

FOREWORD

These House Rules and Regulations (House Rules) are hereby adopted and promulgated pursuant to the Master Deed with Declarations of Restrictions (Master Deed) of Solstice.

The enforcement of the House Rules shall be so done for the common good of the unit owners, residents, and merchants of Solstice. Such rules are designed to:

- Provide for the health, safety, and welfare of all residents;
- Ensure the right of peaceful and quiet enjoyment of all residents of their respective units and the Common Areas of Solstice;
- Maintain the aesthetic beauty of the structures and facilities within Solstice; and
- Enhance the property value of Solstice.

TABLE OF CONTENTS

HOUSE RULES

1.0 General Rules-----	4
2.0 Purpose of the Condominium Development-----	5
3.0 Limitations on the Use of Units and Common Area-----	5
4.0 Disposition of Units-----	6
5.0 Rooftop-----	7
6.0 Elevators-----	7
7.0 Vehicle, Parking Area and Drivers-----	7
8.0 Solid Waste Management-----	8
9.0 Upkeep of Units-----	9
10.0 Air-Conditioning System-----	10
11.0 Electrical Equipment-----	10
12.0 Fire Protection/Fire Drill-----	10
13.0 Noise-----	11
14.0 Pets-----	11
15.0 Domestic Helpers, Drivers, Vendors and Delivery Men-----	13
16.0 Security-----	14
17.0 General Construction-----	17
18.0 Moving In and Out for Leased Units-----	17
19.0 Condominium Employees-----	18
20.0 Pest Control-----	18
21.0 Balconies-----	19
22.0 Prolonged Absence of a Resident-----	19
23.0 Laundry-----	19
24.0 Identification Cards-----	19
25.0 Assessment-----	20
26.0 Insurance-----	20
27.0 Certificate of Management-----	20
28.0 Lease, Mortgage, Lien and Suit on Unit-----	20
29.0 Address of Notice-----	22
30.0 Conduct of Real Estate Brokers or Agents-----	22
31.0 Miscellaneous-----	22

TABLE OF CONTENTS

AMENITIES GUIDELINES

Foreword-----	23
1.0 General Rules-----	24
2.0 Swimming Pool-----	25
3.0 Gym-----	26
4.0 Function Room and Board Room-----	27
5.0 Play Area-----	30
6.0 Lounge Area-----	30

DESIGN AND CONSTRUCTION GUIDELINES

Foreword-----	30
1.0 Architectural Guidelines-----	31
2.0 Structural Guidelines-----	31
3.0 Electrical Guidelines-----	32
4.0 Fire Protection System Guidelines-----	34
5.0 Mechanical Guidelines-----	35
6.0 Sanitary and Plumbing System Guidelines-----	36
7.0 Construction Guidelines-----	36

BUILDING RULES AND REGULATIONS

1.0 General Rules

1.1 These Residential House Rules and Regulations (RULES), adopted by the Board of Trustees of Solstice Condominium Corporation and/or the Administration Office, pursuant to the Master Deed with Declaration Restrictions of Solstice (MASTER DEED), shall govern and regulate the use, occupancy and enforcement of the individual units, Common Areas, and limited Common Areas of the Condominium, to ensure their efficient and orderly management and to promote the common good of the unit owners and residents of Solstice. All registered unit owners, residents, and/or tenants of Solstice (as provided on the Deed of Absolute Sale) are automatically members of the Condominium Corporation and/or the Administration Office and have unlimited use of the facilities.

1.2 All unit owners are required to comply with these RULES which must likewise be observed by (a) members of their family and their household help; (b) their lessees, and members of the family, and household help of said lessees; (c) their guests and the guests of their lessees; (d) those transacting business with or visiting the Condominium.

1.3 The Board of Trustees or its duly authorized representative shall have full authority to implement these RULES which are a supplement to the BY LAWS and MASTER DEED and should be interpreted in relation thereto. An authorized representative refers to any of the empowered or the duly appointed Administration Office. Failure of the Condominium Corporation and/or the Administration Office to enforce a rule or regulation or to render such determination shall in no way be construed as a waiver or an abandonment of said rule or regulation under any future application.

1.4 Each unit owners, residents and/or tenants is obliged to keep and maintain their unit in a good livable condition, in state of preservation and cleanliness, and in a manner that will not cause any prejudice or damage to other units or the Common Areas of Solstice.

1.5 Unit owners, residents and/or tenants should maintain the premises in a peaceful and reasonably quiet manner and shall refrain from any noisy or loud acts that would disturb or annoy the peace and quiet of the premises and its residents. Private parties and other gatherings should be confined within the premises of the condominium unit only.

1.6 The unit owners, residents and/or tenants may only be able to keep one animal or pet within the residential unit subject to compliance with the limitations and conditions prescribed in Section 14.0

1.7 Unit owners, residents and/or tenants shall not 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.

1.8 Unit owners, residents and/or tenants shall not bring or keep in their unit or any part of the Common Areas, products, materials, etc. that will contravene the Building Code and/or Fire Code, increase the rate of premiums on insurance policies on the building, or be cause for the cancellation of such policies.

1.8.1 All electrical equipment used in each unit shall fully comply with all the rules and regulations of the insurance company and the government authority having jurisdiction over it. The unit owners, residents and/or tenants will be liable for any damage caused by such equipment used in the unit.

1.9 Nothing shall be placed in the unit or any part of the Common Areas that may impair the structural soundness and stability of the building or change the exterior appearance of the building.

1.10 No condominium unit or parking slot defined and established under the Master Deed shall be subdivided into smaller units, nor shall such unit or parking slot be partitioned, either judicially or extra-judicially, among co-owners thereof except by the sale of the entire unit and distribution of the proceeds. No parking slot shall be partitioned separately from the unit to which it corresponds.

1.11 Each resident or tenant of the residential unit with a balcony shall maintain the area of the balcony and shall not use the same as a laundry, washing or drying area or in any manner which in the reasonable determination of the Declarant or the Condominium Corporation and/or the Administration Office will compromise or destroy the overall exterior look of the Building or the Condominium Complex.

1.12 No exterior lighting shall be placed or maintained in any of the Residential Units so as to cause an unreasonable glare or illumination upon any other Unit or Common Area.

1.13 Obstructions or restrictions of entrances, exits, fire escapes, elevators, stairways, lobbies, parking spaces, driveways, or any part of the Common Areas are not permitted.

1.14 The unit owners, residents and/or tenants who wish to undertake any repairs or refurbishing of their units must inform the Administration Office. No addition, alterations, improvements, or any work will be allowed without the written approval of the Administration Office. For more details, please refer to the Design and Construction Guidelines included in this Welcome Kit.

1.14.1 No unit owners, residents and/or tenants shall alter or allow any person alter any portion of the water, sanitary, plumbing, electrical system, and other equipment layout or design of the building.

1.15 Business solicitation advertisements inside the building are strictly prohibited. However, flyers, leaflets, and brochures may be placed in mailboxes subject to the approval of the Administration Office.

1.16 Failure to comply with any given rules and regulations provided will be subject to corresponding penalties and restrictions, as approved by the Board of Trustees of the Administration Office.

2.0 Purpose of the Condominium Development

The condominium units of Solstice shall be used only and exclusively as residential condominium units and shall be occupied and used only as private residence by their respective owners or authorized lessees thereof, their tenants, families, guests, and domestic help, and for no other purpose, subject to the restrictions and limitations as provided in the Master Deed with Declaration Restrictions and the Design and Construction Guidelines, and such rules and regulations as may be duly promulgated by the Condominium Corporation and/or the Administration Office.

3.0 Limitations on the Use of Units and Common Areas

3.1 Residential units shall be designated solely for residential use, subject to the restrictions and limitations provided in the Master Deed. No condominium unit or parking slot defined and established under the Master Deed shall be subdivided into smaller units, nor shall such unit or parking slot be partitioned, either judicially or extra judicially, among co-owners thereof except by the sale of the entire unit and distribution of the proceeds thereof. No parking slot shall be partitioned separately from the unit to which it corresponds.

3.2 Unit owners, residents, and/or tenants shall not permit the unit to be used as a boarding, dormitory, or other "bed space-type" establishment, nor for any business open to the public (including, but not limited to, daycare center or teaching facility) or for any other commercial activities (including, but not limited to, promotional pictorials and bazaars).

3.3 To maintain the security of the residents and prevent the erosion of the property value of Solstice, the minimum period for lease contracts involving units and parking slots of Solstice is six (6) months.

- 3.4 The unit owners, residents and/or tenants shall be liable for any damage to third parties or to the building by any equipment or appliance installed and used in their unit.
- 3.5 No part of the Common Areas shall be used for storage, other household chores, permanent or temporary habitat of household members, or for any other purpose incompatible with the intent of the use of such Common Area as contemplated in the Master Deed and these House Rules.
- 3.6 Nothing shall be allowed to hang from unit windows or balconies, plant boxes, or any part of the Common Areas. Except as approved by the Condominium Corporation and/or the Administration Office, no sun baffles, awnings, antennas, clothes lines or window guards shall be installed on the exterior of any unit.
- 3.7 Sleeping, taking meals and otherwise residing outside of the unit is prohibited. Other than the regular cleaning and maintenance of these areas, meal preparation, ironing, and other household chores shall not be carried out in the balcony, terrace, elevator lobbies, elevator hallways, and fire stairwells.
- 3.8 Nothing shall be kept in any unit or in the common areas, which will contravene the building code or fire code, or increase the rate of premiums on insurance policies on the building, or be cause for the cancellation of such policies.
- 3.9 No radio or television signal or other form of electromagnetic radiation shall originate from the residential units, which interferes with the television reception of the other units. No outside antenna or any wiring for radio or television shall be constructed, erected, or maintained by the owner, tenant or occupant of a residential unit in the exterior of the building, such as, but not limited to, windows, walls, terraces, and ledges. Neither may flower pots be placed outside any unit.
- 3.10 Dusting, shaking out or beating of rugs and the like, from windows, parking areas or the building exterior is prohibited.
- 3.11 The main lobbies are for the use of residents and guests only. Construction workers, delivery men and similar persons shall enter the building premises through this designated entrance/access.
- 3.12 Unit owners, residents and/or tenants must use licensed and registered contractors as designated by the Administration Office concerning 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. For details of nominated contractors, please contact the Administration Office.

3.13 No item can be placed outside of the unit especially in the main door and hallways.

3.14 The unit owners, residents and/or tenants must not place, affix or paint any sign, notice, poster or other advertising medium on any part of the common area or the building exterior, or on the exterior of his/her unit.

4.0 Disposition of Units

4.1 A unit owner who wishes to sell the unit shall submit a Letter of Intent (of this nature) to the Administration Office and comply with Section 2.14 of the Master Deed prior to any intended sale of the unit and shall provide the Corporate Secretary with copies of the Deed of Sale covering the disposition of the unit to a third party within fifteen (15) days from the date thereof.

4.2 No transfer of any unit shall be binding unless accompanied by a Certificate of an authorized representative of the Administration Office attesting to the compliance of such transfer with the nationality requirements imposed by law. Such certificate shall also attest to the payment of all dues on the affected unit as a condition to the transfer of the affected unit.

4.3 The sale or disposition of a residential unit shall be deemed to include the disposition of the parking unit assigned thereto. While for a non-assigned parking unit, the owner is required to sell or dispose of this to the buyer of the residential unit or any other owner of a residential unit within Solstice.

4.4 A buyer or tenant will not be allowed to enter the unit premises and to occupy and use the same unless the following conditions are fully complied with:

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

4.4.2 The unit owner furnishes the Board with a copy of the duly approved, signed and notarized copy of the sale or lease contract; and

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

5.0 Roof Top

Unit owners, residents and/or tenants are not allowed to have access to the rooftop.

6.0 Elevators

6.1 The passenger elevators are strictly for the use of the unit owners, residents and/or tenants, their families and guests. All others shall use the designated service elevator.

6.2 A special permit is required by the Administration Office for the use of building elevators to transport large or heavy equipment, furniture, and packages. This is to control the excessive use of the elevators and minimize the inconvenience it will bring to building residents and guests. An exclusive time slot to use the elevators will be stated in the special permit and the unit owner or resident shall ensure that the transportation will occur at the said time slot only.

6.3 The security guard on duty will always escort the transportation of large or heavy equipment, furniture, and packages. The service elevator shall be provided with protective padding or board.

6.4 Smoking is not allowed in the elevators.

6.5 Articles in excess of the maximum load of the elevator will not be allowed in the elevator. Damage to the building elevator caused by moving or carrying of any heavy article therein shall be for the account of the unit owners, residents and/or tenants responsible for such damage.

7.0 Vehicles and Parking and Drivers

7.1 Vehicles of unit owners, residents and/or tenants shall be parked only in slots assigned to them. Any car found in an unauthorized parking slot will be issued a violation ticket with corresponding penalties. Any means of removal from a particular parking slot will be under the owner's, resident's and/or tenant's expense.

7.2 Unit owners, residents and/or tenants and their respective guests must observe traffic rules and regulations when inside the building premises. Speed limit is 15 kph and directional signs posted must be followed.

7.3 Vehicles should be parked facing the wall ("head in parking").

7.4 Only one vehicle per slot is allowed. Double parking is not allowed. Trailers are not allowed inside the parking areas.

7.5 Parking spaces must not be used for storage of any kind.

7.6 Warming up of vehicle engines for more than ten (10) minutes while inside the parking area is not allowed as this may cause carbon monoxide poisoning.

7.7 Parking is not allowed in the driveway or in any other area which may obstruct the smooth flow of traffic in and out of the building.

7.8 Blowing of vehicle horn is not allowed within the building premises.

7.9 There shall be no cycling inside Solstice premises. No motorbike or any noisy contraption will be operated in any part of the building premises.

7.10 Repair works, maintenance and tune up of vehicles within the building premises are not allowed.

7.11 General cleaning of the parking slot common area is the responsibility of the Administration Office. Specifically, the Administration Office is responsible for sweeping and hosing of the Common Areas. Vehicles may be cleaned by wiping with rag and a medium sized pail or container of water. The use of water hose to wash the vehicles is strictly prohibited. "Vehicle washboys" are not allowed in the premises.

7.12 While in the premises of Solstice, drivers are prohibited from gambling, drinking liquor, loitering, indulging in horseplay or other rowdy behavior, staying and/or sleeping inside parked vehicles. No one will be allowed to sleep in any part of the basement area or any of the Common Areas.

7.13 Vehicles of the unit owners, residents and/or tenants must be registered with the Administration Office and must display their "Solstice" stickers visibly on the lower left portion of the windshield for inspection.

7.13.1 Only vehicles of unit owners, residents and/or tenants shall be given this vehicle sticker.

7.13.2 Vehicles without these stickers are not allowed to enter the basement level parking slots.

7.13.3 Application Forms are available at the Administration Office.

7.14 Unit owners, residents and/or tenants may allow their visitors to park in their unoccupied parking slots after issuing a written authorization to the Administration Office. The visitor shall observe traffic rules and regulations while inside the building premises. Unit owners, residents and/or tenants shall be held liable for any violation committed by his/her visitor.

7.15 Drivers of vehicles with heavily tinted glass and windshields shall open their side windows when going in and out of the parking area, to allow the guard on duty to recognize the driver and their passengers.

7.16 Delivery vans shall park at the designated area to unload deliveries.

7.17 The Condominium Corporation and/or the Administration Office and/or the Administration Office will not be held liable for any loss of or damage to vehicles in the parking area. The Administration, however, will conduct an investigation into such incidents and submit an appropriate report to the Condominium Corporation and/or the Administration Office or the Declarant and the resident involved.

7.18 Leasing of parking slots shall be limited to other Solstice residents only. For security reasons, parking slots shall not be leased out to "outsiders" (those not living in Solstice). Concerned parties shall furnish the Administration Office a copy of the lease agreement, for information.

7.19 Only two (2) motorcycles shall be allowed to park in one (1) parking slot.

7.20 Authorized bicycles and motorcycles shall only be allowed in the parking areas and driveways and only for the purpose of transit and parking, but not in other parts of the building premises

8.0 Solid Waste Management / Garbage Disposal

8.1 All residential units are required to abide with the Solid Waste Management Program of Solstice. All residents and/or tenants shall adhere to the solid waste management practice of segregation at the point of origin, recycling and re-use of resources and the reduction of the volume of waste for collection and disposal.

8.2 Cleaning of Garbage: All waste for disposal should be free of substances that may promote bacteria and pest breeding and cause obnoxious or unpleasant odors.

8.3 Waste Segregation and Packaging: All waste shall be sorted and segregated in properly tied garbage bags as follows: food waste, recyclables and residual. Construction debris should be hauled out. Also, heavy / glass bottles shall be placed aside in the garbage chute and collected by Housekeeping.

8.4 Use of Garbage Chutes

8.4.1 The garbage chute will be open at all times.

8.4.2 The garbage chutes are to be used only for garbage disposal.

8.4.3 Large bags/bundles should not be forced into the chute. Residents may coordinate with the Administration Office for the collection of such items.

8.4.4 All garbage bags must be properly tied before disposal.

8.5 The burning of waste materials, garbage or refuse is not allowed in any part of the condominium.

8.6 The unit owners, residents and/or tenants will not dispose of or throw away any material or substance whatsoever out of or from any window or Common Area.

8.7 Residents are also responsible for the regular cleaning of their grease traps.

8.8 Grease trap residue must not be thrown in the garbage chute

9.0 Upkeep of Units

9.1 The upkeep and repair of each unit shall be shouldered by the owner or tenant who must maintain the unit in a good and sanitary condition. The unit owners, residents and/or tenants shall compensate other residents for damages caused upon them due to defects in the said owner's unit (e.g.

defective plumbing fixtures or air-conditioning drain leaks in other units) or their negligence (e.g. leaving faucets running causing flooding in the unit and leaks in other units.) The Administration Office shall only mediate between the affected parties in terms of initial coordination.

9.2 Only white curtains, venetian blinds, awnings or window guards shall be installed facing the exterior portion of the unit. The Administration Office shall have the right to demand removal of these items if they do not conform to the colors/shades specified.

9.3 Unit owners, occupants or their authorized tenants shall not permit, bring into, or keep in their units any inflammable, combustible or explosive fluid, materials, chemicals, or substance except those products that are normal for household use.

9.3.1 No toxic materials shall be kept in any unit or in the Common Areas.

9.4 Individual range hoods installed in each unit must be maintained by resident, and/or tenant at least monthly by washing the air filter and draining accumulated oil.

9.5 All kitchen sink drains have been provided with grease traps (located underneath). This must be maintained by unit owners, residents and/or tenants through checking and cleaning of the grease traps by removing accumulated grease or food waste at least twice a month.

9.6 Only electric cooking appliances are allowed inside the residential units. The use nor storage of Liquefied Petroleum Gas (LPG) in residential units shall not be allowed.

10.0 Air-Conditioning System

10.1 No ventilator, additional air-conditioning device or other similar equipment shall be installed in any unit without the prior consent of the Condominium Corporation and/or the Administration Office.

10.2 Residents shall keep such device in good appearance and working condition and shall not allow it to leak condensation or make noise which disturbs other residents of the building.

10.3 Installation of air conditioners shall be cleared first with the Administration Office for compliance with the electrical and mechanical requirement of the building.

10.4 Air-conditioning drains must be regularly cleaned and de-clogged by unit owner or resident to prevent clogging and water backflows. Any damage caused by leaks and backflows to the unit and other resident's units shall be repaired by the unit owners, residents and/or tenants concerned.

11.0 Electrical Equipment

11.1 The installation of wiring for electrical or telephone, television antennas, machines, air conditioning units, or the like, on the exterior of the building or on the roof without written authorization from the Condominium Corporation and/or the Administration Office is prohibited. The Condominium Corporation and/or the Administration Office may cause the removal of such unauthorized installation.

11.2 Any additional electrical load to be put in by the unit owners, residents and/or tenants shall first be cleared with the Condominium Corporation and/or the Administration Office to verify compliance with the electrical load capacity per unit.

11.3 No awning, radio or television antenna or any device or wiring for any purpose shall be installed in the exterior portion(s) of the building such as windows, walls, ledges, gardens and terraces.

12.0 Fire Protection / Fire Drill

12.1 All residents shall comply with the fire protection regulations and participate in the safety programs of the Condominium.

12.2 Tampering with the fire protection device (sprinkler, fire alarm, smoke detectors, hose cabinets, etc.) inside the units and other areas of the building is prohibited.

12.3 Each unit owners, residents and/or tenants shall keep and maintain one (1) fire extinguisher from the move-in, to be located at the kitchen. The Administration Office will monitor this regularly and if a unit is found with no fire extinguisher, the Condominium Corporation and/or the Administration Office will purchase and provide one at the owner's expense.

12.4 Fire safety inspection shall be conducted in all units on a quarterly basis. Access to the units shall be allowed for inspection of fire protection devices at reasonable hours and with 24-hour prior notice to the unit owners, residents and/or tenants. Unit owners, residents and/or tenants shall ensure availability of the unit on the scheduled inspection. Defective detectors shall be under the unit owners, residents and/or tenants' cost.

12.5 A comprehensive safety program on explosion, earthquake and fire safety shall be conducted on a yearly basis. Schedule shall be released by the Administration Office.

12.6 In-house fire drill shall be conducted on a daily basis.

13.0 Noise

13.1 Residents must refrain from noisy or boisterous acts that would disturb the peace and quiet of other residents.

13.2 Residents must be considerate when using musical instruments, radios, television sets and amplifiers so as not to disturb the other residents of the building.

14.0 Pets

14.1 Responsible Pet Ownership

Pride of Ownership – owning a pet is not a privilege, it is a responsibility.

- Pet ownership comes with obligations and requires time and financial investment.
- Pet owners must be responsible for their pets and take whatever necessary steps to assure their fellow residents that their pets do not in any way pose a threat to the community.
- Things to consider when selecting a pet:
 - Size of unit
 - Lifestyle of pet owner
 - Capability of pet owner to provide shelter, water, food, healthcare and companionship

14.2 Prohibited Pets

- a. Large, dirty, dangerous, noisy, and foul-smelling animals shall not be allowed in the property.
- b. Cattle, pigs, sheep, horses, goats, poultry animals, endangered animals and exotic* animals like but not limited to snakes, iguanas, crocodiles, eagles and other large animals that may cause

inconvenience due to offensive odors and unwanted noise or endanger the health and safety of residents shall not be allowed.

*Exotic pet pertains to animals that are both uncommonly kept and exist somewhat in their natural state in the wild.

14.3 Registration

a. Owners will be required to register their pets annually during the FIRST month of each year to ensure all vaccination and other requirements are met.

- Registration Fee – Php 500.00

b. A bond shall be posted at the beginning of each year for every four (4)-legged pet kept by the resident.

- 1st pet – Php 5,000.00
- 2nd pet – Php 7,500.00

c. Each unit owners, residents and/or tenants is required to have all their pets in the building premises vaccinated against rabies and distemper shots valid for the period within which the pets are in the building premises. All documents shall be submitted to the Administration Office for registration.

d. Pets such as dogs and cats should have identification tags at all times stating the name of the pet, the name and address of the owner.

e. Penalties shall be implemented for any violation of the rules on pet ownership as follows:

- First Offense – Written warning and a fine of Php 1,000.00
- Second Offense – Written warning and a fine of Php 1,000.00
- Third Offense – Written warning and a fine of Php 3,000.00
- Fourth Offense – Pet will be required to be confined within the unit only and a fine of Php4,000.00
- Fifth Offense – Pet will be removed from WHCC permanently and forfeiture of the Php5,000.00 bond

The number of violations shall be cumulative over a period of 1 calendar year commencing from the date of the first violation.

14.4 Guidelines

- a. Training and keeping of pets in the common area is prohibited.
- b. Whenever taken out, pets where applicable shall be held by a leash of not more than 3 meters long or otherwise properly restrained or contained.
- c. Unsupervised pets roaming the streets shall be considered as strays and will be caught by the guards. Unless redeemed at a fee of Php 300.00 by the owner within 48 hours, all stray animals caught will be turned over to the Society for the Prevention of Cruelty to Animals (SPCA) for proper disposition.
- d. Pets may only be allowed to defecate and urinate in designated areas determined by the WHCC. Pet owners are requested to practice responsible pet ownership by always bringing a small plastic bag or a piece of newspaper to scoop up animal waste for proper disposal.
- e. Pets may be walked any time from 6:30am to 7:30am and 5:00pm to 7:00pm. Pets should strictly be accompanied by the pet owner or their authorized representatives who are 18 years old and above and registered with the Administration Office. Pets in pet strollers are not exempt from the allowed walking time. At no time can pets be walked on the neighbor's yard or garage area.
- f. In the event that any incident involving a pet in the subdivision premises results in injury or damage regardless of whether the particular pet was leashed or restrained, the Administration with the consent of the Board of Trustees is authorized to conduct an investigation to determine whether the offending pet should be removed from Solstice. Any expenses that shall be incurred directly involving the offending pet shall be shouldered by the pet owner.
- g. Pet owners shall indemnify Solstice and hold it harmless against loss or liability of any kind arising from their pets.
- h. Pet owners who had pet(s) removed due to any violation of the responsible pet ownership provisions will no longer be allowed to keep pets in his unit.

i. The Condominium Corporation and/or the Administration Office has the discretion to prohibit the retention of any pet which is found to be dangerous or nuisance to other residents, or is kept in inhumane conditions.

Examples of nuisance behavior:

1. Pets whose unruly behavior causes personal injury or property damage.
2. Pets who make noise continuously and/or incessantly for a period of 10 minutes or intermittently for 2 hour(s) or more to the disturbance of any person at any time of day or night.
3. Pets who relieve themselves on walls or floors of common areas.
4. Pets who exhibit aggressive or other dangerous or potentially dangerous behavior.
5. Pets who are conspicuously unclean or parasite infested.

k. Commercial breeding of animals is strictly prohibited. The Condominium Corporation and/or the Administration Office reserves the right to regulate in humane manner, the introduction, number, species and governing of such domestic pets within the premises.

l. Burying of dead pets in the common areas is strictly prohibited.

15.0 Domestic Helpers, Drivers, Vendors and Delivery Men

15.1 The unit owners, residents and/or tenants are responsible for the behavior and conduct of domestic helpers, drivers and other persons under their employ or control and must ensure the compliance of these persons with the House Rules and Master Deed with Declaration of Restrictions.

15.2 All domestic helpers and drivers shall be registered with the Administration Office and shall secure Solstice cards to gain access to the building. They shall be allowed to have visitors only upon prior clearance by their respective employers specifying the name(s) of the visitor(s) and hour(s) of the visit. Otherwise, they may entertain visitors in the designated area as assigned by the Administration Office. These visitors must not loiter around the condominium and must remain in the unit of the owner or resident who employs the domestic helper or driver they are visiting.

15.3 Household employees, drivers, and bodyguards shall wear their Corporation-issued identification cards whenever they are in the common areas of the property.

15.4 Domestic helpers or drivers caught gambling, intoxicated, or stealing while inside the condominium shall be asked to leave and denied entry into the condominium and/or referred to the proper police agencies.

15.5 Vendors, bootblacks and beggars are not allowed inside the building or premises. The authorized newspaper boy, the postman and other delivery services will make their deliveries at the Reception Desk. The unit owner, resident, and/or the tenant may send his domestic help to pick up the delivery from the mailbox.

15.6 Mail matters shall be delivered to the respective mailboxes located at the ground floor for pick-up by the unit owners, residents and/or tenants or their domestic helper.

15.7 All individual private contractors engaged by the unit owners, residents and/or tenants for maintenance, repair, services and/or security shall also be registered with the Administration Office. The Administration Office has the right to deny entry to any person seeking access to a unit when the respective contractor has not been registered.

15.8 Unit owners, residents and/or tenants should require their household employees, drivers, and bodyguards to surrender their ID cards upon the termination of their employment. Unit owners, residents and/or tenants should immediately inform the Administration Office in writing of the termination of employment of registered employees.

15.9 For personnel bringing items out of the building, a gate pass shall be filled out listing all items that will be brought out of the building. The pass shall bear the signature of the unit owners, residents and/or tenants (or his/her representative) to be valid. Any erasures or modifications on any part of the passes shall be initialed by the authorized signatory.

15.10 Transfer of employment of household employees, driver or bodyguard from one resident to another resident is prohibited in order to discourage pirating of household employees, unless a clearance is secured from the previous employer.

15.11 The Administration Office discourages the employment of private bodyguards or personal security agents in the building. However, if their presence in the building is deemed necessary, their employers, shall adhere strictly the following rules:

15.11.1 All firearms and deadly weapons shall be registered with the Administration Office. A photocopy of the following documents must be submitted for reference:

- Updated permit-to-carry
- Updated Registration of Firearms
- Validity date of registration

15.11.2 All firearms and deadly weapons are strictly prohibited from being used or displayed while in the common areas. As rule of thumb, anything outside the unit is considered common area. Outside of their employer's unit, bodyguards are permitted to wait only in the Driver's Lounge.

15.11.3 Personal security agents shall not draw their weapon/s in the lobby, elevators, parking areas and other common areas, with the exception of imminent threat to their life of their principal while inside the property.

15.11.4 Cleaning and inspection of firearms of personal security agents are not allowed in the common areas of Solstice Tower.

15.11.5 Personal security agents are not exempt from House Rules and Regulations and shall observe and abide them while they are inside Solstice.

15.11.6 The unit owners, residents and/or tenants shall be responsible for all the actions of his/her household employees, drivers, and bodyguards as well as of the other persons contracted to perform services for his/her household.

15.12 Domestic staff and drivers are required to present an Exit/Gate Pass (forms available at the Lobby Guard) signed by the unit owners, residents and/or tenants before leaving the building, especially when:

15.13.1 They are bringing items from inside the unit (Gate Pass Form)

15.13.2 They are bringing along with them the child/children of unit owners, residents and/or tenants (Children Exit Pass)

15.13 Should there be a need to discharge firearms while inside the building, the following must be provided:

15.13.1 Endorsement letter from unit owner/resident

15.13.2 Endorsement letter from Security Agency. If the Security Agent is provided by Law Enforcement Agencies such as PNP, NBI, AFP, DOJ Witness Protection Department, they shall furnish a copy of Mission Order from their respective law enforcement agency.

15.14 All Personal Security Agents must provide the Administration Office a photocopy of the following licenses:

- DDO from Security Agency
- Law Enforcement Agency Photocopy of Mission Order and Law Enforcement Identifications Card
- Protection Agent License / Security License
- Firearms License
- Permit to carry license (PTCFOR—permit to carry firearm outside residence)

16.0 Security

16.1 Resident Information Sheet

16.1.1 All unit owners, residents and tenants will be required to submit to the Administration Office an information sheet regarding their contact details, principal residents, employees, registered vehicles and authorized signatories for permit purposes. The Administration Office and Building Security will recognize only information provided in the Resident Information Sheet.

16.1.2 The Resident Information Sheet should be updated by the unit owner, resident, and/or the Administration from time to time.

16.2 Unit owners, residents and/or tenants should require their household employees, drivers, and bodyguards to surrender their ID cards upon the termination of their employment. Unit owners, residents and/or tenants should immediately inform the Administration Office in writing of the termination of employment of registered employees.

16.3 For personnel bringing items out of the building, a gate pass shall be filled out listing all items that will be brought out of the building. The pass shall bear the signature of the unit owners, residents and/or tenants (or his/her representative) to be valid. Any erasures or modifications on any part of the passes shall be initialed by the authorized signatory.

16.4 Transfer of employment of household employees, driver or bodyguard from one resident to another resident is prohibited in order to discourage pirating of household employees, unless a clearance is secured from the previous employer.

16.5 The Administration Office discourages the employment of private bodyguards or personal security agents in the building. However, if their presence in the building is deemed necessary, their employers, shall adhere strictly the following rules:

16.5.1 All firearms and deadly weapons shall be registered with the Administration Office. A photocopy of the following documents must be submitted for reference:

16.5.1.1 Updated permit-to-carry

16.5.1.2 Updated Registration of Firearms

16.5.1.3 Validity date of registration

16.5.2 All firearms and deadly weapons are strictly prohibited from being used or displayed while in the common areas. As rule of thumb, anything outside the unit is considered common area. Outside of their employer's unit, bodyguards are permitted to wait only in the Driver's Lounge.

16.5.3 Personal security agents shall not draw their weapon/s in the lobby, elevators, parking areas and other common areas, with the exception of imminent threat to their life of their principal while inside the property.

16.5.4 Cleaning and inspection of firearms of personal security agents are not allowed in the common areas of Solstice.

16.5.5 Personal security agents are not exempt from House Rules and Regulations and shall observe and abide them while they are inside Solstice.

16.5.6 The unit owners, residents and/or tenants shall be responsible for all the actions of his/her household employees, drivers, and bodyguards as well as of the other persons contracted to perform services for his/her household.

16.6 Domestic staff and drivers are required to present an Exit/Gate Pass (forms available at the Lobby Guard) signed by the unit owners, residents and/or tenants before leaving the building, especially when:

16.6.1 They are bringing items from inside the unit (Gate Pass Form)

16.6.2 They are bringing along with them the child/children of unit owner, resident, and/or tenant (Children Exit Pass)

16.7 Should there be a need to discharge firearms while inside the building, the following must be provided:

16.7.1 Endorsement letter from unit owner / resident

16.7.2 Endorsement letter from Security Agency. If the Security Agent is provided by Law Enforcement Agencies such as PNP, NBI, AFP, DOJ Witness Protection Department, they shall furnish a copy of Mission Order from their respective law enforcement agency.

16.8 All Personal Security Agents must provide the Administration Office a photocopy of the following licenses:

16.8.1 DDO from Security Agency

16.8.2 Law Enforcement Agency Photocopy of Mission Order and Law Enforcement Identifications Card

16.8.3 Protection Agent License / Security License

16.8.4 Firearms License

16.8.5 Permit to carry license (PTCFOR—permit to carry firearm outside residence)

16.9 Vehicles

16.9.1 Only authorized persons registered with the Administration Office shall be allowed to bring vehicles of unit owners or tenants in and out of the parking area.

16.9.2 Drivers of vehicles with heavily tinted glass and windshields shall open their side windows when going in and out of the parking area, to allow the guard to identify the drivers and their passengers.

16.9.3 Security may inspect the resident, and/or visitor's vehicles.

16.10 Emergency

16.10.1 The Property Manager and/or designated representative are authorized to enter a unit in case of emergency such as fire, flood or other life-threatening situations, even if the residents are out of the unit and even if such entry may cause damage to the doors and/or contents of the unit. The Condominium Corporation and/or the Administration Office, Declarant or the Administration Office shall not be liable for the damage.

16.10.2 Any unusual occurrence in the building shall be reported immediately to the Administration Office and the Security Officer on duty.

16.11 Household Staff

16.11.1 No household staff, drivers, etc. shall be allowed entry and exit without proper authorization by the principal resident or unit owner.

16.11.2 Bags and packages brought in and out by domestic helpers, drivers, construction workers, etc. shall be subject to search by security guards, and with the necessary Gate Pass signed by the unit owner and/or resident.

16.11.3 When leaving the building premises, the Solstice identification cards of household staff, drivers, etc. will be surrendered with the Building Security.

16.11.4 No property of unit owners, residents and/or tenants may be brought out of the building without a gate pass signed by the owner, resident or tenant. The gate pass may be obtained from the Administration Office.

16.12 Deliveries

16.12.1 All deliveries to residents must be cleared through the Security Desk and/or Reception Desk.

16.12.2 The concierge and/or Administration Office shall not receive any package or parcel on behalf of the unit owner and/or resident.

16.12.3 No deliverymen shall be allowed inside the building without such clearance. Small hand-carried packages shall be accepted by the Reception Desk. No COD packages shall be accepted without prior arrangements with the desk.

16.12.4 Deliveries of furniture, appliances, etc. are permitted only between 8:00 a.m. to 5:00 p.m., Mondays to Saturdays (except Holidays). Deliveries to units shall be properly coordinated with the Building Security. Any exception must be cleared with the Administration Office.

16.13 Visitors

16.13.1 All visitors must go through the Reception Desk. The receptionist and/or the guard on duty will check and seek the clearance of the unit owner prior to the visitor's entry.

16.13.2 All visitors are subject to the House Rules and Regulations of the Condominium Corporation and/or the Administration Office. Unit owners or tenants will be responsible for the conduct of their visitors while in the condominium premises.

17.0 General Construction Guidelines

Please refer to the Design and Construction Guidelines. These shall form an inherent part of this set of House Rules and Regulations.

18.0 Moving In or Out for Leased Units

18.1 Moving-in and pull-out of furniture and appliances shall be allowed only between 8:00a.m. and 5:00p.m., Mondays to Saturdays (except holidays).

18.2 Unit owners must notify the Board of any change of the occupant/tenant in writing, at least one week before such occupant/tenant moves into the unit to ensure the occupant/tenant is authorized by the unit owner to stay/reside in the unit.

18.3 Unit owners must advise the Administration Office in writing of the expiration of a lease contract in preparation for the move out of a tenant, at least one week before the expiration date.

18.4 No one will be allowed to move in or move out of the building unless the Administration Office has been advised by the unit owner. This is to afford the Administration Office time to prepare and verify that all utility bills and dues incurred are settled.

18.5 The Administration Office will notify the unit owner if the tenant is vacating without prior notice.

18.6 The Administration Office requires a move-in and move-out permit. Moreover, a refundable cash bond is required by the Administration Office for the special use of the building elevators. This will also answer as security for any damage such move-in or move-out may cause to common areas.

18.7 Furniture and appliances being moved should be provided by the unit owners, residents and/or tenants with appropriate exterior/edge padding to protect the elevators and corridors from scratches.

18.8 Owners of furnished (furniture, appliances, decorations, etc.) units that are being leased should have an inventory of the contents and monitor the same regularly.

18.9 Unit owners, residents and/or tenants shall submit to the Administration Office a duly executed move-out form.

19.0 Condominium Employees

19.1 The maintenance personnel of the Condominium Corporation and/or the Administration Office will not be responsible for the upkeep, maintenance and/or repair of the interior of the units, their respective parking slots and other areas not considered "Common Areas" of condominium as defined in the Master Deed and Declaration of Restrictions of the project. Maintenance and upkeep of these units are solely the responsibility of the individual owner or lessees thereof.

19.2 The owners or tenants, subject to the following rules and regulations may avail of the services of the Maintenance Personnel:

19.2.1 All written requests for service or repair must be coursed through the Administration Office or Lobby Receptionist. Such service or repair will then be scheduled by the Administration Office, except in emergencies where urgent attention is required.

19.2.2 Service Request Forms shall be explained by the unit owner or resident to support all services rendered and shall have a service charge. The Administration Office shall bill the said owner or resident after the work is satisfactorily completed. Payments shall be made to the Administration Office and not directly to the staff.

19.2.3 Works which require major repair will not be accepted.

19.3 Unit owners and/or residents are discouraged from tipping employees. Acceptance of a tip will be a cause for an employee's disciplinary action. Opportunity is given at Christmas time to contribute to the employee's fund.

19.4 No resident of the building shall send any employee of the Condominium Corporation and/or the Administration Office and/or the Administration Office on any private errand or task within or out of the building.

20.0 Pest Control

20.1 Monthly pest control services against rodents, mosquitoes, vermin and other pests will be provided by the Condominium Corporation and/or the Administration Office upon prior notice to unit owners, residents and/or tenants. The expenses to be incurred for such services will form part of the dues to be assessed.

20.2 In the event that unit owners, residents and/or tenants refuses to avail of the regular pest control services provided by the Condominium Corporation and/or the Administration Office and/or the Declarant, said owner or resident must have monthly pest control services conducted by another qualified contractor of his choice.

20.2.1 Further, such tenant or owner must notify the Condominium Corporation and/or the Administration Office of the date and time on which such pest control services will be rendered as well as the person or entity providing such services. Such services must be rendered from 8:00 a.m. to 5:00 p.m., Mondays to Saturdays.

20.2.2 The Administration Office has the right to inspect the units to ensure that proper pest control treatment is administered and maintained.

20.3 The Condominium Corporation and/or the Administration Office and/or the Declarant shall not be liable for any damage caused to property by the hired pest control contractor, including those caused by re-infestation of pests.

21.0 Balconies

21.1 The unit owners, tenants and/or residents shall maintain the balcony in a peaceful and reasonably quiet manner; they shall refrain from causing any noise and boisterous acts that would disturb and annoy the peace and quiet of the building and its occupants.

21.2 The unit owner, tenants and/or residents are expected to use balconies safely and responsibly.

21.3 The use of grills and/or other cooking devices in the balconies is strictly prohibited.

21.4 Laundry and clotheslines are not allowed in the balcony, hallways and other common and limited common areas.

21.5 Parasols, hanging plants, chimes, porch swings, hammocks and other furnishing that may alter the aesthetics of the buildings are strictly prohibited.

21.6 Furniture may be placed in the balconies but they shall not exceed the floor height of one (1) meter.

21.7 The external appearance of the building shall not be altered in any manner.

21.8 Furniture cleaning and dusting and rags at the balconies shall not be allowed.

21.9 Should unit owners, residents and/or tenants fail to comply, the Board of Directors or its authorized representative may require the removal of furniture/ furnishings.

21.10 Potted plants may be placed in balconies provided that the owner shall maintain the plants in healthy growing condition, which includes trimming of foliage that have overgrown beyond balcony railings. No vines and artificial plants are allowed.

22.0 Prolonged Absence of a Resident

22.1 Whenever the unit owners, residents and/or tenants leaves for any appreciable length of time, the key(s) to the door of the unit may be left with an authorized representative. The Administration Office shall be informed, in writing, of such an arrangement. Otherwise, the representative will be denied access to the premises.

22.2 If a key is entrusted by a unit owners, residents and/or tenants, by any family member, agent, employee, servant or visitor to the Administration Office, whether for their unit, vehicle, baggage, storage room or other personal property, the entrusting of the key will be at the sole risk of such unit owners, residents and/or tenants. The Condominium Corporation and/or the Administration Office, Declarant and/or Administration Office will not be liable for the injury, loss or damage of any nature whatsoever directly or indirectly, resulting there from.

22.3 The representative keeping the keys to the unoccupied unit must, upon demand by Solstice Administration Office, provide access to the unit as soon as possible after the request for entry is made. The Administration Office has the right to gain access, by any means, into any unoccupied unit in emergency cases, in situations in which immediate entry in to the unit is necessary to prevent injury or damage to residents and property.

22.4 Any condominium employee is not authorized to keep the keys of any unit. They have been instructed not to accept any keys for safekeeping.

23.0 Laundry

The unit owners, residents and/or tenants shall not hang any clothesline on any part of the building exposed to public view other than in the area designated for laundry purposes. No laundering of clothes whatsoever will be done except inside the unit.

24.0 Identification Cards

For security purposes, Identification Cards are required for all persons under the employ of unit owners, residents and/or tenants (i.e. drivers, domestic helpers, bodyguards, construction workers, etc). The Identification Cards can be secured from the Administration Office at a cost. The Identification Cards will be necessary before such persons are allowed entry to the condominium premises.

24.1 All applications for the issuance of IDs, as well as their replacements, will be accomplished by the persons concerned and endorsed by the unit owners, residents and/or tenants. Each application will be accompanied by two (2) 1"x1" photographs.

24.2 ID cards will be color-coded and their validity will depend on the status of employment indicated on the application form.

24.3 ID cards must be worn at all times while within the condominium premises.

24.4 ID cards are non-transferable.

24.5 Unit owners, residents and/or tenants must promptly inform in writing the Administration Office of any change in the status of employment (termination, removal, suspension, resignation, etc.) of the person(s) under their employ. The unit owners, residents and/or tenants must ensure that ID cards are returned upon termination of employment.

24.6 Lost ID cards must be reported immediately to the Administration Office. Replacements for lost ID cards may be obtained at cost.

24.7 In cases where the unit's employee desires to transfer to another unit owners, residents and/or tenants within Solstice, clearance must first be secured from the previous employer. Issuance of an ID card will depend on the clearance given by the previous employer and this will be controlled by the Administration Office.

25.0 Assessment

25.1 All unit owners, residents and/or tenants will be proportionately liable for the Common Area expenses, which will be assessed quarterly against each one of them and paid to the Condominium Corporation and/or the Administration Office.

25.2 As stated in the Buyer's contracts, upon incorporation of the Condominium Corporation and/or the Administration Office and the full payment, the unit owner shall automatically become member of the Condominium Corporation and/or the Administration Office and shall comply with the rules and regulations including without limitation, the obligation to pay assessments and dues as a member.

25.3 Late payments of dues will be charged an interest rate in addition, a penalty will also be charged on delinquent accounts. The details on penalties and interest will be provided by the Condominium Corporation and/or the Administration Office.

25.4 The Condominium Corporation and/or the Administration Office reserves the right to disallow tenants, guests/visitors and relatives of unit owners, residents or tenants with delinquent accounts from using the facilities of the condominium such as the swimming pool, play area, etc. until their outstanding dues are fully paid.

25.5 Adverse claims against unit owners who fail to pay for two consecutive quarters will be annotated on the titles and enforced by foreclosure proceedings.

25.6 Any payment from the unit owners will be applied first to the penalties and interest, then to quarterly assessments before any credit is made for utilities and other charges.

25.7 Unit owners, residents and/or tenants who fail to settle their outstanding water bills over 60 days shall be sent disconnection notices. A grace period, approved by the Board of Trustees, will be given to the concerned unit owners/residents to settle all their unpaid water bills. Otherwise, their water supply will be disconnected. A reconnection fee may also be charged at the discretion of the Board of Trustees.

26.0 Insurance

The Condominium Corporation and/or the Administration Office carries sufficient fire and property damage insurance on the building structure, Common Areas and equipment. Unit owners, residents and/or tenants are required to carry their own liability and property damage insurance covering the contents and improvements on their individual units.

27.0 Certificate of Management

Unit owners who wish to sell their unit(s) are required to secure a Certificate of Clearance from the Administration Office prior to the execution of any agreement for the sale of such unit. This is for the purpose of certifying that the seller does not have any outstanding accounts with the Condominium Corporation and/or the Administration Office. A written request for the Certificate of Clearance must be filed with the Administration Office.

28.0 Lease, Mortgage, Lien and Suit on Unit

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

28.1.1 A prior written notice of such lease, mortgage or other encumbrance shall be given to the Condominium Corporation and/or the Administration Office, with the name of the lessee or mortgagee indicated;

28.1.2 In case of a lease, the lessee is acceptable to the Condominium Corporation and/or the Administration Office; The said lease, mortgage or encumbrance shall be in writing and subject to the Master Deed and other documents appurtenant or related hereto; In case of lease of any such unit and the unit owner is delinquent in the payment of any assessment, including interest and penalty thereon, the Condominium Corporation and/or the Administration Office may require the lessee of such leased unit to remit directly in its favor any and all of the rentals accruing to the delinquent unit owner, which rentals shall be applied as payment for the delinquent accounts with the Condominium Corporation and/or the Administration Office until full payment thereof;

28.1.3 Any lien that attaches to the unit by reason of the said lease, mortgage or encumbrance.

28.1.4 Unit owners shall not be relieved of their obligations under the Master Deed and other documents appurtenant to relate to the Articles of Incorporation and By-Laws of the Condominium Corporation and/or the Administration Office and these House Rules by reason of the said lease, mortgage or encumbrance.

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

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

28.4 A buyer or tenant will not be allowed to enter the unit premises and to occupy and use the same unless the following conditions are fully complied:

28.4.1 All dues, assessments, penalties, fines and whatever charges may have accrued on the subject unit are fully paid;

28.4.2 The unit owners, residents and/or tenants furnishes the Administration Office with a copy of the duly signed and notarized copy of the sale or lease contract;

28.4.3 The unit owners, residents and/or tenants provides the Administration Office with a written notice of the date on which the buyer or tenants will move into the premises at least seven (7) days prior to actual move-in;

1.1.1 No move-in or move-out will be allowed unless authorized by the Administration Office. Such authorization will be granted only upon the issuance of a Certificate of Management, which states that, the previous unit owner (in the case of a sale) or present unit owner/lessor (in the case of a lease) does not have any outstanding liability or obligation with the Condominium Corporation and/or the Administration Office.

28.4.4 All lease contracts shall contain an undertaking by both the lessor and the lessee to hold themselves jointly and severally liable and responsible to the Administration Office for the payment of monthly dues and other assessments in the event that the party named in the contract of lease responsible for the payment fails to comply with the obligation.

29.0 Address of Notice

All communications and billings to the unit owners, residents or tenants by the Condominium Corporation and/or the Administration Office will be addressed and sent to their respective units at Solstice, unless another address had been previously given in writing.

30.0 Conduct of Real Estate Brokers or Agents

30.1 Real estate brokers or agents must go through the Administration Office. The guard on duty shall check with the unit owner first if the visitor is to be allowed to go up. The guard on duty shall give directions to the visitor concerning the location of the unit.

30.2 Real estate brokers or agents are subject to the House Rules and Regulations of the Administration Office. Unit owner shall be responsible for the conduct of their visitors while inside the condominium premises.

30.3 Only real estate brokers or agents duly endorsed by a unit owner to sell or lease his/her unit will be recognized by the Administration Office and granted access into the premises. The broker or agent should present a written endorsement from the unit owner authorizing them to undertake the actions necessary to disposing of or leasing out the unit.

30.4 Authorized broker or agents should closely coordinate their activities with the Administration Office. They should give the Administration Office prior notice of any scheduled inspection of units by prospective buyers or tenants

31.0 Miscellaneous

31.1 The Administration Office will provide every new tenant with a Welcome Kit which includes the Building Rules and Regulations, fire plan procedure, application form for household help, drivers, vehicle stickers, job orders and gate pass forms and other materials to orient them on the procedures of the Condominium.

31.2 Complaints regarding the service of the building may be made in writing to the Property Manager.

31.3 The Condominium Corporation and/or the Administration Office has the right to file an action to enforce the Building Rules and Regulations, and the party violating the Building Rules and Regulations will pay for all costs of litigation and a reasonable attorney's fee which will in no case be less than Php 10,000.00.

31.4 Semi-monthly billing for work orders and other charges will be paid on time. The party violating this rule will pay all costs and expenses of collection including attorney's fee.

31.5 Unit owners, residents and/or tenants shall be liable for all violations of the Master Deed and Declaration of Restrictions, the House Rules, and other Rules and Regulations promulgated by the Board, committed by the owner personally, tenant or lessee, family members or guests.

31.6 In the event that the unit owners, residents and/or tenants fails to abate the violation(s) committed within the deadline or time fixed for the abatement or correction of such violation, the owner, resident or tenant involved shall pay the Condominium the following:

31.6.1 A penalty of Php 100.00 per day which shall accrue until such time that the unit owner has corrected such violation and complied with the satisfaction of the Board.

31.6.2 All expenses including attorney's fees incurred by the Condominium Corporation and/or the Administration Office for the enforcement of the provisions of the Master Deed and Declaration of Restrictions or the foregoing House Rules.

THESE RULES AND REGULATION MAY BE CHANGED, AMENDED OR REPEALED AT ANY TIME BY RESOLUTION OF THE MAJORITY OF THE BOARD OF DIRECTORS OF THE CONDOMINIUM CORPORATION AND/OR THE ADMINISTRATION OFFICE.

FOREWORD

In order to ensure that the facilities are operated in the most efficient way to meet the needs of the residents and/or unit owners, and avoid possible injury to people using the equipment and other facilities, certain rules and regulations are necessary. Users of all facilities are requested to strictly observe these rules and regulations.

The Amenities are designed for the exclusive use and enjoyment of the residents and/or unit owners of Solstice. This guide is provided so that these areas may be suitably enjoyed by the whole community.

RULES AND REGULATIONS ON THE USE OF THE AMENITIES

1.0 GENERAL RULES

1.1 All recreational facilities are for the exclusive use of the residents of Solstice and their immediate dependents (up to 1st degree of consanguinity only).

1.2 All registered residents of Solstice (as provided on the Deed of Absolute Sale) are automatically members of the Condominium Corporation and/or the Administration Office and have unlimited use of the facilities.

1.3 Persons using any of the recreational facilities do so at their own risk and sole responsibility. The Condominium Corporation and/or the Administration Office and/or the Administration Office assumes no responsibility for any occurrence, accident or injury in connection with such use. Residents and/or unit owners are not to hold the Condominium Corporation and/or the Administration Office and/or the Administration Office liable for any accident, injury or consequence resulting from use of recreational facilities.

- 1.4 For Corporate unit owners, only the authorized representative, upon presentation of an SPA (Special Power of Attorney) shall avail of the use of the recreational facilities.
- 1.5 The security guards on duty are in charge of enforcing these rules and regulations. They shall have the right to request any person to leave the amenities area whose conduct endangers his/her own or other users' safety. Users are particularly requested to cooperate with the amenities guard on duty. In the event of a disagreement in the interpretation of these rules, their decision shall prevail, without prejudice however to the right of the member to elevate the matter to the Administration Office.
- 1.6 All members and guests shall observe proper decorum and attire.
- 1.7 The Condominium Corporation and/or the Administration Office reserves the right to refuse any individual or group the use of its facilities.
- 1.8 Suspended and delinquent residents and/or tenants are not allowed to avail of these facilities during the period of delinquency.
- 1.9 The Condominium Corporation and/or the Administration Office and/or the Administration Office shall not be responsible for any valuables lost or damaged during the use of any of the facilities.
- 1.10 Damages to the facilities during use / events shall be for the account of the owner. To avoid any problem, inspection of the facility should be done together with a Condominium Corporation and/or the Administration Office and/or Administration Office.
- 1.11 Fees will be charged to help defray maintenance expenses.
- 1.12 Alcohol drinks may be served in the function room upon approval of the Administration Office. Drugs are prohibited in the facility and unit owners should be responsible for the behavior of their guests.
- 1.13 Official events sponsored or sanctioned by the Condominium Corporation and/or the Administration Office and/or the Administration Office shall take priority over the residents and/or tenants and their immediate dependents in the use of all the facilities.
- 1.14 The Administration Office reserves the right to close any of the facilities for a fixed interval per day or any period to allow maintenance and repairs.
- 1.15 Political and/or advertising events or activities are not allowed in the facilities.
- 1.16 Smoking, gambling, spitting and littering is not allowed within the facilities area.
- 1.17 To maintain cleanliness of the facilities, every user must clean up after himself/herself.
- 1.18 The Condominium Corporation and/or the Administration Office reserves the right to amend and supplement the above rules at any time without notice.
- 1.19 Vandalism, theft and other form of inappropriate behavior are grounds for immediate expulsion from the premises.
- 1.20 Tricycles, bicycles, buses and jeepneys shall not be allowed to enter the Solstice premises.

2.0 SWIMMING POOL

- 2.1 Please refer to the Administration Office for operating hours. The operating hours of the pools may be changed at any time.
- 2.2 Using the pool beyond operating hours is strictly prohibited.
- 2.3 No one shall be allowed to use the pool during inclement weather especially when storm signal No. 2 or a higher public warning signal is hoisted.
- 2.4 Due care and caution should be taken by all users of the pool and its related areas to avoid any injury or accident. Responsibility for the use of the pool shall fall on the resident, and/or tenant.
- 2.5 The lap pool is for the exclusive use of Solstice residents and immediate dependents only.
- 2.6 Residents are free for the use of amenities. Residents shall not have more than (2) two guests at any time and must accompany guests at all times. Applicable fees for guests shall be paid through the Administration Office.
- 2.7 Swimming instructor(s) of the authorized resident of the units is/are part of their guests.
- 2.8 Minors are not allowed in the swimming pool unless accompanied by a parent or guardian at all times.
- 2.9 The Administration Office reserves the right to refuse entry to the pool to any person suffering from any infectious disease or any infectious/contagious disease, cough, colds, communicable diseases, and skin or eye disease or with open wounds and those who may be under the influence of drugs or alcohol, or if the Administration Office considers the pool under for his/her use.
- 2.10 The pool is for use and enjoyment of the unit owners, residents and/or tenants. Domestic staff or persons in the employ of the unit owners, residents, and/or tenants are not allowed to use the pools.
- 2.11 No person shall enter the pool without first having passed through the shower.
- 2.12 Only swimsuits and swimming trunks are allowed as proper swimming attire. Children wearing diapers are not permitted in the pool. After swimming, swimmers must dry themselves and wear appropriate dry clothing before leaving the swimming pool area. After swimming, unit owners, residents, and/or tenants and their guests must dry themselves and wear appropriate dry clothing when leaving the swimming pool area.
- 2.13 Dressing and undressing, etc. shall be done in the changing rooms only.
- 2.14 Users should not wear shoes, slippers, stocking or socks in the pools.
- 2.15 Persons in swimsuits, swimming trunks, or with wet feet are not allowed in the lobbies, corridors and public areas except in the pool deck areas.
- 2.16 Users of the pool are expected to observe proper behavior at all times, and not to indulge in any excessively noisy or boisterous activities. Strictly no diving. No pushing or running around is permitted around the pools. Rough horseplay, "splash bombing" and water polo, are strictly prohibited.
- 2.17 Poolside chairs are allotted on a first-come-first-serve basis and will not be reserved. Any residents claiming a chair his/her belonging and then leaving the area for over 30 minutes will forfeit his right to use the chair, if another person needs it.
- 2.18 No glass containers, bottles, or other objects made of glass shall be brought to the pool area. Food and any beverages shall not be allowed within the pool and deck area.

2.19 Caution should be taken, as the pool area can be slippery at times.

2.20 Radios and other sound and electronic equipment are not allowed to be brought into the pool. Portable or hand-held radios or sound equipment can only be played in the pool deck area at a low volume.

2.21 The security guard or the Administration Office person-in-charge is empowered to enforce the rules relating to use of the pool. He shall have the right to request any person to leave the pool area if such person's conduct, in the professional opinion of the person-in-charge, endangers his own or other user's safety or if he is in breach of any rules. Unit owners, occupants and residents are particularly requested to co-operate with the area guard and/or person-in-charge.

2.22 Indiscriminate use of swimming pool facilities, pool equipment/ facilities or violations of the rules shall be penalized accordingly.

2.23 Any water sports activity (e.g. Aqua Activity, Water Hockey, and Swimming Lessons, etc.) should have written request and should be approved by the Condominium Corporation and/or the Administration Office and/or the Administration Office

2.24 Pets are not allowed at the pool deck area.

2.25 The Condominium Corporation and/or the Administration Office and/or the Administration Office shall not be responsible for any injury, loss or damage sustained by any person while using the pools or the facilities. All users use the pool and facilities at their own risk.

3.0 GYM

3.1 Please refer to the Administration Office for the operating hours during which time an adult is required to watch over those he or she has invited.

3.2 This facility shall be exclusive for the use of unit owners, residents and/or tenants. No guest shall be allowed to use the facility.

3.3 For safety reasons, only minor residents may only use the facility upon submission of a written recommendation of parents/guardian.

3.4 Individuals with history of high blood pressure or health conditions should consult with their doctor before using the gym facilities.

3.5 Should the user feel nauseous, dizzy or experience any chest pain or other abnormal physical experience during exercise he should stop immediately.

3.6 Users are strongly encouraged to do warm-up and stretching exercises (minimum of 10 minutes) prior to the work-out, and to do cool down exercises at the end of the work out.

3.7 As all physical activities involve some element of risk residents, and/or tenants must use this facility at their own risk. The Condominium Corporation and/or the Administration Office and/or the

Administration Office shall assume no responsibility for physical injury, loss or damage to users or their property during or in connection with the use of this facility.

3.8 Persons using free weights (dumbbells, barbells, etc.) must return them to the correct racks after use. No persons are permitted to use free weights in conjunction with the use of aerobic machines.

3.9 Persons using machines and equipment must clean and wipe the machine and equipment after use.

3.10 Users shall wear proper workout attire while using the Gym. Closed-toe or rubber-soled shoes shall be worn to ensure feet are protected.

3.11 Mobile phones should be turned off or put on silent mode while inside the gym. The volume of audiovisual and tablets, if any, shall be maintained at a reasonable level.

3.12 No person is permitted to use any aerobic machines for more than twenty (20) minutes if others are waiting to use it. And as courtesy, no person shall rest on any equipment between sets as others maybe waiting to use these.

3.13 As a courtesy to other Indoor Fitness Gym users, resting on the exercise equipment is discouraged as others maybe waiting to use these.

4.0 FUNCTION ROOM AND BOARD ROOM

- 4.1 Please refer to the Administration Office for operating hours. The Function Rooms and Board Rooms can be booked for private use, except for weddings, for a minimum of four (4) hours by Solstice unit owners, residents and/or tenants and their immediate dependents. NO sponsorship is allowed.
- 4.2 The Function Room or Board Room will only be used upon prior reservation with the Administration Office.
- 4.3 Please refer to the Administration Office shall charge a fee to offset the cost of electricity, security and maintenance during the duration of the booked activity.
- 4.4 Bookings shall only be confirmed if the checks for the deposit and fees and the completed Reservation Form are submitted to the Administrative Assistant at the time of booking. The facility is considered booked upon approval of the Reservation Form by the Administration Office.
- 4.5 Upon confirmation of booking, the host and the caterer shall undergo briefing by the Administrative Assistant.
- 4.6 Reservation to use the Function Room or Board Room must be made with the Administration Office. Booking will be accepted at least (5) five days in advance and must be submitted with the accomplished reservation form. Kindly inquire with the Administration Office regarding reservation.
- 4.7 Payments shall be made only with the Administration Office or his authorized representatives, and a corresponding official receipt shall be issued by the Condominium Corporation and/or the Administration Office.
- 4.8 unit owners, residents and/or tenants should allot sufficient time for setting up the venue and for clearing up and should include this in the total reservation hours.
- 4.9 The damage(s), if incurred, will not be limited to the amount of the deposit and the unit owners, residents and/or tenants shall, upon demand reimburse the Condominium Corporation and/or the Administration Office pay for any additional damages or costs incurred. The said deposit will be returned to the resident forthwith if no damages were incurred.
- 4.10 Full payment shall be made prior to the date of the event.

4.11 Use of caterers' tables, chairs and other furniture is allowed inside the Function Room or Board Room or space rented.

4.12 Refund of the reservation bond will be made after settlement of the total usage fee and incurred damages charges.

4.13 Booking should be cancelled at least (1) one day before the date of the event or function. Otherwise, a charge of Php 1,000.00 will be levied for late cancellation.

4.14 The unit owners, residents and/or tenants shall furnish the Administration Office a guest list and a copy of the invitation (if applicable) distributed to the event.

4.15 On the day of the activity or event, the unit owner or resident should present the approved reservation form and official receipt to the security guard on duty for proper identification.

4.16 Guests must advise or show invitation to security guards at the main gate and/or lobby to proceed to the event.

4.17 Users of the Function or Board Room are expected to observe proper behavior at all times and not indulge in any overly noisy or boisterous activities.

4.18 The user should keep the Function or Board Room tidy and reasonably clean after use. The user or his event organizer or his caterer shall be responsible for the cleaning of the facility, garbage segregation and disposal.

4.19 Catering crew should be in proper attire inside the building premises, should not loiter or use facilities to shower.

4.20 Should it be necessary to transport large or heavy equipment, furniture, and packages for an event or function, the unit owner or resident shall apply with the Administration Office for a permit. The permit issued by the Administration Office shall state a specific time for which the elevators may be used to transport the equipment, furniture, and package.

4.21 The security guard on duty shall always escort the event crew or assistants during the transportation of event paraphernalia and catering equipment.

4.22 Condominium Corporation and/or the Administration Office personnel are not permitted, or authorized even, if requested by unit owners, residents and/or tenants to render special assistance to or undertake any special duty or task in connection to any private activity and event.

4.23 Cooking is strictly prohibited. Fire safety must be practiced at all times.

4.24 Illegal and hazardous substances, firecrackers and other explosive devices are strictly prohibited. Alcoholic drinks are allowed for adult parties booked, provided that advance notice/declaration is given and a security guard, at the expense of the owner booking the function room, can be stationed for the occasion, as necessary, at the discretion of Administration Office.

4.25 The Condominium Corporation and/or the Administration Office and/or the Administration Office will not be responsible for any damages, injuries or loss sustained by people or their property in connection with any event or function or with the use of the facilities.

5.0 PLAY AREA

5.1 Please refer to the Administration Office for operating hours during which time an adult is required to watch over the minors playing in the facility. The Administration Office reserves the right to close the Indoor Play Area to allow cleaning and maintenance.

5.2 The use of the indoor play area will be on a first-come-first-serve basis. This is designed for children, ages 3-12.

5.3 An adult must accompany children at all times. The adults accompanying children are responsible for their safety. The Condominium Corporation and/or the Administration Office and/or the Administration Office is not liable for any accident, injury or loss that may be suffered or incurred by anyone in the play area.

5.4 The Indoor Play Area are for the exclusive use of the children of unit owners, residents and/or tenants and any other persons registered by the Administration Office.

5.5 The Administration Office reserves the right to regulate the number of unit owners, residents and/or tenants and their guests from using the indoor play area from time to time. Unit owners, residents and/or tenants are to only bring a maximum of three (3) kids in the facility.

5.6 Children must take turns on the use of all the materials and with extra care. No equipment and/or materials may be removed from the Indoor Play Area.

5.7 No pushing, shoving or rough playing is allowed.

5.8 Report all accidents to the Administration Office.

5.9 Food and drinks are not permitted in the Indoor Play Area.

6.0 FAMILY LOUNGE

6.1 Operating hours of the Lounge Area is from 7:00a.m. to 6:00p.m.

6.2 Access is not permitted upon hoisting of storm signal No. 1 or any condition that will interfere with the safety of the unit owners, residents and/or tenants.

6.3 The Lounge Area is for the exclusive use of unit owners, residents, and/ or tenants. Authorized guests are allowed to use these areas as long as they are accompanied by registered unit owners, residents, and/or tenants at all times and duly comply with the House Rules.

6.4 Children below twelve (12) years old must be accompanied by an adult at all times. The accompanying adult will be responsible for the safety of the children.

6.5 Furniture, equipment and supplies located within the Lounge Area may not be moved, removed, nor relocated for any reason.

ANNOUNCEMENT ON RELEVANT RESERVATION FEES, OPERATING HOURS AND ADDITIONAL. RULES AND REGULATIONS WILL BE DONE BY THE ADMINISTRATION OFFICE.

FOREWORD

The intention of these guidelines is to preserve the key elements of Solstice – the natural setting, view, topography and aesthetic appeal to help establish its character.

By way of these guidelines, the Declarant aims that, ultimately, the aesthetic quality of the development will be reinforced by the architectural coherence within Solstice.

DESIGN AND CONSTRUCTION GUIDELINES

1.0 Architectural Guidelines

1.1 These House Rules and Regulations (Rules), pursuant to the Master Deed with Declaration of Restrictions of Solstice (Master Deed), shall govern and regulate the use, occupancy and enforcement of the individual units, common areas, and limited common areas of the Condominium, to ensure their efficient and orderly management and to promote the common good of the unit owners, residents and/or tenants of Solstice.

1.2 Changes/Alterations that shall be made and will affect the architectural feature of exterior of the building shall not be allowed. Nothing shall be installed outside the same wall including balconies and canopies of the said area unless otherwise permitted by the Condominium Corporation and/or the Administration Office/Administration Office.

1.2.1 A uniform look is required at the exterior of the Condominium Complex thus; all windows should have white curtains or all colored curtains or blinds be provided with white under sheeting to achieve that uniform look.

1.2.2 The windows, main door, balcony/ terrace and service doors of the Units shall not be replaced with windows, and doors of different material, size, design or color.

1.2.3 No permanent covered structure, trellises, canopies or pave flooring shall be constructed in such units with an adjoining balcony unless approved in writing by the Condominium Corporation and/or the Administration Office.

1.2.4 Windows shall not be covered with aluminum foil, paint or other material nor shall laundry be hung outside the exterior walls of the Condominium Complex (including all balconies).

1.3 The unit owners, residents and/or tenants cannot replace, alter, or add any other signage unless otherwise approved by the Declarant, the Condominium Corporation and/or the Administration Office; provided however, that in case of deterioration, such 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 the Declarant the Condominium Corporation and/or the Administration Office.

1.4 Any alterations, additions, reinforcement or modifications of any part of the building shall not be performed without prior written approval from Condominium Corporation and/or the Administration Office/Administration Office. The Unit Owner, occupant and/or tenant shall leave the premises as strong as or stronger than the original design and with the finishes unimpaired. Condominium Corporation and/or the Administration Office/ Administration Office may require that engineering analysis be done by the building's designers at the tenant's expense.

1.5 No alterations will be done on the elevator lobby, ceilings and walls adjacent to the units of any unit owners, residents and/or tenants. Replacing of main door hardware and accessories will be allowed only if replacements are of superior quality and with similar appearance and color with the hardware installed.

1.6 There shall be no obstruction of the Common Areas especially those intended for ingress, egress or access to any unit. No permanent fixture shall be constructed, installed or placed within the Unit or Common Areas that will impair the use of the Common Areas.

2.0 Structural Guidelines

2.1 Residential live loads shall be limited to 40 psf (pounds per square foot) or 195.6 kilograms per square meter as specified by the National Structural Code of the Philippines, 1992 edition.

2.2 As provided in the Master Deed with Declaration of Restrictions, the unit owners, residents and/or tenants shall not do or cause to be done any act (including chiseling or chipping of beams, columns,

or walls) or cause the construction or installation of any structure or facility that will go beyond the or will impair the structural strength of the building.

2.3 Maximum topping thickness shall be 50mm inclusive of floor finish material. Furthermore, it should be noted that straight-to-finish construction system was applied to all tower levels.

2.4 Additional partitions within units shall be limited to gypsum board or other non-combustible lightweight materials. No CHB/masonry partitions shall be allowed within the areas.

2.5 Vaults shall only be allowed on certain designated areas of the building. Only lightweight record vaults are allowed. No cash vaults meeting the Bangko Sentral ng Pilipinas (BSP) requirements will be allowed. All vaults to be placed inside the building shall be subject to Administration Office's approval prior to installation.

2.6 All structural chipping works shall be subject to the approval of the Structural Engineer's and/or Designer on record. Such structural consultation / evaluation shall be at the cost of the unit owner. No welded connection shall be allowed on structural vertical elements such as columns and shear walls.

- 2.7 Coring, drilling or cutting of structural slab is not allowed.

- 2.8 Drilling of expansion bolts or any hanger for any utilities maybe allowed provided that floor load limitations are satisfied. Chipping of any structural members is not allowed.

- 2.9 Please refer to the as-built plans for the unit wall partitions details.

- 3.0 Electrical Guidelines
 - 3.1 Codes and Standards
 - 3.1.1 Philippine Codes and Standards
 - 3.1.1.1 Philippine Building Code and Regulations
 - 3.1.1.2 Philippine Electrical Code
 - 3.1.1.3 The Fire Code of the Philippines and Regulations
 - 3.1.2 Supplementary Codes and Standards
 - 3.1.2.1 Building Officials and Administrations (BOCA)
 - 3.1.2.2 International, Inc. Building Code
 - 3.1.2.3 American International Standards Institute (ANSI)
 - 3.1.2.4 American Society for Testing and Materials (ASTM)
 - 3.1.2.5 Institute of Electrical and Electronics Engineer (IEEE)

3.1.2.6 Illuminating Engineering Society (IES)

3.1.2.7 Insulated Power Cables Engineers Association (IPCE)

3.1.2.8 Underwriter's Laboratories Inc. (ULI)

3.1.2.9 National Electrical Manufacturing Association (NEMA)

3.1.2.10 National Fire Protection Association (NFPA)

3.1.2.11 National Electric Code (NEC)

3.2 Normal Power System

3.2.1 Each residential unit shall have its own normal Kilowatt-hour meter located on each floor. Each building would have its own meter center near the utility supplied transformer.

3.2.2 Power supply shall be 230 volts 60 Hz. The unit owners, residents and/or tenants shall provide an individual transformer to any equipment or appliance with a voltage requirement other than 230 volts.

3.2.3 All alterations must be done by the accredited contractors.

3.3 Emergency Power System

3.3.1 Engine diesel-driven generators are used to provide an alternate source of emergency or standby power during normal utility power outage.

3.3.2 These emergency systems are legally required to be installed to supply loads essential to safety of life, such as emergency lighting and essential power loads. The system runs during failure of the normal source.

3.4 Power and Lighting System

3.4.1 Lighting Outlets

3.4.1.1 Fluorescent lighting fixtures shall be of high-power factor ballast/electronic ballast and spring-loaded lamp holder. Ballast shall be CBM (Certified Ballast Manufacturer) marked.

3.4.1.2 Spacing of ceiling outlets generally shall not exceed the floor to fixture height distance

3.4.1.3 Layout of ceiling light fixtures shall fit the structural details of the area such as columns, beams, wall obstructions, environment and other structural features.

3.4.1.4 The layout of lighting outlets shall conform to the general lighting plan, the principals of seeing task involved, architectural and structural details, occupancy or/and use of the area and physical shape.

3.4.2 Convenience Outlets

3.4.2.1 Wiring devices shall be grounding type with quick-connect wiring terminals.

3.4.2.2 The total number of convenience outlets per circuit shall not exceed twelve (12) for 230V and the wattage of these outlets ranges from 180 watts to 200 watts per outlet. The minimum size of circuit homerun is 3.5-millimetersquare. Size of branch circuit breaker shall be 20A, minimum.

3.4.2.3 Convenience outlets installed for hazardous location shall be explosion-proof type. This is also true for outlets to be located outdoor or on areas where there is a risk of liquid intrusion, it shall be weather-proof or splash-proof type with Ground Fault Circuit Interrupter (GFCI).

3.4.2.4 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.

3.4.3 Please refer to the appliance specification for the appliances load provided during turnover.

3.4.3.1 Circuit breakers brand shall be ABB brand type.

3.4.3.2 Wires shall be 3.5mm² THHN/THWN type, 2.0mm \varnothing minimum for power and lighting circuit. Wires shall be color coded as follows:

3.4.3.2.1 Phase A – Black

3.4.3.2.2 Phase B – Red

3.4.3.2.3 Phase C – Yellow

3.4.3.2.4 Ground – Green

3.4.3.2.5 Control Wire – Blue

3.4.3.2.6 Neutral- White

3.4.3.3 Use twist-lock connectors for all splicing connections from 3.5mm² to 8.0mm². Use crimping type connectors for larger sizes. Acceptable brands – Unicon/American Wire.

3.4.3.3.1 Conduit type for 50mm \varnothing and below is EMT. Conduit type above 50mm \varnothing is IMC. Acceptable brands for metal conduits are Matsushita or approved equal by the Electrical Consultant. PVC conduits will be allowed only on concrete embedded installations.

3.4.3.3.2 Acceptable brand for PVC conduit is Atlanta.

3.4.4 Panel Board

3.4.4.1 The total number of 2-pole circuits per panel board shall not exceed 21 circuits, excluding the main circuit breakers.

3.4.4.2 There will be one panel board provided to each residential unit of the building with kilowatt-hour meter for consumption for normal and emergency power.

3.4.4.3 Every panel board shall have a rating not less than the minimum feeder capacity required to serve the load.

3.4.4.4 Every panel board shall be provided with a main switch or main circuit breaker or over current protection.

4.0 Fire Protection System Guidelines

4.1 All installations shall be done in conformance with NFPA 13 Standards and the Fire Code of the Philippines.

4.2 Fire lines shall be black iron (B.I.) pipes, schedule 40 conforming to ASTM A120 with first and final coating of safety red paints. Fittings shall conform to ASTM 53/A153.

4.3 In areas where non-combustible drop ceiling will be installed (e.g. acoustic, mineral board, cement fiber board, etc.), use semi-recessed pendent-type sprinkler heads of the same type and brand as provided in the building.

4.4 In areas without drop ceiling, otherwise called "open or exposed ceiling", use upright type sprinkler heads.

4.5 The sprinkler heads that will be provided shall be chrome plated with 15mmØ standard orifice, 5mm fusible glass bulb type and shall be UL listed, same brand as installed.

4.6 Partitions from floor to ceiling must be positioned in such a way that the maximum space shall not exceed more than 2.3 meters from any existing sprinkler heads. If the partition fall on the same location of the sprinkler heads, the head shall be located on one side of the partition and additional head/s shall be provided on the other side.

4.7 Install sprinkler rated at 135°F to 165°F for ordinary rooms. For kitchen or other areas which has heat emitting equipment / appliances that will make the room temperature higher than normal, install sprinkler heads rated at least 175°F to 212°F.

4.8 Maximum distance of sprinkler head to other sprinkler head (pendent or upright) must not exceed

4.50 m.

4.9 Do not paint the sprinkler heads.

4.10 Sprinkler heads shall not be used for hanging decorative items such as Christmas lanterns, which can damage the fusible links or the sprinklers.

4.11 Alterations or changes shall be done by accredited contractors and with the approval, in writing, of the Administration Office and/or Condominium Corporation and/or the Administration Office.

5.0 Mechanical Guidelines

5.1 Air-conditioning installation

5.1.1 Unit owners, residents and/or tenants shall provide their own air-conditioning (A/C) system. Generally, these are all single-split air-conditioning. Only designated units have allocation for split-type air-conditioning.

5.1.2 Drain stub-out from the window air-conditioning unit should be tapped to the nearest drain line.

5.1.3 For split-type AC for the Special 3-Bedroom Units, the refrigerant piping shall be type "L" copper tubing, hard drawn with wrought copper solder type fittings suitable for connections with silver solder. Refrigerant pipes shall be insulated and wrapped around with polyethylene tape or approved equal.

5.1.4 All horizontal drain lines shall not be less than 25mm diameter with 2% slope. AC drain lines shall be provided with a p-trap; shall be tapped to the nearest AC drain stub.

5.1.5 All exposed AC drain lines from FCU to nearest tapping point shall be insulated with polyethylene tape or approved equal.

5.1.6 Any modification/deviations to existing layout design shall be subjected to Administration Office's review and approval.

5.1.7 The Condominium Corporation and/or the Administration Office reserves the right to modify or provide additional design guidelines should the need arise and shall ensure that the unit owners, residents and/or tenants will be immediately informed of any changes to the existing guidelines.

5.2 Kitchen Range hood

5.2.1 Unit owners, residents and/or tenants shall provide their own kitchen range hood. The specific type of kitchen range hood equipment is shown on the plans and provided in the Unit Specification Guide.

5.2.2 Unit owners, residents and/or tenants shall purchase and install the unit and its connection to the provision based on the approved brand and capacities indicated in the Unit Specification Guide. All additional part or accessories that may be required due to the use of other brands and sizes shall be for the account of the unit owners, residents and/or tenants.

5.2.3 All electrical ratings should not be exceeded. Should unit owners, residents and/or tenants prefer to install large capacities as prescribed, all necessary cost of wires or other accessories should be for the unit owner or tenant's account.

6.0 Sanitary and Plumbing System Guidelines

6.1 All fixtures shall be vented individually and waterline shall be valved by group.

6.2 All hot and cold-water lines from the unit sub-meter to the fixture shall be PPR pipes. The roughing-ins for the fixture shall be Moldex PPR pipe same brand as provided in the building. All cold-water lines pipe type is PPR PN-20 with fusion joint connections.

6.3 No alterations in any pipe risers or in the pipe chases are allowed.

6.4 Water sub-meters are provided and shall be chargeable to the unit owners, residents and/or tenants to monitor water consumption.

6.5 All plumbing installations shall comply with the National Plumbing Code of the Philippines and National Building Code.

7.0 Construction Guidelines

7.1 Purpose and Intent

The purpose and intent of the construction guidelines is to preserve the structural and architectural integrity of the Condominium Complex.

7.2 Guidelines

7.2.1 The Administration Office shall be advised whenever construction work or servicing have to be undertaken within the owner's premises.

7.2.2 Prior to the start of work, Owner or duly authorized representative and the designer/contractor shall attend the Pre-Design and Pre-Construction briefings that will be given by the Administration Office or the Property Engineer and shall apply for a permit from the Administration Office for approval of the following:

7.2.2.1 Two (2) sets of preliminary plans covering entire scope

7.2.2.2 Two (2) sets of final plans or six (6) sets if a Building Permit will be required

7.2.2.3 Building Permit is required if additional walls will be installed that will require alteration of fire sprinkler layout, if a wall will be demolished, or any works that the Building Official will require a building permit.

7.2.2.4 Scope of work

7.2.3 Date of renovation and target date of completion

7.2.4 Name of contractors and list of workers, tools, equipment Permits are granted only to unit owners whose accounts (assessments, dues, utilities, etc.) are up to date.

7.3 The unit owners, residents and/or tenants shall provide the Administration Office of the following:

7.3.1 List of workers (2 copies) who will work in their units

7.3.2 Worker's Identification (ID) Cards

The unit owners, occupants and/or tenants' contractor shall apply for a Unit Worker's ID, for a fee, at the Administration Office. The Unit Worker's ID will have an expiration date coinciding with the target completion date of the project. The Unit Worker's ID shall be worn by the worker together with his Company ID when entering the property premises. The Unit Worker's ID will then be surrendered at the security desk located in the workers access area of each tower in exchange for a Tower Pass. Upon exit, the Tower Pass will be surrendered at the security desk in exchange for the Unit Worker's ID.

Worker's Company ID together with either the Unit Worker's ID or the Tower Pass must be worn/pinned on the chest of the worker while inside the property.

7.4 All the Unit Owner, occupant and/or tenants' contractor workers, supervisors and other parties involved in the construction of the unit must log in and out with building security guards. The location of the designated entry/exits points shall be announced by the Administration Office.

7.5 All the construction workers must be t-shirt uniform bearing the contractors logo, long pants and shoes. Those in sleeveless shirts, short pants, sandals or slippers and the like will not be allowed to enter the premises.

7.6 Any renovation crew must have a manager/foreman/supervisor on site at all times who will coordinate with the Administration Office.

7.7 Workers and their supervisor are not allowed to loiter within the building premises, i.e., they should stay only within their work area to prevent loss or damage, disturbance and inconvenience in any form to other unit owners, residents and/or tenants of the condominium.

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

7.8.1 Mondays to Fridays

7.8.1.1 Minor Works (8:00 a.m. to 12:00 noontime and 1:00p.m. to 5:00p.m.)

- Minor carpentry work: (works that can be done within two (2) hour or less, i.e. drawer repair, cabinet locks, door closer fixing, door alignments, window lock sets)
- Minor masonry: (tiles fixing, grouting small cement filling/finishing)
- Laying of electrical circuits: (Electrical extension cords, fixing of bulbs or sockets and switches)
- Manual sanding
- Manual painting

7.8.1.2 Heavy Works (9:00 a.m. to 11:00 noontime and 2:00p.m. to 4:00p.m.)

- Major carpentry work (Heavy hammering): (works which require more than one (1) day to finish i.e. chipping of walls, rehabilitation of cabinets, broken doors and windows, furniture's)
- Demolition
- Small painting
- Welding
- Electrical testing
- Electric sanding
- And all other works which may disturb the adjacent units

7.8.2 Absolutely no works on Saturdays, Sundays and Holidays as stated on 7.8.1.

7.9 Delivery of construction materials shall only be from 9:00 a.m. to 4:00 p.m., Mondays to Fridays only.

- Sand, gravel, cement and the like shall be delivered in sacks.
- Unit owners, occupants and/or tenants shall secure a work/access permit prior to delivery of materials
- All deliveries shall be brought immediately to the construction site
- Deliveries shall not be received by the building guards or any of the Administration Office personnel. An assigned representative of the unit owner shall be present to receive the deliveries.

7.10 All materials, equipment, tools, etc. to be brought in should be listed accordingly, for security guard's inspection and records.

7.11 Pull-out of excess materials

Pull out of all construction debris, excess materials and equipment which will no longer be used shall be allowed only from 9:00 a.m. to 4:00 p.m., Mondays to Fridays. As a security measure, a list of the excess materials, equipment, shall be submitted by the unit owners, occupants and/or tenants' contractor for security guard's inspection and records. Likewise, a gate pass shall be secured from the Administration Office to be counter signed by the unit owners, occupants and/or tenants.

7.12 Wives, children, relatives and friends of workers are not allowed to stay inside the building premises.

7.13 Workers/supervisors and deliveries are not allowed to use any passenger elevator. They shall only use the service elevator. In case the service elevator is out of order, they shall use the stairways.

7.14 Construction workers can eat at the job site or in the unit but should provide a covered trashcan for waste and leftovers. All waste must be removed from the unit at the end of every working day and disposed of the building. Nothing shall be left in the unit or corridors, fire exit stairs/landings.

7.15 Unit Owner, occupant and/or tenants undertaking construction/repair shall compensate other unit owners or the Condominium Corporation and/or the Administration Office/ Declarant for any loss or damage whatsoever caused directly or indirectly by their workers/contractors in the course of construction.

7.16 Comprehensive General Liability Insurance

7.16.1 The contractor shall secure a Comprehensive Liability Insurance from a reputable insurance company for bodily injury, property damage to the building and/or any third party for the entire duration of construction. A copy of the insurance coverage shall be submitted to the Administration Office prior to any work.

7.16.2 A Comprehensive General Liability Insurance is necessary for any construction/repair work which will cost over Php 100,000.00.

7.17 Fire Safety

7.17.1 One (1) unit – 20 lbs. ABC type fire extinguishers shall be provided by the Unit Owner, occupant and/or tenant for every 11.40 m radius of his unit for the duration of the construction.

7.17.2 Smoking is strictly prohibited within the construction site.

7.17.3 Cooking is strictly prohibited within the building or in the construction site.

7.17.4 Water supply and distribution facilities for firefighting purposes shall be provided and maintained in the construction site in accordance with the Local Fire Code.

Unit owners, occupants and/or tenants' contractor shall coordinate first with the Administration Office before any works dismantling, relocation, alteration - on any of the fire protection and fire detection and alarm systems components is done and is not allowed to shut off and/or drain the

fire protection line. This shall be performed by the property personnel authorized by the Administration Office after a proper coordination by the contractor.

7.18 Drinking of intoxicating liquors within the building by the workers shall be strictly prohibited and intoxicated workers will be barred from entering the building premises.

7.19 Gambling and bringing of deadly weapons is prohibited.

7.20 Any damage caused by the contractor on the finished walls, ceiling and flooring at common areas (hallways, stairs, lobbies, elevators, etc. and the adjacent units) shall be deducted from the renovation bond.

7.21 Tapping of utilities

Tapping of electrical, mechanical, fire protection and plumbing utilities should be provided by the unit owner, in coordination with the Administration Office. No tapping of electrical and water supply in the common area is allowed.

7.22 Sanitation

The units, as well as the common areas shall be kept clean and free from foul odor. Garbage/construction debris shall not be kept or placed outside the unit and/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.

7.23 Safety materials/equipment

Unit owners, occupants and/or tenants' contractor shall provide safety measures such as construction net, sheeting, shoring, etc. whenever necessary.

7.24 Unit owners, occupants and/or tenants must seal their doors with a cloth/wood screen during the construction to prevent the spread of dust and prolonged exposure of other residents to the intoxicating fumes of lacquer or paint.

7.25 Obstruction

Work is not permitted outside the unit. Likewise, construction materials are not allowed to be placed outside the unit or at any area of the building.

7.26 Behavior of workers

The Unit Owner, occupant and/or tenant is responsible for controlling the conduct of his contractors and workers. No worker shall use the construction site as sleeping quarters. They should enter and leave every day.

7.27 Routine Inspections

Administration Office and their assigned representatives shall conduct routine inspections of all construction sites frequently and regularly. All observations and instructions given by the inspectors must be taken note of and strictly followed. Condominium Corporation and/or the Administration Office/Administration Office reserves the right to issue and demand construction changes on approved plans when deemed necessary. The security personnel are given authority to issue violation slips for workers who violates the House Rules and Regulations and General Construction Guidelines of the Condominium Corporation and/or the Administration Office/Administration Office.

7.28 Compliance

7.28.1 Administration Office building engineers and assigned personnel will strictly monitor the compliance of the construction/renovation based on the approved plans and scope of work.

The Administration Office has the right to issue Construction Violation Citation to any violations on building's rules and regulations by the contractor.

7.28.2 Violations and/or non-compliance with any of the above guidelines and requirements and deviations from approved plans shall constitute ground for work stoppage (especially when previous notices remain unacted upon). The unit owners, occupants and/or tenants shall be responsible for the communication and implementation of all Construction Guidelines to his assigned contractor.

7.28.3 Damage made on common areas or other units by the said construction work should be repaired prior to continuation of work.

7.29 Guidelines for Renovation Bond

7.29.1 Renovation of any unit shall be for a continuous period of no more than four (4) months.

7.29.2 Unit owners, occupants and/or tenants shall post a cash bond deposit of Php 50,000.00 or the equivalent of 5% of the total project cost, whichever is higher. This will cover for the damages or losses to the common area and to the adjacent units and penalties incurred based from construction violation form during construction or renovation.

7.29.3 Unit owners, occupants and/or tenants will be required to pay an Admin fee for the four (4) months construction period to cover for extra cost of security, maintenance and housekeeping expenses resulting from renovation works on the unit.

7.29.4 If renovation exceeds four (4) months, the owner will be charged an extra per month and in no case will the total renovation period exceeds five (5) months. If the renovation is completed earlier than four (4), the Condominium Corporation and/or the Administration Office will refund to the unit owner any unspent amount prorated by the month. Non-payment of the above will mean stoppage of the renovation work and is subject to penalty in the same manner as a regular condominium assessment.

Cash bond deposit may only be released once the unit renovation is completed, with approved final inspection of the Administration Office and Property Engineer and with an Occupancy Permit form OBO, if a Building Permit was required.

7.30 Final Inspection

The Unit Owner, occupant and/or tenant shall request Condominium Complex/Administration Office (in written form) at least three (3) days in advance, to conduct a Final Inspection for the following critical areas based on the National Building Code or any other existing national standards, whichever is safer in the opinion of the Administration's Building Engineer.

Any final work which does not conform to the specifications of the plan submitted to the Administration or that which is contrary to building safety laws, regulations or which poses a potential hazard may be removed or demolished by the Administration at the expense of the unit owners, residents and/or tenants.

7.30.1 Electrical Installation testing (Megger testing, load limitations per unit, etc.)

7.30.2 Fire Protection system (sprinkler, smoke detectors, heat detectors, etc.)

7.30.3 Plumbing standards (grease traps, waterproofing etc.)

And other critical work that might endanger the building and adjacent units. Any final work which does not conform to the specifications of the plan as originally submitted to the Administration Office or that which is contrary to building safety laws, regulations or which poses a potential hazard may be removed or demolished by the Condominium Corporation and/or the Administration Office/Administration Office at the expense of the Unit Owner, occupant and/or tenant.

THESE RULES AND REGULATIONS MAY BE CHANGED, AMENDED OR REPEALED AT ANY TIME BY RESOLUTION OF THE MAJORITY OF THE BOARD OF TRUSTEES OF THE ADMINISTRATION.

