

THE RESIDENCES

AT GREENBELT • CONDOMINIUM CORPORATION

HOUSE RULES AND REGULATIONS

AS OF __ 2015

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THE ESSENTIALS

RESIDENT FACILITIES AND SERVICES

Experience cosmopolitan living at The Residences at Greenbelt (TRAG). A comprehensive support system is available to facilitate the daily details of your life with ease and efficiency at TRAG.

The Residences at Greenbelt Condominium Corporation (TRAGCC) is a non-stock, not for profit corporation established to hold title to the common areas in the TRAG complex and to oversee its management. TRAGCC's Board of Trustees (BOT) is the body of elected or appointed owners who jointly oversee the activities of TRAGCC. **To govern and regulate the use, occupancy and enjoyment of individual units and the common areas of the TRAG complex, pursuant to the Master Deed with Declaration of Restrictions of TRAG, TRAGCC's BOT have adopted TRAG's House Rules and Regulations. You are requested to familiarize yourself, the members of your household and your guests and visitors with these rules and strictly adhere to them. The registered unit owner will remain responsible for compliance with TRAG's House Rules and Regulations, including payment of dues and water bills, penalties for violations and damage caused by their unit or the residents of their unit.**

Approved at the BOT meeting on July 22, 2015, these rules and procedures supersede the previously issued House Rules and Regulations and are effective immediately. The first 17 pages of this document highlight and summarize major points about TRAG and TRAGCC, and seek to address frequently asked questions. Detailed rules are attached. The summary is provided for the convenience of owners/residents and significant effort has been taken to ensure consistency; however, in the event of an inconsistency, the provisions in the summary shall prevail. Please note that TRAG's *House Rules and Regulations* may be changed, amended or revised at any time by TRAGCC's BOT.

1. BUILDING ADMINISTRATION

An on-site team of professionals from Ayala Property Management Corporation (APMC), headed by the Property Manager, provides all building management services for TRAG's facilities and common areas.

<p style="text-align: center;">TRAG Administration Office, 4th Floor, Manila Tower Telephone Number: (632) 794-2575 Email address: traglaguna@yahoo.com.ph Hours of Operation: 8am to 5pm, Mon. to Fri. and 8am to 12 noon, Sat.</p>

2. IMPORTANT TELEPHONE NUMBERS

<p>NEARBY HOSPITALS AND MEDICAL CLINICS</p> <ul style="list-style-type: none">• Makati Medical Center (632) 888-8999• St. Luke's Medical Center Global City (632) 789-7700• Healthway Greenbelt 5 (632) 720-6109	<p>POLICE ASSISTANCE</p> <ul style="list-style-type: none">• Makati Police (632) 815-1194/ (632) 815-6010• Philippine National Police Hotline (632) 117
<p>OTHER EMERGENCY NUMBERS</p> <ul style="list-style-type: none">• Ambulance – Lifeline (632) 16-911• For Traffic Situation – Metro Manila Development Authority (MMDA) (632) 136• For Electricity – Meralco (02) 16-211/ (632) 631-1111	

- For Water – Manila Water (632) 1627
- For Fire – Makati Fire Department (632) 818-5150 / 887-2484

3. RECREATIONAL FACILITIES / HOURS OF OPERATION

5TH LEVEL FACILITIES (EXCLUSIVELY FOR TRAG OWNERS/RESIDENTS)	5TH LEVEL FACILITIES AND THE SKY DECK (AVAILABLE FOR A FEE*)	LAGUNA TOWER FACILITIES (EXCLUSIVELY FOR LAGUNA TOWER OWNERS/RESIDENTS)
<ul style="list-style-type: none"> • Adult Lap Pool • Children’s Pool and Play Areas • Main Gym and Fitness Center • Multi-Purpose Lawn/Pond/Rock and Water Feature/Zen Garden • Pilates/Yoga Studio, Manila Tower • Spa (please check services available and fees) 	<ul style="list-style-type: none"> • Facilities for private functions <ul style="list-style-type: none"> ○ Main Social Hall ○ Manila Tower Social Hall ○ San Lorenzo Tower Social Hall ○ Sky Deck (50th Floor, Manila Tower) • 5th Floor, San Lorenzo Tower <ul style="list-style-type: none"> ○ Dance/Aerobics Studio ○ Game Room ○ Theater/Viewing Room 	<ul style="list-style-type: none"> • Adult Lap Pool (5th Level) • Children’s Pool and Play Area (5th Level) • Express Gym (6th Level) • Laguna Tower Social Hall (5th Level, available for a fee*)

* Please ask the Concierge for prevailing rates.

FACILITY	HOURS OF OPERATION*	
5TH LEVEL	• Adult Lap Pool / Children’s Pool / Outdoor Play Area	6am to 10:30pm
	• Children’s Indoor Play Area	6am to 7pm
	• Main Gym and Fitness Center	6am to 10pm
	• Multi-Purpose Lawn/Pond/Rock & Water Feature/Zen Garden	24 hours
	• Pilates/Yoga Studio, Manila Tower	6am to 10pm
	• Spa	1pm to 10pm
LAGUNA TOWER	• Adult Lap Pool / Children’s Pool / Outdoor Play Area	6am to 10pm
	• Express Gym	6am to 10pm
OTHERS	• Dance/Aerobics Studio	6am to 10pm
	• Game Room	10am to midnight
	• Social Halls and Sky Deck	10am to midnight
	• Theater/Viewing Room	10am to midnight

* No access to outdoor facilities upon announcement of Storm Signal No. 1 or any higher signal. Use of the facilities beyond operating hours is strictly prohibited.

Much effort has been taken to ensure a pleasant and green environment on the 5th Level with plants and flowers. Owners/Residents are asked to take precautions not to damage the general landscaping, plants and flowers. The facilities may be closed periodically for cleaning and maintenance, in general with prior notice. TRAG Administration staff, contractors and personnel are responsible for maintaining the common areas in a clean, sanitary and tidy condition and in good repair.

Users are reminded that the use of the facilities is at their own risk. TRAGCC and TRAG Administration will not be responsible for any accident, injury or loss that may be suffered or incurred by anyone in the facilities. **Please report all accidents and untoward incidents, any**

unusual occurrence in the complex and any deficiencies, to TRAG Administration Office, the Concierge or the Security Officer on duty.

4. CONCIERGE SERVICES

Concierge services are available for the comfort of owners and residents.

BUSINESS CENTER. Photocopying, facsimile transmittal and postal services are available at TRAG’s Administration Office.	HOUSEKEEPING SERVICES. A range of housekeeping services from third party service operators may be arranged through the Concierge.
CABLE TELEVISION. Your unit comes pre-wired for cable TV services from Skycable. Ask the Concierge for an application form.	LPG. The Concierge has contact numbers of LPG suppliers. LPG care and maintenance and tips are detailed in the <i>House Rules and Regulations</i> .
COURIER SERVICES. The Concierge can assist you transmit documents or packages through FedEx, UPS, DHL, Philippine Mail Services, etc.	MAINTENANCE SERVICES. TRAG has in-house Maintenance Personnel for certain services, with service charges depending on the task.
DENTAL AND MEDICAL SERVICES. The Concierge can provide contact details for hospitals, clinics and medical professionals within convenient proximity.	NEWSPAPERS. Subscriptions to local and international newspapers, magazines, etc. can be arranged through the Concierge.
DRY CLEANING AND LAUNDRY. The Concierge has a list of laundry pick-up and dry cleaning services for your laundry needs.	PEST CONTROL. To schedule pest control services in your unit, please contact the Concierge.
ENGINEERING SERVICES. Request assistance from engineers and technicians for minor maintenance concerns in your unit (for a fee).	SPA PERSONAL CARE / MESSAGE SERVICE. Contact the spa at TRAG to schedule some pampering, at the spa or in the comfort of your unit.
ENTERTAINMENT & LEISURE GUIDE. Get information about movie schedules, shopping centers, restaurants, art galleries and theater shows.	TAXI BOOKING. Ask the Concierge for assistance in booking a taxi or other transportation needs.
FACILITIES FOR PRIVATE FUNCTIONS. TRAG has a selection of facilities available (for a fee). Please contact the Concierge for details.	TELECOMMUNICATIONS / INTERNET. Application forms for telecom/internet/DSL/Broadband services from PLDT, Globe and Skycable are available.
VISITORS / MESSAGES. You will be notified when your visitors arrive and important messages will be relayed through the intercom in your unit.	WATER DELIVERY. Order bottled water for delivery to your unit.

For assistance, please contact the Concierge Desk at the Main Lobby of your tower or as follows:

Laguna Tower Concierge	(632) 738-7247	concierge.traglaguna@yahoo.com
San Lorenzo Tower Concierge	(632) 799-1217	concierge.tragsanlorenzo@yahoo.com
Manila Tower Concierge	(632) 794-2585	concierge.tragmanila@yahoo.com

5. HOUSE RULES AND REGULATIONS – OVERVIEW

To govern and regulate the use, occupancy and enjoyment of individual units and the facilities and common areas of the TRAG complex, pursuant to the Master Deed with Declaration of Restrictions of TRAG, TRAGCC’s BOT has adopted TRAG’s *House Rules and Regulations*. Failure of TRAGCC to enforce a rule or regulation or to render such determination should not be construed as a waiver or abandonment of such rule or regulation. TRAGCC may amend these rules from time to time.

Owners, tenants and other residents must observe these and ensure that these are observed by their (a) family and household members (including helpers, drivers, bodyguards and other staff); (b)

registered guests and visitors; and (c) contractors. **The registered unit owner will remain responsible for compliance with TRAG’s House Rules and Regulations.**

The House Rules and Regulations are detailed in the following sections:

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To highlight some important rules and regulations:

- 5.1 The residential units shall be used exclusively for residential purposes, and subject to the restrictions in the Master Deed, the Bylaws and these *House Rules and Regulations*.
- 5.2 Owners and residents and their household members, guests and visitors are requested to treat all other residents, and their guests and visitors, and TRAG staff as you would expect to be treated yourself with courtesy and respect. Anyone who is seen or heard using profane language or behaving in a disorderly manner shall be subject to sanctions.
- 5.3 **TRAG’s facilities including the elevators and the recreational facilities are for the exclusive use of TRAG owners, residents and their guests and visitors.** Their use is regulated to enhance community welfare.
- 5.4 Guests and visitors of owners/residents who are accompanied by a resident at all times and comply with the *House Rules and Regulations* may use the Pools and Children’s Play Areas (up to four visitors at any time, at no charge).
- 5.5 TRAG’s social halls and the Dance/Aerobics Studio, Game Room, and Theater/Viewing Room may be booked for private functions such as parties and meetings by an owner or resident or a non-resident if endorsed by an owner or resident, provided that the booking owner or resident, or the endorsing owner or resident, must be present at all times and shall be fully responsible for any liability incurred by the visitors.
- 5.6 Otherwise, guests, visitors and unauthorized persons are not allowed to use the facilities.
- 5.7 TRAG Administration reserves the right to limit the number of guests and visitors who are allowed to use the facilities, particularly on weekends and public holidays or over periods of peak use by residents to ensure that residents have first priority to use and enjoy the facilities.
- 5.8 Abbreviated rules and regulations will be displayed in various facilities. A breach of these rules shall be deemed to be a breach of the *House Rules and Regulations*.
- 5.9 Use of the facilities/equipment will be on a first-come, first-served basis. Users are reminded to be considerate if someone is waiting to use the facilities/equipment.
- 5.10 Users are expected to observe proper behavior at all times, and not to indulge in any excessively noisy or boisterous activities. Any person who behaves in a noisy manner or uses any abusive or insulting words with intent to produce a breach of the peace may be removed from the building.

- 5.11 The following are not allowed in the common areas (including the lobbies and recreational facilities) and the parking areas:
 - 5.11.1 Consumption of food, except in the social halls.
 - 5.11.2 Use of glassware, glass containers, bottles or other objects made of glass, except in the social halls.(Consumption of non-alcoholic drinks in plastic or other non-breakable containers is permitted.)
 - 5.11.3 Conversing boisterously.
 - 5.11.4 Gambling, illegal and distasteful activities.
 - 5.11.5 Indecent attire or exposure.
 - 5.11.6 Obstructing or restricting the entrances, exits, parking spaces, driveways or any part of the common areas.
 - 5.11.7 Permanent or temporary storage, habitat of pets, etc.
 - 5.11.8 Posting of any notice, sign, poster, form of advertising, etc., except those issued by TRAG Administration.
 - 5.11.9 Radios and other sound or electronic equipment, other than personal types of such equipment, except for portable radios or sound equipment used with headphones.
 - 5.11.10 Smoking and the use of alcohol, tobacco, controlled substances. All common areas (including the elevators and lobbies) are designated as non-smoking areas.
 - 5.11.11 Spitting and littering.
 - 5.11.12 Stepping on plants, picking of flowers, and climbing on plants or trees.
- 5.12 To preserve our Passenger Elevators, the Service Elevator of the owner/resident's tower should be used, unless it is out of service, for the following:
 - 5.12.1 Catering and event equipment and supplies
 - 5.12.2 Construction materials and large equipment
 - 5.12.3 Grocery deliveries
 - 5.12.4 Bicycles
 - 5.12.5 Pets
- 5.13 TRAG Administration including security guards, pool attendants, etc. are authorized to take the following actions as they deem necessary:
 - 5.13.1 Close facilities to allow for cleaning and maintenance.
 - 5.13.2 Request users to leave the facility/area.
 - 5.13.3 Regulate the number of owners/residents and visitors/registered guests using a facility.
 - 5.13.4 Refuse entry to any person to ensure the safety of other users/occupants.
- 5.14 Users must keep the facilities clean at all times and shall be responsible for all damages they may cause to the common areas and any persons within TRAG, and all damages caused by members of their household (family and staff), and their visitors, guests and contractors. Vandalism, theft, and other forms of inappropriate behavior are grounds for immediate expulsion from the facilities.
- 5.15 Business solicitation advertisements such as the distribution of flyers, leaflets, calling cards, peddling of merchandise, and the like, are strictly prohibited, without the prior written approval of TRAGCC.
- 5.16 No less than quarterly, owners/residents must avail of pest control, and no less than annually, owners/residents must ensure the testing of the fire detection and alarm system (FDAS), smoke detectors and LPG tank in their unit. This applies to all units, whether occupied or not. All non-resident owners and all residents who will not be present for prolonged periods, must register with TRAG Administration the name and contact details of their local representative who will be responsible for providing the necessary access to their

unit for safety testing and other essential preventative maintenance measures to be carried out.

- 5.17 TRAG Administration will monitor compliance. Otherwise, there will be penalties charged against the unit.

6. COMMUNICATION TO TRAGCC / SUGGESTIONS FROM OWNERS AND RESIDENTS

- 6.1 It is important to TRAGCC's BOT that you are able to communicate with the BOT on a regular basis and that concerns, suggestions and comments are properly understood. Owners/residents are encouraged to address any concerns by:
- 6.1.1 Writing a letter stating your concern and sending it to TRAGCC's BOT through TRAG Administration.
- 6.1.2 If you wish to discuss your concern face to face with TRAG Administration, kindly request for a schedule to meet during regular business hours.
- 6.2 Homeowners are discouraged from:
- 6.2.1 Directly confronting/correcting contractual building personnel and owners, residents, visitors and guests.
- 6.2.2 Making complaints that are not documented.
- 6.3 We encourage a respectful and professional dialogue between our community and TRAG Administration. Please advise the Concierge promptly of any complaints or communicate your complaints in writing to TRAG Administration or to TRAGCC BOT, providing sufficient details. All written complaints are reported to TRAGCC's BOT and discussed during Board Meetings. Decisions will be made based on the results of a proper investigation and in compliance with TRAGCC's House Rules and Regulations, the Master Deed of Restrictions and By Laws. These decisions will be properly documented and communicated to the homeowner concerned by TRAG Administration.

7. CONDOMINIUM DUES AND ASSESSMENTS, AND WATER BILLS

The registered unit owner is ultimately responsible to TRAGCC for paying their condominium dues and assessments and water bills on time.

- 7.1 All billings and other communications will be addressed to owner and sent to the respective unit, unless another address has been previously given to TRAG Administration in writing.
- 7.2 Dues and assessments, whether capital, regular or special, are approved by the BOT and valued against the unit and appurtenant parking slot(s), whether the unit is occupied or not.
- 7.3 Dues and assessments are billed in advance with an invoice forwarded to the owner. Payments can be made (i) by check payable to **THE RESIDENCES AT GREENBELT CONDOMINIUM CORPORATION** and delivered to the TRAG Administration Office, or to TRAG's Business Center, Ground Floor, Manila Tower (beside the mailbox room), or (ii) online to TRAGCC's account with the Bank of the Philippines Islands. Charges for water consumption will be billed directly to the owner by TRAGCC based on individual metered consumption (or to the tenant if so instructed by the owner). These should be paid on time based on the owner/tenant's preferred/selected payment frequency:
- 7.3.1 Monthly payments – First seven days of the billing month
- 7.3.2 Quarterly payments – First fifteen days of the first month of the quarter
- 7.3.3 Annual payments – Due date as determined by the BOT
- 7.4 Only the Administration Staff at the TRAG Administration Office are authorized to accept payments. Please make sure to demand a receipt for every payment made.

- 7.5 Dues, assessments, interest, utilities, penalties, etc. not paid on time will bear interest at the rate of 2% per month computed from the date the assessments became due until fully paid. In addition, a penalty at the rate of 8% per annum shall be charged on delinquent accounts.
- 7.6 TRAGCC is entitled to take any of the following actions or remedies when dues and assessments are not paid on time:
 - 7.6.1 To apply any payment received first to interest and penalties, then to dues and assessments, before any credit is made for utilities and other charges;
 - 7.6.2 To file and cause the annotation of an adverse claim on the Condominium Certificate of Title (CCT) with the Registry of Deeds in order to constitute a lien on the unit to which it pertains, and which may be enforced by foreclosure proceedings;
 - 7.6.3 To disconnect, suspend or sever the delivery of utilities (such as water) and other building services to the unit, and suspend privileges including the use of the facilities and amenities, various administrative services such as janitorial and maintenance services, mail delivery, services of administrative assistants, etc.;
 - 7.6.4 To deactivate existing security access cards issued, and refuse the issuance of new security access cards and vehicle stickers;
 - 7.6.5 In addition, the BOT may demand to receive from the tenant of a leased unit, the rent due on the unit, up to an amount sufficient to pay outstanding dues and assessments including interest and penalties, if any, and such payment of the rent shall be sufficient discharge, to the extent of the amount so paid, of the tenant as between them and the owner/lessor of the unit.

8. FIRE DETECTION AND ALARM SYSTEM (FDAS) / MAINTENANCE OF UNITS

Each unit is provided with an FDAS. Alarm devices inside each unit include smoke and heat detectors and sprinklers.

- 8.1 The owner/resident must maintain the unit in a good and sanitary condition, and shoulder the upkeep and repair. They shall compensate other owners/residents for damages they may have caused due to defects in their unit, negligence, or whatever cause, such as defective plumbing fixtures, air-conditioning drain leaks leading to other units, and other similar instances.
- 8.2 Sprinkler heads should be kept clear of any obstructions at all times and must not be painted.
- 8.3 Any relocation works for any FDAS equipment inside the unit should be approved by TRAG Administration. A relocation plan should be submitted for review before commencement of works.
- 8.4 Monthly FDAS testing for all units is recommended. The owner is required to have the FDAS in their unit tested at least annually. A schedule of monthly FDAS testing is provided. To schedule FDAS testing of your unit, please contact the Concierge.
- 8.5 FDAS testing must be undertaken before a move-in.
- 8.6 This is a MANDATORY requirement which applies to all units, whether occupied or not. All non-resident owners and all residents who will not be present for prolonged periods, must register with TRAG Administration the name and contact details of their local representative who will be responsible for providing the necessary access to their unit for safety testing and other essential preventative maintenance measures to be carried out.
- 8.7 The costs for such tests are part of the dues and assessments.

9. INSURANCE

TRAGCC carries fire and property damage insurance on the building structure, common areas and its equipment. The insurance premium paid by TRAGCC forms part of the dues and assessments levied.

- 9.1 TRAGCC's insurance does not cover an owner's or resident's liabilities to third parties (including other units) and their unit's improvements, furnishings, fixtures, fittings and contents.
- 9.2 Owners and residents are strongly encouraged to seek independent advice about the type and amount of cover for their insurance requirements. **Damage to other units from any cause (accidental or otherwise) by a unit or its owners/residents is the sole responsibility of the registered unit owner whose unit caused the damage.**

10. LEASE OR SALE OF CONDOMINIUM UNITS / CERTIFICATE OF MANAGEMENT

Unpaid dues and assessments, etc. are the obligation of the registered unit owner.

- 10.1 For the avoidance of doubt, prospective buyers or tenants should request the owner/seller/lessor to provide a Certificate of Management from TRAG Administration. The Certificate of Management shall only be released when the owner/seller/lessor does not have any outstanding liability or obligation to TRAGCC as reflected on the records of TRAG Administration at the time of request.
- 10.2 The owner must provide the following documents to TRAG Administration for the issuance of a Certificate of Management:
 - 10.2.1 Letter Request by the owner stating the reason therefor;
 - 10.2.2 A certified true copy of the Condominium Certificate of Title (CCT) in the name of the owner;
 - 10.2.3 For sales: (a) a notarized copy of Deed of Absolute Sale (DOAS), and (b) proof of nationality of the intended buyer for purposes of updating the Corporate Membership Book.
- 10.3 **Sales:** Prior to the release of the Certificate of Management, the owner/seller will be asked to provide a deposit in the amount of P10,000. The deposit will be held by TRAGCC and refunded if the new owner/buyer submits to TRAG Administration the CTC of the title in the name of the new owner/buyer, no later than six months from the date of the DOAS. Failure to meet this deadline will result in the forfeiture of the whole deposit. This policy will assist and enable TRAGCC to keep its Corporate Membership Book updated.
- 10.4 **Leases:** Owners may only lease out units for a minimum of six months, in order to discourage transient residents and for security and safety purposes.
 - 10.4.1 The owner must advise TRAG Administration of all lease contracts and register their tenants with TRAG Administration.
 - 10.4.2 All lease contracts shall contain the following provisions by both the lessor and the tenant: (a) an undertaking to hold themselves jointly and severally liable and responsible to TRAGCC for the payment of monthly dues and other assessments in the event that the party named in the lease contract responsible for the payment, fails to comply with the obligation; (b) a provision that the lessor transfers to the tenant solely, the privileges associated with the unit and of all the facilities and amenities of TRAG; and (c) a provision acknowledging that TRAGCC may demand and receive from the tenant the rent due on the unit, up to an amount sufficient to pay outstanding amounts due to TRAGCC, and such payment of the rent shall be sufficient discharge of the tenant, to the extent of the amount so paid, as between them and the owner/lessor of the unit.

- 10.4.3 The lease of the unit shall automatically extend to the parking slot(s) appurtenant to the unit.
- 10.4.4 No lessee shall be allowed to sublease the unit leased or any portion thereof.
- 10.4.5 The owner/lessor must provide written authorization to TRAG Administration authorizing the tenant to secure vehicle stickers and security access cards, and to switch utilities on and off.
- 10.4.6 Third party liability and broad water coverage insurance for water damages to other units must be on file with TRAG Administration before a unit is allowed to be rented and security access cards are issued.
- 10.4.7 Non-appurtenant parking slots can be leased out to other unit owners/residents.

Comment [MT1]: This will depend on the terms of their contract. Some tenants do not require parking slots so the owners either rents this out separately or use the slots or themselves.

Comment [MT2]: This will depend on the terms of their contract. Some tenants do not require parking slots so the owners either rents this out separately or use the slots or themselves.

11. MOVE IN AND OUT OF TENANTS / REGISTERED GUESTS / VISITORS

Owners must notify TRAG Administration in writing of any change of occupant or tenant and the commencement or expiration of any lease contract, and of any guests staying for an extended period of time, to ensure that those occupying the unit are authorized by the owner to stay or reside in the unit and to enable TRAG Administration to monitor all authorized residents of units.

- 11.1 At least two weeks before a scheduled move-in or move-out date, the owner or tenant must advise TRAG Administration in writing of the scheduled move-in or move-out.
- 11.2 No move-in or move-out shall be allowed unless authorized by TRAG Administration. Such authorization shall be granted only upon the issuance of a Certificate of Management confirming that all dues, assessments, interest, penalties and whatever charges accrued on the unit are fully paid. Tenants must surrender their access cards. If not surrendered, it will be automatically deactivated and no longer be in use. Owner must then surrender new cards for this.
- 11.3 Such authorization will be granted only upon the issuance of a Certificate of Management.
- 11.4 If a certified true copy of the CCT is not yet available at the time of move-in, the new owner will be asked to provide a deposit in the amount of P10,000. The deposit will be held by TRAGCC and refunded upon submission of the CCT to TRAG Administration no later than six months from the date of the move-in; otherwise, the deposit will be forfeited in favor of TRAGCC. Alternatively, if the owner/seller provided a deposit to TRAGCC for this purpose, the owner/seller may assign such deposit to the new owner; the deposit will be held by TRAGCC and refunded if the new owner submits the CCT to TRAG Administration no later than six months from the date of the DOAS. As previously mentioned, it is hoped this will help TRAGCC keep its Corporate Membership Book updated.
- 11.5 Moving in and pulling out of furniture and appliances are allowed only between 8am to 8pm, Mondays to Saturdays except holidays.
- 11.6 **Registered Guests:** Owners and tenants must advise TRAG Administration in advance and in writing of visits of guests who are expected to stay in the unit **longer than seven days**. The owner or tenant must authorize the stay, preferably in advance, by an email to TRAG Administration or an authorization letter submitted to the TRAG Administration Office, indicating the guest's name, the authorized length of stay, and the expected arrival date and time. To avoid inconvenience, the authorizing party should request an acknowledgement from TRAG Administration. Upon arrival, or as soon as possible after arrival, the guest must register with TRAG Administration, and will be asked to present a Passport or another Government-issued photo ID for verification and sign in a Registered Guests log book.
- 11.7 **Visitors:** Visitors should proceed directly to the Concierge Desk in the Main Lobby on the Ground Floor to contact the resident they wish to visit. If the resident is not in the unit or cannot be located, the visitor will not be allowed to enter the unit, unless the owner or

Comment [MT3]: Tenants should surrender their key cards/fobs to their respective landlords regardless if these were issued to them by the owner or they bought the cards/fobs themselves.

tenant has authorized entry in advance by an email to TRAG Administration or by submitting an authorization letter to the TRAG Administration Office. To avoid inconvenience, the authorizing party should request an acknowledgement from TRAG Administration. The Concierge will ask the visitor to present a Passport or another Government-issued photo ID for verification.

11.8 Security and Concierge staff may refuse entry to the complex for those who have not complied with these rules and regulations.

11.9 The following documents must be submitted with each request for a Certificate of Management:

NEW	SPECIFIC DOCUMENTS REQUIRED	ADDITIONAL DOCUMENTS REQUIRED
OWNERS	<ul style="list-style-type: none"> • A copy of the notarized Deed of Absolute Sale, the Contract to Sell, and the CTC in the name of the new owner. • Should the seller/new owner be represented by an attorney-in-fact, a copy of the Special Power of Attorney. • Should the seller/new owner be a corporation, a copy of the Corporate Secretary's Certificate authorizing the sale and the representative signing on its behalf. 	<ul style="list-style-type: none"> • Copies of official photo IDs (a Passport or another Government-issued IDs). • Resident's Information Sheet (including all family and household members). • Acknowledgement of their receipt of a copy of the House Rules and Regulations.
TENANTS	<ul style="list-style-type: none"> • A duly approved, signed and notarized copy of the lease contract. • Confirmation by TRAG Administration the lease meets the specific requirements of the House Rules and Regulations (e.g. specific lease provisions and the required third party liability and broad water coverage insurance for water damage to other units). • An Authorization Letter from the owner/lessor. • Should the owner/lessor be represented by an attorney-in-fact, a copy of the Special Power of Attorney. • Should the owner/lessor be a Corporation, a copy of the Corporate Secretary's Certificate authorizing the lease and the representative signing in its behalf. 	
GUESTS	<ul style="list-style-type: none"> • An Authorization Letter from the owner/tenant. • Should the owner/tenant be represented by an attorney-in-fact, a copy of the Special Power of Attorney. 	

12. OCCUPANCY / ACCESS CONTROL SYSTEM

12.1 Each residential unit shall be occupied only by a single family, its stay-in household helpers and guests, as a residence and for no other purpose.

- 12.2 The unit should not be permitted to be used as a boarding or lodging house, nor for any business open to the public or for any other commercial activities, including, but not limited to, promotional pictorials, bazaars, and the like.
- 12.3 The maximum occupancy of each residential unit, and the maximum number of security access cards allowed to be registered by the owner/resident shall be as follows:

RESIDENTIAL UNIT	NUMBER OF PERSONS INCLUDING STAY-IN STAFF AND GUESTS STAYING OVER 7 DAYS	MAXIMUM NUMBER OF ACTIVATED SECURITY ACCESS CARDS
One bedroom	3	4
Special one bedroom / Executive One bedroom / One bedroom loft	4	5
Two bedroom	5	6
Two bedroom bi-level / bi-level penthouse / special two bedroom	6	8
Three bedroom	7	9
Three bedroom penthouse / three bedroom bi-level	8	10

- 12.4 TRAG's access control system has two components: (1) Security access cards – the plastic cards or fobs issued to authorized persons to provide access to designated floors and areas, and (2) Card-readers – the hard plastic boxes located in the elevators and near the doors leading to the parking levels and certain entrances/exits.
- 12.5 Security access cards are issued for a fee, upon the written request of the owner/resident and subject to the maximum number indicated above. These cards are programmed to allow elevator access to the floors on which their unit and parking slot(s) are located, and to the general common areas. To access the floor of the unit and the general common areas, hold the key card approximately three inches from of the proximity sensor. When the key card has been read, enter the floor indicator will light up. In case of a mistake in the entry of the floor number, the system will indicate an error sign and the resident has to re-enter the correct floor number.
- 12.6 To access other floors, owners/residents need to request the Concierge for assistance.
- 12.7 Guests and visitors without security access cards are requested to proceed to the Concierge who will assist them to contact the resident for access.
- 12.8 Owners/residents shall be reasonable for the proper usage and control of security access cards issued to them.
- 12.9 **Annual confirmation of the security access cards and monitoring of the maximum number of activated cards will be undertaken for control purposes.** TRAG Administration keeps track of the serial numbers of the security access cards issued to specific units. In the first quarter of each year, TRAG Administration will request all owners/residents to re-register their cards by confirming in writing the serial numbers of all the cards in their possession, no later than the following March 31st. Failure to re-register any cards shall result in their deactivation without further notification to the owner/resident.
- 12.10 To reactivate any card that has been deactivated, subject to the maximum number of activated cards per unit, the owner/resident is requested to proceed to the TRAG Administration Office.

13. PENALTIES FOR VIOLATIONS OF HOUSE RULES AND REGULATIONS

The registered unit owner is ultimately responsible to TRAGCC for penalties following acts or actions which violate the *House Rules and Regulations* by themselves or their tenants, and their household members (including family and staff), guests, visitors, and contractors, and those of their tenants.

- 13.1 Monetary penalties will form part of TRAGCC’s dues and assessments, and if unpaid, will incur penalty interest in the same manner as unpaid dues and assessments.
- 13.2 The following schedule of penalties will apply for violations of a house rule, commencing with the starting penalty for the first offense, and progressively increasing following further offenses. These penalties will be reckoned on an annual basis starting from the date of the first offense:

OFFENSE	PENALTY
1 st	Written Notice/Citation
2 nd	Two Thousand Pesos (P2,000)
3 rd	Six Thousand Pesos (P6,000)
4 th and Succeeding Offenses	Ten Thousand Pesos (P10,000)

- 13.3 TRAG Administration will investigate the violations observed by its staff or reported including written complaints and, in consultation with the BOT if necessary, determine the appropriate penalty based on the table above.
- 13.4 TRAGCC may amend, or impose additional, penalties and sanctions for certain serious violations. These penalties are in addition and supplemental to the rights and remedies of TRAGCC under Article VII Abatement of Violations of the By-Laws as well as other provisions of these rules.
- 13.5 Non-compliance with *House Rules and Regulations* which may endanger the safety and comfort of the community and its members will be considered serious offenses, including the required testing of the fire detection and alarm system (FDAS) in units, and reimbursement for damages caused to other units by leaks from unit etc. or their residents. TRAG Administration will consult with the BOT as necessary, to determine appropriate penalties.
- 13.6 Letters advising penalties and warnings/citations shall be sent by TRAG Administration to the owner and/or resident, as appropriate.

14. PEST CONTROL

- 14.1 Pest control services against rodents, mosquitoes, vermin and other pests, including inspection for the presence of wood termites, will be scheduled by TRAG Administration for the common areas and all units, with prior notice to owners or tenants.
- 14.2 Monthly pest control for units is recommended. Owners must avail of pest control no less than quarterly (i.e. at least four times a year). To schedule pest control services in your unit, please contact the Concierge.
- 14.3 Each unit must be treated before a new owner or tenant is allowed to move in.
- 14.4 The costs for such services are part of the dues and assessments.
- 14.5 This applies to all units, whether occupied or not. All non-resident owners must register with TRAG Administration the name and contact details of their local representative who is responsible for providing the necessary access to their units for these and other essential preventative measures to be carried out.

15. PETS

Pets are not allowed [as stated in 2.5 Section A of the](#) Master Deed and Restrictions. However, as an accommodation, pets are permitted under the House Rules and Regulations, with certain conditions. These rules and conditions have been revised from time to time, and the following currently apply to all pets and pet-owners/minders:

- 15.1 Pets permitted in TRAG premises are limited to dogs, cats, birds and fish. Each residential unit is allowed to keep (i) up to a total of two pets (dogs or cats), and (ii) a reasonable number of birds and/or fish. The maximum size of fish tank is __ gallons to address the concern of water damage to other units if the aquarium fails.
- 15.2 The registered unit owner shall be primarily responsible and liable for any injury/damage(s) to any person or property and the costs of cleaning any spoilage in the Common Areas that may be caused by the pet(s) registered to their unit by themselves or their tenant. Pet-owners/minders must bag pet excrement and dispose of these bags properly.
- 15.3 Prior to move-in of any new dog, cat or bird, the pet must be registered with the TRAG Administration Office. Tenants must have the prior written consent of the registered unit owner. For registration of dogs, the pet-owner must submit the following: (i) proof of vaccination for rabies and distemper that is less than one year old, and (ii) reliable information on the breed to confirm a maximum full-grown weight not exceeding 30 lbs. The pet owner will acknowledge in writing that they have read and understood the House Rules and Regulations pertaining to pets, and dog-owners will commit to provide proof of annual vaccination to the TRAG Administration Office as long as the dog resides at TRAG. TRAG Administration will monitor the submission of vaccination certificates annually, and will conduct spot checks to ensure compliance. Dogs of the following breeds will not be allowed in TRAG's premises whether to visit or move-in: Pit Bulls and related breeds including American Pit Bull terrier, American Staffordshire terrier and Staffordshire bull terrier, American Bulldog, Bull Mastiff, Doberman Pinscher, German Shepherd, Rottweiler, and Perro De Presa Canaria. An exception to this rule is where a licensed law enforcement or other professional agency brings such a breed of dog onto the premises at the invitation of the TRAG Administration or TRAGCC's BOT for work purposes, for example, trained guard dogs on the perimeter of the property to back-up and support security personnel.
- 15.4 At all times when outside the resident's unit and in TRAG premises including passing through the common areas, the autocourt and parking levels, pet-owners/minders are requested to transport pets secured in a zipped up hand-carried case/bag or pet stroller; otherwise pets must be muzzled and on a leash.
- 15.5 Pets which are not transported in a zipped up hand-carried case/bag should enter and exit the complex through the Service Entrance when it is open (from 6am to 7pm, daily).
- 15.6 When with their pets, pet-owners/minders should only (i) use the Service Elevator, or if it is not in operation for 30 minutes such as repair or temporary shutdown longer than 30 minutes, the Passenger Elevator nearest the Service Elevator; and (ii) wait for pick-up in the autocourt and not linger in the tower lobby. No pets are allowed on the 5th Level.
- 15.7 Owners of unregistered pets will subject to fines, which will ultimately be the responsibility of the registered unit owner. Owners will be allowed to keep dogs registered with the TRAG Administration Office prior to July 22, 2015 which exceed the 30 lbs weight limit and/or are of one of the breeds listed above at TRAG, provided the pet-owner/minder strictly observes the House Rules and Regulations, including the following rule. It should be emphasized that no additional or replacement in excess of the weight limit will be allowed.
- 15.8 With the consent of the TRAGCC Board, TRAG Administration is authorized and empowered after due notice (i) to require that the pet of a unit owner be confined within their unit, after

the second recorded offense; and (ii) to compel the pet owner immediately remove the pet and to permanently ban it from TRAG after the third recorded offense, or earlier, if the pet has been the subject of any serious written complaint from two or more residents or if TRAG Administration and/or TRAGCC's BOT determines it to be a nuisance or danger to the community, especially to young children.

16. POSTAL SERVICES / DELIVERIES / BAGS AND PACKAGES

- 16.1 In line with postal regulations and to maintain security, mail for owners and tenants will be delivered to the lobby of their tower and placed in their respective mailboxes. Upon request, the Concierge may receive and sign for mail, noting the date and time of delivery.
- 16.2 The Concierge can accept only small hand-carried packages on a resident's behalf. Packages, whether it is for outside pick-up or in-house pick-up, may only be kept within 48 hours. Should packages not be claimed within 48 hours, the said package/items will be returned to the sender. The sender must accomplish a form providing their contact details.
- 16.3 Larger or cash-on-delivery packages will not be accepted by the Concierge unless the owner, tenant or recipient has made prior arrangements with the Concierge or TRAG Administration.
- 16.4 All deliveries to residents must be cleared through security protocols as deemed fit.
- 16.5 Deliveryman shall not be allowed inside the building without clearance from resident. All deliverymen, including deliverymen accompanied by residents, will be required to leave a photo ID with security staff and to secure a gate pass. This will enable security to monitor the entry and exit of all deliverymen.
- 16.6 All packages received or released through the Concierge should be sealed. The Concierge has the right to refuse unsealed packages.
- 16.7 Deliveries of furniture and appliances will be permitted only from 8am to 8pm, Mondays to Saturdays, except holidays. Any exception must be cleared prior to delivery with TRAG Administration. Deliverymen shall not be allowed inside the complex without such clearance.
- 16.8 For personnel carrying items out of the building, a gate pass shall be filled out listing all items that will be brought out of the complex. The pass shall bear the signature of the owner/tenant or their representative and acknowledged by TRAG Administration to be valid. Any erasures or modifications on any part of the passes shall be initialized by the authorized signatory.
- 16.9 Bags and packages brought in and out by household staff, construction workers, and other non-residents shall be subject to search by security guards. A gate pass shall be signed by the owner or tenant and acknowledged by TRAG Administration.
- 16.10 TRAG Administration office and TRAGCC shall not be liable for any loss or damage of the packages and deliveries.

17. POWER BACK-UP / POWER OUTLETS

TRAG is served by three standby generators with automatic transfer switches (two 1200 Kw and one 350 Kw), to provide 100% back-up power for common areas and residential units. Power outlets to the units provide 220V supply. It is recommended that owners install automated voltage regulators (AVRs) to counter power surges and spikes for computers and sensitive electronic equipment.

18. PROLONGED ABSENCE FROM A UNIT / EMERGENCY ACCESS TO UNITS / TURNING WATER OFF

- 18.1 TRAG Administration or a designated representative is authorized to enter any unit (including unoccupied units) without the owner or tenant's prior consent by any means, in case of emergencies such as fire, flood or other threatening situations, even if such entry may cause damage to the doors and/or contents of the unit.

Comment [MT4]: Separate section.

- 18.2 **Water should always be turned off for absences of two days or more. TRAG’s maintenance staff will be instructed to shut off the water supply of units which have had no water consumption for two days or more.** If your water supply has been switched off in your absence, please contact the Concierge to arrange for it to be switched on.
- 18.3 When a unit will be unoccupied for an extended time period, it is recommended that the owner or tenant leave the contact number of a person based in Metro Manila whom TRAG Administration may contact to have access to the unit for emergency proposes (e.g., to assess damage after a typhoon), give the authorized representative keys to the unit and inform TRAG Administration in writing of such an arrangement, otherwise, TRAG Administration will not allow entry to the unit and premises. The owner or tenant’s representative must provide access to the unit as soon as possible after the request for entry is made.
- 18.4 Drains/sinks should be sealed for absences of more than one month to avoid pests and sewer smells affecting the unit and neighbor units.
- 18.5 Receiving or safekeeping of unit keys to the Concierge, Administration or any TRAGCC staff is strictly not allowed.

19. PROXIES

A quorum is needed for TRAGCC to competently decide on the matters on the agenda of the notice of the Annual General Meeting and General Membership Meetings. TRAGCC’s By-Laws (Article II, Section 11) requires the presence of owners, in person or by proxy, representing a majority interest in TRAGCC and whose units are not delinquent in their dues and assessments, to achieve a quorum. With TRAG’s 1,026 units, at least 514 units (50% of total residential and commercial units plus 1) have to be represented for there to be a quorum.

- 19.1 To encourage owners to vote in person or through a proxy, the BOT has necessitated that, effective August 1, 2015, an owner provides or submits a duly executed proxy before the following will be processed for themselves, or their tenants or registered guests: (a) new lease contracts, (b) new move-ins/move-outs, (c) new Certificate of Management, (d) new construction/renovation permits, and (e) rental of social halls. Exceptions will be considered by TRAG Administration on a case by case basis.
- 19.2 Owners may name as a proxy another owner or a non-resident. They may also submit a proxy form without a named proxy/ person, which shall be accepted/ considered as a “blank proxy”. Proxy forms are available at the Concierge or the TRAG Administration Office.

20. RENOVATION AND MAINTENANCE – GENERAL RULES

Owners/tenants who wish to undertake any repairs/major maintenance or renovation of their units must inform and secure prior written approval of TRAG Administration, before any work is undertaken. The rules in the detailed section must be followed at all times. All repairs and renovation are subject to inspection, and renovation, subject to fees. Repairs, renovation and maintenance are restricted to Mondays to Fridays except holidays. No noisy work is permitted on weekends and during holidays. Limited work is permitted on Saturdays.

Time: Mon-Fri only*	Permitted Work
8am to 12 noon (*including Sat.) 1pm to 5pm	<ul style="list-style-type: none"> • Minor carpentry work or task that can be completed within two hours or less, i.e. drawer repair, cabinet locks, door closer fixing, door alignments, window lock sets, etc. • Minor masonry: fixing of tiles, grouting, small cement filling/finishing • Laying of electrical circuits; electrical extension cords, fixing of bulb or sockets and switches

	<ul style="list-style-type: none"> • Manual sanding • Manual painting • Clean aircon units (excluding noisy procedures such as "pressure wash cleaning") • Install DSL / cable TV
10am to 12 noon 3pm to 5pm	<p>NOISY construction and repair work include (but not limited to) the following:</p> <ul style="list-style-type: none"> • For major carpentry work: involving heavy hammering or task that require more than one day to finish, i.e. chipping of walls, rehabilitation of cabinets, broken doors, and windows and furniture • Demolition works • Spray painting, welding, electrical testing, electrical sanding, and all other works which may disturb adjacent units. • No construction or repair works will be allowed on Saturdays, Sundays, and Holidays. • Delivery of construction materials shall only be from 8am to 5pm, Mondays to Fridays only. • Pressure wash cleaning of aircon units.

21. SAFETY AND SECURITY – GENERAL RULES

TRAGCC is committed to ensuring safety and security of all residents and staff. Security is 24/7 in TRAG, headed by the Detachment Commander who is located at the Security Office on the 2nd Floor, Laguna Tower. A public address system is provided throughout the common areas to broadcast emergency messages when necessary.

- 21.1 Owners and tenants and the members of their family and household staff must be registered at the TRAG Administration Office and fill in a Resident’s Information Sheet (available at the Concierge and TRAG Administration Office).
- 21.2 There is an ID system for household staff, contractors, trainers/instructors, etc.
- 21.3 Owners and tenants will be issued vehicle stickers corresponding to the parking slots assigned to each unit to facilitate entry to TRAG and for security identification purposes. They will be required to park only in their designated parking slots.
- 21.4 All owners, tenants, household help, staff and registered guests must bring their security access cards at all time when entering/exiting the complex and towers.

22. TRAFFIC RULES, PARKING RULES, DRIVERS LOUNGES

- 22.1 Traffic rules:
 - 22.1.1 Drivers must have a valid driver’s license to drive within TRAG’s premises.
 - 22.1.2 The maximum speed limit is 10 KPH.
 - 22.1.3 Drivers shall use the correct lane, give way to pedestrians, and prevent indiscriminate blowing of car horns. Overtaking is strictly prohibited.
 - 22.1.4 Drivers shall not park their vehicles in the driveways or rotundas and shall not prevent ready access to any entrance, exit or parking space by other vehicles.
 - 22.1.5 While waiting, engines must be switched off to minimize pollution.
- 22.2 Parking rules:
 - 22.2.1 Owner/resident’s vehicles must be registered at the TRAG Administration Office. Commercial vehicles are not allowed to be parked in the parking areas.
 - 22.2.2 Vehicles must be parked only in the unit’s designated parking slot(s).

- 22.2.3 While parked or waiting at a parking slot, engines must be switched off.
 - 22.2.4 Owners/residents may use their designated parking spaces for bicycles and other two-wheeled vehicles.
 - 22.2.5 Vehicles of visitors and guests shall not be allowed to park in the resident's parking slot(s) unless authorized by the resident verbally or by email or other written authorization.
- 22.3 Drivers lounges on the 2nd and 3rd floors operate from 6am up to 10pm. A summary of the main rules and regulations governing the lounges is posted in the lounges.

RESIDENT FACILITIES & SERVICES HANDBOOK

A. GENERAL RULES AND REGULATIONS

1. GENERAL PROVISIONS

- 1.1 The residential units shall be used exclusively for residential purposes, and subject to the restrictions in the Master Deed, the Bylaws and these *House Rules and Regulations*.
- 1.2 Owners and residents and their household members, guests and visitors are requested to treat all other residents, and their guests and visitors, and TRAG staff as you would expect to be treated with courtesy and respect. Anyone who is seen or heard using profane language or behaving in a disorderly manner shall be subject to sanctions.
- 1.3 **TRAG's facilities including the elevators and the recreational facilities are for the exclusive use of TRAG owners/residents and their guests and visitors.** Their use is regulated to enhance community welfare.
- 1.4 Guests and visitors of residents who are accompanied by a resident at all times and comply with the *House Rules and Regulations* may use the Pools and Children's Play Areas (up to four visitors at any time).
- 1.5 TRAG's social halls and the Dance/Aerobics Studio, Game Room, and Theater/Viewing Room may be booked for private functions such as parties and meetings by an owner or resident or a non-resident if endorsed by an owner or resident, provided that the booking owner or resident, or the endorsing owner or resident, must be present at all times and shall be fully responsible for any liability incurred by the visitors.
- 1.6 **Otherwise, guests, visitors and unauthorized persons are not allowed to use the facilities.**
- 1.7 TRAG Administration reserves the right to limit the number of guests and visitors who are allowed to use the facilities, particularly on weekends and public holidays or over periods of peak use by residents to ensure that residents have first priority to use and enjoy the facilities.
- 1.8 Abbreviated rules and regulations will be displayed in various facilities. A breach of these rules shall be deemed to be a breach of the *House Rules and Regulations*.
- 1.9 Use of the facilities/equipment will be on a first-come, first-served basis. Users are reminded to be considerate if someone is waiting to use the facilities/equipment.
- 1.10 Users are expected to observe proper behavior at all times, and not to indulge in any excessively noisy or boisterous activities. Any person who behaves in a noisy manner or uses any abusive or insulting words with intent to produce a breach of the peace may be removed from the building.
- 1.11 The following are not allowed in the common areas (including elevators, lobbies, recreational facilities and the parking levels):
 - 1.11.1 Consumption of food or drinks, and the use of glassware, glass containers, bottles, or other objects made of glass, except in the social halls.
 - 1.11.2 Gambling, illegal and distasteful activities.
 - 1.11.3 Indecent attire or exposure.
 - 1.11.4 Obstructing or restricting the entrances, exits, parking spaces, driveways or any part of the common areas.
 - 1.11.5 Permanent or temporary storage, habitat of pets, etc.
 - 1.11.6 Posting of any notice, sign, poster, form of advertising, etc., except those issued by TRAG Administration.

- 1.11.7 Radios and other sound or electronic equipment, other than personal types of such equipment, except for portable radios or sound equipment used with headphones.
- 1.11.8 Smoking and the use of alcohol, tobacco, controlled substances. All common areas (including the elevators, lobbies, recreational facilities and the parking levels) are designated as non-smoking areas.
- 1.11.9 Spitting and littering.
- 1.11.10 Stepping on plants, picking of flowers, and climbing on plants or trees.
- 1.12 To preserve our Passenger Elevators, the Service Elevator of the owner/resident's tower should be used, unless it is out of service, for the following:
 - 1.12.1 Catering and event equipment and supplies
 - 1.12.2 Construction materials and larger equipment
 - 1.12.3 Grocery deliveries
 - 1.12.4 Bicycles
 - 1.12.5 Pets
- 1.13 TRAG Administration including security guards, pool attendants, etc. are authorized to take the following actions as they deem necessary:
 - 1.13.1 Close facilities to allow for cleaning and maintenance.
 - 1.13.2 Request users to leave the facility/area.
 - 1.13.3 Regulate the number of owners/residents and visitors/registered guests using a facility.
 - 1.13.4 Refuse entry to any person to ensure the safety of other users/occupants.
- 1.14 Users must keep the facilities clean at all times and shall be responsible for all damages they may cause to the common areas and any persons within TRAG, and all damages caused by members of their family and household, their visitors and registered guests and their contractors. Vandalism, theft, and other forms of inappropriate behavior are grounds for immediate expulsion from the facilities.
- 1.15 Business solicitation advertisements such as the distribution of flyers, leaflets, calling cards, peddling of merchandise, and the like, are strictly prohibited, without the prior written approval of TRAGCC.
- 1.16 No less than quarterly, owners must avail of pest control and at least annually must ensure the testing of the fire detection and alarm system (FDAS), smoke detectors, and LPG in their unit.

2. PENALTIES FOR VIOLATIONS OF HOUSE RULES AND REGULATIONS

The registered unit owner is ultimately responsible to TRAGCC for penalties following acts or actions which violate the *House Rules and Regulations* by themselves or their tenants, and their household members (including family and staff), guests, visitors, and contractors, and those of their tenants.

- 2.1 Monetary penalties will form part of TRAGCC's dues and assessments, and if unpaid, will incur penalty interest in the same manner as unpaid dues and assessments.
- 2.2 The following schedule of penalties will apply for violations of a house rule, commencing with the starting penalty for the first offense, and progressively increasing following further offenses. These penalties will be reckoned on an annual basis starting from the date of the first offense:

OFFENSE	PENALTY
1 st	Written Notice/Citation
2 nd	Two Thousand Pesos (P2,000)

3 rd	Six Thousand Pesos (P6,000)
4 th and Succeeding Offenses	Ten Thousand Pesos (P10,000)

TRAG Administration will investigate the violations observed by its staff or reported including written complaints and, in consultation with the BOT if necessary, determine the appropriate penalty based on the table above.

TRAGCC may amend, or impose additional, penalties and sanctions for certain serious violations. These penalties are in addition and supplemental to the rights and remedies of TRAGCC under Article VII Abatement of Violations of the By-Laws as well as other provisions of these rules.

Non-compliance with *House Rules and Regulations* which may endanger the safety and comfort of the community and its members will be considered serious offenses, including the required testing of the fire detection and alarm system (FDAS) in units, and reimbursement for damages caused to other units by leaks from unit etc. or their residents. TRAG Administration will consult with the BOT as necessary, to determine appropriate penalties.

Letters advising penalties and warnings/citations shall be sent by TRAG Administration to the owner and/or resident, as appropriate.

3. COMMUNICATION TO TRAGCC/ SUGGESTIONS FROM UNIT OWNERS AND RESIDENTS

- 3.1 It is important to TRAGCC's BOT that you are able to communicate with us on a regular basis and that we understand your concerns, suggestions and comments. (By definition your Board is only a Board when it is in an official Board Meeting with a quorum.) When you have a concern, owners/tenants are encouraged to do one of two things:
 - 3.1.1 Write a letter stating your concern and send it to TRAGCC Board of Trustees through TRAG Administration.
 - 3.1.2 If you have a concern and wish to discuss it face to face with Building Administration, request for a schedule to meet during regular business hours.
- 3.2 Homeowners are discouraged from:
 - 3.2.1 Directly confronting/correcting contractual building personnel.
 - 3.2.2 Making complaints that are not documented.
- 3.3 We encourage a respectful and professional dialogue between our community and TRAG Administration. Please advise the Concierge promptly of any complaints or communicate your complaints in writing to TRAG Administration or to TRAGCC BOT, providing sufficient details. All written complaints are reported to TRAGCC's BOT and discussed during Board Meetings. Decisions will be made based on the results of a proper investigation and in compliance with TRAGCC's House Rules and Regulations, the Master Deed of Restrictions and By Laws. These decisions will be properly documented and communicated to the homeowner concerned by TRAG Administration.

B. OCCUPANCY, CARE AND MAINTENANCE OF CONDOMINIUM UNITS

1. OCCUPANCY

- 1.1 Each residential unit shall be occupied only by a single family, its stay-in household helpers, and guests, as a residence and for no other purpose.
- 1.2 The unit should not be permitted to be used as a boarding or lodging house, nor for any business open to the public or for any other commercial activities, including, but not limited to, promotional pictorials, bazaars, and the like.
- 1.3 The maximum occupancy of each residential unit, and the maximum number of security access cards allowed to be registered by each owner/resident shall be as follows:

RESIDENTIAL UNIT	NUMBER OF PERSONS INCLUDING STAY-IN STAFF AND GUESTS STAYING OVER 7 DAYS	MAXIMUM NUMBER OF ACTIVATED SECURITY ACCESS CARDS
One bedroom	3	4
Special one bedroom / Executive One bedroom / One bedroom loft	4	5
Two bedroom	5	6
Two bedroom bi-level / bi-level penthouse / special two bedroom	6	8
Three bedroom	7	9
Three bedroom penthouse / three bedroom bi-level	8	10

2. CARE AND MAINTENANCE OF UNITS

DOs

- Keep the unit in good livable condition, in a state of preservation and cleanliness and in a manner that will not cause any prejudice or damage to other units and/or the common areas of TRAG.
- Refrain from noisy or loud acts that would disturb the peace and quiet of TRAG and its residents.
- Confine private parties and other gatherings to within the premises of the unit only.
- Keep all unit doors closed (i.e. do not prop unit doors open).
- Maintain the individual range hoods installed in the unit. It is recommended to wash the air filter at least every month and to drain any accumulated oil as part of regular maintenance.
- Maintain the grease traps provided for all kitchen sink drains through regular inspection and cleaning, by removing accumulated grease and food waste at least quarterly.
- Ensure all drain P traps are filled with water to avoid the egress of pests and sewer smells into the unit and adjacent units.
- Ensure all taps, toilets, showers, and washing machines are maintained to avoid drips and leaks.
- Use nominated contractors as designated by the TRAG Administration Office for alterations to the security system or fire, sprinkler and smoke detection system in their unit. As these systems are common systems, defective work may affect the overall system. Please contact the TRAG Administration Office for details of nominated contractors.
- Use only electrical equipment which is compliant with all applicable rules and regulations of the government authority.
- Ensure that electrical, telephone and service panels are always accessible to building personnel, to allow speedy repair of utilities.

- Install curtains or blinds on the windows which do not compromise the color or exterior look of TRAG. All colored curtains or blinds should be provided with white lining material to provide a uniform look from the exterior of TRAG, as provided by page 18 of the Master Deed, under (a) Curtains/Blinds of Sub-Section 3.2 Design Limitation.
- Use only rugs and door mats prescribed by TRAG Administration are allowed along the hallways. For guidance, the approved door mat is black 3M with no edging or border with dimensions: 457mm x 610mm. Door ornaments are not allowed.

DON'Ts

- Permit any unlawful act, practice or deed to be committed in the premises of either the unit as an individual space or the building in general.
- Sleep, take meals and otherwise reside outside of the unit.
- Carry out activities (such as meal preparation, ironing and other household chores) in the elevator lobbies/hallways and stairwells, other than the regular cleaning and maintenance of these areas.
- Do anything to alter the external appearance of the building in any manner, including install awnings, window guards, grilles, screen, or trellis without TRAGCC's prior written approval. The Board of Trustees shall have jurisdiction over all exterior decorations or adornments, and may order and force the removal or modification or such if, in its judgment, it finds that any exterior decoration or adornment of any unit detracts from the aesthetic beauty of the premises or endangers the safety of residents and visitors.
- Install additional air conditioners, ventilators or similar equipment, without TRAGCC's prior written approval.
- Cover windows with aluminum foil, paint, solar control or film, or any other materials that may affect the overall exterior look of TRAG and compromise the integrity of the window material.
- Replace the windows and main doors of the unit with windows and doors of different material, size, design or color, or install any metal grilles or cover the windows or main service doors of the unit.
- Replace, alter, or add the number signage's individually provided and integral to the exterior design of TRAG or add any other signage, unless otherwise approved by TRAGCC. In case of deterioration or damage, the number-signage may be replaced and a new one provided by the Owner subject to the approval of the design of such new signage by TRAGCC, as provided by page 19 of the Master Deed, under (b) Signages of Sub-Section 3.2 Design Limitation
- Do or cause to be done any act (such as of chiseling or chipping of beams, columns or walls, etc.) or cause the construction, removal or installation of any structure or facility within the unit or the common areas which the Developer and TRAGCC has determined will be beyond or will impair the structural strength of TRAG or change the appearance of any exterior portion.
- Where the unit has an adjoining balcony, construct a permanent covered structure, trellis, canopy or paved flooring, unless approved in writing by TRAGCC, or display any furniture or plants over the height of the balcony.
- Place on any part of the floors of the complex any articles, machinery, goods or merchandise which may cause the maximum floor loading bearing capacity as specified on that floor to be exceeded.
- Cause any laundry or clothesline, laundry cages or exterior drying space, permanent or temporary, in any part of the unit, to be visible from the exterior.
- Subdivide the unit into smaller units or portion the unit among its co-owners.
- Keep or store any items in the unit, or carry out activities that will increase the rate of insurance or may result in the cancellation of the insurance policy of the complex or the unit.
- Keep in the unit or bring onto TRAG premises:
 - Flammable, combustible, or explosive fluids, materials, chemicals, or substances including such products that may cause noise, tremors, or expose the premises to fire.

- Any noxious materials.
- Any other dangerous objects or articles which TRAG may reasonably prohibit or which may increase the rate of insurance of the complex.
- Alter or allow any person to alter any portion of the water, electrical and other equipment layout or design of the TRAG buildings.
- Permitted or originate a radio or television signal or other form of electromagnetic radiation which interferes with the reception of television of other units. No outside antenna or any wiring for radio or television shall be constructed, erected or maintained by the owner of a unit in any exterior portion of the development such as on windows, walls, terraces and ledges.
- Install Wi-Fi routers which interfere with adjacent units. They may use a single Wi-Fi channel and shall be limited to a 20 MHz channel width. Use of non password-protected /unencrypted SSID shall not be allowed. It is recommended that WPA2 encryption be used.
- Use or operate toys and/or other devices, such as drones, that have or may be installed with surveillance cameras, tracking devices and other gadgets that may endanger TRAG and its residents in common areas and balconies.

The owner, occupant or tenant shall be responsible and held liable for all damages that any violation by themselves and their staff, guests and visitors may cause to TRAG's premises, other units, or to owners, residents and/or tenants.

3. LAUNDRY AND DRYING SPACE

- 3.1 Laundry washing and pressing should be done inside the unit only. Assistance on laundry and dry cleaning pickup service is available at the Concierge.
- 3.2 To maintain the premier image of TRAG, laundry cages or exterior drying space are not provided in the architectural design of the buildings. The use of a laundry dryer is highly recommended. Laundry may be hung to dry only inside the units and as long as it is not visible from the exterior.

4. USE OF COMMON AREAS FOR PHOTO AND VIDEO SHOOT

- 4.1 Photo and video shoots in the common areas are permitted subject to written request to TRAG Administration at least three business days prior to the scheduled shoot, and state the purpose of the shoot and the number of people involved. If the number of photo- and video-taking crew exceeds five, the owner/resident must explain why in writing to TRAG Administration.
- 4.2 For the purposes of these rules, a "Photo Shoot" and "Video Shoot" is defined to mean photography and/or video taking within TRAG's common areas for pre-nuptials, baptisms, birthdays and/or other personal events that residents wish to record for their personal consumption only. Any photo or video shoot for commercial use or public consumption is not allowed, such as advertisements, promotional materials and the like.
- 4.3 The maximum time limit of any shoot is three hours.
- 4.4 Loud activities of any kind are prohibited.
- 4.5 The owner/resident must be in good standing and be present at all times during the shoot.
- 4.6 The activity must not disrupt the flow of traffic within the common area.
- 4.7 Picture- or video-taking of other owners/residents and their guests, visitors and staff are not allowed unless they have explicitly given their permission.
- 4.8 Taking photos, background photos and video of the logo, name of TRAG is not allowed.
- 4.9 TRAGCC and Administration Office shall not be held responsible for any damages, injury or loss sustained by people or equipment in connection with the Photo and Video Shoot.

5. PEST CONTROL

- 5.1 Pest control services against rodents, mosquitoes, vermin and other pests, including inspection for the presence of wood termites, will be scheduled by TRAG Administration for the common areas and all units, with prior notice to owners or tenants.
- 5.2 Monthly pest control for units is recommended. Owners must avail of pest control no less than quarterly (i.e. at least four times a year). To schedule pest control services in your unit, please contact the Concierge.
- 5.3 Each unit must be treated before a new owner or tenant is allowed to move in.
- 5.4 The costs for such services are part of the dues and assessments.
- 5.5 This applies to all units, whether occupied or not. All non-resident owners must register with TRAG Administration the name and contact details of their local representative who is responsible for providing the necessary access to their units for these and other essential preventative measures to be carried out.

6. PROLONGED ABSENCE FROM A UNIT / EMERGENCY ACCESS TO UNITS / TURNING WATER OFF

- 6.1 TRAG Administration or a designated representative is authorized to enter any unit (including unoccupied units) without the owner or tenant's prior consent by any means, in case of emergencies such as fire, flood or other threatening situations, even if such entry may cause damage to the doors and/or contents of the unit.
- 6.2 **Water should always be turned off for absences of two days or more. TRAG's maintenance staff will be instructed to shut off the water supply of units which have had no water consumption for two days or more. If your water supply has been switched off in your absence, please contact the Concierge to arrange for it to be switched on.**
- 6.3 When a unit will be unoccupied for an extended time period, it is recommended that the owner or tenant leave the contact number of a person based in Metro Manila whom TRAG Administration may contact to have access to the unit for emergency purposes (e.g., to assess damage after a typhoon), give the authorized representative keys to the unit and inform TRAG Administration in writing of such an arrangement, otherwise, TRAG Administration will not allow entry to the unit and premises. The owner or tenant's representative must provide access to the unit as soon as possible after the request for entry is made.
- 6.4 Drains/sinks should be sealed for absences of more than one month to avoid pests and sewer smells affecting the unit and neighbor units.
- 6.5 Receiving or safekeeping of unit keys to the Concierge, Administration or any TRAGCC staff is strictly not allowed.

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7. FIRE PROTECTION AND FIRE DRILL

- 7.1 Do not tamper with fire protection devices such as the sprinkler, fire alarm, smoke detectors, and hose cabinets inside the units and other areas of the building.
- 7.2 Sprinkler heads should be kept clear of any obstructions at all times. Also, sprinkler heads shall not be painted at any time. Any relocation works for any FDAS equipment inside the unit should be approved by TRAG Administration. A relocation plan should be submitted for review before commencement of works.
- 7.3 To ensure preparedness in case of fire emergencies, each owner or resident should maintain one (1) 10-lbs. fire extinguisher, to be located in the kitchen. TRAG Administration will monitor this regularly and if the owner or resident has not complied, TRAGCC will purchase and provide one for the house hold. The cost will be charged subsequently to the owner.

- 7.4 At least once a year, owners/residents shall be updated about TRAG's fire evacuation procedures, and fire drills will be conducted.
- 7.5 Owners/Residents are also required to provide a leak detector and shut-off valve for LPG connection, to ensure fire safety in the whole building.

8. LPG SAFETY AND MAINTENANCE

- 8.1 To minimize possible leakages, if your kitchen will not be in use or if a gas appliance will not be used for long periods of time, YOU MUST close the gas tank valve and the appliance's isolating valve.**
- 8.2 All LPG tanks must be fitted with an automatic safety shut-off device, and should be tested at least once a year.
- 8.3 If the smell of gas is detected, DO NOT switch on electrical switches and appliances, use the landline, or perform any activity that may ignite a spark and activate the flammable gas. Open windows to let fresh air in. Check that all appliance taps are off, close the tank valve, and call TRAG Administration using a neighbor's phone or your cellular phone at least 15 meters away.
- 8.4 If you suspect a possible leak, call TRAG Administration for further assistance. You can also perform a simple test to determine the source: Make soap suds by dissolving enough soap in water to create bubbles. Apply the solution using a sponge along the gas pipes or on the area where the leak is suspected. Observe for bubbles caused by escaping gas.
- 8.5 Check the whole internal pipeline, copper tubes and LPG hose at least once every month to ensure the integrity of your unit's gas installation. The "soap suds test" is also helpful in preventive maintenance.
- 8.6 Make sure that all taps and knobs of the gas appliances are closed before turning on the gas tank valve or appliance isolating valve. This is to minimize the possibility of gas escaping from gas burners that have been left accidentally open and unnoticed.
- 8.7 Replace the copper tubes or LPG hose when worn out or damaged. Do not attempt to replace the copper tube without proper assistance.
- 8.8 Never put flammable items such as newspaper, gasoline, chemicals and rags near the gas burners as these may catch fire.
- 8.9 Clean gas appliances after each use. Grease and spillovers can cause fire. This will also save you from a major clean-up when grease is accumulated. For tough stains on gas appliances, use a mixture of hot water and vinegar, rinse and dry well. To clean your oven, operate at maximum temperature until oil and fat residues turn to residual dust. Remove the residue by using a dampened sponge.
- 8.10 Clean exhaust fans regularly to ensure good air filtration. Accumulated oil and dirt may also attract the flame and cause fire. Clean aluminum filters of range hoods once a month. Use warm soapy water, rinse and let dry. Range hood carbon filters must be replaced every 8 to 12 months depending on use, to ensure good air filtration.
- 8.11 Remember that the LPG flame should be blue. Yellow flame may mean that the gas burner is dirty. Clean your gas appliance regularly and remove blocked gas burner holes by slipping a pointed object such as a fine wire through the holes.
- 8.12 This applies to all units, whether occupied or not. All non-resident Owners must register with Administration the name and contact details of their local representative who is responsible for providing the necessary access to their units for these and other essential preventative measures to be carried out

9. TRAG'S MAINTENANCE PERSONNEL

- 9.1 The maintenance and upkeep of the interior of the units is solely the responsibility of the owner and/or resident. Owners or residents may avail of the services of the Maintenance Personnel subject to the following:
 - 9.1.1 Service or repair requests must be coursed through TRAG Administration or the Concierge, and the requesting party completely fill in a Service Request Form. The service or repair will then be promptly scheduled, except in cases of emergency.
 - 9.1.2 All services rendered should be duly supported by work order forms.
 - 9.1.3 Jobs that require major repairs will be referred to suitable contractors.
- 9.2 Service charges shall vary based on the work to be done. The current menu of services with corresponding schedule of charges is detailed in Appendix D, Menu of Engineering Services.
- 9.3 TRAG Administration shall bill the owner or resident after the work is completed. No payments shall be made directly to the maintenance personnel.

10. SANITATION AND GARBAGE DISPOSAL

- 10.1 Many communities have a type of recycling program to encourage owners/residents to practice the "3 Rs"—reduce, reuse, and recycle—to minimize the amount of waste generated. We at TRAG support the implementation of such waste management programs. It is our objective to achieve 100% active participation of owners/residents in adopting an ecological solid waste management program through:
 - 10.1.1 Proper waste segregation at source as stated in our House Rules;
 - 10.1.2 Proper disposal of garbage; and
 - 10.1.3 Adoption of the best environmental practices by observing the 3Rs at home
- 10.2 We wish to enjoin everyone in owning to the responsibility of properly segregating wastes starting at home. Waste should be segregated as follows:

	FOOD WASTE/ BIODEGRADABLE	RESIDUAL	RECYCLABLES
Items	<ul style="list-style-type: none"> ✓ Fruit and vegetable peelings/trimmings ✓ Fish and meat bones ✓ Wilted flowers and dried leaves from plants 	<ul style="list-style-type: none"> ✓ Sanitary napkins, diapers ✓ Candy wrappers, soiled paper ✓ Toilet paper ✓ Empty sachet ✓ Other bathroom wastes 	<ul style="list-style-type: none"> ✓ Plastic material (spoon, fork, cups, etc.) ✓ Glass bottles – colored or clear ✓ Clear plastic containers ✓ Aluminum/tin cans ✓ Magazines, papers, cards, newspaper etc.
Plastic Bag Color	Black garbage bag	Clear garbage bag	None
Placement	Place inside the garbage chute	Place inside the garbage chute	Place garbage chute floor

- 10.3 Owners/Residents should observe the following procedures when using the garbage chutes:
 - 10.3.1 Food and residual wastes should be directly disposed of inside the garbage chute.
 - 10.3.2 Use only small garbage bags or bundles to avoid clogging the chute.

- 10.3.3 All garbage bags should be properly tied before disposal.
 - 10.3.4 Bottles and paper/cartons may be left inside the garbage rooms to be picked up by the housekeeping team.
 - 10.3.5 Leaving garbage bags on the floor just outside the garbage room is strictly prohibited, as the foul smell permeates the hallways.
- 10.4 In order to maintain cleanliness and healthy environment of TRAG, owners/residents are not allowed to do the following:
- 10.4.1 Shake off dust brooms, rugs, or any other cleaning implements in the roof decks, hallways and other visible common areas, or outside the windows of the unit.
 - 10.4.2 Place personal garbage containers in any part of TRAG's common areas.
 - 10.4.3 Dispose of, throw or allow to be thrown any material, item or substance from any window, door, balcony or common area such as cigarette butts, food wrappers, etc.
 - 10.4.4 Burn trash anywhere within the building complex.

C. DUES AND ASSESSMENTS, WATER BILLS, AND DROP BOX

1. CONDOMINIUM DUES AND ASSESSMENTS, AND WATER BILLS

The registered unit owner is ultimately responsible to TRAGCC for paying their condominium dues and assessments and water bill on time.

- 1.1 All billings and other communications will be addressed to owner and sent to the respective unit, unless another address has been previously given to TRAG Administration in writing.
- 1.2 Dues and assessments, whether capital, regular or special, are approved by the BOT and valued against the unit and appurtenant parking slot(s), whether the unit is occupied or not.
- 1.3 Dues and assessments are billed in advance with an invoice forwarded to the owner. Payments can be made (i) by check payable to THE RESIDENCES AT GREENBELT CONDOMINIUM CORPORATION and delivered to the TRAG Administration Office, or to TRAG's Business Center, Ground Floor, Manila Tower (beside the mailbox room), or (ii) online to TRAGCC's account with the Bank of the Philippines Islands. Charges for water consumption will be billed directly to the owner by TRAGCC based on individual metered consumption (or to the tenant if so instructed by the owner). These should be paid on time based on the owner/tenant's preferred/selected payment frequency:
 - 1.1.1 Monthly payments – First seven days of the billing month
 - 1.1.2 Quarterly payments – First fifteen days of the first month of the quarter
 - 1.1.3 Annual payments – Due date as determined by the BOT
- 1.4 Only the Administration Staff at the TRAG Administration Office are authorized to accept payments. Please make sure to demand a receipt for every payment made.
- 1.5 Dues, assessments, interest, utilities, penalties, etc. not paid on time will bear interest at the rate of 2% per month computed from the date the assessments became due until fully paid. In addition, a penalty at the rate of 8% per annum shall be charged on delinquent accounts.
- 1.6 TRAGCC is entitled to take any of the following actions or remedies when dues and assessments are not paid on time:
 - 1.1.4 To apply any payment received first to interest and penalties, then to dues and assessments, before any credit is made for utilities and other charges;
 - 1.1.5 To file and cause the annotation of an adverse claim on the Condominium Certificate of Title (CCT) with the Registry of Deeds in order to constitute a lien on the unit to which it pertains, and which may be enforced by foreclosure proceedings;
 - 1.1.6 To disconnect, suspend or sever the delivery of utilities (such as water) and other building services to the unit, and suspend privileges including the use of the facilities and amenities, various administrative services such as janitorial and maintenance services, mail delivery, services of administrative assistants, etc.;
 - 1.1.7 To deactivate existing security access cards issued, and refuse the issuance of new security access cards and vehicle stickers.
 - 1.1.8 In addition, the BOT may demand to receive from the tenant of a leased unit, the rent due on the unit, up to an amount sufficient to pay outstanding dues and assessments including interest and penalties, if any, and such payment of the rent shall be sufficient discharge, to the extent of the amount so paid, of the tenant as between them and the owner/lessor of the unit.

2. DROP BOX PAYMENT FACILITY

- 2.1 The owner/resident must use the authorized Drop Box envelope available at the Manila Lobby for Drop Box payments. The Concierge staff/ lobby guard will record the serial number of the envelope in their log book and to whom it was released.
- 2.2 The owner/resident shall fill up all the data requested on the envelope.
- 2.3 The conformer indicated at the back of the envelope must be signed, to agree with the terms and conditions for using the facility, as follows:
 - 2.3.1 Payments being made in the Drop Box should be crossed checks
 - 2.3.2 Payment is not considered tendered until an Official Receipt (OR) is issued by the Business Center;
 - 2.3.3 The date of OR (and not the date the payment is made in the Drop Box) shall be the date on which the payment is deemed to have been acknowledged as being tendered;
 - 2.3.4 The payor expressly waives any claim against TRAGCC for any delay in receipt of the payment made via Drop Box;
 - 2.3.5 Payment is not considered as being received by TRAGCC unless and until the check has been accepted and converted to good funds by TRAGCC's depository bank;
 - 2.3.6 The payor agrees to keep the corporation and its employees and stockholders free and harmless from any and all liabilities, claims, demands, suit if whatever nature, arising out of or in connection with the payments made by the Drop Box, including among others any and all errors inadvertently committed resulting to the business center's failure to effect all payment transaction, except if caused by negligence or willful misconduct by the business center; and
 - 2.3.7 By availing of the services of TRAGCC's Drop Box, the payor agrees to the above terms and conditions.
 - 2.3.8 TRAGCC shall have the right to exercise all other rights granted by law, the Master Deed, the By-laws or the House Rules and Regulations for the collection and enforcement of the said dues and assessments.

D. RECREATIONAL FACILITIES

1. GYMS AND FITNESS CENTERS / PILATES ROOM

- 1.1 Users are reminded that use of the Gyms and Fitness Centers and the Pilates Room is at their own risk and that TRAGCC and TRAG Administration Office will not be responsible for any accident. Users should be aware of the dangers posed by incorrect use of the equipment, and should learn to use the equipment in a manner appropriate to their physical ability and medical condition.
- 1.2 The following rules relate to safety, hygiene and courtesy, and are to be observed in using the Gym and Fitness Centers, its facilities and equipment:

MUST DOS	DON'Ts
GENERAL	
<ul style="list-style-type: none"> • Sign the Attendance Record upon entry • Follow the directions of the gym staff at all times • Be appropriately attired in freshly laundered clothes; avoid tank tops • Wear proper gym shoes or trainers (not slippers) • Bring your own towels (“no towel, no entry”) • Before and after an exercise regimen, for at least 10 minutes, warm up/stretching and cool down exercises (recommended) • Wipe down machines and equipment after use 	<ul style="list-style-type: none"> • Non-residents other than non-resident owners shall not use the Gyms and Pilates Room • Children under the age of 12 are not permitted to enter and use the gym • Don't store personal items or baggage not related to fitness activities
GYMS	
<ul style="list-style-type: none"> • Before and after an exercise regimen, for at least 10 minutes, warm up/stretching and cool down exercises (recommended) • Limit use of cardio equipment (treadmills, steppers, cross trainers, bikes, etc.) to not more than 30 minutes, if others are waiting • Return free weights (dumbbells, barbells, etc.) to the correct racks after use 	<ul style="list-style-type: none"> • Don't use free weights in conjunction with cardio equipment • Don't rest on any resistance machine between sets, if others are waiting • Weights shall not be dropped on the floor. • Gym users shall refrain from making loud noises to disturb other uses.
PILATES ROOM	
<ul style="list-style-type: none"> • Limit use of equipment to the equivalent of one training session only, if others are waiting • Store exercise equipment properly after use • Deflate Bosu balls prior to returning them to shelves for storage; leave the pump for the balls in the Pilates Room • Return thigh masters to shelves for storage • Fold mats properly and stack them at the bottom of the cabinet • Store footwear in the cabinets provided 	<ul style="list-style-type: none"> • For safety reasons, don't wear socks while using the machines

2. RULES ON PERSONAL TRAINERS, PILATES INSTRUCTORS, SWIMMING INSTRUCTORS, ETC.

- 2.1 To ensure the security of TRAG’s residents, of whom only a small percentage use the gym/pilates facilities, a prospective personal trainer, pilates instructor, and swimming instructor must be endorsed in writing to the BOT by a resident. TRAG Administration Office will evaluate identification and clearances submitted and guide the BOT on the approval and authorization of trainers and instructors who can do business at TRAG.
- 2.2 To be accredited, the trainer/instructor must:
 - 2.2.1 Register with the TRAG Administration Office.
 - 2.2.2 Submit a recent NBI and/or Police Clearance (ACR, in the case of foreigners).
 - 2.2.3 Submit schedule of training/instruction, declaring fees to be charged per session.
 - 2.2.4 Sign joint conforme with resident endorsing them to terms and conditions for being allowed to do business at TRAG.
 - 2.2.5 Sign waiver for TRAGCC’s liability on injuries to them while in TRAG premises.
- 2.3 TRAG residents must choose from the list of trainers/instructors accredited for that three-month period: up to five each of trainers, pilates Instructors and swimming instructors.
- 2.4 No trainer/instructor can have more than five clients.
- 2.5 A trainer/instructor can only train one client per session. Group training is prohibited.
- 2.6 To protect residents from being overcharged and to help cover maintenance of gym/pilates equipment/swimming pool:

	MAXIMUM CHARGE PER TRAINING SESSION	TO BE PAID TO TRAGCC PER SESSION, AT BUSINESS CENTER
Personal Trainer	P1,000	P300
Pilates Instructor	P1,500	P300
Swimming Instructor	P1,500	P300

- 2.7 Upon entering and exiting TRAG, the trainer/instructor will be assisted by the resident-client at the Concierge Desk. If they cannot be assisted personally, the resident-client must email or submit an authorization letter to the TRAG Administration Office. Security will provide an entry pass/ID which must be pinned on the shirt of trainer/instructor when they are on TRAG’s premises, and surrendered upon exit.
- 2.8 Trainers/instructors may use the equipment primarily to show the resident-client proper usage but may not complete an entire workout routine
- 2.9 Trainers/instructors are not allowed to solicit or advertise their services to other residents while at TRAG and should not display business cards, flyers, and other advertising.
- 2.10 Schedules for training must be submitted by resident-clients to the TRAG Administration Office so that Security will have visibility on which trainers/instructors are expected that day.
- 2.11 Trainers/instructors will provide their clients with contact information so they may be contacted directly in the event of a cancellation/change of session time, which change must be relayed to Security.
- 2.12 Trainers/instructors are responsible for training their clients. TRAGCC will not be responsible for any injuries/accidents that may occur during training sessions.

3. CHILDREN’S INDOOR AND OUTDOOR PLAY AREAS / CHILDREN AT PLAY

- 3.1 Children’s Indoor and Outdoor Play Areas are open from 6:00am to 7:00pm daily.
- 3.2 An adult must accompany children of ages 12 and below at all times and be responsible for the children’s safety.
- 3.3 To avoid vandalism and damage to the facilities, pens, pentel pens and/or any writing material/s are not allowed to be brought into the play areas.

- 3.4 Children are not allowed to play in the driveways, parking areas, hallways, elevator hallways, building lobbies, stairwells, engineering rooms, and other similar areas.
- 3.5 Toys that pose a danger to other children, adults and the property are not allowed in the common areas.
- 3.6 Children shall not ride bicycles, motorbikes, skateboards and skates in the elevators, lobbies, sidewalks, hallways, landscaped areas, parking areas and other similar areas. However, they may walk through the areas mentioned to transport these equipment.

4. ADULT AND CHILDREN'S SWIMMING POOLS / POOL AREA

- 4.1 A pool attendant will be on duty from 6AM to 10PM daily.
- 4.2 The pool areas can be slippery at times; caution should be taken to avoid injury or accidents.
- 4.3 An adult must accompany children aged 12 and below at all times, and be responsible for their safety.
- 4.4 The pools and the pool areas are for use and enjoyment of residents. Domestic staff are allowed to use the pools and the pool areas only if providing personal care to owners/residents and/or their family members.
- 4.5 Proper swimming attire is required at all times while at the pool area (i.e. only swimsuits, trunks and board shorts are allowed). Users should not wear shoes, stockings or socks in the pools. Children who are not yet toilet-trained must wear swim diapers at all times.
- 4.6 Before entering the pools, users should first take a shower and then step into the footbath.
- 4.7 Owners/Residents are allowed to bring up to four visitors to use the pools, at no charge.
- 4.8 Users wearing wet swimwear, and those dripping or with wet feet are only allowed in the pool deck areas. Users must wear a proper covering over their swimwear in all lobbies, corridors, social halls, game room and public areas.
- 4.9 Pushing or running around, rough horseplay, "splash bombing" and water polo, is prohibited.
- 4.10 Lifesaving equipment will be used only in emergency situations and under the pool attendant's supervision.
- 4.11 Poolside chairs are allotted on a first-come, first-served basis and will not be reserved. Any resident claiming a chair with his/her belongings and then leaving the area for over 30 minutes will forfeit his right to use the chair, if another person needs it.
- 4.12 The TRAG Administration reserves the right to refuse entry to the pool to any persons suffering from skin diseases, cough or colds or to those who may be under the influence of alcohol, or if the TRAG Administration considers the pool unsafe for his/her use.
- 4.13 Spitting and urinating is not allowed.

5. PRIVATE FUNCTIONS AT THE SOCIAL HALLS AND THE SKY DECK / BOOKING PROCEDURES

- 5.1 TRAG's social halls may be booked for private functions like parties and meetings by an owner or resident or a non-resident if endorsed by an owner or resident, on a first-come, first-served basis, provided that the booking owner or resident, or the endorsing owner or resident must be present at all times and shall be fully responsible for any liability incurred by the visitors. The social hall will be closed to other residents when in use for private functions.
- 5.2 The social hall(s) can be booked for a minimum period of four hours through prior application with the Concierge or TRAG Administration Office.
- 5.3 The rental of a social hall includes the use of its pantry area and the guidelines for the use apply to the social hall and the pantry area. The pantry area is solely for the purpose of storing/heating food; cooking is not allowed.

- 5.4 The swimming pool area is not included in the social hall rental. Visitors/attendees of functions in social halls are not allowed to use the pools.
- 5.5 The host is required to pay the rental fee and security deposit in full at least seven days before the event. Until they pay in full, the reservation is not confirmed. The reservation will be immediately confirmed via email after the user completes the reservation request, confirms that they agree to the terms and conditions of booking the social hall(s), and settles the appropriate charges. Payments are to be made by check, payable to THE RESIDENCES AT GREENBELT CONDOMINIUM CORPORATION and sent to the Concierge together with the booking form. The amount of the deposit required under this paragraph may be increased at the absolute discretion of TRAG Administration or Board of Trustees of TRAGCC.
- 5.6 No refund should be given for cancellations made less than 1 week prior to the reserved event. If the event is cancelled, the security deposit will be returned in full, without interest. Cancellation fees may apply to the rental fee as follows:

Notice Period prior to the Event	Partial Refund of Deposit
More than 1 month	100%
1 month	75%
3 weeks	50%
2 weeks	25%
7 days and below	-

5.7 In case of a Force Majeure event, TRAG Administration will refund 100% of any payments made to TRAGCC. "Force Majeure" shall be defined as any circumstances beyond the control of the affected party and without fault or negligence on the part of the affected party, such as acts of God, fire, explosion, earthquake, storm, hurricane, typhoon, perils of the sea, flood, drought, war, riots, or compliance with mandatory order or request of government. The event may also be re-scheduled to another date subject to the availability of the venue. Any requests for refund of payment or re-scheduling of event, should be made in writing or sent thru email addressed to TRAG Administration Office.

~~5-75.8~~ The user will be responsible for the actual cost of clean-up and/or damages incurred, and not limited to the amount deposited. If the actual clean-up and/or repair cost is higher than the deposited amount, the additional charges will be billed to the owner. If no damages are incurred, the security deposit will be returned in full, with no interest.

~~5-85.9~~ Please refer to Appendix E for more details on Booking Deposits and Fee Schedule.

6. GUIDELINES ON USE OF SOCIAL HALLS AND THE SKY DECK

- 6.1 TRAG Administration will strictly enforce the recommended capacities of the social halls. (Refer to Appendix E)
- 6.2 The booking or endorsing owner/resident must ensure that users of the social halls observe proper behavior at all times and TRAG Administration reserves the right to monitor the activities in the social halls and ensure that the guidelines are followed.
- 6.3 Alcoholic beverages, such as wines, beers, hard drinks, and the like, are allowed for as long as it is declared and indicated in the delivery permit form.
- 6.4 The following are strictly prohibited:
 - 6.4.1 Overly noisy or boisterous activities
 - 6.4.2 Controlled or hazardous substance, firecrackers and other explosive devices

- 6.4.3 Smoking, gambling, illegal and distasteful activities
- 6.4.4 Pets/animals, bicycles or tricycles
- 6.5 The booking or endorsing owner/resident shall be responsible for cleaning of the facility after the event, garbage segregation and disposal. All garbage generated during the event shall not be allowed to be thrown in the garbage depository facility and shall be hauled out of TRAG's premises at the user's own expense. Users shall reimburse TRAGCC for any damage or clean-up cost incurred arising from their use of the social hall(s).
- 6.6 TRAG Administration and TRAGCC will not be responsible for any damage, injuries or loss sustained by people or their property in connection with any event or function, or with the use of the social halls and their facilities including the pantries.
- 6.7 The booking or endorsing owner/resident will instruct the event organizer, caterers, etc. to use the Service Elevator of their tower. Should users require additional assistance from the maintenance to set-up the social hall and demobilize after the event, a corresponding work order shall be filled out and charged accordingly.
- 6.8 For safety and security purposes:
 - 6.8.1 The booking or endorsing owner/resident must provide a visitor list upon submission of the reservation form or promptly thereafter. Any last minute changes to the list must be coordinated immediately with the Concierge.
 - 6.8.2 The booking or endorsing owner/resident will instruct visitors to access the facility through the Ground Floor Lobby of the tower of the owner/resident who booked or endorsed the event.
 - 6.8.3 The Concierge at the Ground Floor Lobby will ask visitors to present a photo ID upon request for verification and sign on the visitor list. A visitor not included in the organizer's list may not be permitted to enter the building's premises, without verification from the host.
 - 6.8.4 Visitors must exit from the Ground Floor Lobby where they registered, and logout, to monitor the number of visitors at TRAG in the event of emergency.
 - 6.8.5 Security personnel will be present throughout the event to ensure the safety of the visitors as well as monitor the interests of the residents that may be directly or indirectly affected by the event. A fee may be charged corresponding to the overtime wages of the security personnel that will be assigned to the event.
- 6.9 If there are no scheduled events for the day, the Sky Deck is open to all TRAG owners/residents. A resident may bring up to a maximum of six visitors, and must accompany them at all times.

7. GAME ROOM

- 7.1 Owners/Residents must present the approved reservation form to the security guard on duty for proper identification.
- 7.2 The daily maximum time limit is set at two hours per game equipment (PS3, Wii, billiards and other game boards). If, however, no reservations are posted for succeeding time slots, the TRAG Administration may allow the extension beyond the time limit for the appropriate fees.
- 7.3 Before using the billiard tables, remove the cover, fold it neatly and stow it neatly under the table along with the ball rack. Sitting on the billiard tables is not permitted. After playing, please place the cover back over the table and return the cue sticks on the rack provided and return the billiard balls back to the TRAG Administration Office.
- 7.4 Children aged twelve and below are not permitted to enter the game room unless accompanied by an adult who shall be responsible for their safety and conduct.

- 7.5 The Game Room should not be used as a venue for social events/parties, as we have the Social Halls for that purpose. Only light snacks are allowed inside the game room. Catered and full meals are prohibited.
- 7.6 Gambling, illegal, and distasteful forms of activities, including pornographic, explicit and banned audios and video games are strictly prohibited.
- 7.7 Speaker volumes should be maintained at a reasonable level.
- 7.8 Ball pens, markers, crayons, and the like are not allowed to be brought inside the game room to avoid vandalism.
- 7.9 The owner/resident shall be responsible for cleaning up the facility. Damage incurred during the use of the facility will be charged to the owner/resident.

E. TRAFFIC RULES, PARKING RULES, AND SECURITY MATTERS

1. TRAFFIC RULES

Owners/residents, and their drivers and guests shall observe the following traffic rules and regulations while on TRAG's premises:

- 1.1 Only individuals who have a valid driver's license shall be allowed to drive within TRAG's premises.
- 1.2 Drivers operating vehicles within TRAG shall observe the maximum speed limit of 10 KPH.
- 1.3 Overtaking is strictly prohibited.
- 1.4 Drivers shall use the correct lane, give way to pedestrians, and prevent indiscriminate blowing of car horns.
- 1.5 Drivers shall not park their vehicles in the driveways or rotundas and shall not prevent ready access to any entrance, exit or parking space by other vehicles. While parked, engines must be switched off to minimize pollution.
- 1.6 Practice driving is not allowed.

2. PARKING RULES

- 2.1 Owners/residents must register their vehicles with TRAG Administration Office.
- 2.2 Owners/residents must only park only in their designated parking slots, as indicated in the vehicle stickers.
- 2.3 Parking spaces shall be used solely for the temporary storage of motor vehicles, and shall not be used in a manner which is improper, offensive or annoying to other residents, or which interferes with the peaceful possession and enjoyment of other owners.
- 2.4 The owner/tenant should advise household staff that the following are not allowed in the common areas (including the lobbies and recreational facilities) and the parking areas:
 - 2.4.1 Consumption of food or drinks, and the use of glassware, glass containers, bottles, or other objects made of glass, except in the social halls.
 - 2.4.2 Conversing boisterously.
 - 2.4.3 Gambling, illegal and distasteful activities.
 - 2.4.4 Indecent attire or exposure.
 - 2.4.5 Obstructing or restricting the entrances, exits, parking spaces, driveways or any part of the common areas.
 - 2.4.6 Permanent or temporary storage, habitat of pets, etc.
 - 2.4.7 Posting of any notice, sign, poster, form of advertising, etc., except those issued by TRAG Administration.
 - 2.4.8 Radios and other sound or electronic equipment, other than personal types of such equipment, except for portable radios or sound equipment used with headphones.
 - 2.4.9 Smoking and the use of alcohol, tobacco, controlled substances. All common areas (including the elevators and lobbies) are designated as non-smoking areas.
 - 2.4.10 Spitting and littering and urinating.
 - 2.4.11 Stepping on plants, picking of flowers, and climbing on plants or trees.
- 2.5 It is suggested that drivers wait in the drivers lounges. Drivers are not allowed to loiter or fraternize in the parking areas.
- 2.6 Drivers are requested to wear proper attire (not sando, shorts, slippers, etc.) in the common areas(including the Drivers Lounges and parking levels).
- 2.7 Bicycles and other two-wheeled vehicles may be parked in their owners' assigned parking slots.

- 2.8 All commercial vehicles, regardless of ownership, shall be prohibited from parking in the parking spaces. Commercial vehicles may be allowed to use designated loading and unloading docks for loading and unloading purposes only, which should not last for more than thirty minutes.
- 2.9 Owners/residents shall properly maintain their vehicles to avoid oil or other car fluid drips. Old tires, batteries and other materials and debris are not allowed to be stored in any parking areas.
- 2.10 Vehicle repair work in any of the common areas is prohibited. Only emergency and minor repairs of motor vehicles or other equipment are allowed in the parking slots.
- 2.11 TRAGCC shall not be held liable for any loss or damage of any article, car/vehicle accessory or of the car/vehicle itself while parked or operating in the building. TRAG Administration, however, will conduct an investigation into such incidents and submit a report to the BOT and the owner or resident involved.
- 2.12 In case of violations, penalties may apply and the said vehicle shall be towed at the vehicle user's or owner's expense.
- 2.13 Visitors' vehicles shall not be allowed to park in the residents' parking areas, unless authorized by an owner or resident.
- 2.14 All vehicles utilized by bodyguards, drivers and other household employees shall be prohibited from parking at the residents' parking spaces unless the parking slot used belongs to their employer.

3. SECURITY MATTERS

- 3.1 Drivers of cars with heavily tinted glass and windshields are requested to roll down their side windows when going in and out of the parking area, to allow the guard to acknowledge the drivers and their passengers.
- 3.2 Drivers of vehicles without a TRAG sticker entering the complex will be requested to present and temporarily deposit an ID card with a valid photo for security and reference purposes, and will be issued a vehicular Visitor's Pass at the gate upon entry. The driver should use the same gate to reclaim the ID card and return the Visitor's Pass upon exiting.
- 3.3 Visitors should proceed directly to the Concierge Desk in the Main Lobby on the Ground Floor of the relevant tower, to contact the resident they wish to visit. If the resident is not in the unit or cannot be located, the visitor will not be allowed to enter the unit.

F. HOUSEHOLD STAFF, GUESTS AND VISITORS, AND PETS

1. HOUSEHOLD STAFF INCLUDING HELPERS, DRIVERS AND BODYGUARDS

- 1.1 The owner/resident shall be responsible shall register all their household staff (including domestic helpers, nannies, drivers, bodyguards and other staff)with TRAG Administration Office upon their residency and/or employment at TRAG. They will be issued proper IDcards and access authorization.
- 1.2 The owner/resident shall notify the office promptly upon termination of their employment; take back ID cards and security access cards, if any.
- 1.3 The owner/resident shall be responsible for all the actions of their household staff, as well as of other persons contracted to perform services for their household.
- 1.4 Household staff are requested to use the Service Elevator unless they have been provided by the owner/resident with a security access card or they are in the company of the owner/resident.
- 1.5 The owner/tenant should advise household staff that the following are not allowed in the common areas (including the lobbies and recreational facilities) and the parking areas:
 - 1.5.1 Consumption of food or drinks, and the use of glassware, glass containers, bottles, or other objects made of glass, except in the social halls.
 - 1.5.2 Conversing boisterously.
 - 1.5.3 Gambling, illegal and distasteful activities.
 - 1.5.4 Indecent attire or exposure.
 - 1.5.5 Obstructing or restricting the entrances, exits, parking spaces, driveways or any part of the common areas.
 - 1.5.6 Permanent or temporary storage, habitat of pets, etc.
 - 1.5.7 Posting of any notice, sign, poster, form of advertising, etc., except those issued by TRAG Administration.
 - 1.5.8 Radios and other sound or electronic equipment, other than personal types of such equipment, except for portable radios or sound equipment used with headphones.
 - 1.5.9 Smoking and the use of alcohol, tobacco, controlled substances. All common areas (including the elevators and lobbies) are designated as non-smoking areas.
 - 1.5.10 Spitting and littering.
 - 1.5.11 Stepping on plants, picking of flowers, and climbing on plants or trees.
- 1.6 Household staff are not allowed to loiter or fraternize in the common areas (including the lobbies and recreational facilities) and the parking areas.
- 1.7 Visitors of household staff are not allowed in the building unless the owner/resident authorizes their visit. In this case, the visit should be conducted only within the employer's unit or in the Drivers Lounges.
- 1.8 Outside of their employer's unit or vehicles, drivers and bodyguards are permitted to wait only in the drivers lounges.
- 1.9 Transfer of employment of household staff or TRAG building personnel from one employer to another is prohibited as a security measure in order to discourage pirating of employees, unless a clearance is secured from the previous employer and if TRAGCC is duly informed.
- 1.10 TRAGCC highly discourages the employment of private bodyguards within the building. However, if their presence in the building is deemed necessary, their employers shall adhere strictly to the following rules:
 - 1.10.1 The employer shall register their bodyguards and their firearms with TRAG Administration Office.

- 1.10.2 Bodyguards are prohibited from displaying or handling their firearms in the common areas (including the elevators, lobbies, recreational facilities and parking levels).
- 1.10.3 Firearms maintenance shall be done only within their employer's unit.
- 1.10.4 Bodyguards are required to adhere to the same rules of conduct as other household staff.

2. DRIVERS LOUNGES

For the convenience of owners/residents with drivers, drivers lounges have been provided on the 2nd and 3rd floors.

- 2.1 A summary of the main rules and regulations governing the lounges will be posted in the lounges.
- 2.2 The operating hours of the driver's lounge is from 6am up to 12 midnight, with the air conditioning unit to be operated between 6:30am up to 8:00pm daily.
- 2.3 Residents are enjoined to advise their Domestic Employees of the rules regarding the use and enjoyment of the Drivers lounge as stipulated in Section 4.2 of the accompanying House Rules and Regulations booklet.

3. GUESTS AND VISITORS

- 3.1 **Registered Guests:** Owners and tenants must advise TRAG Administration in advance and in writing of visits of guests who are expected to stay in the unit **longer than seven days**. The owner or tenant must authorize the stay, preferably in advance, by an email to TRAG Administration or an authorization letter submitted to the TRAG Administration Office, indicating the guest's name, the authorized length of stay, and the expected arrival date and time. To avoid inconvenience, the authorizing party should request an acknowledgement from TRAG Administration. Upon arrival, or as soon as possible after arrival, the guest must register with TRAG Administration, and will be asked to present a Passport or another Government-issued photo ID for verification and sign in a Registered Guests log book.
- 3.2 **Visitors:** Visitors should proceed directly to the Concierge Desk in the Main Lobby on the Ground Floor to contact the resident they wish to visit. If the resident is not in the unit or cannot be located, the visitor will not be allowed to enter the unit, unless the owner or tenant has authorized entry in advance by an email to TRAG Administration or by submitting an authorization letter to the TRAG Administration Office. To avoid inconvenience, the authorizing party should request an acknowledgement from TRAG Administration. The Concierge will ask the visitor to present a Passport or another Government-issued photo ID for verification.
- 3.3 Security and Concierge staff may refuse entry to the complex for those who have not complied with these rules and regulations.

4. PETS

Pets are not allowed as stated in 2.5 Section A of the Master Deed and Restrictions. However, as an accommodation, pets are permitted under the *House Rule and Regulations*, with certain conditions. These conditions were amended effective November 26, 2014 as follows:

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1-14.1 Pets permitted in TRAG premises are limited to dogs, cats, birds and fish. Each residential unit is allowed to keep (i) up to a total of two pets (dogs or cats), and (ii) a reasonable number of birds and/or fish. The maximum size of fish tank is __ gallons to address the concern of water damage to other units if the aquarium fails.

1-24.2 The registered unit owner shall be primarily responsible and liable for any injury/damage(s) to any person or property and the costs of cleaning any spoilage in the Common Areas that may be caused by the pet(s) registered to their unit by themselves or their tenant. Pet-owners/minders must bag pet excrement and dispose of these bags properly.

1-34.3 Prior to move-in of any new dog, cat or bird, the pet must be registered with the TRAG Administration Office. Tenants must have the prior written consent of the registered unit owner. For registration of dogs, the pet-owner must submit the following: (i) proof of vaccination for rabies and distemper that is less than one year old, and (ii) reliable information on the breed to confirm a maximum full-grown weight not exceeding 30 lbs. The pet owner will acknowledge in writing that they have read and understood the House Rules and Regulations pertaining to pets, and dog-owners will commit to provide proof of annual vaccination to the TRAG Administration Office as long as the dog resides at TRAG. TRAG Administration will monitor the submission of vaccination certificates annually, and will conduct spot checks to ensure compliance. Dogs of the following breeds will not be allowed in TRAG's premises whether to visit or move-in: Pit Bulls and related breeds including American Pit Bull terrier, American Staffordshire terrier and Staffordshire bull terrier, American Bulldog, Bull Mastiff, Doberman Pinscher, German Shepherd, Rottweiler, and Perro De Presa Canaria. An exception to this rule is where a licensed law enforcement or other professional agency brings such a breed of dog onto the premises at the invitation of the TRAG Administration or TRAGCC's BOT for work purposes, for example, trained guard dogs on the perimeter of the property to back-up and support security personnel.

1-44.4 At all times when outside the resident's unit and in TRAG premises including passing through the common areas, the autocourt and parking levels, pet-owners/minders are requested to transport pets secured in a zipped up hand-carried case/bag or pet stroller; otherwise pets must be muzzled and on a leash.

1-54.5 Pets which are not transported in a zipped up hand-carried case/bag should enter and exit the complex through the Service Entrance when it is open (from 6am to 7pm, daily).

1-64.6 When with their pets, pet-owners/minders should only (i) use the Service Elevator, or if it is not in operation for 30 minutes such as repair or temporary shutdown longer than 30 minutes, the Passenger Elevator nearest the Service Elevator; and (ii) wait for pick-up in the autocourt and not linger in the tower lobby. No pets are allowed on the 5th Level.

1-74.7 Owners of unregistered pets will subject to fines, which will ultimately be the responsibility of the registered unit owner. Owners will be allowed to keep dogs registered with the TRAG Administration Office prior to July 22, 2015 which exceed the 30 lbs weight limit and/or are of one of the breeds listed above at TRAG, provided the pet-owner/minder strictly observes the House Rules and Regulations, including the following rule. It should be emphasized that no additional or replacement in excess of the weight limit will be allowed.

4.8 With the consent of the TRAGCC Board, TRAG Administration is authorized and empowered after due notice (i) to require that the pet of a unit owner be confined within their unit, after the second recorded offense; and (ii) to compel the pet owner immediately remove the pet and to permanently ban it from TRAG after the third recorded offense, or earlier, if the pet has been the subject of any serious written complaint from two or more residents or if TRAG Administration and/or TRAGCC's BOT determines it to be a nuisance or danger to the community, especially to young children.

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G. SAFETY AND SECURITY

1. RESIDENT EMERGENCY CONTACT DETAILS

- 1.1 To assist the TRAG Administration in the unlikely event of an emergency, all owners/residents are requested to provide their contact names and telephone numbers.
- 1.2 To ensure twenty four (24)-hour contact, please include office, home and mobile numbers. Please be assured that such information will be kept strictly confidential. In this regard, you are requested to please complete the Residents' Information Sheet, which will be provided to you upon your occupancy of the unit. If you require additional form(s), please contact the TRAG Administration Office.

2. ACCESS CONTROL SYSTEM

TRAG's access control system has two components: (1) Security access cards – these are plastic cards or fobs issued to authorized persons to provide access to designated floors and areas, and (2) Readers – these are hard plastic boxes located in the elevators and near the doors leading to the parking levels and certain entrances/exits.

- 2.1 Only one (1) additional security access cards may be issued (for a fee) upon the written request of the owner/resident. TRAG Administration keeps track of the serial numbers of the cards issued to specific units.
- 2.2 These cards are programmed to allow elevator access to the floors on which their unit and parking slot(s) are located, and to the general common areas. To access the floor of the unit and the general common areas, hold the key card approximately three inches from of the proximity sensor. When the key card has been read, enter the floor indicator will light up. In case of a mistake in the entry of the floor number, the system will indicate an error sign and the resident has to re-enter the correct floor number.
- 2.3 Guest will not be able to access other floors unless authorized by a resident on such floor via the Concierge who will provide assistance.
- 2.4 Owners/residents shall be reasonable for the proper usage and control of security access cards issued to them.
- 2.5 On maximum occupancy of each residential unit and the maximum number of security access cards allowed to be registered by each owner/resident, please refer to Section B, Occupancy, Care and Maintenance of Condominium Units.
- 2.6 **Annual confirmation of the security access cards will be undertaken for control purposes.** In the first quarter of each year, TRAG Administration will request all owners/residents to re-register their cards by confirming in writing the serial numbers of all the cards in their possession, no later than the following March 31st. Failure to re-register any cards shall result in their deactivation without further notification to the owner/resident.
- 2.7 In the event an owner/resident would like to reactivate any card that has been deactivated, the owner/resident is requested to proceed to the TRAG Administration Office.

3. SECURITY STAFF AND EQUIPMENT

- 3.1 A dedicated and trained team of security personnel, together with sophisticated technology incorporated in the building design and master plan has been provided to ensure maximum protection and privacy to residents and their property.

EXTENSIVE CLOSED-CIRCUIT SURVEILLANCE	A comprehensive CCTV surveillance system has been installed at The Residences at Greenbelt, with multiple cameras at various points in the building. All security-sensitive areas of the base building receive coverage. Video feedback is monitored
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EQUIPMENT	twenty-four (24) hours a day through a number of monitors in our on-site Security Control Room located at the Ground Floor.
PROXIMITY ACCESS CONTROL SYSTEMS	The complex has a proximity access control system for pedestrian entry. Door contacts on all exit doors from Basement 3 to the 5th Level and the Sky Deck.
AUDIO ENTRY SYSTEM OF TOWER UNITS	Each unit has been installed with an intercom which allows for two-way communication with the Concierge. Any alteration on the location/position of the intercom is strictly prohibited, without the prior approval of TRAGCC.
PUSH BUTTON PANIC ALARM	We have panic alarm responses twenty responses twenty -four hours per day via our onsite control room. A push button panic alarm switch has been installed inside every unit. This is connected to the central alarm panel of the security control room. It is hand operated and designed to call for assistance during an emergency. An alteration on the location/position of the push button panic alarm is strictly prohibited. Once pressed, it will automatically, trigger an alarm in the Central Alarm Panel. The security shall verify with the Concierge if there is indeed an emergency prior to proceeding to your unit.

- 3.2 Security management systems and measures have been established for your protection and will be periodically reviewed by the TRAG Administration. Brief details of systems and their operation are outlined below.
- 3.3 Please note that security guards and any TRAGCC staff are under instructions not to perform personal errands for any owner/resident. This is to ensure full attention and commitment to their primary duty to enforce safety and security for you and your family. Please contact the Concierge for any personal requests.
- 3.4 The Concierge is not a party to any transactions being done by the resident. The resident acknowledges that aside from observing the above protocol, the Concierge and TRAGCC are under no obligation to undertake further due diligence and the resident shall hold the Concierge and TRAGCC harmless from any loss or damage that may occur as a result of the resident requesting the front desk to handle such transactions, monetary or otherwise.

4. ID SYSTEM

- 4.1 Household helpers, drivers, bodyguards and other staff (employees) of residents shall register with TRAG Administration Office upon their residency and/or employment in the building. They will be issued proper identification cards and access authorization.
- 4.2 Household helpers, drivers and bodyguards should carry their TRAG identification (ID) cards with them whenever they are in the common areas of TRAG, and be ready to show them for inspection if requested to do so by security guards.
- 4.3 Any ID card may be secured from TRAG Administration Office upon submission of a completed application form, two 1x1 photographs (recent), and NBI, Police or Barangay Clearance (not expired). A minimum fee shall be charged for the issuance of the IDs. Lost ID cards should immediately be reported to TRAG Administration. A replacement fee will be charged for lost ID cards.
- 4.4 Owners/residents should require their household employees, drivers and bodyguards to surrender their ID cards upon the termination of their employment. Owners should immediately inform TRAG Administration in writing of the termination of employment of registered employees.
- 4.5 Residents should procure the following identification documents for all household help:

ID/PASS	PURPOSE
PROPERTY ID	Allows entry to TRAG; serves as employment identification. The ID must be worn at all times whenever they are in the common areas of TRAG.
DOMESTIC PASS	Allows exit from TRAG for their day-off or other external obligations. The pass will indicate that the household staff's employer has granted them permission to leave TRAG. The Domestic Pass is issued by TRAG Administration Office to the employer. The employer must only give the Pass to the employee when they allow the household help to leave the property (this includes the driver). The household help will surrender the card to the designated exit gate determined by TRAG Administration. The Pass shall be returned to the employer by the assigned security guard upon return of the household employee.

5. ID APPLICATION REQUIREMENTS

- 5.1 Completed Application Form (Request for Identification Card issuance shall serve as application form for both Property ID and Domestic Pass)
- 5.2 Two 1in x1in photos for the application form (for the Property ID and for the Domestic Pass)
- 5.3 Copy of NBI/Police/Barangay Clearance (not expired) the owner or the resident should submit a waiver if they will not furnish an NBI/Police/Barangay Clearance of the applicant.
- 5.4 If a driver, copy of Driver's License and Official Report (OR) of payment
- 5.5 Registration fee of Fifty Pesos (Php50.00) per Property ID and Domestic Pass.
- 5.6 Lost ID cards should immediately be reported to TRAG Administration. A replacement fee of Three Hundred Pesos (Php300.00) will be charged for each lost ID.

PERSONNEL	TAG/ID COLOR
1. Maintenance	Green
2. Administration Staff Persons regularly rendering services to TRAGCC shall also be issued IDs. These must be surrendered upon resignation or termination of contract from TRAGCC.	Turquoise
3. Building Security Members of TRAG's Security Force must display TRAGCC-issued IDs and their respective security agency-issued IDs.	Red
4. Household Staff (including Domestic Help, Drivers and Bodyguards) All residents should procure TRAGCC-issued IDs for their household staff. Please coordinate with the TRAG Administration for the documents required for submission.	Orange
5. Construction Workers The owner (or the contractor of each construction site, with the authority of the owner) shall be responsible for acquiring the IDs for all construction workers prior to undertaking any construction in the Unit. Validity is only to six (6) months or upon termination of contract or completion of project. Please coordinate with TRAG Administration for the documents required for submission.	Blue

6. VEHICLE STICKERS

Owners/residents will be issued vehicle stickers corresponding to the parking spaces assigned to their units to facilitate entry to TRAG and for security identification purposes. They will be required to park only in their designated parking slots.

- 6.1 Owners/residents must accomplish the Vehicle Sticker Application Form to register their vehicles and submit the form to the TRAG Administration Office, together with copy(s) of the Certificate(s) of Registration. Nominal fees will be charged to cover the cost of these stickers.
- 6.2 Only passenger-type vehicles or vehicles for personal use, will be issued stickers. Stickers will not be issued for commercial utility vehicles.
- 6.3 Owners/residents with vehicles exceeding the number of assigned parking slots and who wish to keep these vehicles at TRAG, may be issued additional stickers on the condition that they lease extra parking slots from other owners who own unused parking slots.

7. POSTAL SERVICES / DELIVERIES / BAGS AND PACKAGES

- 7.1 In line with postal regulations and to maintain security, mail for owners and tenants will be delivered to the lobby of their tower and placed in their respective mailboxes. Upon request, the Concierge may receive and sign for mail, noting the date and time of delivery.
- 7.2 The Concierge can accept only small hand-carried packages on a resident's behalf. Packages, whether it is for outside pick-up or in-house pick-up, may only be kept within 48 hours. Should packages not be claimed within 48 hours, the said package/items will be returned to the sender. The sender must accomplish a form providing their contact details.
- 7.3 Larger or cash-on-delivery packages will not be accepted by the Concierge unless the owner, tenant or recipient has made prior arrangements with the Concierge or TRAG Administration.
- 7.4 All deliveries to residents must be cleared through security protocols as deemed fit.
- 7.5 Deliveryman shall not be allowed inside the building without clearance from resident. All deliverymen, including deliverymen accompanied by residents, will be required to leave a photo ID with security staff and to secure a gate pass. This will enable security to monitor the entry and exit of all deliverymen.
- 7.6 All packages received or released through the Concierge should be sealed. The Concierge has the right to refuse unsealed packages.
- 7.7 Deliveries of furniture and appliances will be permitted only from 8am to 8pm, Mondays to Saturdays, except holidays. Any exception must be cleared prior to delivery with TRAG Administration. Deliverymen shall not be allowed inside the complex without such clearance.
- 7.8 For personnel carrying items out of the building, a gate pass shall be filled out listing all items that will be brought out of the complex. The pass shall bear the signature of the owner/tenant or their representative and acknowledged by TRAG Administration to be valid. Any erasures or modifications on any part of the passes shall be initialized by the authorized signatory.
- 7.9 Bags and packages brought in and out by household staff, construction workers, and other non-residents shall be subject to search by security guards. A gate pass shall be signed by the owner or tenant and acknowledged by TRAG Administration.
- 7.10 TRAG Administration office and TRAGCC shall not be liable for any loss or damage of the packages and deliveries.

8. OTHER SECURITY POLICIES

- 8.1 Only authorized persons registered with TRAG Administration Office shall be allowed to bring cars of unit owners or tenants into and out of the parking areas.
- 8.2 TRAG Administration Office or their representative is authorized to enter a unit, without prior consent of the unit owner, in case of emergency such as fire, flood or other

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.

- 8.3 Residents should immediately report any unusual occurrence in the building to TRAG Administration Office and the security officer on duty.
- 8.4 Bags and packages brought in or out by domestic helpers, drivers, construction workers, and other non-residents shall be subject to search by security guards.
- 8.5 Front desk may use camera to record certain details of the transaction such as the identification presented, the actual package, person receiving the package and others.
- 8.6 Property of unit owners or tenants may not be brought out of the building without a gate pass signed by the unit owner or tenant and acknowledged by the property management office. The gate pass form may be obtained from TRAG Administration Office.
- 8.7 All individual private contractors engaged by unit owners and/or tenants for maintenance, repair, service and/or security shall be registered with TRAG Administration Office. TRAG Administration Office has the right to deny entry to any person or firm seeking access to a unit if the said contractor has not been registered.

9. VALUABLES

- 9.1 TRAGCC does not accept any responsibility for loss of valuables or property in units or common areas. All such property shall be kept in the resident's own safe custody.
- 9.2 Any items found will be secured in the TRAG Administration Office and may be returned upon suitable identification and signing for.

10. ACCIDENTS, THEFT, BURGLARY, SUSPICIOUS EVENTS AND ARTICLES

While TRAG is secure with well-trained and equipped security guards as well as high technology, residents are advised not be complacent and should remain security-conscious at all times. Should any resident witness any accident, theft, burglary, suspicious events or items, please inform the management and/or the police or notify the nearest security attendants on patrol. Stay calm and remain at the site if safe, pending the arrival of police and or security for investigation.

11. CRIME PREVENTION

For better prevention of crime, it is advised that residents do the following:

- 11.1 Immediately report to the police and/or TRAG Administration Office any crime discovered or suspected to have been committed.
- 11.2 Refuse entry to strangers or unidentified persons.
- 11.3 Check the identity of persons who claim to be the staff or representatives of utilities companies or government departments. If in any doubt, verify with the companies or departments concerned immediately.
- 11.4 Avoid keeping large amounts of cash at home.
- 11.5 Ensure that all doors and windows are locked before leaving home.
- 11.6 Inform TRAG Administration Office of any departure for business or vacation for a considerable period of time to suspend such requests as daily delivery of newspaper, and request the TRAG Administration Office to pay particular attention to your specific unit.

12. EMERGENCY PRECAUTIONS

While TRAG has been constructed under the most stringent fire safety standards and with the most advanced fire management systems available, it is important as well to know what to do for personal physical protection. Thus, in case of emergency, a clear set of emergency rules and

precautions are provided in this handbook to assist you and your family. You are enjoined to take time to carefully examine these.

FIRE EMERGENCIES	
Precautions	<ul style="list-style-type: none"> • Locate and familiarize themselves with building exits. • Each kitchen should be equipped with at least one (1) 10 lbs fire extinguisher as prescribed by the Bureau of Fire Protection (BFP). • Familiarize themselves with the location of the fire alarm pull station and fire hose nearest to their respective units. • Ensure that there is adequate access for fire appliances and fire personnel. Avoid placing any articles that would obstruct the exits, corridors and staircases. Remove any item found in the fire exits on stairwells. These will be removed by maintenance or security without notice and the cost charged to the residents concerned. • Keep sprinkler heads clear of any obstructions AT ALL TIMES. Avoid hanging items from the sprinklers. • Avoid smoking in bed or emptying ashtrays into waste paper baskets. • Avoid overloading any electrical circuit and pay special care when using electrical appliances; in particular, avoid the use of adaptors. If additional electrical installations are required in your unit, please coordinate with the TRAG Administration Office with regard to professional help with respect to installations. • Restrict storage of inflammable liquids and dangerous goods in the unit. • Except in case of fire, refrain from using the firefighting equipment.
Residents' Urgent Actions in Case of Fire	<ul style="list-style-type: none"> • Activate the alarm button at the floor fire station. • Call for help, inform the Security Control Room at telephone number (632) 794-2578. • Those trained in firefighting may try to extinguish the fire in the incipient stage using the nearest fire extinguisher. • Refrain from taking personal risks such as retreating into a burning unit to retrieve valuables. Allow only trained professionals to rescue persons left in a unit under fire. • Be alert for further instructions from the TRAG Administration or the Fire Services. • Be prepared to evacuate. Do not rush to the Fire Exit Stair, move fast but with caution. Do not use the elevators. • If evacuation is necessary, remember to switch off all electrical appliances, close any gas valves and ensure all doors and windows are tightly secured before leaving. • Account for all the occupants in the unit and leave in an orderly fashion. • When on ground level, move away from the building to a clear area as directed by Fire Services or TRAG Administration. Do not re-enter the building until the all-clear signal is given by the Fire Services or TRAG Administration.
In Case of Fire	<ul style="list-style-type: none"> • An alarm will sound on the affected floor(s) and two (2) floors above and below. Residents should prepare to evacuate these floors. The management will check the cause of the alarm and advise residents accordingly.

	<ul style="list-style-type: none"> Should a general evacuation of all floors be required, a general alarm will be broadcasted throughout all floors with appropriate voice instructions.
Evacuation	<ul style="list-style-type: none"> Upon hearing the continuous alarm signal, indicating fire or general emergency requiring evacuation, gather vital personal effects and listen to the instructions of the TRAG Administration/Fire Services. On evacuation, move fast to the nearest fire exit but with caution. Do not use lifts nor wait at the elevator lobby. (Note: All elevator cars will automatically stop operating and subsequently rest at the ground level.) Move through the stairways in an orderly manner. High-heeled shoes should be removed. Use the handrail as much as possible for support. Upon reaching the Ground Level, proceed to the designated assembly area along Esperanza St. Do not attempt to drive your car out of the basement parking to avoid interference with fire fighters and evacuating residents. Report any cases of other related medical emergencies to the Security and Safety Office for immediate assistance and rescue evacuation.
STORMS & TYPHOONS	
Interpreting Public Storm Warning Signals (PSWS)	<ul style="list-style-type: none"> #1: A tropical cyclone will affect the locality. Winds of thirty to sixty (30-60) KpH and/or intermittent rains may be expected within thirty six (36) hours. Preparatory classes are automatically suspended. #2: A tropical cyclone will affect the locality. Winds greater than sixty (60) KpH and up to one hundred (100) KpH may be expected within twenty four (24) hours. Elementary and High School classes are automatically suspended. #3: A tropical cyclone will affect the locality. Winds greater than one hundred (100) KpH up to one hundred ninety five (195) KpH may be expected within 18 hours. Classes at all levels of classes are automatically suspended. #4: A very intense typhoon will affect the locality. Very strong winds of more than one hundred eighty six (186) KpH may be expected within twelve (12) hours.
During	<ul style="list-style-type: none"> Secure windows as necessary. Close blinds and curtains. Turn off and unplug computers, telecommunications equipment and appliances to protect against power surges. Gather personal belongings for immediate removal if an evacuation order is given. Closely coordinate with the TRAG Administration for further instructions and updates.
Flooding	<ul style="list-style-type: none"> Should any water leakage be discovered within the unit, keep calm and inform the Concierge or Security Control Room immediately. Shut off the main water isolation valve. If the water is in the vicinity of the unit, take precautions to safeguard all belongings. Close nearby doors to prevent further spillage. Always make sure the main electricity supply to the unit is switched off. Secure or take away all valuables and important documents.
EARTHQUAKE	

Before	<ul style="list-style-type: none"> ● Strap heavy furniture/cabinets to the wall to prevent sliding or toppling. ● Breakable items, harmful chemicals and flammable materials should be stored in the lowermost shelves and secured firmly. ● Make it a habit to turn off gas tanks when not in use. ● Identify relatively strong parts of the building like door jambs, near elevator shafts, sturdy tables, where you can take refuge during an earthquake. ● Learn to use fire extinguishers, first aid kits, alarms and emergency exits. These should be accessible conveniently located, and prominently marked. ● Heavy materials should be kept in lower shelves. ● Check the stability of hanging objects that may break loose and fall during earthquakes. ● Prepare and maintain an earthquake survival kit consisting of a battery powered radio, flashlight, first aid kit, potable water, candies, ready-to-eat food, whistle and dust mask.
During	<ul style="list-style-type: none"> ● Protect your body from falling debris by bracing yourself in a door jamb or by getting under a sturdy desk or table. ● Get away from power lines, posts, walls, and other structures that may fall or collapse. ● Stay away from buildings with glass panes.
After	<p>To exit your way out:</p> <ul style="list-style-type: none"> ● Do not rush to the exit; get out calmly in an orderly manner. ● Use the stairs. ● Check yourself and others for injuries. ● Do not use your telephone to call relatives and friends. Disaster prevention authorities may need the lines for emergency communications. ● Do not use your car and drive around areas of damage. Rescue and relief operations need the road for mobility. ● Don't enter partially-damaged buildings' strong aftershocks may cause these to collapse. ● Gather information and disaster prevention instructions from battery operated radios. ● Obey public safety precautions. ● Clean up chemical spills, toxic and flammable materials to avoid any chain of unwanted events. Check for fire and if any, have it controlled. ● Check your water and electrical lines for defects. If any damage is suspected, turn the system off the main valve and switch. ● Take with you your earthquake survival kit, which should contain all necessary items for your protection and comfort.

H. SALE, LEASE AND MORTGAGE OF CONDOMINIUM UNITS

1. SALES AND LEASES

Unpaid dues and assessments, etc. are the obligation of the registered owner of the unit.

- 1.1 For the avoidance of doubt, prospective buyers or tenants must request the owner/seller/lessor to provide a Certificate of Management from TRAG Administration. The Certificate of Management shall only be released when the owner/seller/lessor does not have any outstanding liability or obligation to TRAGCC as reflected on the records of TRAG Administration at the time of request.
- 1.2 The owner must provide the following documents to TRAG Administration for the issuance of a Certificate of Management:
 - 1.2.1 Letter Request by the owner stating the reason therefor;
 - 1.2.2 A Certified True Copy of the Condominium Certificate of Title (CTC) in the name of the owner;
 - 1.2.3 For sales: (a) a notarized copy of Deed of Absolute Sale (DOAS), and (b) proof of Nationality of the intended buyer.
- ~~1.3~~ **Sales:** Prior to the release of the Certificate of Management, the owner/seller will be asked to provide a deposit in the amount of P10,000. The deposit will be held by TRAGCC and refunded if the new owner/buyer submits to TRAG Administration the CTC of the title in the name of the new owner/buyer, no later than six months from the date of the DOAS. Failure to meet this deadline will result in the forfeiture of the whole deposit. This policy will assist and enable TRAGCC to keep its Corporate Membership Book updated.
- ~~1-31.4~~ **Leases:** Owners may only lease out units for a minimum of six months, in order to discourage transient residents and for security and safety purposes.
- ~~1-41.5~~ The owner must advise TRAG Administration of all lease contracts and register their tenants with TRAG Administration.
- ~~1-51.6~~ All lease contracts shall contain the following provisions by both the lessor and the tenant: (a) an undertaking to hold themselves jointly and severally liable and responsible to TRAGCC for the payment of monthly dues and other assessments in the event that the party named in the lease contract responsible for the payment, fails to comply with the obligation; (b) a provision that the lessor transfers to the tenant solely, the privileges associated with the unit and of all the facilities and amenities of TRAG; and (c) a provision acknowledging that TRAGCC may demand and receive from the tenant the rent due on the unit, up to an amount sufficient to pay outstanding amounts due to TRAGCC, and such payment of the rent shall be sufficient discharge of the tenant, to the extent of the amount so paid, as between them and the owner/lessor of the unit.
- ~~1-61.7~~ The lease of the unit shall automatically extend to the parking slot(s) appurtenant to the unit.
- ~~1-71.8~~ No lessee shall be allowed to sublease the unit leased or any portion thereof
- ~~1-81.9~~ The owner/lessor must provide written authorization to TRAG Administration authorizing the tenant to secure vehicle stickers and security access cards, and to switch utilities on and off.
- ~~1-91.10~~ Third party liability and broad water coverage insurance for water damages to other units must be on file with TRAG Administration before a unit is allowed to be rented and security access cards are issued.
- ~~1-101.11~~ Non-appurtenant parking slots can be leased out by an owner only to other owners/residents.

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2. MORTGAGE/LIEN/SUIT

The owner shall advise TRAGCC in writing of every lien on their unit or every suit or proceedings that may affect the title of their unit within five days after knowledge of such.

3. MOVING IN OR OUT

Owners must notify TRAG Administration in writing of any change of occupant or tenant and the commencement or expiration of any lease contract, and of any guests staying for an extended period of time, to ensure that those occupying the unit are authorized by the owner to stay or reside in the unit and to enable TRAG Administration to monitor all authorized residents of units.

- 3.1 At least two weeks before a scheduled move-in or move-out date, the owner or tenant must advise TRAG Administration in writing of the scheduled move-in or move-out.
- 3.2 No move-in or move-out shall be allowed unless authorized by TRAG Administration. Such authorization shall be granted only upon the issuance of a Certificate of Management confirming that all dues, assessments, interest, penalties and whatever charges accrued on the unit are fully paid. Tenants must surrender their access cards. If not surrendered, it will be automatically deactivated and no longer be in use. Owner must then surrender new cards for this.
- 3.3 Such authorization will be granted only upon the issuance of a Certificate of Management.
- 3.4 If a certified true copy of the CCT is not yet available at the time of move-in, the new owner will be asked to provide a deposit in the amount of P10,000. The deposit will be held by TRAGCC and refunded upon submission of the CCT to TRAG Administration no later than six months from the date of the move-in; otherwise, the deposit will be forfeited in favor of TRAGCC. Alternatively, if the owner/seller provided a deposit to TRAGCC for this purpose, the owner/seller may assign such deposit to the new owner; the deposit will be held by TRAGCC and refunded if the new owner submits the CCT to TRAG Administration no later than six months from the date of the DOAS. As previously mentioned, it is hoped this will help TRAGCC keep its Corporate Membership Book updated.
- 3.5 Moving in and pulling out of furniture and appliances are allowed only between 8am to 8pm, Mondays to Saturdays except holidays.
- 3.6 **Registered Guests:** Owners and tenants must advise TRAG Administration in advance and in writing of visits of guests who are expected to stay in the unit **longer than seven days**. The owner or tenant must authorize the stay, preferably in advance, by an email to TRAG Administration or an authorization letter submitted to the TRAG Administration Office, indicating the guest's name, the authorized length of stay, and the expected arrival date and time. To avoid inconvenience, the authorizing party should request an acknowledgement from TRAG Administration. Upon arrival, or as soon as possible after arrival, the guest must register with TRAG Administration, and will be asked to present a Passport or another Government-issued photo ID for verification and sign in a Registered Guests log book.
- 3.7 **Visitors:** Visitors should proceed directly to the Concierge Desk in the Main Lobby on the Ground Floor to contact the resident they wish to visit. If the resident is not in the unit or cannot be located, the visitor will not be allowed to enter the unit, unless the owner or tenant has authorized entry in advance by an email to TRAG Administration or by submitting an authorization letter to the TRAG Administration Office. To avoid inconvenience, the authorizing party should request an acknowledgement from TRAG Administration. The Concierge will ask the visitor to present a Passport or another Government-issued photo ID for verification.

- 3.8 Security and Concierge staff may refuse entry to the complex for those who have not complied with these rules and regulations.
- 3.9 The following documents must be submitted with each request for a Certificate of Management:

NEW	SPECIFIC DOCUMENTS REQUIRED	ADDITIONAL DOCUMENTS REQUIRED
OWNERS	<ul style="list-style-type: none"> • A copy of the notarized Deed of Absolute Sale, the Contract to Sell, and the CTC in the name of the new owner. • Should the seller/new owner be represented by an attorney-in-fact, a copy of the Special Power of Attorney. • Should the seller/new owner be a corporation, a copy of the Corporate Secretary's Certificate authorizing the sale and the representative signing on its behalf. 	<ul style="list-style-type: none"> • Copies of official photo IDs (a Passport or another Government-issued IDs). • Resident's Information Sheet (including all family and household members). • Acknowledgement of their receipt of a copy of the House Rules and Regulations.
TENANTS	<ul style="list-style-type: none"> • A duly approved, signed and notarized copy of the lease contract. • Confirmation by TRAG Administration the lease meets the specific requirements of the House Rules and Regulations (e.g. specific lease provisions and the required third party liability and broad water coverage insurance for water damage to other units). • An Authorization Letter from the owner/lessor. • Should the owner/lessor be represented by an attorney-in-fact, a copy of the Special Power of Attorney. • Should the owner/lessor be a Corporation, a copy of the Corporate Secretary's Certificate authorizing the lease and the representative signing in its behalf. 	
GUESTS	<ul style="list-style-type: none"> • An Authorization Letter from the owner/tenant. • Should the owner/tenant be represented by an attorney-in-fact, a copy of the Special Power of Attorney. 	

4. PROXIES

A quorum is needed for TRAGCC to competently decide on the matters on the agenda of the notice of the Annual General Meeting. TRAGCC's By-Laws (Article II, Section 11) requires the presence of owners, in person or by proxy, representing a majority interest in TRAGCC and whose units are not delinquent in their dues and assessments, to achieve a quorum. With TRAG's 1,026 units, at least 514 units (50% of total residential and commercial units plus 1) have to be represented for there to be a quorum.

- 4.1 To encourage owners to vote in person or through a proxy, the BOT has necessitated that, effective August 1, 2015, an owner provides or submits a duly executed proxy before the following will be processed for themselves, or their tenants or registered guests: (a) new lease contracts, (b) new move-ins/move-outs, and (c) new construction/renovation permits, (d) new vehicle stickers, (e) new security access cards, and (f) rental of social halls. Exceptions will be considered by TRAG Administration on a case by case basis.
- 4.2 Owners may name as a proxy another owner or a non-resident. They may also submit a proxy form without a named proxy/ person, which shall be accepted/ considered as a “blank proxy”. Proxy forms are available at the Concierge or the TRAG Administration Office.

5. REAL ESTATE BROKERS AND AGENTS

- 5.1 Only real-estate brokers or agents duly endorsed by an owner to sell or lease their unit will be recognized by TRAG Administration Office and granted access into the premises.
- 5.2 The broker or agent should also present a written endorsement from the owner authorizing them to undertake the actions necessary to disposing of or leasing out the unit.
- 5.3 Authorized brokers or agents should closely coordinate their activities with TRAG Administration Office. They should give TRAG Administration Office, through the Administrative Assistant, prior notice of any scheduled inspection of units by prospective buyers or tenants.

I. RENOVATION AND MAINTENANCE OF CONDOMINIUM UNITS

1. GENERAL PROVISIONS

- 1.1 All owners shall comply with the following design guidelines and construction requirements.
- 1.2 The owners shall pay and secure all the necessary requirements and documents such as construction bond, additional housekeeping and security expenses and insurance and other requirements that may be deemed necessary by the TRAG Administration. The owner/resident will be responsible for all costs incurred to correct the damage or injury caused by modifications which are not in accordance with the approved plans of the unit.
- 1.3 The work shall be carried out in accordance with all governmental laws and regulations and the House Rules and Regulations governing construction and renovation, and with the least disturbance to other residents.
- 1.4 Prior to starting construction, the contractor should assess the unit for any damages or defects (e.g. clogged drains, missing escutcheon plates, etc.), and check all electrical outlets. All renovation and fit-out plans shall be subject for review and approval of the TRAG Administration. No fit-out works by the owner shall commence until all submissions, comments, rectification and compliance to requirement indicated on the submittals are completed.
- 1.5 All chosen contractors will be subject to general rules and regulations applicable during construction phase to ensure proper conduct of work onsite and to coordinate any deliveries or removal of materials and debris.
- 1.6 The TRAG Administration reserves the right to modify or provide additional design guidelines should the need arise and shall ensure that the owner will be immediately informed any changes to the existing guidelines.
- 1.7 Four sets of plans signed and sealed.
- 1.8 Release of approved plans will be within ten working days upon submission.
- 1.9 All electrical works shall strictly comply with the latest Philippine Electrical Code. In addition:
 - 1.9.1 Provide electrical load schedule computation for additional loads to be installed.
 - 1.9.2 Electrical conduit should be IMC/EMT for exposed areas and PVC for embedded area.
 - 1.9.3 Proper coupling should be used for IMC/EMT interconnection to PVC.
 - 1.9.4 Observe and retain color coding of electrical and utility lines.
- 1.10 No masonry works or chipping on column beams and pipe chases. Prior to the demolition of any existing RC and CHB walls, structural plans approved, signed and sealed by Aromin and Sy Associates, Inc. must be secured and submitted to TRAG Administration.
- 1.11 For toilet and bath tile replacements, re-application of waterproofing is required and flood testing should be witnessed by TRAG's Engineering Office.
- 1.12 No relocation or interconnection tapping is allowed on sewer and drain lines.
- 1.13 All exhaust fans located in bathroom ceilings and kitchens should be covered and sealed to ensure that varnish smell fumes, dust, etc. will not enter other units.
- 1.14 Portable exhaust fans should be provide and located near windows to expedite the escape of smells, fumes, dust, etc.

2. PRIVATE CONTRACTORS OF UNIT OWNERS

All individual private contractors engaged by owners and/or residents for maintenance, repair, service and/or security shall also be registered with TRAG Administration Office and will also be

issued proper identification cards. TRAG Administration has the right to deny entry to any person or firm seeking access to a unit if the respective contractor has not been registered.

3. CONSTRUCTION/REPAIR/ MAINTENANCE WORKS

3.1 Schedule of construction and repair work shall only be allowed on Mondays to Fridays except holidays. No work is permitted on weekends and during holidays.

Time – Mon-Fri only*	Permitted Work
8am to 12 noon (*including Sat.) 1pm to 5pm	<ul style="list-style-type: none"> • Minor carpentry work or task that can be completed within two hours or less, i.e. drawer repair, cabinet locks, door closer fixing, door alignments, window lock sets, etc. • Minor masonry: fixing of tiles, grouting, small cement filling/finishing • Laying of electrical circuits; electrical extension cords, fixing of bulb or sockets and switches • Manual sanding • Manual painting • Clean aircon units(excluding noisy procedures such as “pressure wash cleaning”) • Install DSL / cable TV
10am to 12 noon 3pm to 5pm	<p>NOISY construction and repair work include (but not limited to) the following:</p> <ul style="list-style-type: none"> • For major carpentry work: involving heavy hammering or task that require more than one day to finish, i.e. chipping of walls, rehabilitation of cabinets, broken doors, and windows and furniture • Demolition works • Spray painting, welding, electrical testing, electrical sanding, and all other works which may disturb adjacent units. • No construction or repair works will be allowed on Saturdays, Sundays, and Holidays. • Delivery of construction materials shall only be from 8am to 5pm, Mondays to Fridays only. • Pressure wash cleaning of aircon units.

- 3.2 Sand, gravel, cement and the like should be delivered in sacks.
- 3.3 The owner should secure a work/access permit prior to delivery of materials.
- 3.4 All deliveries should be brought to the construction site immediately from the ground level delivery.
- 3.5 Building guards or any of the Building or TRAG Administration personnel are not allowed to receive delivered construction materials. An assigned representative of the owner should be present to receive the deliveries.
- 3.6 All materials, equipment, and tools to be brought inside the unit or building should be listed accordingly for security guard’s inspection and records.
- 3.7 Pullout of all construction debris, excess materials and equipment which will no longer be used be allowed only from 8:00 am to 5:00 pm, Mondays to Fridays except holidays.

Minor Offense		
Violation	Offense	Penalty

	Level	
No Proper ID	1 st Offense	Written Notice
Not wearing Proper uniform	2 nd Offense	One Thousand Pesos(P1,000) per violator
No Fire Extinguisher	3 rd Offense	Two Thousand Pesos(P2,000) per violator
Working beyond Working hours	4 th Offense	Three Thousand Pesos(P3,000) per violator
Major Offense		
Violation	Offense Level	Penalty
Smoking	1 st Offense	Three Thousand Pesos (P3,000) per violation and BANNED from entering TRAG
Pilferage		
Vandalism		
Tampering of Work Permit and/or Building Access		
Fraternizing with Domestic Help		
Grave Misconduct		

**Subject to amendments by TRAGCC.*

4. TAPPING OF UTILITIES

To provide electrical power and other necessary resources to the construction site, tapping of electrical, mechanical, fire protection and plumbing utilities should be provided by the owner, in coordination with the TRAG Administration. Tapping of electrical supply from the common area is not allowed.

5. SANITATION

The units as well as the common areas shall be kept clean and free from foul odor. Garbage and construction debris should not remain outside the unit or dumped in the condominium garbage chute, nor placed in any part of the building premises. It shall be pulled out of the building premises immediately.

6. SAFETY MATERIALS AND EQUIPMENT

- 6.1 The owner's contractor shall provide safety measures such as construction net, sheeting, shoring, and the like whenever necessary.
- 6.2 The owner must seal their doors with a cloth or wood screen during the construction to prevent the spread of dust and prolonged exposure of other residents to the intoxicating fumes of lacquer or paint.
- 6.3 To prevent obstruction, work will not be permitted outside the unit. Construction materials will not be allowed to be placed on standby outside the unit nor in any other common area of the TRAG buildings.

7. ROUTINE INSPECTIONS

- 7.1 The Administration Office and their assigned representatives shall conduct routine inspections of all construction sites regularly. All observations and instructions given by the inspectors must be taken note of and strictly followed. The TRAGCC and/or TRAG

Administration reserves the right to issue and demand construction changes on approved plans when deemed necessary.

- 7.2 Security personnel are given authority to issue violation slips to workers who violate the *House Rules and Regulations*, and *General Construction Guidelines* of TRAGCC.

8. COMPLIANCE

- 8.1 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 remain not acted upon.
- 8.2 The owner should be responsible for the communication and implementation of all Construction Guidelines to his assigned contractor.
- 8.3 Damage made to common areas or other units by the said construction work should be addressed to prior to continuation of work.

9. GUIDELINES FOR RENOVATION

- 9.1 Renovation of a unit will be allowed for a continuous period of no more than four (4) months. The owner shall post a cash bond deposit of:

Cost of Project	Cash Bond Deposit
Below One Hundred Thousand Pesos(P100,000)	Twenty Thousand Pesos(P20,000)
Above One Hundred Thousand Pesos (P100,000) with no demolition	Fifty Thousand Pesos (P50,000)
Above One Hundred Thousand Pesos (Php100,000) with demolition	One Hundred Thousand Pesos (Php100,000)

- 9.2 The cash bond will cover any damages or losses incurred on the common area and to the adjacent units during construction/renovation.
- 9.3 Owners will also be required to pay Four Thousand Pesos (P4,000)*per month or a total of Sixteen Thousand Pesos(P16,000)* for the four-month renovation period, to cover the extra cost of security and housekeeping expenses resulting from renovation works in the unit.
- 9.4 If the renovation exceeds four months, the owner will be charged an extra Four Thousand Pesos (~~P4,000~~*4,000) * and given one more month to complete the renovation. Non-payment of the above fee will lead to discontinuation of the renovation work and is subject to penalty in the same manner as regular condominium dues and assessments.
- 9.5 If the renovation is completed in less than four months, TRAGCC will refund to the owner any unspent amount pro-rated by the month. To apply for a request of a Renovation Refund, the owner should fill in a form which can be acquired at the TRAG Administration Office, and submit this to the TRAG Administration Office.

10. FINAL INSPECTION

- 10.1 The owner shall submit an accomplished Request for Final Inspection Form to the Condominium TRAG Administration at least three (3) days in advance, to conduct a Final Inspection of the following critical areas based on Ayala Property Management Corp. (APMC) building standards, the National Building Code, or any other existing national standards, whichever is the safest standard in the opinion of The Residences at Greenbelt Building Engineer. Forms can be acquired at the Administration Office.

- 10.2 These would include the following:
 - 10.2.1 Electrical installation testing (Meager testing, load limitations per unit, etc.)
 - 10.2.2 Fire protection systems (sprinklers, smoke detectors, heat detectors, etc.)
 - 10.2.3 Plumbing standards (grease traps, etc.)
 - 10.2.4 Other critical work that might endanger the building
- 10.3 Any changes to the shower area (including re-tiling) will require a 24-hour leak test by TRAG’s Engineering Office and the owner will be charged P4,000 for the test.
- 10.4 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 the building safety laws, regulations, or which poses a potential hazard may be removed or demolished by TRAGCC at the expense of the owner.
- 10.5 Further, to ensure normal functions of existing drains and p-traps, it is recommended to conduct flush testing together with the TRAG Administration and contractor after all the renovation works has been completed.
- 10.6 Owner/contractor shall submit four (4) sets of as-built plans (signed and sealed) prior to final inspection. The final inspection shall be scheduled by the TRAG Administration.

11. ARCHITECTURAL WORKS AND GUIDELINES

- 11.1 Provision or installation of additional design and glass tints to the window wall panels that would result in any change to the color and hue of the glass windows thus affecting the shade and color consistency of the building façade shall not be allowed.
- 11.2 When approved by the TRAG Administration, additional interior partitions shall be fire resistive dry wall with metal studs.
- 11.3 The construction of concrete masonry units shall not be permitted unless deemed necessary due to the nature of intended occupancy and use. Proposed works shall be subjected to review and approval of the Property Manager.
- 11.4 Materials to be used for interior finishes shall be new, have minimum class I flame spread rating or shall have a fire retardant treatment.
- 11.5 All wood finishes when permitted by the TRAG Administration shall be kiln-dried, mill quality finish and shall be provided with fire retardant treatment, ideally no wood or other combustible materials shall be used above ceiling.
- 11.6 Replacement and/or alteration of the main door knob and balcony door including the door handle is strictly prohibited unless it will be replaced with the same specifications of the original installed door.
- 11.7 The owner may provide additional deadbolt lockset in their residential unit main doors, provided that the deadbolt lockset is of the same color and design, and with prior approval of the Building Admin. Installation shall be supervised by TRAG Administration Office to ensure the uniformity of distance of deadlock from main lockset.
- 11.8 Any alterations, modifications, or additions to the residential units shall not be performed without obtaining prior approval by the Property Manager.

12. HOUSEHOLD RECOMMENDED APPLIANCE SPECIFICATIONS

	Allocated Space	
Refrigerator; ¼ Hp, 230V, single-phase	1500mm H x 700mm W	One (1) Bedroom
	1800mm H x 700mm W	Two (2) Bedroom
	1800 mm H x 850mm W	Three (3) Bedroom
Range Hood	600mm W	One (1) Bedroom

		Two (2) Bedroom
	900mm W	Three (3) Bedroom
Range; 3kW, 230V, single-phase	600mm W x 850mm H	One (1) Bedroom Special One (1) Bedroom Two (2) Bedroom Bi-Level, Two (2) Bedroom
	900mm W x 850mm H	Three (3) Bedroom Bi-Level, Three (3) Bedroom
Washing Machine and Clothes Dryer; 3kW, 230V, single-phase	600mm W by 600mm H*	

*The allocated block out space for Washing Machine and dryer. Suggest providing an extended drain upward for proper flash out of washing machine drain. The washing machine and clothes dryer supplier should be responsible on the installation of drain pipe and exhaust duct respectively. It is suggested that dryer exhaust duct should have automatic damper installed.

13. STRUCTURAL WORKS GUIDELINES

- 13.1 Live loads for residential units shall be limited to 40PSF as specified by the National Structural Code of the Philippines, 2001 edition.
- 13.2 No additional topping/floor finishing shall be allowed otherwise permitted by the TRAG Administration. Maximum topping shall only be 50mm inclusive of floor finish.
- 13.3 Partitions within the space area shall be limited to gypsum board partitions. No CHB partitions shall be allowed within these areas. All partitions to be made shall be subject to TRAG Administration approval.
- 13.4 Vaults shall only be allowed on certain designated areas of the building. Only lightweight records vaults are allowed. All vaults to be placed inside the building shall be subject to Administration's approval prior to installation.
- 13.5 All structural chipping works shall be subject to the TRAG Administration approval. No welded connections shall be allowed on structural vertical elements such as columns and shear walls.
- 13.6 Coring, drilling or cutting a portion of structural slab will not be allowed.
- 13.7 Drilling of expansion bolts or any hanger for any utilities may be allowed provided the floor load limitation is satisfied. But chipping off any structural member shall not be allowed.
- 13.8 Extending the unit area by demolishing or removing any portion of the structural slab or CHB partition below, above or on the sides shall not be allowed, unless prior to the demolition or removing of any existing RC and CHB walls, structural plans approved, signed and sealed by Aromin and Sy Associates, Inc. are secured and submitted to TRAG Administration.
- 13.9 Any damages caused by any accidental drilling, chipping and the like shall be restored or repaired by the liable party.

14. ELECTRICAL WORKS

CODES AND STANDARDS	<ul style="list-style-type: none"> • Philippine Codes and Standards • Philippine Building Code and Regulations • Philippine Electrical Code • The Fire Code of the and Philippines Regulations
SUPPLEMENTARY CODES AND STANDARDS	<ul style="list-style-type: none"> • American National Standards Institute(ANSI) • American Society for Testing and Materials (ASTM)

	<ul style="list-style-type: none"> • Institute of Electrical and Electronics Engineers(IEEE) • Illuminating Engineering Society(IES) • Insulated Power Cables Engineers Association(IPCE) • Underwriters Laboratories, Inc.(ULI) • National Electrical Manufacturing Association(NEMA) • National Fire Protection Association(NFPA) • National Electrical Code(NEC)
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15. NORMAL POWER SYSTEM

Each residential unit shall have its own normal MERALCO kilowatt-hour meter located in the electrical room at the floor level of their unit.

16. EMERGENCY POWER SYSTEM

- 16.1 Engine diesel-driven generators are most commonly used to provide an alternate source of emergency or standby power during normal utility power outage.
- 16.2 These emergency systems are legally required to be installed to supply loads essentials to safety of life, such as emergency lighting and essentials power loads. The system runs during failure of the normal source.
- 16.3 Residential units and Administration loads shall be provided with one hundred percent (100%) power supply.

POWER AND LIGHTING SYSTEM	
LIGHTING OUTLETS	<ul style="list-style-type: none"> • Layout of ceiling light fixtures shall not be installed at structural details of the area such as columns, beams and wall obstructions. • Installations of additional lighting loads shall not exceed eighty (80%) rated load on the existing wire and breaker rating.
CONVENIENCE OUTLETS	<ul style="list-style-type: none"> • Any convenience outlet to be installed shall be the standard type. Outdoor convenience outlet should be weather proof and/or splash proof type. • The layout of the convenience outlet shall be in accordance with the type and size of occupancy and the nature of work performed as well as the furniture and equipment layout. • It is strongly recommended that the power outlets in bathrooms and kitchens be protected via a GFCI circuit breaker.
BRANCH CIRCUIT STANDARDS	<ul style="list-style-type: none"> • All line to ground connections to attain 110V shall not be allowed. It is recommended to use a step down transformer to attain the desired voltage for certain appliances. • Auto Voltage Regulator (AVR) or Uninterrupted Power Supply (UPS) are suggested to be installed for sensitive loads.
PANEL BOARD	<ul style="list-style-type: none"> • There will be one (1) panel board provided for each residential unit of the building with kilowatt-hour meter for consumption for normal power. • Every panel board shall have a rating of not less than the minimum feeder capacity required to serve the load. • Every panel board shall be provided with a main switch or main switch breaker or over current protection. • Any designs to alter the main electrical panel shall be subjected for review and approval of APMC. • Alteration of main breaker rating shall not be allowed.

BUILDING AUXILIARY SYSTEM	
FIRE DETECTION AND ALARM SYSTEM (FDAS)	<ul style="list-style-type: none"> • The system was provided for early detection, accurate location of the alarm origin, elevators and others building systems. • Alarm devices inside each unit include smoke and heat detectors. Manual pull switch and bells are also provided that are strategically located at the hallways inside the building. Each floor has an annunciator and is monitored by a fire alarm control panel. • The surrounding bells will configure in such a way to alert fire floors and floors above the fire floor. A general alarm could also actuate once the extent of the fire is already great. • Any relocation works for any FDAS equipment inside the unit should be approved by the Administration. A relocation plan should be submitted for review before commencement of works. • Sprinklers shall be relocated to minimize obstructions to discharge or additional sprinklers and to ensure adequate coverage of hallways. • If drop-down ceilings, lighting fixtures, etc. will obstruct existing smoke detectors, heat detectors, and sprinklers, only the original building contractor should undertake the relocation. Please contact the Engineering Office to arrange this.
TELEPHONE SYSTEM	<ul style="list-style-type: none"> • GLOBE telecommunications will be serving the total telephone requirements of the building. • Residential units will be allotted with at least two (2) lines per unit.
CATV SYSTEM	<ul style="list-style-type: none"> • A CATV system was provided in the building, it broadcasts channels including the top-rated stations worldwide. • Billing to the subscription to Sky Cable (exclusive) can be coursed through the administration but to be paid by each resident.
PAGING SYSTEM (FOR PARKING AREAS ONLY)	<ul style="list-style-type: none"> • A paging system will be provided to the building for calling the drivers. The main amplifiers will be situated at the main lobby reception area and ceiling mounted speakers will be installed at all parking levels. [DO WE HAVE THIS?]
PRODUCT AND MATERIALS	
Wiring Method	<ul style="list-style-type: none"> • PVC conduits embedded on concrete slab or wall could be used on all systems except for the fire alarm and smoke detection system, additional lighting fixtures, risers and feeders which shall be in metallic conduits.
Devices	<ul style="list-style-type: none"> • All receptacles shall be grounded type rated for 250VAC.
Wires and Cables	<ul style="list-style-type: none"> • All power and control wiring shall be rated for 600VAC, thermoplastic with nylon jacketing. Color coding of wires for easy identifications must be follow. Line 1- black; line 2- red; line 3- yellow; ground- green.

17. MECHANICAL WORKS – MECHANICAL AC INSTALLATIONS GUIDELINES – SAN LORENZO TOWER AND MANILA TOWER

- 17.1 Each unit comes with pre-installed refrigerant pipe and cladding. Actual layouts can be referred to in the unit reference plans.
- 17.2 Each owner may deviate and not use the pre-installed refrigerant pipe and cladding but will have to submit AC plans to TRAG Administration for review and approval prior to implementation.
- 17.3 Each owner shall provide their own air-conditioning system complete with the necessary standard refrigerant accessories. These accessories shall be reflected on the refrigerant

schematic diagram to be submitted to the TRAG Administration for evaluation and reference. The specific type of AC equipment is shown on the plans, i.e. split for living, dining areas and bedrooms. The Owner shall purchase and connect the refrigerant pipes from FCU to ACCU based on the approved capacities indicated in the following tabulation. Other brands and capacities may require larger size of pipes, or different configuration and requirements. All additional parts that may be increased due to the use of other brands and sizes shall be subject to the account of the owner. It is suggested that an architectural treatment be implemented on all exposed refrigerant piping inside the unit like cladding, etc. Use liquid tight type of flexible conduit on all exposed to weather flexible conduit. Please consult with the TRAG Administration prior to installation.

- 17.4 Refrigerant piping for split type AC shall be copper tubing, soft drawn with wrought copper solder type fittings suitable for connections with silver solder. Refrigerants pipes shall be insulated and wrapped around with polyethylene tape or approved equal.
- 17.5 Provide proper ACCU mounting and/or support. Hanger mountings should be painted white and should preferably in concrete beams to ensure safety. Mountings on concrete slabs should be based on proper ratings of proposed concrete inserts. Drilling on balcony floors shall not allowed. Provide extension louvers for ACCU.
- 17.6 Verify with Architectural guidelines the proposed hangers/support details of ACCU. (See recommended ACCU support detail)
- 17.7 All horizontal drain shall not be less than 25mm diameter with 2% slope. AC drain lines shall be provided with clean out; shall be tapped to nearest AC drain stub out that was already provide.
- 17.8 All AC drain lines shall be insulated with polyethylene tape or approved equal.
- 17.9 All necessary testing must be conducted on all A/C equipment and its accessories before energization to ensure safety and optimum performance of equipment. (Please submit test results as per building Administration requirements).
- 17.10 Refrigerant line shall be pneumatically tested at 1.5 times the highest working pressure for twenty-four (24) hours duration. All A/C equipment shall pass the endurance test and functional test of protective devices. Test forms shall comply with the minimum requirements set by the APMC (ACCU/FCU Test Form). Testing methodology shall be witnessed by the TRAG Administration and Aircon Contractor representatives. All test results shall be submitted to the TRAG Administration for evaluation and file.
- 17.11 If the owner opts not to use the provided stub out pipes of electrical and drain, cutting of the pipes and restoration works on the wall shall be in the account of the owner.
- 17.12 Any modifications/deviations to existing layout design shall be subject to APMC review and approval.

J. ENVIRONMENT

WATER CONSERVATION TIPS	
Check for Leaks within a Unit's Water Supply System	<ul style="list-style-type: none"> • Check for defective faucets and continuous flushing of water closets. Report all defects to TRAG Administration for immediate and proper action. • Perform a simple test to check your toilet for leaks. Remove the tank lid. This water is clean until it enters the bowl. Add some food coloring or a dye tablet to turn the water a different color. Put the tank lid back on. After about thirty (30) minutes, check the bowl. If you see colored water, the water tank has a leak. The water in the bowl should always be clear, indicating that water is not leaking from the tank to the bowl.
ENERGY CONSERVATION TIPS	
Household Appliances	<ul style="list-style-type: none"> • Switch off appliances such as television sets and electric fans when not in use. Unplug appliances that require a transformer as this consumes electricity as well even if not being operated. • Remember that several TV sets turned on at the same time multiplies your electricity costs substantially. Plan family nights when everyone enjoys quality time watching shows or movies in one room. • For children, educational board games and sports activities are a great alternative to computer games and television. Encourage your family to keep both mind and body exercised. • Do all ironing chores at one time to save on electricity. Schedule ironing sessions during cooler periods of the day. This lessens the demand for electricity during peak hours • When ironing, dampen clothes moderately. Excessively moistened clothes take longer to iron. • Switch of the electric iron in the last few minutes of ironing. There will be enough heat to press lighter materials. • Choose a refrigerator model and size suited just right to your family needs. The refrigerator dimensions should fit allocated space. • Defrost the refrigerator regularly and replace loose refrigerator gaskets. Keep the refrigerator fans and coils clean and dust-free. • Place the refrigerator away from opposing heat sources such as the stove and direct sunlight. • Open the refrigerator door only when needed. Frequent opening and closing of the refrigerator door decreases cooling temperature and increases electricity consumption. • Similarly, do not store hot food in the refrigerator or fill the refrigerator beyond its normal capacity.
Air Conditioning	<ul style="list-style-type: none"> • Make sure that the thermostat is working. It is recommended to keep the thermostat setting not lower than twenty five degrees Celsius (25C). • Keep the unit's filter, condenser and other parts clean. • Air-conditioned rooms should be well insulated from direct sunlight. Open doors of air-conditioned rooms only when necessary, and keep blinds or curtains drawn to prevent heat from entering the room. • It is best to install fan coil unit of the split-type air conditioner at the highest accessible place, and in the coolest part of the room away from opposing heat sources.

K. APPENDIXES

APPENDIX "A"

THE RESIDENCES
AT GREENBELT • CONDOMINIUM CORPORATION

RESIDENT'S INFORMATION SHEET

1. Information:

Name (Last, First, Middle):				
Nickname:	Unit No.:	Birthday: (MM/DD/YY)	Nationality:	Civil Status:
Company Name:			Job Title:	
Office Address:			Telephone No.:	
Primary Residential Address:			Telephone No.:	
Secondary Residential Address:			Telephone No.:	
Personal Mobile Number:			Email address:	
Name of Spouse (Last, First, Middle):			Spouse's Mobile Number:	
Preferred Billing Address for the Association Dues, Water and other charges or fees (if not to the unit :				
Dependents	[Name]	[Age]	[Relationship]	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

2. Names of other relatives living in the unit:

NAME	RELATION

3. *Names of domestic helpers/drivers:

NAME	POSITION	STAY-IN	
		YES	NO
1			
2			
3			
4			
5			

4. Names of lessee / other persons living in the unit:

NAME	RELATION

5. *CONTACT PERSON(S) IN CASE OF EMERGENCY: (NOTE: Contact person should be someone who does not live in the building.)

NAME	RELATION	TELEPHONE NOS.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

6. Special Instructions

By my signature, I, as the unit owner, warrants that all information provided herein are true and accurate in all respects and undertakes to inform The Residences At Greenbelt Administration Office of any changes thereto especially in the case of the preferred billing address within thirty (30) days thereof. Any delay caused by failure of the unit owner to so inform The Residences At Greenbelt Administration Office of any such changes shall be for my account.

Signed.

Unit Owner

[ATTACH COPY OF ID I.E. PASSPORT, DRIVERS LICENSE, ETC. WHICH SHOULD CONTAIN A COPY OF THE UNIT OWNER'S SIGNATURE. THIS IS TO ENSURE THAT THE SIGNATURE IN THIS INFORMATION SHEET MATCHES THE SIGNATURE IN THE ID.]

AUTHORIZATION FORM
(For registering guests staying more than 7 days)

We are staying in unit ___ as a guest of ____. Details as follows:

<p>Attachments:</p> <ol style="list-style-type: none"> 1. Resident Information Sheet 2. Delivery Permit (for bringing in furniture) <p>Copies given to:</p> <ol style="list-style-type: none"> 1. Admin 2. Owner 3. Guest
--

A. CONTACT DETAILS:

- Unit Number/ Tower _____ (Laguna / San Lorenzo / Manila)
- Name of Owner _____
- Contact Number(s) _____
- Name of Guest(s) _____
- Contact Numbers _____

B. ARRIVAL AND DEPARTURE INFORMATION:

- Date of Arrival _____
- Date of Departure _____

C. UNDERTAKINGS.

- We are aware of the existing House Rules and Regulations and will inform our visitors of the same.
- We shall be fully responsible for any penalties and liability incurred by our visitors.

Owner:

Signature over Printed Name

Guest:

Signature over Printed Name

Checked by:

Security Officer In-Charge

Approved by:

Property Manager

APPENDIX "C"

UNIT MOVE-IN / MOVE-OUT FORM
(For 6 months and up stay)

I am leasing my unit. Details as follows:

Attachments:
1. Resident Information Sheet
2. Delivery Permit (for bringing in furniture)
3. Duly Notarized Contract of Lease

Copies given to:
1. Admin
2. Owner
3. Tenant

D. CONTACT DETAILS:

- Unit Number/ Tower _____ (Laguna / San Lorenzo / Manila)
- Name of Owner _____
- Contact Numbers _____
- Name of Tenant _____
- Contact Numbers _____

E. LEASE INFORMATION:

- Date of Move In _____
- Date of Move Out _____
- Name of Broker _____
- Contact Number _____

F. METER READINGS:

- Water Meter Reading: _____ cu.m
- Electric Meter Reading: _____ KWH
- Condenser Water (COW / AC) Meter Reading: _____ cu.m.

G. BILLING ACCOUNTABILITIES. Please forward to the following:

Billings	Owner	Guest	Remarks
Association Dues			
Utilities (Water, Electricity, Aircon)			
Telephone			
Cable			
Others, if any:			

H. UNDERTAKINGS:

- We are aware of the existing House Rules and Regulations and will inform our guests and visitors of the same.
- We shall be fully responsible for any penalties and liability incurred by our guests and visitors.

Owner:

Signature over Printed Name

Tenant:

Signature over Printed Name

Checked by:

Security Officer In-Charge (Print Name & Sign)

Approved by:

Property Manager

APPENDIX "D"

WORK CONCERNS (Parts extra)	LABOR PRICE	Formatted: Left
1. ELECTRICAL	LABOR PRICE	Formatted: Font color: Red
<u>Assist in Removal of Light/ bulb</u>	<u>1 to 4 lights @ Php100.00; succeeding @ Php25.00/pc</u>	Formatted: Font color: Red
<u>Busted Light Replacement</u>	<u>1 to 4 lights @ Php100.00; succeeding @ Php25.00/pc</u>	Formatted: Left
<u>Installation of Light</u>	<u>1 to 4 lights @ Php100.00; succeeding @ Php25.00/pc</u>	Formatted: Left
<u>Assist in Removal of Lights</u>	<u>1 to 4 lights @ Php100.00; succeeding @ Php25.00/pc</u>	Formatted: Left
<u>Light/ bulb installation</u>	<u>1 to 4 lights @ Php100.00; succeeding @ Php25.00/pc</u>	Formatted: Left
<u>Repair Switch/Ballast/ Lamp/ Light Fixture/ LED set installation</u>	<u>Php105.00/pc,switch</u>	Formatted: Left
<u>Ballast/ Lamp/ Light Fixture/ LED set removal</u>	<u>Php150.00/pc.</u>	Formatted: Left
<u>Door Bell Repair/ Replacement</u>	<u>Php100.00</u>	
<u>Dryer Ducting installation</u>	<u>Php100.00/pc.</u>	
<u>Exhaust Fan Cleaning</u>	<u>Php150.00/pc</u>	Formatted: Left
<u>Exhaust Fan Removal/ installation</u>	<u>Php150.00/pc</u>	Formatted: Left
<u>Extension installation</u>	<u>Php200.00/pc</u>	Formatted: Left
<u>Gas Range Assist / LPG Concern / Gas Tank Installation / Check Gas Tank / Gas Stove Installation</u>	<u>Php200.00/hr</u>	Formatted: Left
<u>Plug Installation</u>	<u>Php150.00/plug</u>	Formatted: Left
<u>Door Bell Repair</u>	<u>Php100.00</u>	Formatted: Left
<u>Outlet Replacement</u>	<u>Php100.00/outlet</u>	
<u>Repair Electric/Ceiling/Wall Fan</u>	<u>Php200.00/hr</u>	Formatted: Left
<u>Change Outlet</u>	<u>Php100.00/outlet</u>	Formatted: Left
<u>Relocation of Digibox/Digibox</u>	<u>Php150.00/hr</u>	Formatted: Left
<u>Lamp Installation</u>	<u>Php150.00/hr</u>	Formatted: Left
<u>Outlet Replacement</u>	<u>Php100.00/outlet</u>	Formatted: Left
<u>Switch Repair/ Replacement</u>	<u>Php100.00/switch</u>	Formatted: Left
<u>Tandem Plug/ Plug Installation</u>	<u>Php150.00/plug</u>	Formatted: Left
<u>Troubleshooting</u>	<u>Php200.00/plug</u>	Formatted: Left
<u>Check Lights</u>	<u>No charge</u>	Formatted: Left
<u>Check Water Heater / Water Heater Outlet</u>	<u>No charge</u>	Formatted Table
<u>Check Telephone / Internet Line</u>	<u>No charge</u>	Formatted: Left
<u>Check Microwave Oven / Outlet</u>	<u>No charge</u>	Formatted: Left
<u>Check Exhaust Fan</u>	<u>No charge</u>	Formatted: Left
<u>Check Washing Machine / Washer and Dryer</u>	<u>No charge</u>	Formatted: Left
<u>Check TV / Digibox</u>	<u>No charge</u>	Formatted: Left
<u>Check Intercom</u>	<u>No charge</u>	Formatted: Left
<u>Check Refrigerator</u>	<u>No charge</u>	Formatted: Left
<u>Open Breaker</u>	<u>No charge</u>	Formatted: Left
<u>Check Wirings / Defective Switch</u>	<u>No charge</u>	Formatted: Left

Check Vacuum Cleaner	No charge
2. PLUMBING	LABOR PRICE
Angle Valve Replacement	Php150.00/pc.
Bath tub pop-up Replacement/ installation	Php300/pc
Bidet Accessory installation	Php200.00/ pc
Bowl Wax (for w/c with screw only) Replacement	Php200.00/pc
De-clogging (using plunger only)	Php100.00/
De-clogging (using auger machine)	Php350.00/de-clogging in 30mins
De-clogging of Sink P-trap	Php350.00/de-clogging in 30mins
Grease Trap Cleaning	Php150.00/hr
Leak at FFaucet Leak Repairs	Php50.00/repair
Faucet / Shower Head Replacement/ installation	Php200.00/pc
Flapper Replacement/ installation	Php100.00/pc
Leak at Flexible Hose Leak Repair	Php50.00/repair
Flexible Hose Replacement	Php100.00/pc
Float Valve Replacement/ installation	Php100.00/pc
Gasket Replacement/ installation	Php150.00/pc
Grease Trap Cleaning	Php150.00/pc.
Grease Trap Replacement/ installation	Php300.00/pc
Grout Application	Php150.00/hr
High Fill Valve Replacement/ installation	Php150.00/pc
Hot Water Lines Loose Fittings Repair	Php150.00/repair
Leak Testing	Php100.00
Loose bidet fittings Repair	Php100.00/repair
Mixing Valve Replacement/ installation	Php200.00/pc
Mop Sink Replacement	Php300.00/pc
Repair Shower / Shower Hose	Php100/repair
Removal of Water Closet	Php300/pc
Leak at Sink P-Trap Leak Repair	Php50.00/repair
Water Closet Minor Leaks	Php50.00/repair
Water tanks continuous flushing	Php100.00/hr
Loose bidet fittings	Php100.00/hr
Hot Water Lines Loose Fittings	Php150.00/hr
Repair Shower / Shower Hose	Php100/repair
Replacement of Faucet	Php100.00/repair
Replacement of Defective Flexible Hose	Php100.00/repair
Replacement of Sink P-trap Replacement	Php100.00/pcrepair
Replacement of Shower Hose Replacement	Php50.00/pcrepair
Replacement of Bowl Wax (for wc with screw only)	Php200.00/repair
Installation of Bidet Accessory	Php200.00
Installation of Faucet / Shower Head	Php200.00/pc
Sealant Application	Php100.00/hr
Grout Application	Php150.00/hr
De-clogging (using plunger only)	Php150.00/de-clogging in

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	30mins	
<u>De-clogging (using auger machine)</u>	Php350.00/de-clogging-in 30mins	Formatted: Left
<u>De-clogging of Sink P-trap</u>	Php350.00/de-clogging-in 30mins	Formatted: Left
<u>Toilet Seat Cover installation</u>	Php150/pc	
<u>Washing Drain line installation</u>	Php300.00/pc	
<u>Washing Machine/ Dryer Hose installation</u>	Php150.00/pc.	
<u>Water Cartridge Replacement/ installation</u>	Php100.00/pc	
<u>Water Closet Minor Leaks</u>	Php50.00/repair	
<u>Water Closet Push Button installation</u>	Php100/pc	
<u>Water Closet Push Flush installation</u>	Php200/pc	
<u>Water tanks continuous flushing</u>	Php100.00/repair	
<u>Water Heater Gate Valve installation</u>	Php150.00/pc	
3. MECHANICAL	LABOR PRICE	Formatted: Font color: Red
<u>Aircon Filter Cleaning</u>	Php50.00/pc	Formatted: Left
<u>Aircon Filter/ Louvers installation</u>	Php50.00/pc	Formatted: Left
<u>Check Aircon Louvers Cleaning-Leak</u>	Php50.00/pc No Charge	Formatted: Left
<u>Vacuum Aircon Drain Pipe</u>	Php150.00/pc	Formatted: Left
<u>Check Aircon</u>	No Charge	Formatted: Left
Aircon Assist	No Charge	Formatted: Left
Check Motorized Valve	No Charge	Formatted: Left
4. CIVIL / CARPENTRY	LABOR PRICE	Formatted: Font color: Red
<u>Bathroom Accessories Holder installation</u>	Php150.00/pc.	Formatted: Left
<u>Change Padlock</u>	Php50.00/pc	Formatted: Left
<u>Check Curtains</u>	No Charge	
<u>Checking of Wall Cracks</u>	No Charge	
<u>Closet Hinge Repair</u>	Php150.00/repair	
<u>Clothesline installation</u>	Php150.00/pc	
<u>Curtain Blinds Installation</u>	Php150.00/hrpc	
<u>Curtain Installation</u>	Php50.00/pc#r	Formatted: Left
<u>Installation of Curtain Rod installation</u>	Php150.00/pc#r	
<u>Closet Hinge Repair</u>	Php150.00/hr	
<u>Change Padlock</u>	Php50.00/hr	
<u>Check and Repair Main Door / Window</u>	Php150.00/hr	
<u>Minor Repainting Works</u>	Php150.00/hr	Formatted: Left
<u>Drilling Assist</u>	Php100.00/hr#r	Formatted: Left
<u>Check and Repair Main Door / Window</u>	Php150.00/hr	Formatted: Left
<u>Door Knob Repair</u>	Php150.00/repair#r	Formatted: Left
<u>Blinds Installation</u>	Php50.00/hr	Formatted: Left
<u>Door Handle installation</u>	Php150.00/pc	
<u>Door Stopper installation</u>	Php150.00/pc	
<u>Double Lock installation</u>	Php200.00/pc	
<u>Install Remote Holder</u>	Php150.00/hr	
<u>Main Door / Window Repair</u>	Php150.00/pc	Formatted Table
<u>Minor Repainting Works</u>	Php150.00/hr	

<u>Plastering/ Retouching of wall</u>	<u>Php300.00/hr</u>
<u>Putty Application</u>	<u>Php150.00/hr</u>
<u>Remote Holder installation</u>	<u>Php150.00/pc</u>
<u>Repair of Kitchen Roll-up</u>	Php150.00/repairhr
<u>Repair of Cabinet</u>	Php150.00/repairhr
<u>Repair of Kitchen Drawer</u>	Php150.00/repairhr
<u>Repair of Window Blinds/ Curtain Rod</u>	Php150.00/repairhr
<u>Restoration (ceiling)</u>	<u>Php150.00/hr</u>
<u>Roll-up installation</u>	<u>Php200.00/pc</u>
<u>Fix Picture Frame</u>	Php150.00/hr
Check Curtains	No Charge
<u>Shelves installation/ assemble</u>	<u>Php200.00/pc</u>
Installation of Picture Frames installation SMALL	Php150.00/hrpc
Installation of Curtain Rod	Php150.00/hr
<u>Picture Frames installation MEDIUM</u>	<u>Php100.00/pc</u>
<u>Picture Frames installation LARGE</u>	<u>Php150.00/pc</u>
Repair of Trash Bin Repair	Php150.00/repairhr
<u>Trash Bin installation</u>	<u>Php200.00/pc</u>
Install Door Stopper	Php150.00/hr
<u>Towel Holder installation</u>	<u>Php150.00/pc</u>
<u>Window Screen Repair</u>	Php150.00/repairhr
Closet Hinge Repair	Php150.00/hr
Change Padlock	Php50.00/hr
Repair of Kitchen Drawer	Php150.00/hr
Repair of Window Blinds	Php150.00/hr
Checking of Wall Cracks	No Charge
Install Remote Holder	Php150.00/hr
<u>Window Blinds installation</u>	<u>Php150.00/ pc</u>

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APPENDIX "E"

	Social Halls	Location	Floor Area (sq.m.)	Rate for 1 st 4 hours (Owners/Residents [O/T]/ Sponsored Guests [SG] in PhP)	Rate in Excess of 4 hours (PhP)	Security Deposit (PhP)	Capacity
1.	TRAG Main Social Hall	5th Flr, San Lorenzo	201.72	(O/T) 15,000/ (SG) 30,000	2,500	15,000	120
2.	San Lorenzo Social Hall	5th Flr, San Lorenzo	121	(O/T) 10,000/ (SG) 18,000	1,500	10,000	80
3.	Manila Social Hall	5th Flr, Manila	116	(O/T) 10,000/ (SG) 17,000	1,500	10,000	70
4.	Laguna Social Hall	5th Flr, Laguna	82.5	(O/T) 3,000/ (SG) 12,000	800	3,000	60
5.	Sky Deck	50th Flr, Manila	165.08				100
	a. 10am-5pm			(O/T) 4,000/ (SG) 8,000	500	4,000	
	b. 5pm-12mn			(O/T) 8,000/ (SG) 15,000	1,000	8,000	
6.	Dance Studio	5th Flr, San Lorenzo	50.43	500/hr	---	---	10-15
7.	Theatre Room	5th Flr, San Lorenzo	49.86	(O/T) 4,000/ (SG) 8,000	1,000	---	12-15
8.	Game Room	5th Flr, San Lorenzo	121	(O/T) 1,500/ (SG) 3,000	← For 1 st 3 hrs	---	10-20

AS PROVIDED FOR IN THE CONTRACT TO SELL AND/OR THE DEED OF ABSOLUTE SALE, THE FOLLOWING ARE THE WARRANTIES OF THE DEVELOPER:

- (A) IT HAS ABSOLUTE RIGHT AND TITLE TO SELL AND TRANSFER THE UNIT TO THE PURCHASER; AND
- (B) THE UNIT IS FREE FROM LIENS AND ENCUMBRANCES, EXCEPT THOSE LIENS AND ENCUMBRANCES PROVIDED BY LAW OR THE MASTER DEED AND THOSE ANNOTATED AND REGISTERED AT THE BACK OF THE CONDOMINIUM CERTIFICATE OF TITLE TO THE UNIT.

THE DEVELOPER SHALL ASSIGN TO THE CONDOMINIUM CORPORATION, FOR THE PRO-RATA BENEFIT OF ALL PURCHASERS OF UNITS IN THE PROJECT, ALL THE WARRANTIES MADE IN FAVOR OF THE DEVELOPER BY THE ARCHITECTS, ENGINEERS, CONSTRUCTION OR PROJECT MANAGER, CONTRACTORS AND MATERIAL SUPPLIERS EMPLOYED FOR THE PROJECT IN CONNECTION WITH THE PLANS, SPECIFICATIONS, CONSTRUCTION MATERIALS, EQUIPMENT OR FACILITIES USED OR INSTALLED IN AND FOR THE PROJECT TO THE EXTENT PROVIDED FOR UNDER PERTINENT LAWS.

IN ACCORDANCE WITH INDUSTRY PRACTICE, THE DEVELOPER LIKEWISE BINDS ITSELF TO BE RESPONSIBLE WITHIN A PERIOD OF ONE (1) YEAR FROM THE ACCEPTANCE BY THE PURCHASER OF HIS UNIT FOR THE REPAIRS AND REPLACEMENT OF ANY DEFECT IN THE WORKMANSHIP, MATERIALS USED AND EQUIPMENT INSTALLED IN THE UNIT.