to vacate the amenities area by the Attendant and/ or security guard on-duty.

2.3.2 Unit owners and/or residents shall be responsible for the conduct of their guests at all times.

2.3.3 Smoking, gambling, spitting and littering is strictly prohibited within the amenities area.

2.4 Use of Amenities

2.4.1 Official events sponsored or sanctioned by the Condominium Corporation or the Declarant shall be given priority over the residents and/or unit owners and their immediate dependents in the use of all amenities.

2.4.2 The use of the amenities shall be on a first-come-first-served basis unless in special cases concerning Item 2.4.1 of this section.

2.4.3 The use of amenities beyond its operating hours is strictly prohibited.

2.4.4 Amenities area shall be closed when inclement weather endangers the safety of the users.

2.4.5 Unit owners, residents and/or their dependents must present their Building Resident / Owner Identification Cards to the Attendant or security guard before using the amenities.

2.4.6 All guests should be registered by the host-member prior to entering the amenities.

2.4.7 The Property Management reserves the right to close the amenities for a fixed period to allow maintenance / housekeeping and repairs.

2.4.8 Pets are not allowed inside the amenity area or anywhere inside the property..

2.4.9 The Amenities area guard and/or Attendant is authorized to enforce the 'General Rules' stated above and applicable 'Specific Rules' as detailed in the following sections of this kit.

2.4.10 The Condominium Corporation and/or Property Management shall in no way be responsible for any loss or damage to property nor injury to persons, including death that may occur during the use of the amenities.

2.4.11 The Condominium Corporation, through the Property Management, reserves the right to make, add to, amend and revoke any of the above rules in regulating the use and enjoyment of the amenities as deemed necessary.

3. Specific Rules

3.1 Swimming Pool

Operating Hours

3.1.1 Operating Hours shall be as follows:

Mondays	Closed for Maintenance
Tuesdays to Sundays and Holidays	7:00 am to 10:00 pm
Night Swimming	6:30 pm to 10:00 pm

3.1.2 The schedule may be changed at any time. Refer to the notice board by the pool area for any amendments on the schedule.

- 3.1.3 The Property Management Office has the right to close the pool area to give way to special events taking place at the Function room.

Usage Fee

- 3.1.4 The Property Management Office shall charge corresponding fees upon registration and signing of waiver of pool users:

Day Swimming

- Resident : Free
Guest : PHP 75.00 weekdays / PHP 100.00 weekends

Night Swimming :

- Resident : PHP 50
Guest : PHP 100.00 weekdays / PHP 150.00 weekends

Notes:

1. Those who intend to use the pool at night shall advise the Property Management Office before 5:00 pm of that day to allow adjustment in pool attendant schedule.
2. Day swimmers who wish to extend pool use until night shall pay a separate night swimming fee.

Allowed Guests

- 3.1.5 The number of guests of every residential unit using the pool must not exceed three (3) at any time.

Pool Safety and Etiquette

- 3.1.6 All users of the pool amenities will be solely responsible for their own safety. No lifeguard is assigned at the swimming pool area.
- 3.1.7 Children 12 years old and below are not allowed in the swimming pool unless accompanied by a parent or a guardian.
- 3.1.8 Caution should be taken at all times as the pool area is prone to slips. Pushing and running around the pool is strictly prohibited.
- 3.1.9 Strictly no diving, rough horseplay, “splash bombing” and water polo.
- 3.1.10 Each person should pass through the shower and footbath before swimming.
- 3.1.11 Persons suffering from any infectious / contagious disease, cough, colds, communicable diseases, and skin or eye disease or those with open wounds are not permitted to use the pool.
- 3.1.12 No containers, bottles, cans, or other objects made of glass shall be allowed at the pool area.
- 3.1.13 Consumption of food and any alcoholic beverage are strictly prohibited.
- 3.1.14 Radio and other sound or electronic equipment are not allowed in the pool area. Only portable or hand-held radios or sound equipment are allowed and can be played at low volume.
- 3.1.15 Dress Code

3.1.15.1 Only swimsuits, swimming trunks, and board shorts are allowed as proper swimming attire. T-shirts, shoes, stockings and socks are prohibited.

3.1.15.2 Children wearing diapers are not permitted in the pool.

3.1.15.3 Dry clothes should be worn upon leaving the pool area. Those in swim suits, trunks, or with wet feet are not allowed in the lobbies, corridors, and public areas except in the pool deck areas.

3.2 Function Rooms

Operating Hours

3.2.1 Operating Hours are from 7:00 am to 12:00 mn and are subject to change at any time. Please refer to the notice board by the Function room for any amendments on the schedule.

Normal Use

3.2.2 Residents and/or guests are allowed to use the Function room during the operating hours as an extended recreation area of the pool on normal occasions.

Special Use

3.2.3 Community events, bazaars, and paid commercial activities may be allowed subject to Board approval. Uses for other purpose/s are subject to approval of the Property Manager.

3.2.4 Reservation of Function Room by residents is allowed for private activities or events such as birthday parties, baptisms, weddings, anniversaries and others.

3.2.5 Resident/registered owners should be physically present to register with the Property Management for the exclusive use of the Function room. Reservation by proxy is strictly prohibited.

3.2.6 Inspections (prior and subsequent to the event) of the function room shall be conducted by the sponsoring / host resident and Property Manager or his authorized representative to establish accurate account of damage(s) should there be any.

3.2.7 The sponsoring / host resident shall furnish the Property Management a guest list and a copy of the invitation (if applicable) at least 5 days prior to the event. This will serve as security/access pass to ASSucat premises.

3.2.8 Event crew and assistants that will handle catering and/or sounds should be in proper attire while inside ASSucat premises.

3.2.9 Cooking is strictly prohibited.

3.2.10 Alcoholic beverages are discouraged and controlled substances are prohibited. Firecrackers are strictly prohibited.

Usage Fee

3.2.11 The Property Management shall charge a fee to offset the cost of electricity, security, and maintenance for the duration of the booked activity. The reservation fees are as follows:

Function Room at second floor with air conditioning

Capacity-50 pax

First three (3) hours, with 2 hours preparation before the event: PHP 4,000.00

Succeeding per hour : PHP 750.00

- 3.2.12 An additional fee of PHP 100.00 per hour shall apply for additional use of mobile, lighting, audio and video systems other than a 25-inch television and mini-component.
- 3.2.13 Additional fee of PHP 500.00 per guard will be charged for additional security personnel.
 - 3.2.12.1 Minimum of two (2) guards are required for gatherings with more than fifty (50) persons
 - 3.2.12.2 All fees are to be paid in check or cash. Check shall be made payable to the Condominium Corporation.
- 3.2.14 Payments shall be made only in the Property Management office and a corresponding official receipt shall be issued by the Condominium Corporation.

Booking Procedures

- 3.2.15 Reservation to use the Function room must be made with the Property Management Office using the standard ASSucat- Reservation of Function room form.
- 3.2.16 Booking shall be made at least five (5) days in advance.
 - 3.2.17 A deposit in the amount of PHP 5,000.00 per event shall be collected to indemnify any damage that may be incurred during its use. Such deposit will be applied to the actual cost of the damage, should there be any, as determined by the Condominium Corporation, Declarant or Property Management.
 - 3.2.18 The deposit is to be made in check or cash. Check shall be made payable to the Condominium Corporation or the Declarant and must be submitted together with the completed booking form.
 - 3.2.19 The said deposit will be refunded to the resident after the settlement of all payables: the total usage fee and cost of incurred damages should there be any.
 - 3.2.20 The Function room will be considered booked after the payment and registration process have been completed and duly approved by the Property Manager as reflected through his signature on the reservation form.
 - 3.2.21 The host and caterer shall undergo a briefing by the Administrative Assistant upon confirmation of the booking.
 - 3.2.22 Cancellation should be made in the form of a written advice to be submitted to the Property Management Office at least one (1) day prior to the event. Otherwise, an amount of PHP 1,000.00 will be charged against the concerned resident for late notice of cancellation.
 - 3.2.23 The amount of the deposit specified in Item 3.2.11 may be increased at the absolute discretion of the Condominium Corporation.

3.4 Children's Playground

Operating Hours

- 3.4.1 Operating Hours are from 6:00 am to 7:00 pm and are subject to change at any time.

Playground Safety & Etiquette

- 3.4.2 Only Children ages 3-12 are allowed to use the playground and should be accompanied by an adult at all times.
- 3.4.3 To protect children against burns, the attending adult should check playground equipment for hot surfaces.
- 3.4.4 Children should not wear necklaces, helmets or clothing with hoods, cords or drawstrings while using playground equipment.
- 3.4.5 Broken or damaged playground equipment is unsafe for children and should be reported to Property Management immediately.
- 3.4.6 Children should not be allowed to walk up or climb on slides. Attending adults should make sure the children follow proper posture in sliding: seating position facing forward, feet first and fully extended, and one at a time.
- 3.4.7 Children should not be allowed to jump or dive off any playground equipment.
- 3.4.8 Children should not be allowed to climb and walk on top of the overhead ladders ("monkey bars").
- 3.4.9 Children not using the see-saw should not be allowed to come too close.
- 3.4.10 Children must take turns on all play equipment and use them correctly.
- 3.4.11 Pushing, shoving or rough playing is strictly prohibited.

3.5 Basketball Court

- 3.5.1 The basketball court is for the exclusive use of the residents of ASSucat.
- 3.5.2 Non-residents may be allowed to use the court provided that they are sponsored as guests and are accompanied by bona fide residents.
- 3.5.3 The use of the court shall be on a first-come first-serve basis. Residents should be physically present to register in the Property Management office for the exclusive use of the court.
- 3.5.4 The Property Manager shall confirm on record the time-slot assigned to the residents, and may exercise its discretion to limit exclusive use of the court to one (1) hour to allow others to make use of the court.
- 3.5.5 Daytime use of the basketball court shall be free and shall be available for use during:

Mondays to Fridays	10:00 am to 6:00 pm
Saturdays, Sundays and Holidays	Daily 6:00 am to 6:00 pm

For use of the court later than 6:00 pm, a fee of PHP 100.00 per hour will be charged for the use of electricity.
- 3.5.6 The Property Manager reserves the right to make the court unavailable for use for the purpose of carrying out repair and maintenance work or where inclement weather prohibits the safe use of the court.
- 3.5.7 Proper basketball attire and playing shoes is strictly required when playing.

- 3.5.8 Alcoholic beverages are not allowed within the premises of the basketball court.
- 3.5.9 All persons using the basketball court shall do so at their own risk. The Property Manager Management shall not be responsible for any accident or injury which may be sustained by any person, whether resident or guest, or otherwise arising directly or in connection with the use of the facility and all other amenities ancillary thereto.
- 3.5.10 The Condominium Corporation reserves the right to make additions or deletions to these guidelines where he / she deems necessary for the use of the basketball court.

BUILDING RULES & REGULATIONS

FOREWORD

The enforcement of the House Rules shall be done for the common good of the owners and residents of the ASSucat. It is designed to maintain the aesthetic quality of the entire building structure including its facilities and to ensure the right of all residents to a peaceful enjoyment of their respective units and the common areas of the Condominium Complex.

The Administration Office, represented by the Property Manager, shall act as the implementing arm of the Condominium Corporation in the execution of all, but not limited to, condominium policies, restrictions, rules and guidelines promulgated by the Condominium Corporation and/or the Declarant. Its functions, duties and responsibilities and authority shall be subject to the discretion of the Board of Directors and/or Declarant in coordination with the respective Building Council and may from time to time be revised as it may deem necessary.

I. General Provisions

- 1.1 These House Rules and Regulations (Rules), adopted by the Board of Directors of Amaia Steps Sucat Condominium Corporation (ASSucatCC), pursuant to the Master Deed with Declaration of Restrictions of the Amaia Steps Sucat (Master Deed), shall govern and regulate the use / occupancy of the individual units and common areas of ASSucat to ensure their efficient and orderly management and to promote the welfare of the ASSucat community.
- 1.2 The duly appointed Property Manager or any of the ASSucatCC Officers so empowered shall have full authority to implement these RULES and failure 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.
- 1.3 These Rules are a supplement to the By-Laws and MASTER DEED and should be interpreted and applied in relation thereto.
- 1.4 All persons, residing and/or accessing the ASSucat, shall comply accordingly with these Rules. Such persons refer to:
 - 1.4.1 Principal occupants of the units – unit owners, lessees and their family members.
 - 1.4.2 Household staff (stay-in or not) – domestic helpers, drivers, personal aid or bodyguard.

- I.4.3 Guests and visitors of the principal occupants or their household staff.
- I.4.4 Condominium employees of ASSucat.
- I.4.5 Service providers – postman or package delivery man, newspaper boy, exclusive utility providers (i.e., Globe, Meralco or Skycable), specialty contractors for repair and maintenance works, movers, public transportation (i.e. taxi) drivers.
- I.4.6 Suppliers / Manufacturers – any entity delivering or picking-up large or non-hand carried and valuable articles i.e., furniture, appliances, artworks.
- I.5 ASSucat shall be used exclusively as a residential complex subject to the restrictions and limitations of the Master Deed.
- I.6 Only authorized persons shall be allowed entry and exit to ASSucat, and any form of illicit activity is strictly prohibited within the said premises.
- I.7 Any unit and/or its corresponding parking slot shall not be leased, mortgaged or sold without the clearance of Condominium Corporation subject to the MASTER DEED and other documents appurtenant hereto.
- I.8 All unit owners / tenants shall be responsible for the upkeep and improvements / renovations of their respective units. All repairs or refurbishing works within the units should be duly authorized by the Property Management Office and in compliance with the Residential Design and General Construction Guidelines prescribed in this manual and the National Building Code and Fire Code.
- I.9 The unit owner / tenant shall be liable for any third party damage, increase in the insurance premiums (employed by the Condominium Corporation) or invalidation of such insurance policies that resulted from his violation/s of these RULES.

2. Use of Units and Common Areas

- 2.1 No unit shall be subdivided into smaller units or partitioned among co-owners.
- 2.2 All unit owners / tenants shall keep the units and common areas “Hazard Free” and in conformity with the overall character of the building.
 - 2.2.1 All entrances, exits, fire escapes, elevators, stairways, lobbies, hallways, sidewalks, driveways, parking spaces or any part of the common areas should be free from obstructions or restrictions at all times.
 - 2.2.2 Smoking is strictly prohibited in fire escapes, stairways, lobbies, elevators, hallways, balconies, equipment room and roof deck.
 - 2.2.3 “Safety or Fire Hazard” (i.e. toxic, combustible, flammable, explosive substances) materials and deadly weapons are not allowed in any unit or any part of the Condominium Complex.
 - 2.2.4 Nothing shall be placed in any unit or common area which may impair the structural soundness and stability of the building or distort its exterior appearance.

- 2.2.5 No antenna or window guard shall be installed on the exterior. However, residents with children are highly encouraged to install window guard on the interior.
- 2.2.6 Flower pots shall be placed only in areas designated by Condominium Corporation.
- 2.2.7 Unit owners / tenants shall not hang anything or place signs, notices, posters and/or other forms of advertising on the building exterior especially on windows, plant boxes, doors or any part of the common areas.
- 2.3 All unit owners / tenants shall not use their units and common areas that will deviate from its actual intent / purpose, damage the reputation of the ASSucat, disturb the peace of residents or diminish its property value.
 - 2.3.1 Common areas shall not be used for storage of any kind.
 - 2.3.2 The residential units shall not be used as an office, boarding house / dormitory or other "bedspace type" establishment or a teaching facility for music, cooking, languages, etc.
 - 2.3.3 Balconies / terraces shall be used discreetly. Scandalous / indecent flaunting or other provocative acts and performing household chores (i.e., ironing, drying clothes or meal preparation) are prohibited in the said areas
- 2.4 All unit owners / tenants are prohibited from using the common areas as an extension of their private space and shall confine their household / personal properties and/or activities within their respective units.
 - 2.4.1 Placing household / personal items (i.e., umbrellas, doormats, unworn slippers / shoes, etc.) on common areas, especially on hallways and entrances is strictly prohibited.
 - 2.4.2 Engaging in of household chores, sleeping, eating or residing in common areas is not allowed.
 - 2.4.3 Entertaining guests and visitors should be done inside the units.
 - 2.4.4 No cycling, skateboarding or any kind of playing is allowed inside the building common areas.
 - 2.4.4.1 Business solicitation or advertisements inside the building (e.g., distribution of flyers, leaflets, calling cards, peddling merchandise, etc.) is strictly prohibited. However, brochures may be distributed and/or placed in mailboxes subject to the approval of the Condominium Corporation.
 - 2.4.4.2 Unit owners / tenants are encouraged to wear decent attire when in the common areas.

3. Elevators

- 3.1 A Special Use Elevator Permit is required by the Property Management to authorize the owner / tenant on the use of elevator for large, voluminous and/or heavy equipment, furniture and packages for a particular time slot as indicated in the said permit.
- 3.2 Unit owners / tenants shall provide protective padding or board in the elevator when hauling or transporting heavy and/or voluminous articles, and shall be escorted by the security guard on duty or in-house maintenance staff.

- 3.3 At any given time, the maximum load of the elevator must not exceed 630 kgs. Damage to the elevator caused by the moving or carrying of any heavy articles shall be for the account of the responsible unit owner and/or tenant.
- 3.4 The elevator capacity is eight (8) pax.

4. Air-Conditioning Units

- 4.1 Every unit is provided with a designated area for the installation of window-type air-conditioning unit. No ventilator or additional air-conditioning device or other similar equipment shall be installed outside of the said designated area.
- 4.2 Each unit owner or tenant shall keep such device in good condition, in terms of appearance and mechanical repair.
 - 4.2.1 No unit owner or tenant shall permit such device to leak condensate water, or to make any noise which may unreasonably disturb or interfere with the rights, comforts or convenience of any other occupants of the building.
 - 4.2.2 If such device shall become rusty or discolored, the unit owner or tenant shall have it painted with materials of good quality. If the **unit** owner or tenant fails to keep such device in good condition, the Condominium Corporation upon its own authority may remove such device, charging the cost of removal to the unit owner. The device shall not be reinstalled unless it is restored in good condition and only upon approval of the Condominium Corporation.

5. Utilities

- 5.1 No unit owner / tenant or engaged contractor shall tamper in any manner with any portion of the plumbing, communication, electrical system and other equipment of the building unless accompanied or supervised by authorized personnel of the Condominium Corporation or Property Management.
- 5.2 All unit owners / tenants shall be responsible for the repair of defective utility lines i.e., water and electrical lines inside their units, and for the mindful use of such basic utilities. Any damage to other resident/s that results from poor maintenance (e.g., water seepage caused by leaking defective faucet,) or negligence (flooding caused by continuous running of unattended faucet) shall be charged against the owner / tenant responsible.
- 5.3 Electrical panels should be labeled, covered and accessible at all times.
- 5.4 Utilities inside the unit may be inspected by Property Management as deemed necessary but only at reasonable hours and with one (1) day prior notice to the unit owner / tenant.
- 5.5 During power outages an emergency light is provided for inside the unit.

6. Fire Safety

- 6.1 Property Management shall conduct quarterly fire safety inspection. Residents must comply with the inspection reports and recommendations.

- 6.2 There shall be no tampering of fire protection devices (sprinkler, fire alarm, smoke detectors, hose cabinets, etc.) inside the units and at other areas of the building.
- 6.3 Each owner or tenant must provide at his own expense one fire extinguisher specified by the Fire Marshall, to be located at the kitchen. Regular inspection shall be conducted by the Property Management and in case the unit has no fire extinguisher, the Condominium Corporation will purchase and provide one and charge the cost to the owner or tenant.
- 6.4 Octopus electrical connections are strictly prohibited. Defective electrical wiring and equipment must not be used and should be replaced immediately.
- 6.5 In the event that toy balloons are brought inside the building, the balloons should not be placed in the kitchen or near electrical fixtures.
- 6.6 Residents are required to participate actively in scheduled fire drills.

7. Noise

- 7.1 Residents must refrain from noisy or boisterous acts that would disturb the peace and order within the Condominium Complex. Residents must be considerate when using musical instruments, radios, television sets and amplifiers so as not to disturb the other residents of the building.

8. Parking

- 8.1 The parking area inside the Condominium Complex is for the exclusive use of residents / tenants and/ or their authorized visitors or guests.
- 8.2 Unit owners' vehicles should be parked only in their individually owned slots. Illegitimate parking is strictly prohibited and any car found in a wrong slot shall be towed at the expense of the owner.
- 8.3 Authorized parking of visitor/s is restricted to the leased / owned parking slot of their "host owner / tenant".
- 8.4 Each car should occupy only one slot. Such slot may also be used for bicycle/s, motorbike/s or trailer provided that it shall be done in a manner that it would not encroach on the driveway or the adjacent slots. Double parking is strictly prohibited.
- 8.5 Parking of vehicles should be done facing the wall.
- 8.6 Warming up of vehicles at the parking area for more than 10 minutes is not allowed (potential cause of carbon monoxide poisoning).
- 8.7 Vehicles that are stalled in the parking area for more than one (1) month shall be reminded by Project Manager to keep their vehicles in clean condition.
- 8.8 Street parking or gutter parking is not allowed.
- 8.9 Cleaning of cars at the parking area is limited to using rags and a medium sized pail or container of water. The use of water hose for washing cars or engaging "Car wash boys" is not allowed in the premises.

- 8.10 General maintenance of the parking area is the responsibility of the Property Management Office. Specifically, the Property Management Office is responsible for the sweeping and hosing of the parking slots.
- 8.11 No Parking Unit shall be used as a storage area, driver's lounge or waiting area, or in any manner which is improper, offensive or annoying to other Owners, or which interferes with peaceful possession of other Owners, or which will otherwise constitutes such use a nuisance.
- 8.12 No Parking Unit shall be used for the storage of commercial vehicles such as, but not limited to taxis, commercial vans, delivery vans or trucks, with the exception of commercial vehicles owned by residential unit owner, subject to the approval of Declarant and the rules and regulations of the Condominium Corporation.
- 8.13 The Property Management Office may designate an area adjacent to the main entrance of the building as delivery drop-off area for deliveries. Loading and unloading of deliveries shall only be allowed on designated locations. Maximum unloading or loading time is one (1) hour.
- 8.14 Leasing of parking slots shall be limited to ASSucat residents only. For security reasons, parking slots shall not be leased out to "outsiders" (those not living in ASSucat). Concerned parties shall furnish the administration a copy of the lease agreement.
- 8.15 Vehicles of the unit owners and tenants must be registered with the Property Management Office and must display their "Amaia Steps Sucat" stickers visibly on the designated portion of the windshield for the inspection. Only vehicles of unit owners and tenants shall be given the "Amaia Steps Sucat" car sticker. Vehicles without these stickers be subject to security procedures before being allowed to enter the complex. Application forms are available at the Property Management Office.

9. Vehicles Inside the Condominium Complex

- 9.1 Unit owners / tenants / guests must observe traffic rules and regulations while inside the complex. Speed limit is 10 kph. and traffic signs must be followed at all times. The unit owner / tenant who secure a visitor pass shall be held liable for any violation of the house rules by his visitor.
- 9.2 Unit owners / tenants / guests with vehicles that are equipped with loud engines and/or amplified stereos should inhibit from producing noise that would create nuisance within the condominium complex.
- 9.3 Smoke belching vehicles are not allowed to enter the condominium complex.
- 9.4 Blowing of car horn is prohibited.
- 9.5 Major repair works and change oil of vehicles within the complex is strictly prohibited.
- 9.6 Testing of car alarm systems is prohibited within the complex.
- 9.7 Sleeping or staying in parked vehicles is not allowed.
- 9.8 Riding bicycles on the streets / driveways of the Condominium Complex is allowed but is prohibited on the grassy areas and pedestrian walkways. They should not obstruct the flow of traffic and always give way to vehicles. Caution should be taken by the rider/s to prevent any untoward incidents or injuries. Minors should be accompanied and/or under the supervision of adult guardians for safety

purposes. The Condominium Corporation and/or Property Management will not be held liable for any injury incurred by the rider/s while inside the Condominium Complex.

- 9.9 The Condominium Corporation and/or the Property Management Office will not be held liable for any loss of or damage to vehicles inside the Condominium Complex.

10. Sanitation, Garbage Disposal & Solid Waste Management

- 10.1 Unit owners / tenants are responsible for keeping their respective units especially the kitchen area in sanitary condition.
- 10.2 Grease traps (located under the sink) should be checked and cleaned regularly by extracting accumulated sediment inside the interceptor at least once a week.
- 10.3 Unit owners / tenants should carry out their housekeeping chores regularly and properly.
- 10.3.1 Residents should only use cleaning agents that will not damage the finishes inside the unit and those that form part of the building exterior or common areas i.e. main doors and windows.
- 10.3.2 Dusting of rugs or disposing wastes from windows, hallways, parking areas or any part of the common areas are prohibited.
- 10.4 All condominium occupants should abide with the Solid Waste Management Program of ASSucat, and adhere to the practice of segregation, recycling / re-use of resources and proper disposal.
- 10.5 Waste Segregation and Packaging – All waste shall be sorted and segregated in properly tied garbage bags as follows:
- 10.5.1 Residual waste (wrappers, dust and other dry waste, which are not biodegradable or recyclable wastes) – black garbage bags.
- 10.5.2 Recyclable materials (papers, plastic containers, bottles, tin cans) – transparent garbage bags.
- 10.5.3 Biodegradable materials (food wastes) – green garbage bags.
- 10.6 Garbage Disposal
- 10.6.1 All garbage bags must be properly tied before disposal.
- 10.6.2 Burning of waste materials, garbage or refuse is not allowed in any part of the Condominium Complex.

11. Household Staff and Visitors

- 11.1 The unit owners / tenants are responsible for the behavior and conduct of their visitors, domestic helpers, drivers or other persons under their employ / control and must ensure the compliance of these persons with the House Rules and Declaration of Restrictions.
- 11.2 All staffs employed by unit owners / tenants are required to register with the Property Management Office and secure the ASSucat I.D. cards to gain access to the building. They shall be allowed to have visitors only upon prior clearance by their respective employers. Such visitors shall be restricted to the unit/s of their destination and are prohibited from loitering within ASSucat. The host household staff shall be responsible for the conduct of their visitors.

- 11.3 Domestic helpers, drivers, aids or bodyguards caught gambling, intoxicated, or stealing while inside the complex shall be asked to leave and denied entry into the Condominium Complex and appropriate actions shall be imposed accordingly.
- 11.4 Household employees, drivers, aids or bodyguards shall be properly attired, preferably in uniform.

12. Security Control

All persons and their properties in the Condominium Complex shall be bound to the security control of ASSucat. Unit owners / tenants, guest and visitors should practice vigilance against possible threats to the peace and order of the ASSucat community, and should report immediately to the Property Management Office or security personnel any suspected intrusion, trespassing, illicit activities or unusual occurrence inside the Condominium Complex.

12.1 Resident Information Sheet

- 12.1.1 The Property Management and Security will use only information provided in the Resident Information Sheet as secondary reference for Gate Pass or in the absence of ASSucat ID or Car Sticker.
- 12.1.2 Changes in the Resident Information Sheet should immediately be made by the concerned resident/s with the Property Management Office to facilitate entry of newly employed household staff.

12.2 Pedestrian Screening

12.2.1 ASSucat-Identification Card

Identification cards are required for all persons under the employ of residents, i.e., drivers, domestic helpers and bodyguards. These can be secured from the Property Management Office at a cost. The identification cards will be necessary before such persons are given regular access to the Condominium Complex within their effectivity period.

- 12.2.1.1 All applications for the issuance of ID's as well as their replacements will be accomplished by the persons concerned and endorsed by the unit owner or tenant. Each application will be accomplished by two (2) 1" x 1" pictures.
- 12.2.1.2 ID cards will be color-coded and their validity will depend on the status of employment indicated on the application form.
- 12.2.1.3 ID cards must be worn at all times while within ASSucat.
- 12.2.1.4 ID cards are non-transferable.

- 12.2.1.5 Unit owners or tenants must promptly inform in writing the Property Management Office of any change in the status of employment (termination, removal, suspension, resignation, etc.) of the person/s under their employ.
- 12.2.1.6 Unit owners must ensure that ID cards of employed persons are surrendered to Property Management upon termination of employment.
- 12.2.1.7 Lost ID cards must be reported immediately to the Property Management Office. The person concerned should execute a formal declaration noted by his/her employer before a replacement ID could be issued by the Property Management Office, at a cost.
- 12.2.1.8 In cases where a unit employee desires to transfer to another unit owner or tenant within the ASSucat, clearance must first be secured from the previous employer. Issuance of ID card will depend on the clearance given by the previous employer and this will be controlled by the Property Management.

12.2.2 ASSucat-Visitors Pass

- 12.2.2.1 All visitors must register at the Guard House. The receptionist and/or guard-on-duty will check with relevant residents prior to issuing Visitors Pass and granting access to the complex.
- 12.2.2.2 Stay-in guests shall be registered by their host residents and shall be issued also with the ASSucat-Visitors Pass.
- 12.2.2.3 All visitors or guests should surrender a valid ID to the Reception Desk in exchange for the Visitors Pass.
- 12.2.2.4 The Visitors Pass should be worn at all times while inside the Condominium Complex.
- 12.2.2.5 The Visitors Pass should be returned to the Reception Desk before the visitor or guest could reclaim his/her ID.
- 12.2.2.6 If a Visitors Pass is lost, the bearer should immediately report this to the Property Management Office for processing his/her clearance and release of ID.
- 12.2.3 Bags and packages brought in/out by the domestic helpers, drivers, construction workers, visitors, etc. shall be subject to inspection by security guards each time they pass through the gate of the Condominium Complex.
- 12.2.4 All guests, visitors and employees of unit owners / tenants, including all licensed security personnel or guards, must deposit their firearms, if any, with the reception desk upon entry into the condominium building or grounds. Unit owners / tenants shall refrain from carrying and/or brandishing firearms in areas outside their respective units.

12.3 Vehicle Screening

12.3.1 ASSucat-Car Sticker

- 12.3.1.1 Unit owners and tenants must register their vehicles with the Property Management Office and secure their ASSucat-Car Stickers. Application forms are available at the Property Management Office.

12.3.1.2 The ASSucat-Car Stickers shall be placed visibly on the designated portion of the windshield for inspection by the entrance guard upon entering the complex.

12.3.1.3 ASSucat-Car Stickers are issued to vehicles with parking slots only. In the absence of such sticker, unit owners / tenants shall be required to surrender their driver's license in exchange of a vehicle pass prior to entry of the building complex.

12.3.2 ASSucat-Vehicle Pass

12.3.2.1 Visitor's vehicles will be allowed to enter the complex upon securing a Vehicle Pass from the entrance guard.

12.3.2.2 All visitors should surrender their driver's license in exchange for the Vehicle Pass.

12.3.2.3 Vehicle Pass should be displayed visibly on the dashboard while inside the Condominium Complex.

12.3.2.4 Vehicle Pass should be returned to the entrance guard on duty before the visitor could reclaim his driver's license.

12.3.2.5 If a Vehicle Pass is lost, the bearer should immediately report this to the Property Management Office for processing his clearance and release of driver's license.

12.3.3 Only authorized staff with ASSucat-ID is allowed to drive the vehicle/s of the residents in and out of the parking area.

12.3.4 Visitor's vehicle shall be allowed to park at the slot of the host resident.

12.3.5 Drivers of vehicles with heavily tinted glass and windshields shall open their side windows while passing the entrance guard to allow security identification check.

12.3.6 Public utility vehicles (except taxis) will not be allowed entry into the Condominium Complex. Tricycles and taxis will be allowed to enter the complex subject to the security procedures (inspection and gate pass). Passengers can be brought up to the drop-off area of their building. Taxis are allowed only from 6 am up to 10 pm. Tricycles and taxis without passengers will not be allowed to enter the complex.

12.4 Pullout of Items

12.4.1 ASSucat-Gate Pass

12.4.1.1 Any item that will be pulled out from a unit or the Condominium Complex requires a Gate Pass that is signed by the resident or authorized representative and noted by Property Management Office. Gate Pass forms are available at the Property Management Office.

12.5 Pick-Up & Delivery

12.5.1 All large item deliveries (involving furniture, appliances or any articles besides hand-carried packages) to residents must be cleared through the Property Management Office and no deliveryman shall be allowed inside the building without such clearance.

- 12.5.2 Small hand-carried packages shall be accepted by the Property Management Office. No COD package shall be accepted without prior arrangements (by the resident) with Property Management Office.
- 12.5.3 Valuables and/or bulky packages that cannot fit in the mailboxes should immediately be claimed by the resident at the Property Management Office upon advice of delivery.
- 12.5.4 Regular delivery i.e., newspapers, postal and other subscription articles shall be delivered to the Property Management Office for distribution to the respective mailboxes for pick-up by the residents or their household staff
- 12.5.5 Pick-up and/or deliveries are permitted between 8:00 am to 5:00 pm, Mondays to Saturdays (except Holidays). Any exception must be cleared with Property Management Office.

12.6 Emergency Entry

- 12.6.1 The Property Manager and/or his representative(s) is/are authorized to enter a unit in case of emergency such as fire, flood or other life threatening situations, even if the occupants are out of the unit and even if such entry may cause damage to the doors and/or contents of the unit.

13. Condominium Employees

- 13.1 The maintenance personnel of the Condominium Corporation will not be responsible for the upkeep, maintenance and/or repair of the interior of the residential units and other areas not considered "common areas" of condominium as defined in the Master Deed and Declaration of Restriction of the project.
- 13.2 Subject to the availability of resources, request of service or repair must be coursed through the Property Management Office. The requesting party shall be billed accordingly.
- 13.3 Owner or tenants are discouraged from giving tips to employees of the Condominium Corporation and/or Property Management.
- 13.4 No resident shall send any employee of the Condominium Corporation or the Property Management on any private errand or task within or out of the building.

14. Pets

- 14.1 Only aquatic pets will be allowed in the Condominium Complex. The Property Management reserves the right to regulate the kind, type, breed, quantity and size of the aquatic pets.

15. Pest Control

- 15.1 Monthly pest control services against mosquitoes, vermin and other pests including inspection for the presence of wood termites in common areas and inside the individual units will be provided by the Condominium Corporation upon prior notice to unit owners or tenants. The expenses to be incurred for such services will form part of the assessment dues.

16. Prolonged Absence of a Resident

- 16.1 The owner or resident shall advise in writing in advance the period when the unit will be left vacant. This advice should also be properly signed by the person authorized to take care of or visit the unit from time to time while the owner or tenant is away to ensure that the Property Management is properly notified and utilities consumption is properly monitored.
- 16.2 Whenever the resident of a unit leaves for a period of more than three (3) days, the key to the door of the unit may be left with an authorized representative. Such resident is required to inform the Property Management, in writing, of such arrangement. Otherwise the representative will be denied access to the Condominium Complex.
- 16.3 The representative keeping the keys to the unoccupied unit must, upon demand by the Property Management, provide access to the unit as soon as possible after the request for entry is made. The Property Management has the right to gain access, by any means, into any unoccupied unit in emergency cases in which entry to the unit is necessary to prevent injury or damage to residents and property.
- 16.4 The resident shall not leave any keys with the Property Management for safekeeping at any time and in any circumstance. No condominium employee is authorized to keep the keys of any unit.

17. Sale of Unit(s)

17.1 Right of First Refusal

The Right of First Refusal and procedure thereof is laid in Section 2 of the By-Laws. The procedure is outlined as follows:

- 17.1.1 Notice of availability for sale of a unit must be done in writing and be submitted to the Corporate Secretary of the Condominium Corporation. The notice shall include price, terms and conditions under which the unit shall be sold. A form for this purpose is available at the Administrative office.
- 17.1.2 The Corporate Secretary shall post the notice on conspicuous places within the Condominium Complex. Should the seller wish the notice to be distributed to other unit owners, the cost shall be for the account of the seller.
- 17.1.3 Members interested in purchasing such unit shall exercise the Right of First Refusal by informing the Corporate Secretary in writing of his willingness to purchase the unit at the price, terms and conditions imposed by the seller – member. This must be submitted within seven (7) days from the date of the Notice of Sale.
- 17.1.4 If more than one member is interested in purchasing the said unit, the choice of the buyer is to be done by drawing lots. The procedure will be set by the Corporate Secretary.
- 17.1.5 If no member of the Condominium Corporation submits an offer to purchase the unit or is unable to purchase the unit in accordance with the terms imposed by the seller, the seller shall be free to sell the unit to a third party under the same price, terms and conditions as specified in his offer to the Condominium Corporation. A copy of the Deed of Sale covering the disposition of the unit to a third party must be submitted to the Corporate Secretary within three (3) days from date thereof.
- 17.1.6 If the seller is unable to sell his unit to third parties under the price, terms and conditions originally specified and wishes to make changes on the terms of sale, he must first inform the

other members of the Corporation who shall have the Right of First Refusal on the said unit under the revised terms and conditions.

17.1.7 All correspondences regarding the Right of First Refusal must be addressed to:

**THE CORPORATE SECRETARY
AMAIA STEPS SUCAT CONDOMINIUM CORPORATION
DR. A. SANTOS AVENUE, BRGY. SAN ANTONIO, PARANAQUE CITY**

17.2 Certificate of Management

- 17.2.1 Unit owners who sell their unit/s are required to secure a Certificate of Management from the Condominium Corporation before the Condominium Certificate of Title can be transferred in favor of the buyer.
 - 17.2.2 Written Notice to the Board of Directors must be provided to indicate the name and address of the buyer.
 - 17.2.3 A photocopy of the Deed of Sale or Buyer's Agreement; and
 - 17.2.4 Request for a Secretary's Certificate regarding alien ownership in case the buyer of the unit is a foreigner.
- 17.3 Corporate unit owners should advise the Property Management of any change in the assignment of their units at least fifteen (15) days before change takes effect. Otherwise, the representatives or assignees of such unit owners shall not be allowed to enter the Condominium Complex.

18. Lease / Mortgage of Unit(s)

18.1 Lease Contract

All lease contracts shall comply with Section 2.18 of the Master Deed and shall contain, among others, the following provision:

"The Board of Directors of the ASSucat Condominium Corporation is expressly authorized to demand and receive from the tenant the rent due on the said unit up to an amount sufficient to pay all the dues, assessments, interest, penalties, attorney's fees and other charges".

18.2 A unit owner may lease, mortgage or otherwise encumber his unit to any third party provided that:

- 18.2.1 A prior written notice of such lease, mortgage or other encumbrance shall be given to the Condominium Corporation, with the name of the lessee or mortgagee indicated.
- 18.2.2 In case of a lease, the lessee is acceptable to the Condominium Corporation.
- 18.2.3 The said lease, mortgage or encumbrance shall be in writing and subject to the Master Deed and other documents appurtenant or related thereto.
- 18.2.4 In case of lease of any such unit and the unit owner is delinquent in the payment of any assessment, including interest and penalty thereon, the Condominium Corporation may require the lessee of such leased unit to remit directly in its favor any and all of the rentals accruing to the delinquent accounts with the Condominium Corporation until full payment thereof.

18.2.5 The leasing or mortgaging unit owner shall be under obligation to incorporate into the instrument of lease or mortgage such provisions as may be necessary to give effect to items (ii), (iii), (iv) of Sec.2.18 of the Master Deed.

18.2.6 A unit owner shall not be relieved of his obligations under the Master Deed and other documents appurtenant to relate to the Articles of Incorporation and By-Laws of the Condominium Corporation and these House Rules by reason of the said lease, mortgage or encumbrance.

18.3 A unit owner shall give a written notice to the Condominium Corporation of every lien upon his unit or his rights thereto within five (5) calendar days after the lien shall have attached to the unit.

18.4 Written notice shall be given by a unit owner to the Condominium Corporation of every suit or other proceeding, including therein the nature of such suit or proceeding, which may affect the title to his unit or his rights thereto within five (5) calendar days after the unit owner, obtains knowledge thereof.

19. Moving In or Out

19.1 A buyer or tenant shall not be allowed to move into the unit premises and to occupy and use the same unless the following conditions are fully complied with:

19.1.1 All dues, assessments, penalties, fines and whatever charges accrued on the subject unit are fully paid.

19.1.2 The unit owner furnishes the Board with a copy of the duly approved, signed and notarized copy of the Sale or Lease Contract.

19.1.3 The unit owner provides the Board with a written notice of the date on which the approved buyer or tenants will move into the premises at least seven (7) days prior to actual move-in.

19.1.4 Resident Information Sheet indicating the principal occupants, their contact details, employee/s, registered vehicle/s and authorized signatories (for gate pass purposes) has been submitted to Property Management Office seven (7) days prior to actual move-in.

19.2 Moving-in or out shall be allowed only between 8 a.m. to 5 p.m., Mondays to Saturdays (except holidays).

19.3 Unit owners must advise the Property Management Office in writing of the expiration of a lease contract in preparation for the move-out, at least one (1) week prior to the expiration date. The tenant will not be allowed to take out any belongings from the unit without the necessary written advice from the unit owner and settlement of all obligations to the Condominium Corporation, to protect the rights of the owner.

19.4 Unit owners must notify the Board of any change of occupant / tenant in writing, at least one (1) week before move-in, to ensure that those occupying the unit are indeed authorized by the owner to stay / reside in the unit.

20. Assessment

20.1 All unit owners or tenants will be proportionately liable for the common area expenses, which will be assessed monthly and paid to the Condominium Corporation.

- 20.2 For unit owners with delinquent accounts, the Condominium Corporation reserves the right to deny them and their tenants, guests / visitors and relatives from using the facilities such as swimming pool, clubhouse, etc. until their outstanding dues are fully paid.
- 20.3 The Condominium Corporation may impose legal action to the owner who fails to pay their dues.
- 20.4 Any payment from the unit owners will be applied first to the penalties and interest, then to monthly assessments before any credit is made for utilities and other charges.
- 20.5 If a resident misses the deadline of payment for dues and utility bills, the unpaid dues and/or bill will be reflected on the next statement of account and the unit owner must settle it together with the current dues and bill. In the event that the owner still fails to settle it, a notice of water supply disconnection will be sent to the unit owner giving him 10 days to settle all dues and bills. Reconnection fee of PHP 500.00 will be charged to the resident and shall be paid before the supply can be reconnected.

21. Insurance

- 21.1 The Condominium Corporation carries sufficient fire and property damage insurance on the building structure, common areas and equipment.
- 21.2 Unit owners or tenants are required to secure their own liability and property damage insurance covering the contents and improvement on their individual units.

22. Address of Notice

- 22.1 All communications and billings to the unit owners by the Condominium Corporation will be addressed and sent to their respective units at Amaia Steps Sucat, unless another address has been given in writing.

DESIGN GUIDELINES & SPECIFICATIONS

I. Architectural Guidelines

- I.1 No alterations shall be made on the exterior of the building that will affect its architectural feature. Nothing shall be installed on the façade and canopies of the building unless otherwise permitted by the Condominium Corporation or Property Management Office.
 - I.1.1 Window treatments are restricted to materials that will maintain the uniform exterior look of the building.
 - I.1.1.1 Unit owners / tenants shall only use white curtains. Those with patterned or colored curtains (non-white colors) should use white under sheeting to maintain a standard appearance from the exterior of the building.
 - I.1.2 All windows and main doors (including its accessories) of the units shall not be replaced or be altered of its original material, size, design and color.
 - I.1.2.1 Unit owners / tenants are not allowed to replace the lockset of their main doors. Replacement of existing defective door hardware should be of same quality and appearance subject to the approval of the Condominium Corporation or Property Management Office.
 - I.1.2.2 The color and design of the exterior side of the main door must be maintained.
 - I.1.2.3 Installation of window grilles shall be subject to the prior written approval of the Condominium Corporation or Building Administration

2. Structural Guidelines

- 2.1 Residential live loads shall be limited to 40 pounds per square foot or 105 kilograms per square meter as specified by the National Structural Code of the Philippines, 1992 edition.
- 2.2 As provided in the MASTER DEED, the unit owner shall not do or cause to be done any act (including chiseling or chipping of walls) or cause the construction or installation of any structure or facility that will go beyond or will impair the structural strength of the Building.
- 2.3 No additional topping / floor finishing shall be allowed without the approval of the Lessor / Property Management Office. Furthermore, it should be noted that straight-to-finish construction system was applied to all building levels.
- 2.4 Additional partitions within units shall be limited to gypsum board/FICEM or other non-combustible materials. No CHB / masonry partitions shall be allowed within the units.
- 2.5 Vaults shall only be allowed on certain designated areas of the building. Only lightweight record vaults are allowed. No cash vaults with Bangko Sentral ng Pilipinas (BSP) specifications will be allowed. All vaults to be placed inside the building shall be subject to the approval of the Property Management Office prior to installation.
- 2.6 All structural chipping works shall be subject to the approval of Structural Engineer / Designer. No welded connection shall be allowed on structural reinforcing bars especially for the structural vertical elements such as columns and shear walls.

- 2.7 Coring, drilling or cutting of structural slab will not be allowed.
- 2.8 Drilling of expansion bolts or any hanger on slabs for any utilities may be allowed provided that the load limitations, as prescribed on Item No. 2.1 are satisfied. Chipping of any structural members shall not be allowed.
- 2.9 Cast-in-Place

The following are standard methods of treating the panel walls.

 - 2.9.1 Use hand held electric drill for drilling. Using hammers or chisels are strictly prohibited.
 - 2.9.2 Use bolts (for TV wall brackets/shelves, etc.) and tox as a fastener or anchoring tool.
- 2.10 Bathroom Tiles

Bathroom tiles maybe replaced provided waterproofing will be applied and leak tested for three (3) days. This shall be advised to and witnessed by the Property Management representative. Design and specifications shall satisfy the maximum load requirement as stated in item no. 2.1

3. Electrical Guidelines

- 3.1 Power supply shall be 230 volts, 60 hz. The Resident shall provide an individual transformer to any equipment or appliance with a voltage requirement other than 230 volts.
- 3.2 Maximum demand should not exceed the following 32 amperes, 1Ø
- 3.3 Rating of fixed appliances
 - Washer : 585 watts
 - Electric stove : 1,500 watts
 - Refrigerator : 120 watts
- 3.4 Circuit breakers brand shall be “Chint” miniature type.
- 3.5 Wires shall be THHN type, 3.5mm² or 2.0mm diameter (Solid Wire) minimum for power and lighting circuit.
 - 3.5.1 Wires shall be color coded
 - Phase A : Red
 - Phase B : Blue
 - Phase C : Yellow
 - Ground : Green/Bare
 - Control Wire : White
 - 3.5.2 Use wire nuts for all splicing and connections for 3.5mm² to 8.0mm². Use solderless connectors for larger sizes.
 - 3.5.3 Wiring devices shall be grounding type with quick-connect wiring terminals.
 - 3.5.4 Acceptable brands: Phelps Dodge, Duraflex, Philflex.

- 3.6 Conduits shall be EMT for Fire Detector & Alarm System (FDAS) and PVC for lighting, power, telephone and CATV with 15mm minimum size. Use only compression type fitting for EMT.
 - 3.6.1 Acceptable brands
 - for metal conduits : McGill, Lucky
 - for PVC conduits : Neltex, Atlanta, Lucky and Emerald
- 3.7 Maximum of 8 duplex convenience outlets per 20-ampere branch circuit.
 - 3.7.1 Owner may replace the common power points with grounded type outlets.
 - 3.7.2 Owner may replace the brand of special outlets (i.e., for a/c or range) but with same rating as existing.
 - 3.7.3 Acceptable brands: National, Akari
- 3.8 Incandescent lamps, led can be used on lighting receptacles.
- 3.9 Fluorescent lighting fixtures shall be of high power factor ballast and spring loaded lamp holder.
- 3.10 All alterations must be done by accredited contractors.
- 3.11 Energy consumption metering will be done by Meralco.

4. Fire Protection System Guidelines

- 4.1 All installations shall be done in conformance with NFPA 13 Standards and the Fire Code of the Philippines.
- 4.2 Fire lines shall be black iron (B.I.) pipes, schedule 40 conforming to ASTM A120 with first and final coating of safety red paints or bonded with 1 inch wide red sticker. Fittings shall conform to ASTM 53/A153.
- 4.3 In areas where non-combustible drop ceiling will be installed (e.g. acoustic, mineral board, cement fiber board, etc.), use semi-recessed pendent-type sprinkler heads of the same type and brand as provided in the building.
- 4.4 In areas without drop ceiling, otherwise called “open or exposed ceiling”, use upright type sprinkler heads.
- 4.5 The sprinkler heads that will be provided shall be chrome plated with 15mmØ standard orifice, 5mm fusible glass bulb type and shall be UL listed same-brand as installed.
- 4.6 Partitions from floor to ceiling must be positioned in such a way that the maximum space shall not exceed more than 2.25 meters from any existing sprinkler heads. If the partition falls on the same location of the sprinkler heads, the head shall be located on one side of the partition and additional head/s shall be provided on the other side.
- 4.7 Install sprinkler rated at 135°F to 165°F for ordinary rooms. For kitchen or other areas which have heat emitting equipment / appliances that will make the room temperature higher than normal, install sprinkler heads rated at least 175°F to 212°F.
- 4.8 Maximum distance of sprinkler head to other sprinkler head (pendent or upright) must not exceed 4.50 meters.

- 4.9 Do not paint the sprinkler heads.
- 4.10 Sprinkler heads shall not be used for hanging decorative items such as Christmas lanterns, which can damage the fusible links or the sprinklers.
- 4.11 Alterations or changes shall be done by accredited contractors.
- 4.12 Fire sprinklers shall be provided on every livable enclosure. Plans shall be subject for approval by the Technical Team.

5. Mechanical Guidelines

- 5.1 Drain stubout from the window air conditioning unit should be tapped to the nearest drain.

6. Sanitary and Plumbing System Guidelines

- 6.1 All fixtures shall be vented individually and waterline shall be valved by group.
- 6.2 All water lines shall be Polyvinyl Chloride (PVC).
- 6.3 Alterations in any pipe risers or in the pipe chases are not allowed.
- 6.4 Water sub-meters are provided and shall be chargeable to the owner to monitor water consumption.
- 6.5 All plumbing installations shall comply with the National Plumbing Code of the Philippines and National Building Code.

7. Utility Guidelines

7.1 CATV System

- 7.1.1 The building is provided with CATV system with complete riser and cabling up to the units. Service Provider is Skycable
- 7.1.2 Allotted line per unit: 1 outlet
- 7.1.3 House Cabling shall be RG-6-U, 75-ohms coaxial cable.
- 7.1.4 Application for Skycable can be obtained from Property Management Office.

7.2 Telephones

- 7.2.1 Service Provider is Globe.
 - Allocated provision per unit: 1 outlet (direct line)

8. Household Recommended Appliance Specifications

- 8.1 Washing Machine: Clearance 530mm; 1 tub

8.1 Appliances have 230V electrical source and 20 ampere limited load for all types of unit.

8.2 Air-conditioning units

8.3.1 Typical provisions for window type air conditioning units;

- Opening Dimensions : 600mm x 400mm
- Electrical Source : 230V , 1PH, 3 wire
- Limited Load : 30 amps per circuit branch

8.3.2 Standard capacity per area: 1.5 HP

8.3.3 Split – type Air Conditioning Unit is not allowed.

CONSTRUCTION GUIDELINES

1. The Administration Office shall be advised whenever construction works or servicing has to be undertaken within the unit.
2. Prior to start of work, the unit owner or his duly authorized representative shall apply for a permit from the Administration Office for approval of the following:
 - Four (4) sets of renovation plans covering entire scope of work
 - Scope of work with time table
 - Date of renovation and target date of completion
 - Name of contractors and list of workers with NBI/Police/Barangay clearance
 - List of tools and equipment

Permits are granted only to unit owners whose accounts (assessments, dues, utilities, etc.) are up to date.

3. The unit owners shall provide the Administration Office the following:
 - List of workers (2 copies) who will work in their units
 - Workers Identification (ID) Cards
4. All the unit owner's contractor workers, supervisors and other parties involved in the construction of the unit must log in and out with the building security guards. The location of the designated entry / exits points shall be announced by the Property Manager.
5. All construction workers must be in their uniform T-shirt (bearing the contractors logo), long pants and shoes. Those in sleeveless shirts, short pants, sandals or slippers and the like shall not be allowed to enter the Condominium Complex.
6. Any renovation crew must have a Manager / Foreman / Supervisor on site at all times who will coordinate with the Administration.

7. Workers and their supervisor are not allowed to loiter within the Condominium Complex, i.e., they should stay only within their work area to prevent loss or damage; disturbance and inconvenience in any form to other residents of the condominium.

8. Schedule of construction / repair work shall only be allowed on the following:

Mondays to Fridays

(8:00 a.m. – 10:00 a.m. and 1:00 p.m. – 3:00 p.m.)

- Minor carpentry work: works that can be done within two (2) hour or less, i.e., drawer repair, cabinet locks, door closer fixing, door alignments, window locksets
- Minor masonry: tiles fixing, grouting
- Laying of electrical circuits: extension lines, fixing of bulbs, sockets or switches
- Manual sanding
- Manual painting

(10 a.m. – 12:00 noon and 3:00 p.m. – 5:00 p.m.)

- Major carpentry work or heavy hammering: (works which require more than one (1) day to finish i.e., chipping of walls, rehabilitation of cabinets, broken doors and windows, furniture)
- Demolition
- Spray painting
- Welding
- Electrical testing
- Electric sanding
- Other works which may disturb the adjacent unit

9. Delivery of Construction Materials

9.1 Unit owner shall secure a delivery permit prior to delivery of materials.

9.2 Sand, gravel, cement and the like shall be delivered in sacks.

9.3 All deliveries shall be brought immediately from the drop off point (designated by the Property Management Office) to the specific area of construction.

9.4 Only the unit owners or their assigned representatives shall receive the deliveries.

9.5 Such deliveries shall only be from 9:00 a.m. to 4:00 p.m., Mondays to Fridays only.

10. All materials, equipment, tools, etc. that will be used inside the complex shall be inspected and registered with the entrance guard.

11. Pull-out of Excess Materials

11.1 Unit owner shall secure a gate pass of all excess materials and equipment for pull-out from the Property Management Office, and shall be inspected accordingly by the security guard upon exit from the complex.

11.2 Construction debris may be brought out of the complex without a Gate Pass but subject to the inspection of the security guard.

11.3 Such pull-out shall be allowed only from 9:00 a.m. to 4:00 p.m., Mondays to Fridays.

12. Wives, children, relatives, and friends of workers (who are not involved with the construction works) are not allowed to stay inside the Condominium Complex.
13. Workers / supervisors and deliveries shall only use the elevator designated by the Property Management Office. In case the elevator is out of order, stairs shall be used. The management has the right to disallow construction workers to use the elevator.
14. Construction workers can eat at the job site or in the unit but should provide a covered trashcan for waste and leftovers. All waste must be removed from the unit at the end of every working day and disposed of outside the complex. Nothing shall be left in the unit or corridors, fire exit stairs / landings.
15. Unit owners undertaking construction / repair shall compensate other unit owners or the Condominium Corporation for any loss or damage whatsoever caused directly or indirectly by their workers / contractor in the course of construction.
16. Fraternization with any of the building or tenant's employees is strictly prohibited.
17. Comprehensive General Liability Insurance (CGL)
 - 17.1 The contractor shall secure a CGL from a reputable insurance company for bodily injury, property damage to the building and/or any third party for the entire duration of construction. A copy of the insurance coverage shall be submitted to the Property Management Office prior to any work.
 - 17.2 Such CGL shall be required for any construction / repair work which will cost over ₱10,000.00.
18. Fire Safety
 - 18.1 One (1) unit – 20 lbs. ABC type fire extinguisher shall be provided by the unit owner for every 11.40 meters radius of his unit, for the duration of the construction.
 - 18.2 An extinguisher shall be provided and a fire watch assigned for any welding and/or gas cutting operation. A separate hot work permit for welding works shall be secured from the Property Management Office. This hot work permit shall be secured daily.
 - 18.3 Smoking is strictly prohibited within the construction area.
 - 18.4 Cooking is strictly prohibited within the building or in the construction area.
 - 18.5 Water supply and distribution facilities for fire-fighting purposes shall be provided and maintained in the construction site in accordance with the Local Fire Code.
 - 18.6 Stockpiling of construction materials outside the unit and in any other common areas of the building is strictly prohibited.
19. Drinking of intoxicating liquors within the building by the workers is strictly prohibited and intoxicated workers will be barred from entering the Condominium Complex.
20. Gambling / bringing of deadly weapons is prohibited.
21. Any damage caused by the contractor at common areas (hallways, stairs, lobbies, elevators, etc. and the adjacent units) shall be charged to the said contractor.
22. Tapping of Utilities

- 22.1 Tapping of electrical, mechanical, fire protection and plumbing utilities shall be done by the unit owner's qualified contractor, in coordination with the Property Management Office.
- 22.2 No tapping of electrical supply in the common area is allowed.
- 23. Sanitation
 - 23.1 The units, as well as the common areas shall be kept clean and free from foul odor.
 - 23.2 Garbage / construction debris shall not remain outside the unit nor placed in any part of the Condominium Complex. It shall be pulled out of the premises daily.
- 24. Safety Materials / Equipment
 - 24.1 Contractors of unit owners shall provide safety measures such as construction net, sheeting, shoring, etc. whenever necessary.
 - 24.2 Unit owners must seal their doors with a cloth / wood screen during the construction to prevent the spread of dust and prolonged exposure of other residents to the intoxicating fume of lacquer or paint.
- 25. Behavior of workers
 - 25.1 The unit owner is responsible for controlling the conduct of his contractors and workers.
 - 25.2 No worker shall use the construction area as sleeping quarters. Stay-in is not allowed.
- 26. Routine Inspections
 - 26.1 The Property Management Office and their assigned representatives shall conduct routine inspections of all construction sites frequently and regularly. **ALL OBSERVATIONS AND INSTRUCTIONS GIVEN BY THE INSPECTORS MUST BE TAKEN NOTE OF AND STRICTLY FOLLOWED.**
 - 26.2 The Condominium Corporation / Property Management Office reserves the right to issue and demand construction changes on approved plans when deemed necessary.
 - 26.3 The security personnel are given authority to issue violation slips for workers who violate the House Rules and Regulations, and General Construction Guidelines of the Condominium Corporation.
- 27. Compliance
 - 27.1 Violations and/or non-compliance with any of the above guidelines and requirements and deviations from approved plans shall constitute grounds for work stoppage (especially when previous notices are not acted upon). The unit owner shall be responsible for the communication and implementation of all Construction Guidelines to his assigned contractor.
 - 27.2 Damage made to common areas or other units by construction work should be repaired prior to continuation of work.

28. Guidelines for Renovation Bond

- 28.1 Renovation of any unit shall be for a continuous period of no more than four (4) months.
- 28.2 Unit owners shall post a cash bond deposit of PHP10,000.00. This will answer for damages or losses to any part of the common areas and to the adjacent units during construction / renovation.
- 28.3 Unit owners will be required to shoulder the corresponding amount to be determined by the Property Management Office to cover the extra cost of security and housekeeping expenses resulting from renovation works on the unit.
- 28.4 If renovation exceeds four (4) months, the owner will be required to apply for extension permit, subject to approval by the Property Management Office based on justifiable reason and in no case will the total renovation period exceed five (5) months. If the renovation is completed earlier than four (4) months, the Condominium Corporation will refund to the unit owner any unspent amount prorated by the month. Non-payment of the above will mean stoppage of the renovation work and is subject to penalty in the same manner as a regular condominium assessment.

29. Final Inspection

The unit owners shall request the Condominium Corporation/ Property Management Office (in written form) at least three (3) days in advance, to conduct a Final Inspection for the following critical areas based National Building Code, or any other existing national standards, whichever is safer in the opinion of the Property Management.

- 29.1 Electrical installation testing (megger testing, load limitations per unit, etc.)
- 29.2 Fire Protection System (sprinkler, smoke detectors, heat detectors, etc.)
- 29.3 Plumbing standards (grease traps, etc.)
- 29.4 And other critical work that might endanger the building

Any final work which does not conform to the specifications of the plan as originally submitted to the Board or that which is contrary to building safety laws/regulations or which poses a potential hazard may be removed or demolished by the Condominium Corporation at the expense of the unit owner.

EMERGENCY GUIDELINES & SAFETY MEASURES

INTRODUCTION

There is a logical sequence of steps to follow in the event of an emergency. The primary objective is to minimize life-threatening situations. Therefore, it is of utmost importance that the situation is properly identified and the full extent of the emergency is addressed. This information is vital, not only to the site plan of action, but also to the responding personnel and/or agencies. Although there will always be a certain amount of indecision and confusion, the intent is to minimize this as much as possible. The following guidelines have been developed to cover the basics for most, but not all situations. Do not panic, take control of yourself and exercise common sense so that life is preserved and protected.

I. Emergency Phone Numbers & Important Contact Details

Emergency	
ASSucat Property Management Office	
Security Office	
Sucat Police Department	
Sucat Fire Department	
Barangay 170	
National Poison Control	
Civil Defense Operation Center (for extreme emergencies caused by disaster/ calamities like typhoons, floods, earthquakes, etc.)	
Hospital	
Utilities	
Meralco	16-211 • 631-1111
Maynilad Hotline	1626
Globelines	919-8888
Skycable	631-0000

2. Emergency Procedures

2.1 Emergency Reporting Procedure

- 2.2.1 Activate manual fire alarm pull station if possible.
- 2.2.2 If possible notify, the Administration Office and/or local agencies that could respond to the Emergency at hand and provide relevant information:
 - Your Name
 - Fire Location (Bldg #, Floor#, Room#)
 - Level of Emergency
 - “HIGH” : Emergency could not be contained or poses major threat to people and property
 - “LOW” : Emergency is controllable or poses minor threat to people and property
 - Nature of Emergency
 - Fire
 - Earthquake
 - Bomb Threat
 - Power Outage
 - Any additional information requested by the Operator

2.2 Emergency Evacuation Procedure

- This shall be performed under the following conditions:
 - a. During “HIGH” Level Fire or Bomb Threat Emergency, after carrying out Emergency Reporting Procedures or upon hearing the Emergency Alarm
 - b. After the critical period (usually on the first minute of the earthquake when the main tremors occur) during an Earthquake
 - c. Gather your relatives, guests, and their companions and ensure no one will be left out during the evacuation.
 - d. If the situation would allow, turn-off your main circuit breaker, secure your valuables and close your unit (without locking the door) on your way out towards the nearest exit.
 - e. If you come across someone that requires special needs, call for necessary assistance through the Evacuation Coordinator or Property Management Office.
 - f. Calmly proceed to the designated REFUGE / ASSEMBLY AREA until further notice from the Evacuation Coordinator or Property Management Office.

! WARNING : DO NOT USE THE ELEVATOR as emergency access
Do not re-enter the building until a safety inspection is performed and the building is approved for re-entry.

! IMPORTANT: *Always be aware of Fire Exit locations and familiarize yourself with the Evacuation Plan.*

2.3 Emergency Evacuation Drill

- This shall be conducted annually to familiarize all occupants of the safety Emergency Procedures, especially the safe routes and assembly area.
- All owners / tenants are required to participate actively in the drill that will be initiated by the Property Management Office.

3. Safety Procedures & Loss Control

3.1 In case of Fire

3.2.1 During “LOW” Level Fire Emergency

3.2.1.1 Use the fire extinguisher until you have totally eliminated the fire.

3.2.1.2 Call the Property Management Office for assistance in assessing the damage and ensure that the safety of the area is re-established.

! IMPORTANT: *Remember the **P A S S** rule when using the Fire Extinguisher*

Pull the pin, hold the extinguisher w/ the nozzle pointing away from you.

Aim low. Point the extinguisher at the base of the fire

Squeeze the lever slowly and evenly.

Sweep the nozzle from side to side.

3.2.2 During “HIGH” Level Fire Emergency

3.2.2.1 If the situation would allow, perform Emergency Reporting Procedure in Item 2.1

3.2.2.2 Follow Emergency Evacuation Procedure in Item 2.2

3.2 In case of Earthquake

3.2.1 Remain calm and encourage others not to panic.

- 3.2.2 Seek shelter by crouching under a solid piece of object or furniture such as table or desk, and cover your head with your arms and hands.

3.2.2.1 If no solid object is near you, stand in a doorway or against an interior wall.

- 3.2.3 After the critical period of the earthquake has passed, check the condition of any companion and follow the Emergency Evacuation Procedures in Item 2.

! WARNING : *Do not stand near windows, exterior walls, or objects such as light fixtures or bookcases*

! IMPORTANT: *Immediately report any damage that you noticed to the Property Management Office*

3.3 In case of a Bomb Threat

Under most circumstances, because of the difficulty in distinguishing in advance the authenticity of a Bomb Threat, the general response to such threat is to take them seriously but at the same time in proportion to the threat at hand.

- 3.3.1 Bomb threats are commonly done by telephone. The call is usually very brief and the caller refuses to answer questions. Nonetheless, the caller should be pushed for additional information as it will be vital to the threat analysis that you or the Property Management Office / Security will have to make in that critical moment.

3.3.2 Proper Handling of Bomb Threat Calls

3.3.2.1 Keep the caller on the line as long as possible and try to record as much information as possible about the bomb and the caller such as:

1. location of the bomb or the time set for detonation
2. basic description of the bomb and its composition
3. caller's name or the group he/she is representing
4. place he/she is calling from
5. purpose of planting the bomb

3.3.2.2 Pay particular attention to peculiar or distinguishing background noises which may give a clue as to where the call is being made.

3.3.2.3 Listen closely to the voice (male or female), voice quality (calm or excited), accents and speech impediments.

3.3.2.4 Immediately after the caller hangs up, report the threat to the Security Management or Property Management Office.

3.3.2.5 Security management or local law enforcement officers may conduct further inquiries on the reported threat.

3.3.3 Precautions Against Suspected Bomb in the Condominium Complex

A Bomb threat becomes serious if a suspicious object or item has been subsequently discovered in the Condominium Complex. However, it may not always be done with warning or prior threats; hence vigilance against dubious objects is most advisable.

3.3.3.1 Immediately report to the Security or Property Management Office any suspicious item you might discover or come across in any area of the Condominium Complex. Advise any unusual incident/s you may have encountered or gathered within the community which could be related to the threat at hand.

3.3.3.2 Keep away from the package, and if possible, warn others within the proximity to be cautious of the said item.

3.3.3.3 If there is a need to evacuate the Condominium Complex as deemed by the Property Management Office, follow the Evacuation Procedure in Item 2.2

! WARNING : *Do not attempt to handle or tamper the suspected package / item in any way*

3.4 In case of Power Outage

3.4.1 Turn-off and unplug all appliances and equipment.

3.4.2 When Normal Power is restored:

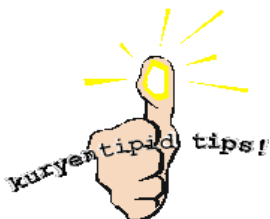
3.4.2.1 Turn off all appliances.

3.4.2.2 Switch off the breakers.

3.4.2.3 Switch on all circuit breakers.

ENERGY CONSERVATION TIPS

A. “Kuryentipid Tips”



Electricity conservation does not mean using no electricity, but using it wisely.

Electricity conservation means using the least amount of electricity without reduction in standards of basic goods and services.

Electricity efficiency measures are divided into two main categories, namely:

- Housekeeping measures or no / low cost measures, like the simple switching off of appliances or lights when not in use.
- High cost or with capital investment measures, like changing incandescent to fluorescent lighting, or the installation of power capacitors.

The following basic Tipid tips will be practical and helpful to home “energy managers.”

- Lighting
 - Turn-off unnecessary light.
 - Use fluorescent lights instead of incandescent bulbs. A 40-watt fluorescent lamp produces more light than a 100-watt incandescent bulb at half the cost.
 - Clean lamps and bulbs regularly. Dirt lessens illumination by as much as 50%.
- Cooking
 - Have all the ingredients ready when cooking to avoid frequent switching on and off of the electric stove.
 - Avoid using a big burner for a small pan
 - Use flat-bottom pans with light covers to lessen heat transfer loss.
 - Thaw frozen foods thoroughly before cooking.
 - Switch the electric stove to “low” when the food begins to boil.
 - Turn off the electric stove during the last minutes of cooking. The remaining heat will make the food simmer.
- TV Viewing
 - Switch off the set when no one is watching. Unplug it when a transformer is used.
 - Black and white sets use less electricity than colored ones.
 - Running several sets at the same time multiplies your entertainment costs.
 - Substitute computer games with educational board games and light sports.

- Electric Fan
 - Turn off the fan when not in use.
 - If comfortable enough, set the fan to “low.”
 - Lock the oscillator when the fan is needed in one direction only. This way, air is blown directly to where it is needed.
- Ironing Clothes
 - Do all the ironing at one time.
 - Iron when it is cooler and more comfortable. This lessens the demand for electricity during peak hours.
 - Dampen clothes moderately. Excessively moistened clothes take longer to iron.
 - Switch off the electric iron in the last few minutes of ironing. There will be enough heat to press lighter materials.
- Refrigerator
 - Choose a refrigerator model and size suited to your family needs.
 - Defrost the refrigerator regularly.
 - Replace loose refrigerator gaskets.
 - Place the refrigerator away from the stove and the sun.
 - Open the refrigerator door only when needed.
 - Keep the refrigerator fans and coils clean and dust free.
 - Do not store hot food in the refrigerator.
 - Do not overstuff your refrigerator.
- Air Conditioning
 - Make sure that the thermostat is working. Keep the thermostat setting no lower than 25 degrees C.
 - Install the unit in the coolest part of the room.
 - Keep the unit’s filter, condenser and other parts clean.
 - Air-conditioned room should be well insulated from direct sunlight. Open doors of air-conditioned rooms only when necessary.
 - Install window-type air-conditioners at the highest accessible place.

Some basic measures are also applicable in the offices and other establishments:

1. Switch on air conditioning units 30 minutes after the start of office hours. Switch it off 30 minutes before closing of office hours.
2. Switch off all office equipment running on electricity such as typewriters, computers, copying machines, air pots, etc. when not in use. Unplug it after office hours.
3. Switch off unnecessary lights and exhaust fans.



4. Switch off all lights, air-conditioning units, exhaust fans, and other electrical equipment on non-working days.

5. General cleaning of offices is scheduled on Saturday to save energy.

6. Clean lighting diffuser to maximize luminance.

7. Place stickers on all lighting switches saying “SWITCH OFF WHEN NOT IN USE’.

8. Put off the exhaust fans while the air-conditioning units are in operation.

With a wasted kilowatt of electricity go a lot of things. You waste a kilowatt and you waste P7.00. You also waste precious oil, which will need another 20 to 300 million years for it to be replaced. Most of all, you will waste a chance of being able to help alleviate the delicate condition of our energy supply.

B. “Reading the Electric Meter”

“Be conscious of what you consume, you might be gobbling up one of your own.”

Are you aware of the amount of electricity you are consuming every week, or every month? If not, then stop and think. You might be eating up your budget, your savings, your business, your future and your life.

How do we know we are eating up too much electricity? How do we prevent, top, and curb this if we are doing so?

Energy efficiency has become a password these past few months, following the years that saw the end of the power crisis. This is because our leaders in the energy field keep saying that those brownouts will be back if we do not start saving electricity soon.



And soon means now.

How do we save electricity? Perhaps the first question must be what is our average electricity consumption in say, one month? If your electric bill is making your budget sick, then there is one thing which can lead you to the cure – the electric meter.

Knowing how to read the electric meter is like starting with the right foot in your own energy efficiency campaign. Saving means knowing how much you consume or spend. Learn to read the meter. You will know how much electricity you’re consuming.

The watt-hour meter, also called the electric meter, installed in your home measures the amount of electric energy that you use at a given period of time.

The watt-hour meter is factory tested, utility tested, and retested and sealed by the Energy Regulatory Commission (ERC) to make sure that it registers electric consumption accurately.

Basically, there are two types of meter: The standard meter, the one used by Meralco, and the digital meter used by most electric cooperatives servicing areas in some parts of the country.

The digital meter is easy to read. Just list down the first four numbers shown through the small windows or screens and you have your reading.

The standard meter is a bit challenging and will require you to be a little patient.

The four digits are labeled A to D. Dials A and C move counterclockwise while dials B and D move in clockwise route.

As long as you can catch a napping fly off guard, then your future as a meter reader is promising. It is just like reading your watch. With some practice and patience, you can even read a meter from a distance of 20 feet.

For example, if the pointer is between “2” and “3”, you record the smaller number “2”. Set down, in the same manner, right-to-left order, the number you have read from the other dials.

However, when the pointer is directly on the number, for example “5”, read it as “5” if the pointer of the dial on the “right” has passed its zero point. But read it as “4” if the pointer on the “next dial” is approaching its zero point.

To complete the steps, you subtract the reading shown on your last bill from this reading and you get the number of kilowatt hours used since your last billing date.

Meter reading must be a sustained activity, not a seasonal one. The fact that we are colossal wasters of energy is made worse because we are not aware of it. We will remain unaware unless we sustain our electricity consumption. We will remain unaware unless we commit ourselves to the energy efficiency campaign.



ACKNOWLEDGMENT OF UNIT COMPLETION & ACCEPTANCE AMAIA STEPS SUCAT

I, the duly designated representative of the purchaser of a Condo unit (the "Unit") constructed thereon at **Amaia Steps Sucat**, particularly described as _____, do hereby acknowledge that I have inspected the said Unit and its appurtenances, including the kind, quality, function and characteristics of materials and workmanship found or installed thereon, and found the same to my full satisfaction to have been fully completed strictly in accordance with plans and specifications applicable to the Unit.

I, furthermore agree to hold Amaia Land Corporation and its contractors free and harmless from any liability which may arise directly from my acts, omissions or negligence of the contractors and architects commissioned by me to undertake any work on the Unit, or any of the employees, agents or representative of my contractors or architects.

If in case the Unit has not yet complied with the minimum paymentl required for move-in, or in the event that any delay in payment has been incurred, or unpaid amortizations such as, but not limited to, cases of dishonored checks, this acceptance form shall be automatically considered as null and void.

Room / Area	Serial No.	Quantity
Main Door		

Initial Meter Readings

Meter Type	Serial No.	Initial Reading
Water Meter		
Electric Meter		

Assisted by:

Signature of Purchaser/s:

Printed Name and Signature
Amaia Representative

Printed Name and Signature
Unit Owner

Date

Maintenance and Warranty Reminders

Date: _____

Dear Mr. / Ms. _____,

Thank you for purchasing a unit at the **Amaia Steps Sucat**, more particularly identified as _____.

As the Project Developer, we have taken the necessary steps to ensure that the unit is completed according to the specifications described in our contract.

Likewise, as part of our customer service, we would like to remind you of the following:

1. As a consequence of the turnover of the unit to you, please note that your responsibility for maintaining your unit starts today, _____, which is the date of your acceptance of the unit and receipt of the keys.
2. While your unit is covered by one year workmanship warranty, please note that the adoption of regular maintenance measures such as periodic check-ups of your electrical system, cleaning and maintenance of grease traps, and other similar measures which may be necessary or preferable in order to preserve the integrity of your unit, shall be for your account and responsibility. Please note that any unauthorized introduction of any type of improvement on the unit during the one-year warranty period shall terminate such warranty.
3. If your unit shall remain unoccupied after the abovementioned turnover date, we urge you to conduct regular cleaning and airing of your unit to maintain its best condition.
4. Electric and water bills should be paid on time to avoid undue disconnection thereof.

Thank you.

Assisted by:

Conforme:

Printed Name and Signature
Amaia Representative

Printed Name and Signature
Unit Owner

Date

Amaia Steps Sucat - RESIDENT INFORMATION SHEET

BLDG _____
UNIT # _____

PRINCIPAL RESIDENT DATA

Last Name	First Name	Middle Name
Telephone Number	Mobile Phone Number	Home E-mail Address
Office Address		
Office Telephone Number	Office Fax Number	Office E-mail Address

SPOUSE DATA

Last Name	First Name	Middle Name
Mobile Phone Number	Home E-mail Address	
Office Address		
Office Telephone Number	Office Fax Number	Office E-mail Address

PERMANENT OCCUPANTS

Name	Age	Relation to Principal Occupant
1.		
2.		
3.		
4.		
5.		

HOUSEHOLD EMPLOYEES

Name	Position	Stay-in	Stay-out
1.			
2.			
3.			

REGISTERED VEHICLES

Vehicle Type	Model	Color	Plate #
1.			
2.			

AUTHORIZED REPRESENTATIVES FOR PERMIT PURPOSES

Name	Position	Signature
1.		
2.		
3.		
4.		
5.		

**Only the names and signatures of the authorized representatives shall be honored for Amaia Steps Sucat permits*

MOVE IN PASS

To Guard on Duty:

Please allow the bearer of this Gate Pass is, Mr./Ms. _____ whose unit is located in Building _____, Level _____ of Unit _____, Amaia Steps Sucat.

Please extend all the assistance possible for the smooth moving-in of our valued homeowner to his/her new residence.

Thank you.

Property Manager

Date Issued: _____

Control No: _____

NOTE: To be submitted at the guard upon move-in.

Amaia Steps Sucat – IDENTIFICATION CARD APPLICATION

Date of Application:

Please issue an Amaia Steps Sucat Identification card to _____, who is currently under my employ as _____. He/ She shall be allowed to enter and leave Unit No. _____ of Building _____ while he/she is working for me.

He/She has been oriented on the Amaia Steps Sucat House Rules and Regulations and has been instructed to abide by these. I shall be responsible for any damage to the building that may be caused by his/her misbehavior.

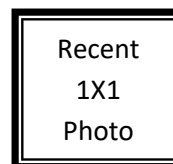
I agree to inform the Administration as soon as I terminate his/her service/s.

Signature over Printed Name of Resident

APPLICANT'S DATA			
Last Name	First Name	Middle Name	
Home Address			
Date of Birth	Place of Birth	Civil Status	
Name of Spouse, If Married			
Height	Weight	Complexion	Distinguishing Mark
SSS No.		TIN No.	
REFERENCES (give at least two)			
Name		Address and Telephone Number	
1.			
2.			

This portion is to be accomplished at the Property Management Office

FINGER PRINTS					
RIGHT	Thumb	Index	Middle	Ring	Pinky
LEFT	Thumb	Index	Middle	Ring	Pinky



Date of Release	Signature

ID#							

Control No. _____

GATE PASS

Date : _____
 Location : Building no. _____ Area/ Unit: _____

Particulars	Quantity	Remarks

Requested by:

Approved by:

Signature over Printed Name
 Unit Owner/ Representative

Signature over Printed Name
 Guard on- Duty

Verified by:

Noted by:

Signature over Printed Name
 Worker / Contractor

Signature over Printed Name
 Property Manager

Amaia Steps Sucat - RESERVATION OF FUNCTION ROOM

Control No: _____

Date: _____

Name :	Building :	Unit :
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RESERVATION DETAILS

Occasion :	Date Needed :
Contact Person :	No. of Persons :
Contact No :	Time (FROM) : (T0) :

Remarks/ Other Details :

PAYMENT DETAILS	RECEIPT DETAILS
Amount (PHP) :	Receipt No :
Date of Payment :	Date of Receipt :

CONFORME : _____
Unit Owner/ Resident's Signature

THIS PART IS FOR PROPERTY MANAGEMENT OFFICE

Remarks :

Approved : _____
Property Manager

Date Approved : _____

Amaia Steps Sucat - CONSTRUCTION PERMIT

Control No: _____

(To be filled out by applicant)

Name of Applicant :		
Residence Address :		Home Tel. No.
Office Address :		Office Tel. No.
APPLIED UNIT DETAILS		
Building :	Floor Level :	Unit No :
RENOVATION / IMPROVEMENT SCOPE OF WORK		

PLANS SUBMITTED TO PROPERTY MANAGEMENT OFFICE OFFICE:

- | | |
|--|--|
| ☐ Floor Plan(s) | ☐ Utility Plans (Sanitary and Electrical Plans) |
| ☐ Ceiling Plans | ☐ Elevation Plans |

Applicant's Signature over Printed Name

Date

=====

(To be filled out by Property Management Office)

Received by : _____ Date Received : _____
Signature over Printed Name

Approved by : _____ Date Approved : _____
Signature over Printed Name

Amaia Steps Sucat - MOVE OUT REPORT

Date of Move-Out: _____

TENANT INFORMATION

Name of Owner:	Tower:
Name of Tenant:	Unit No:
Forwarding Address:	Contact No:

METER READING

Water Reading:	Electricity Reading
-----------------------	----------------------------

MATERIALS FOR PULL-OUT

Quantity	Particulars	Remarks

Note: Please use separate sheet for other items

CONDOMINIUM DUES/ FEES

Particulars	Remarks
1.Assessment Dues	
2.Water Bill	
3.Electricity Bill	
4.Phone Bill	

By:

Owner's Signature over Printed Name

Noted by:

Property Manager

Request for Release of Construction Bond

DATE: _____

REF #: _____

TO: **Administration Office**
 Amaia Steps Sucat

SUB: **REQUEST FOR RELEASE OF CONSTRUCTION BOND**

Dear **Mr./ Ms.** _____,

I/We would like to request for the release of our construction bond amounting to _____ . The unit has been completed and is now ready for your inspection.

PHP

Thank you,

UNIT OWNER

UNIT: _____

DATE: _____

To be filled-up by Admin Personnel Only

AMOUNT: _____ **DATE PAID:** _____

O.R.#: _____ **PERMIT #:** _____

FINAL INPECTION REPORT: attached: _____ not attached: _____

ORIGINAL OFFICIAL RECEIPT: attached: _____ not attached: _____

Amaia Steps Sucat – CAR STICKER APPLICATION

Control No. _____

Date _____

Name of Tenant :

Tower :

Unit No :

VEHICLE DETAILS

MAKE	COLOR	PLATE NO.

Requirements:

(To be submitted to the Property Management Office Office)

- ☐ Photocopy of driver's license
- ☐ Photocopy of Vehicle Certificate of Registration
- ☐ Sticker fee- PHP 100.00 (One Hundred Pesos)
- ☐ Authorization Document for company issued vehicle
- ☐ 1 pc 1x1 ID picture

Recent
1X1
Photo

Applicant's Signature over Printed Name

Date

=====

(To be filled out by Bldg. Administration)

Received by : _____
Signature over Printed Name

Date Received : _____

Approved by : _____
Signature over Printed Name

Date Approved: _____

Sticker No : _____

Receipt No : _____

Sticker Attached by : _____

Date Attached : _____