

House Rules & Renovation Guidelines

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House Rules & Renovation Guidelines

INTRODUCTION

The Design of Grass Residences lends itself perfectly to a natural order of things- conveniences and utilities hidden from view, amenities integrated seamlessly within the surrounding greenery, and safety and security provisions unobtrusively working for you and your family round the clock.

Protecting your hard-earned investment, the Property Administration Office shall endeavor to maintain and enhance the value of your investment through proper care, maintenance and beautification programs of the common areas and facilities, while residents shall likewise be required to maintain and keep in good condition the exterior of their units in a manner consistent with the image and level of standard set forth by Grass Residences.

To maintain order, harmony, safety and security while inside the premises of Grass Residences at all times, all units owners and residents including employees, guest, tenants and service contractors are enjoined to commit to some rules guidelines for the welfare of the entire condominium community.

The purpose of Grass Residences House Rules and Regulations is to promote harmonious living in the condominium, too protect all residents from inconvenience and nuisance caused by any improper use of the condominium, and its amenities and to preserve the reputation and prestige of the building, thereby providing maximum enjoyment of the premises and its facilities.

HOUSE RULES AND REGULATIONS

General Provisions

The House Rules and regulations (hereunder referred as “HOUSE RULES”), adapted by the Board of Directors of Condominium Corporation pursuant to the Master Deed with Declaration of Restrictions, govern and regulate the use, occupancy of the individual units and common areas to:

1. Ensure the efficient and orderly management and operations of the condominium building, for the health, safety and welfare of all residents;
2. Ensure the right to peaceful and quiet enjoyment of all residents of their respective units and the common areas;
3. Maintain the aesthetic appearance and soundness of the structures and facilities within the premises; and
4. Enhance the property value.

House Rules & Renovation Guidelines

All owners, lessees, occupants of the building, guests, building personnel, contractors and service providers are required to follow and comply with the governing House Rules to avoid inconvenience of violation/s of the provisions of the House Rules.

In case any unit owner, tenant and/or resident of a unit violates or commits a breach of, any limitation, restriction, covenant, or condition of the Master Deed and Declaration of Restrictions, the By-Laws of the Condominium Corporation or the Condominium House Rules and Regulations, not involving an obligation to pay money, the Board of Directors shall direct the erring unit owner, tenant, and/or resident, as the case may be, by written notice to enjoin, remedy or otherwise abate the violation or breach within reasonable period time. Upon Failure or refusal of the said unit owner, tenant, and/or resident to do so within the time fixed in the notice or instruction, the Board of Directors, through the Property Administrator or such other officer as may be authorized for this purpose, shall have the right (a) to enter the unit of the erring unit owner, tenant, and/or resident to summarily abate and remove, at the expense of the said unit owner tenant, and/or resident, as the case may be any structure, thing or condition constituting the violation;(b) to impose fines in accordance with a schedule of fines that may be promulgated by the Board of Directors, which fines shall be included in the assessments made against the unit owner concerned;(c) by appropriate legal proceedings, to enjoin, abate or remedy the continuance of such violation or breach or to otherwise enforce compliance with the pertinent provisions of the By Laws of the Condominium Corporation, The Master Deed and Declaration of Restrictions and the Condominium House Rules and Regulations; and (d) if the breach or violation is committed by a tenant and / or guest of the unit owner or any person allowed access to the condominium premises by the unit owner and / tenant, the Board of Directors, through its duly authorized representative/s, shall require the unit owner, and /or tenant to ask such guest or person to vacate the unit and/or leave the condominium project.

The Board of Directors of Grass Residences Condominium Corporation or its duly authorized representatives shall have full authority the House Rules, which are a supplement to the By-laws and Master Deed. An authorized representative refers to any of the Condominium Corporation Officers so empowered or duly appointed Property Administrator. Failure of the Condominium Corporation to enforce a rule or regulation or to render such determination shall in way be construed as a waiver or abandonment of said rule or regulation under any future application.

General Restrictions

1. The unit owner, tenant and/or resident shall keep his unit in good condition and in a manner that shall not prejudice other unit owners or tenant.

2. The unit owner, tenant and/or resident shall not introduce any improvements, alterations or additions to his unit without prior written consent or approval from the Property Administration Office. Alterations or improvements without prior written consent shall be subject to dismantling and demolition if found to be detrimental to the building structure. The cost shall be for the account of the unit owner in addition to a penalty approved by the Board of Directors shall be imposed depending on the gravity of the offense.
3. No units shall be subdivided to smaller units nor should the unit be partitioned among its co-owners.
4. Unit owner, tenant and/or resident should not permit, bring into or keep in their unit's flammable, combustible or explosive fluids, materials, chemicals or substances including such products that may cause noise, tremors or expose the premises to fire. Unit Owners, occupants and /or tenants should also not permit or bring into the building any dangerous objects or articles which Grass residences may reasonably prohibit or which may increase the rate of insurance of the building. Should the unit owner, tenant and/or resident do so, he shall be responsible for all damages that such violation may cause to the building, other units or to unit owners, occupants and/or tenants and shall be held liable for any increase in the insurance that may result in such acts.

*Liquefied petroleum gas (LPG) tanks are not allowed in any part of the property.

5. The unit owner, tenant and/or resident of a unit are expected to 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 occupants. Private parties and other gatherings are to be confined within the premises of the condominium unit and/or designated function rooms.
6. The unit will not be used for any purpose, which may impair the reputation of the condominium, disturb the peace of the resident's or cause depreciation of its property value.
7. Unit owner, tenant and/or resident shall at all times be responsible for the behavior and conduct of their own children and shall ensure their children's compliance with the house rules and regulates. The unit owner, tenant and/or tenants or that cause damage to common areas.
8. The unit owner is liable for all charges unpaid by the tenant.

9. Nothing must be hung or displayed on the windows and doors outside the units or on any part of the areas common use. No holiday decor, shades, venetian blinds, awnings or windows guards shall be installed on the exterior portion of the unit or the condominium building.

10. Curtains or blinds to be placed on the windows and curtain walls of the unit should not in any way compromise the color or exterior look of the condominium development. As such, it is required that all colored curtains or blinds be provided with white lining sheets to provide a pleasant, uniform look from the exterior of the condominium development.

11. Any laundry or clothesline- permanent or temporary- in any part of the unit, which is visible from the exterior, is not allowed. As such, no laundry activities are allowed in any part of the building, which has not been designated for such purpose.

12. The unit owner, tenant and/or resident shall not do or cause to be done any act- such as chiseling or chipping of beams, columns or walls, etc.-or cause the construction, removal or installation of any structure or facility within the unit or the common areas which the developer/condominium corporation has determined will be beyond or will impair the structural strength of the condominium development or change the appearance of any exterior portion.

13. The windows and main door of the unit shall not be replaced with windows and doors of different material, size, design or color.

14. Unit owners, tenants and/or residents are not allowed to post any sign, poster or other forms of advertising in any part of the exterior of the unit.

15. The unit owner, tenants and/or resident shall not be permitted to install or remove any metal awning, grill, and screen, trellis or cover the windows and doors of the unit.

16. No unit owner, tenants and/or resident shall alter or allow any person to alter any portion of the water, electrical and other equipment layout or design of the building without the approval from the board of directors and/or its representatives.

17. No radio or television signal or other form of electromagnetic radiation shall be permitted or shall originate from the residential unit. No outside antenna or any wiring for radio or television shall be constructed, erected or maintained by the owner of a residential unit in the exterior portion of the building such as windows, walls, terraces, ledges.

18. Units are individually provided with number signage's integral to the exterior design of Grass Residences. The owner of a residential unit is not allowed to replace, alter or add any other signage. Deteriorated and/or damaged signages shall be reported to the property administration office for fabrication of a new number signage. New number signage shall be charged against the account of the unit owner.

19. Telephone line provision and CATV coaxial antenna outlet are provided for each unit. Application for the subscription and connection to the service providers shall be the responsibility of the unit owner and/or tenant. All related fees and charges shall be for the account of the unit owner and/or tenant.

20. The unit owner shall be for the account of the unit owner and/or tenant.

Restrictions for Balconies

1. The unit owner, 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.
2. The unit owner, tenant and/or resident are expected to use balconies safely and responsibly.
3. The use of grills and/or other cooking devices in the balconies is strictly prohibited.
4. Parasols, hanging plants, chimes, porch swings, hammocks and other furnishing that may alter the aesthetics of the buildings are strictly prohibited.
5. Furniture may be placed in the balconies but they shall not exceed the floor height of 1 meter.
6. The external appearance of the building shall not be altered in any manner.
7. Should a unit owner and/or tenant fail to comply, the Board of Directors or its authorized representative may require the removal of furniture/ furnishings.
8. Furniture cleaning and dusting and rags at the balconies shall not be allowed.

Laundry and Drying Space

1. Laundry washing and pressing should be done inside the unit only.
2. Laundry may be hung to dry only inside the units and/or at the drying area. Laundry and clotheslines are not allowed in the balcony, ledge area, hallways and other common and limited common areas.

USE OF INDIVIDUAL UNITS

1. Each unit will be used and/or occupied based on the type of such unit as intended and described in the Master Deed with Declaration.
2. Each of the residential units shall be occupied purely for residential purposes only. The number of occupants per unit are as follows;

20-39.9sqm	3 occupants only
40-59.9sqm	5 occupants only
60 sq. and above	8 occupants only

USE OF AMENITIES AND COMMON AREAS

General Guidelines on Use

1. The Recreational Facilities shall be for the exclusive use of Grass Residences unit owner's tenants and/or registered residents.
3. Amenities of the project such as the swimming pools, the Property Administration Office shall promulgate, from time to time, such reasonable rules and regulations pertaining to the proper use and maintenance of the swimming pool, function/multi-purpose room and the recreational facilities.
4. For leased units, the use of the amenities shall be for the exclusive use of the units registered residents.

Use of Swimming Pools

1. The swimming pools are to the exclusive use of the unit owners, tenants and/or registered residents only. Pre-registration is required to be done with assigned Pool Attendant at the swimming pool area.
2. Guest's may be allowed to use the swimming pools provided they are accompanied by the unit owners, tenants and/or residents in good standing. A maximum of (5) guests may be sponsored may be sponsored by a unit owner and/or tenant for a fee.

However, guest exceeding the maximum shall be charged with a higher rate prescribed by the Property Administration Office and Approved by the Board of Directors.

1. The Operating hours of the swimming pool shall strictly be from 6:00 AM to 10:00 Pm only.
2. All pool users shall confine themselves within the pool deck/area.

3. Proper Swimming attire is required in the pool. All persons should wear clothing designed as swim wear. No cut-off clothing is permitted in the pool. Swimming fully clothed can be dangerous and is not permitted.
 - a. For female Swimmers
 - i. Swim wear, Including wet suits, are permitted
 - ii. Cycling shorts are permitted
 - b. For Male Swimmers
 - i. Swimming trunks and board shorts are permitted.
 - ii. T-shirts are not Allowed
 - iii. Shorts made cotton, as well as denim and Basketball shorts are not permitted.
 - c. For Children
 - i. Disposable and cloth diapers will not be permitted
1. All swimmers must shower before entering the pool.
2. Anybody with known or suspected contagious viral or skin disease, cold sore, inflamed eyes, infections or wearing bandages will not be allowed in the pool.
3. Water games are allowed at the discretion and direction of the pool attendant. Floatation devices designed to fully support a person shall be permitted at the discretion of the pool attendant.
4. Expecterating or Blowing of the nose in the pool is strictly prohibited.
5. No running, pushing or bolstering play shall be permitted on the pool deck.
6. Children under the age of twelve (12) must be accompanied by an adult at all times. Parents/ Guardians must accompany and supervise their children while in the pool/pool area and remain with them for the duration thereof.
7. Parents shall be responsible for removing floatation devices and toys from the pool prior to leaving the pool area.
8. No glass objects shall be allowed in the pool or anywhere in the pool deck area.
9. Food and drinks shall not be manned by a lifeguard. Users are advised to take all necessary safety precautions. The Developer/ Condominium Corporation/ Property Administration Office shall not be liable for any untoward incident, accident or injury that may arise from the use of the swimming pool.

Hallways, Emergency Exits and Stairs

1. All entrances, exits, emergency exits, hallways, passages, stairwells and lobbies must be free from any obstruction, restriction or hindrance at all times. Tables, chairs and other obtrusive materials are not allowed to be placed in any part of common area.

2. Loitering is strictly prohibited.
3. Smoking is strictly prohibited in the lobbies, hallways, fire exits, stairwells and all enclosed areas in the condominium building.

Limited Common Areas

1. The limited common areas are intended for the exclusive use of particular unit owners or their duly authorized representatives. Other unit owners shall not obstruct nor interfere with the use of such limited common areas. A limited common area shall be used solely for its intended purpose.

Common Areas

1. General Common areas are intended for the common use or benefit of all unit owners of Grass Residences and are necessary and convenient to the existence, maintenance or safety of the community.
2. The lobbies for the general use of all the unit owners. Their use is regulated to enhance community welfare.
3. Furniture, if any, provided in the common areas shall be exclusively used in these specific areas only. No unit's owners, tenants and/or residents may transfer or remove furniture from the common areas where they are placed.
4. Washing of rags, dishes, mops, cleaning materials and the like are strictly prohibited in the common toilets located in the building or in any other common areas of the property.
5. Cooking in the common areas is prohibited as well as in any place not specifically constructed or equipped for the purpose.
6. The Property Administration Office reserves the right to schedule the switching on and off of the lights in the common areas.
7. Loitering in the common areas is strictly prohibited.
8. The Recreational facilities form part of the common areas for the exclusive use of the residential unit owner, tenant and/or registered resident and shall only be used and enjoyed for recreational purposes by the residents of the building and registered visitors and subjects to provisions of the Master deed, the House Rules and other rules and regulations as may from time to time be approved by the Board of Directors.
9. The Condominium Corporation reserves the right refuse entry to any person who behaves in a noisy manner or uses any abusive or insulting words and/or actions with the intent to cause a breach of the peace especially in serious or repeated violations. Such breach of peace shall be endorsed by the Property Administration Office to the proper local authorities concerned.

10. All applications for reservations of the common recreational facilities shall be made in writing on the prescribed form and addressed to the property administrator specifying: (1) the date requested; (2) area to be reserved; (3) the number of guests expected; and (4) the nature of the occasion.
11. For the healthy atmosphere of Grass residences and in compliance with local government laws, all common areas- especially the elevators and the lobby- within the property are designated as non-smoking areas. The Board of Directors reserves the right to decide the designated of smoking areas.
12. Security deposits for use of recreational facilities shall be paid in advance. Extension of charges or damages that might be incurred during the activity shall be deducted from the deposits. If the security deposit is not enough to cover for the above, the unit owner and/or tenants shall be responsible for the additional payments to the Condominium Corporation. If no damage or extension of use is incurred, the security deposits shall be refunded in full.

13. The utility decks, machine rooms, electrical rooms, generator set rooms, meter rooms, and other areas reserved for storage of maintenance equipment and machinery are restricted areas and access thereto shall be allowed only with the permission and supervision of the Property Administrator or his authorized representatives.

14. Abbreviated core rules for the facilities will be displayed within the individual facilities to serve as constant reminders. A breach of these rules shall be deemed to be breach of the House Rules.

15. No unit owner, tenant and/or resident shall place on any part of the floors of the building any article, machinery, goods or merchandise which may cause the maximum floor loading bearing capacity on that floor to exceed.

16. Unit owners, tenants and/or residents must use nominated contractors as designed by the Property Administration Office concerning alterations to the security, fire sprinkler and smoke detection systems in their respective units. As these systems are common systems, defective work may affect the overall system. For details of nominated contractors, please contact the Property Administration Office.

17. Placing of doormats, slippers, shoes, and any form of shoe racks or umbrella stands outside entry doors of the unit and/or along the hallways is not allowed.

18. Unit owners, tenants and/or residents are not allowed to obstruct or restrict the entrances, exits, parking spaces, driveways, or any part of the common areas. No part of the common areas shall be used for the storage or for the permanent or temporary habitat of household members.

19. All electrical equipment used in each unit shall be in accordance with the electrical load provisions provided.

20. Unit owners, tenants and/or residents are not allowed to display their names in any entry, passageway, vestibule hall or stairway of the condominium building.

21. Business solicitation advertisements inside the building, such as distribution of flyers, leaflets, calling cards, peddling of merchandise, and the like, are strictly prohibited. However, the distribution of flyers, leaflets and brochures may be placed in mailboxes subject to the prior written approval of the Board Directors.

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Procedure for Move-in

1. The unit owner must provide a photocopy of the signed Acceptance Form.
2. Unit owners must notify in writing the Property Administration Office of any change of tenant and/or resident, at least five (5) days from the effectivity of the lease.
3. Move-in Forms and documents must be submitted to the Property Administration Office fifteen (15) days prior to move-in for clearance, approval and assistance arrangements of the move-in date.
4. All Move-in activities shall be allowed from Mondays to Saturdays, from 8:00 AM to 5:00 PM only, except during holidays.

For tenants/lessees, in addition to the above conditions and requirements, the following shall also be submitted:

1. Accomplished Move-in Form (to be secured from the Property Administration Office) or a written advice/notice from the unit owner stipulating the tenants/lessees responsibilities such as payment of association dues, utility bills, special assessments and other fees/charges.
2. The Property Administration Office must be provided with a notarized copy of the lease Agreement.

Procedure for Move-out

1. All move-outs must be pre-arranged with the Property Administration Office. Two (2) weeks advance notice must be given by the unit owner/tenant prior to move-out.
2. A unit owner/tenant must accomplish and sign a Move-out Form and submit the same to the Property Administration Office two (2) weeks prior to the move-out date for accountability clearance, and approval on the move-out date.

3. A tenant must be cleared of all his/her obligations with the Unit Owner, Property Administration Office and Condominium Corporation prior to egress of leased/rented unit.
4. No items provided by the unit owner and/or Developer shall be removed.
5. No move-out will be allowed unless authorized by the Property Administration Office. Such authorization will be granted only upon the issuance of a Certification of Management, which states that the previous unit owner (in case of a sale) or present unit owner/less or (in the case of a lease) does not have any outstanding liability or obligation with the Condominium Corporation.
6. All move-out activities shall be allowed from Mondays to Saturdays, from 8:00 AM to 5:00 PM only, except during holidays.

CONDOMINIUM EMPLOYEES

1. The maintenance and security personnel of the Condominium Corporation will not be responsible for the upkeep, maintenance and/or repair and security of the interior of the individuals units, their respective parking slots, and other areas not considered as common areas of the condominium as defined in the Master and Deed of Restrictions. Maintenance, upkeep and security of these units are solely the responsibility of the unit owner or lessees.
2. The unit owner, tenant and/or resident may avail of the services of the maintenance personnel subject to the following rules and regulations:
 - a) All requests for service or repair shall be coursed through the Property Administration Office and require completion of a Job Order Form which will then have to be scheduled, except in cases of emergency. All services rendered shall be duly supported by a Job Order Form.
 - b) Appropriate service charges shall be recommended by the Property Administration Office. And will be approved by the Board of Directors.
 - c) The Property Administration Office shall bill the owner, tenant and/or resident after the work is satisfactorily completed. Payments should be transmitted directly to the Property Administration Office.
 - d) Jobs that require major repairs shall be referred to suitable contractors.

POSTAL SERVICES

In line with postal regulations and to maintain security, mail for the unit owners and tenants and/or residents shall be delivered to the lobby of the building and placed in their respective mailboxes by the receptionist.

ACCESS CONTROL, SAFETY AND SECURITY

General Guidelines

- a) Unit Owners, tenants and/or residents must notify/advise the Property Administration Office and/or The Receptionist in advance of arrival of visitors to avoid inconvenience.
- b) Visitors vehicles entering the building will be issued a vehicular Visitor's Pass. The guest or driver shall be requested to present and deposit a valid photo ID card for security and reference purposes.
- c) Access to the premises of a person/s whose presence shall, in the judgement of the Property Administration Office, be prejudicial to the safety and security of the property or its inhabits/tenants may be denied, including but not limited to the following:
 - Persons under the influence of alcohol or prohibited drugs
 - Improperly dressed individuals
 - Suspicious looking characters
 - Persons carrying firearms who do not want to deposit their Firearms at the Reception Desk at the Lobby.
- d) All Guests, visitors and employees or agents of unit owners, tenants and/or residents must refrain from carrying and/or
- e) Firing of guns within the premises is strictly prohibited.
- f) The Property Administration and/or his authorized representative/s are allowed to enter a unit in case/s of emergency such as flood, fire or earthquake notwithstanding that the residents thereof are not in the unit or that such entry may cause damage to said unit.
- g) Any unusual occurrence in the condominium building/s and/or ground must be reported immediately to the Property Administration Office or the Lobby Guard and the condominium guards only. If the situation so warrants to protect the building, its properties and interest of unit owners/tenants, the Security Personnel shall be authorized to conduct frisking, body searches or temporary detention of suspected person/s in accordance with the law.
- h) Visitors can proceed directly to the Receptionist so that they may be assisted in contacting the resident they wish to visit. If the unit owner or tenant is not in his unit or cannot be located, visitors shall not be allowed to enter the residence.

Employees and Household Helpers

- a) Only personnel duly registered with the Property Administration Office will be allowed entry into the condominium building. Therefore, unit owners, tenants and/or residents employing household help, nannies, drivers, nurses, private security guards and any other employees must require their employees to fill out the ID Application Form

available at the Property Administration Office. The Property Administration Office has the discretion to deny or favorably act upon said application.

- b) While inside the condominium building/s, private security personnel, guards, and/or helpers are prohibited from gambling, drinking liquor, loitering and conducting themselves in a rowdy/unruly manner.
- c) The unit owner, tenant and/or residents shall be responsible for all the actions of his household employees, drivers, and bodyguards, as well as of other persons contracted to perform services for his household.
- d) All individual private contractors engaged by unit owners and/or tenants for maintenance, repair, service and/or security shall also be registered with the Property Administration Office. The Property Administration has the right to deny entry to any person or firm seeking access to a unit if the respective contractor has not been registered.
- e) Household employees, drivers and bodyguards should wear their Grass Residences Identification cards whenever they are in the common areas of the building.
- f) An identification card may be secured from the Property Administration Office upon submission of a complete application form and two (2) 1x1 photographs. Lost identification cards should immediately be reported to the Property Administration Office. A replacement fee will be charged for lost ID card with a rate prescribed by the Property Administration Office and approved by the Board of Directors.
- g) Unit owners, tenants and/or residents should require their household employees, drivers and bodyguards to surrender their ID cards upon termination of their employment. Unit owners, tenants, and/or residents should immediately inform the Property Administration Office in writing of the termination of employment of registered employees.
- h) For personnel carrying items out of the building, a Gate Pass shall be filled out listing all items that will be brought out of the property. The pass shall bear the signature of the unit owner/tenant or his representative to be valid. Any erasures or modifications on any part of the pass/es shall be initiated by the authorized signatory.
- i) Household employees, drivers and body guards shall be properly attired. Preferably in uniform.
- j) Household staff, drivers and bodyguards are prohibited from engaging in the following activities within the building:
 - Drinking alcoholic beverages
 - Gambling
 - Conversing boisterously
 - Eating in the common areas

- k) Visitors of household employees, drivers and bodyguards are not allowed in the building unless the unit owner, tenant and/or resident-employer authorizes their visit. In this case, the visit should be conducted only within the employer's unit.
- l) If the presence of private bodyguards in the building is deemed necessary, their employers shall adhere strictly to the following rules:
- The employer shall register his bodyguards and their firearms with the Property Administration Office.
 - Bodyguards are prohibited from displaying or handling their firearms in the common areas. Firearms maintenance shall be done only within their employer's unit.
 - Bodyguards should not bring firearms in the premises during a declaration of Gun Ban by the government.

Delivery and Pull-Out Procedure

- a) Unit owners, tenants, and/or residents shall be required to secure a Gate Pass from the Property Administration Office whenever there is a delivery or pull-out of large items that cannot be hand-carried by one person and for items that may obstruct the normal flow of operations in the building. Such items include, but are not limited to the following:
- Equipment and Furniture
 - Construction materials (plywood, hollow blocks, gravel, sand, cement, G.I sheets, etc.)
 - Construction Equipment
- b) These items may be delivered pulled-out on the following schedule:
- c) All deliveries must be brought directly to the unit. The building security or any building personnel shall not be allowed by the Property Administration Office and Condominium Corporation to receive any deliveries in behalf of the unit owner, tenant, and/or resident. A representative from the unit owner, tenant, and/or resident must receive the delivery.
- d) All deliveries must be hauled-out on a daily basis and must follow the schedule stipulated above.
- e) Should the delivery cause damage/s to the common areas and/or furniture/fixtures found therein, the Property Administration Office shall undertake the necessary repairs

and/or replacement of damaged items however, the costs borne by said repairs and-or replacement will be billed to the unit owner and/or tenant.

- f) The enforcement of the schedule and the Gate Pass does not impose any responsibility on the Condominium Corporation or Property Administration Office from the protection of items of the unit owner/tenant.

Driving and Parking Rules

- a) Unit owners, tenants, and/or residents shall register their vehicles with the Property Administration Office. Parking spaces shall be used solely for the temporary storage of motor vehicles, and shall not be used in a manner which is improper, offensive or annoying to other residents, or which interferes with the peaceful possession and enjoyment of other unit owners.
- b) Each resident shall be issued vehicle stickers corresponding to the parking space/s availed. Each resident is required to park in his assigned slot. Nominal fees will be charged to cover the cost of these stickers with a rate to be prescribed by the Property Administration Office and approved by the Board of Directors.
- c) Only passenger-type vehicles, or vehicles for personnel use, will be issued stickers. Stickers will not be issued for commercial utility vehicles.
- d) A fine, determined from time to time by the Condominium Corporation, may be imposed on unit owners or tenants responsible for breach of any of the rules on driving and parking.
- e) Unit owners, tenants, their drivers, and their guests shall observe the following traffic rules and regulations prescribed by the Condominium Corporation:
- Only individuals who have a valid driver's license shall be allowed to drive within the Condominium Corporation premises.
 - Drivers operating vehicles within the properly shall observe the maximum speed limit 10 km/h.
 - Overtaking is strictly prohibited.
 - Drivers shall use the correct lane, give way to pedestrians, and prevent the ready indiscriminate blowing of car horns.
 - Drivers shall not park their vehicles in the driveways or rotundas.
 - Vehicles shall not be parked in a manner that may prevent the ready access to any entrance, exit or parking space by another vehicle.
 - While parked, the vehicle's engine must be switched off to minimize pollution.
 - Bicycles and the like shall store inside their respective unit or storage area, if any.
 - There shall be no complimentary parking area at the interior and exterior of the building.

- Visitors parking areas shall be provided. A nominal fee will be charged at a rate to be prescribed by the Property Administration Office and approved by the Board of Directors for said parking. Visitor's vehicles shall not be allowed to park in the residents parking areas.
 - Commercial vehicles may be allowed to use visitors parking for loading and unloading purposes only.
 - All vehicles utilized by bodyguards, drivers and other household employees shall be prohibited from parking at the residents parking spaces unless the parking area used belongs to their employer.
 - Any vehicle parked in an area not belonging to the perspective unit owner, tenant and/or resident shall be towed at the vehicle users or owners expense.
- f) Unit owners, tenants and/or residents shall properly maintain their vehicles to avoid oil or other car fluid drips. Old tires batteries and other materials and debris are not allowed to be stored in the parking slots.
- g) The use of fire hoses to clean the cars of residents is not allowed. Similarly, ambulant car wash vendors are not allowed in the premises.

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- h.) Vehicle repair work in any of the common areas is prohibited. Only emergency and minor repairs of motor vehicles shall be allowed in the parking slots.
- i.) The Condominium Corporation shall not be held liable for any loss or damages of any articles, vehicle accessory or of the vehicle itself while parked or operating in the building. The Property Administration Office, however, will conduct an investigation into such incident/s and submit a report to the to the Condominium Corporation, Board of Directors and the unit owner/tenant/resident involved.

FIRE SAFETY

- A.) Unit owners, tenants and/or residents shall not be allowed to tamper with fire protection devices such as sprinkler, fire alarm, and fire hose cabinets inside the units and other areas of the building.
- B.) Unit owners, tenants and/or residents shall provide and install at his expense at least one (1) 10-pound fire extinguisher inside the condominium unit. The type of the fire extinguisher to be provided must comply with the requirements of the Bureau of Fire Protection. The fire extinguisher shall be maintained and refilled by the unit owner whenever necessary and shall be made available for inspection.

C.) The Property Administration Office has the right to inspect and ensure compliance on the installation of fire extinguisher inside the unit. If the unit owner has not complied, the Property Administration Office will purchase and provide one for the unit. The cost will be charged subsequently to the unit owner.

D.) All fire escapes must be free of obstruction at all times.

E.) No explosive, hazardous or inflammable materials shall be stored in any part of the unit. The Property Administration Office will immediately confiscate any such items/materials within the property that will pose danger to lives and properties.

F.) Unit owners, tenants and/or residents shall be required to actively participate in the annual schedule of Fire Drill and the formation of the Building Fire Brigade Teams. Unit owners, tenants and/or residents shall be required to send representatives to the Evacuation of Fire Prevention Seminars to be organized by the Property Administration Office.

G.) Unit owners, tenant, and/or residents shall be updated with fire evacuation procedures. Fire drills shall be conducted at least once a year by the Property Administration in coordination with the Bureau of Fire Chief Superintendent.

UPKEEP AND REPAIR OF UNITS

General Guidelines

A.) Expenses for the upkeep and repair of unit shall be shouldered by the unit owner, tenant and/or residents. Unit owners or tenants who intend to undertake in their respective units the repair of the refurbishing works allowed under the Master Deed and Declaration of Restrictions must seek approval from the Property Administration Office.

B.) The unit owner, tenant and/or resident 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. The unit should also not be permitted to be used for any business open to the public or for any other commercial activities – including, but not limited to, promotional pictorials bazaars and the like.

C.) Each unit owner, tenant and/or resident is obliged to keep and maintain his unit in good and sanitary condition. No noxious substances or offensive activity can be carried on in any unit or in the common areas of the condominium building, nor will anything be done therein which may be or may become an annoyance or nuisance to the other residents of the condominium building.

D.) The unit owner, tenant and/or resident shall be solely responsible for compensating the affected unit owners, tenants and/or residents for damages caused by the former's negligence of the persons for whom he is responsible, whether visitors, employees, agents,

contractors or dependents.

E.) The unit owners, tenants, and/or residents must not throw any material or substance out of or from any window, door passages or areas of common use. Cleaning and shaking out of rugs and the like from the windows are strictly prohibited.

F.) No awning or window grills may be installed in any unit. The Board of Directors shall have jurisdiction over all exterior decorations or adornments, and may order and force the removal or modification of such if, in its judgement, it finds that any exterior decoration or adornment of any unit detracts from the aesthetic beauty of the premises or endangers the safety of residents and visitors.

G.) Windows shall not be covered with aluminum foil, paint, solar control or film or any other material.

H.) No unit owner, tenant and/or resident must bring into the condominium building highly flammable materials nor install in his unit any apparatus, machinery or equipment which may cause noxious odors, tremors or noise or expose the unit or the condominium building to fire.

I.) Where the unit is provided with a balcony, no permanent covered structure, trellis, canopy or paved flooring shall be constructed.

J.) No unit owner, tenant, and/or resident is allowed to do anything that will cause obstruction, restriction or hindrance to entrances, exits, hallways, passages, stairways, sidewalks, driveways, parking spaces or any part of the common areas of the condominium building. No part of the foregoing areas shall be used as storage facilities.

K.) Each owner, tenant, and/or resident shall respect the right of other building occupants and allow them a quiet and uninterrupted enjoyment of premises.

L.) Individual range hoods installed in each unit must be maintained by the resident (unit owner/tenant). It is recommended to wash the air filter at least every month and drain any accumulated oil as part of regular maintenance.

M.) Individual grease traps installed in each unit must be maintained by the resident (unit owner/tenant). Here are ways to maintain and clean grease traps:

- Do not use enzymes, acids, caustics, solvents or emulsifying products when cleaning or maintaining the grease trap.
- Remove lid. If the trap is equipped with removable baffles, remove them.
- Scoop the accumulated top grease layer out of the trap and deposit in a tight-sealing container for proper disposal.

- Bail out water in the trap to facilitate cleaning solids from the bottom. Set water aside so you can return it to the trap after cleaning.
- Remove all the solids from the bottom of the trap, drain liquids from solids and properly dispose them in the trash.
- Scrape the sides, the lid and the baffles with a putty knife to remove the grease and deposit the grease into the same container used for the grease layer.
- Replace lid and baffles.
- Fill grease trap with water.
- It is recommended to clean the grease trap at least weekly or depending on the content of the oil/grease as part of regular maintenance. Any leaks and/or damages caused by the grease trap shall be for the account of the owner, tenant and/or resident.

AIR-CONDITIONING SYSTEM

A.) Every unit is provided with a designated opening/area for the installation of their air-conditioning unit. No ventilator or additional air-conditioning device or other equipment must be installed outside the designated opening/area.

B.) Resident must keep the air-conditioning system/device in good condition and appearance to avoid excessive leaks and noise which may unreasonably disturb or interfere with the comfort and convenience of other residents.

C.) If the unit owner, tenant and/or resident fail to keep any such device in good condition, the Condominium Corporation May arrange for its removal and charge the cost to the unit owner, tenant and/or resident concerned. The device will not be reinstalled in the unit until it is under proper working condition and only with the prior written consent of the Condominium Corporation.

D.) Only servicemen with the appropriate Work Permit will be allowed entry into the condominium building.

Plumbing

Unit owners, tenants and/or residents shall not allow anyone to do work on any portion of the water, sanitary and plumbing system of the building unless approved by the Property Administration Office.

In-House Maintenance

Unit owners, tenants and/or residents may avail of service of the maintenance personnel of the Property Administration Office, subject to the following:

A.) All request for service or repair must be coursed through the Property Administration Office. The Property Administration Office shall decide wether the service being

requested is one that the service personnel of the Property Administration Office can perform. The work shall then be scheduled according to the availability of the service personnel and the urgency of the repair work.

B.) Jobs beyond the capabilities of the service personnel will be endorsed to qualified contractor.

C.) The Property Administration Office nor the Condominium Corporation shall in no way be responsible or liable for any services provided, nor guarantee or warrant the quality of such services performed by any employee of the Condominium Corporation.

D.) Approved request for service personnel assistance shall be charged by the Property Administration Office to the unit owner or tenant to whom service was rendered on a per trade per hour basis for the purposes of recovering lost official time of the service personnel. The rate per hour shall be determined by the Property Administration Office.

E.) No unit owner, tenant and/or resident shall send any security, housekeeping, maintenance personnel or employee of the Property Administration Office out of the building premises for a private errand.

UTILITY AND SERVICE FACILITIES

- 1.) Unit owners, tenants and/or residents may not interfere in any manner with any portion of the utility or service lines and facilities that are used by any unit or common areas.
- 2.) The installation, maintenance and repair of all electrical equipment used in each unit must fully comply with all the rules and regulations of the insurance company and the government authority having jurisdiction over such activity. The unit owner shall be liable for any damage caused by such equipment used in his unit.
- 3.) No radio or television antenna or any wiring for any purpose shall be installed on the exterior of the unit.
- 4.) No ventilator, air-conditioner or other equipment shall be installed in any unit by the unit owner or tenant without the written approval of the Condominium Corporation. The owner or resident must keep the air-conditioners and other equipment in good condition and appearance. He must ensure that the equipment will not leak nor emit any noise that may unreasonably disturb or interfere with the rights, comfort or convenience of occupants of neighboring units.

PETS

Animals are not allowed to be kept or harbored in any unit or any part of the Condominium.

REGULAR PROGRAMS

Pest Control

Scheduled pest control services within the common areas against rodents, mosquitoes, vermin, and other pests, including inspection for the presence of wood termites, will be provided by the Condominium Corporation upon prior notice to unit owners, tenants and/or residents. The expenses to be incurred for such services will form part of the condominium dues for the common areas.

Unit owners, tenants and/or residents who want to avail of pest control services for their units shall notify the Property Administration Office. Said service will have a corresponding service fee payable directly to the accredited service provider of the Condominium Corporation.

MONTHLY DUES AND ASSESSMENTS

Objectives

- To provide direction to the Board of Directors in the administration and collection of dues, assessment and related obligations/liabilities of the unit owners and/or tenants of the Condominium Corporation.
- To provide implementing guidelines that will be the basis of collection and address potential conflicts, dispute and related problems.
- To ensure establishment of documentary support necessary for enforcement of collection which can survive the litigation stage when appropriate.

1. All unit owners, tenants and/or residents shall be proportionately liable for common area expenses or duly authorized condominium and project cost expenses, which shall be assessed against each unit owner and/or tenants and should be paid to the Condominium Corporation.

2. Charges for water consumption will be billed directly to the unit owner, tenant and/or residents by the Condominium Corporation based on the individual metered consumption.

3. All assessments for capital expenditures, regular assessments for operating expenses, special assessments and all other assessments should be paid by the unit owner, tenant and/or residents in such a manner and at such times as may be determined by the Board of Directors.

4. Monthly dues and other assessments should be paid on time.

5. Assessments not paid on the prescribed due date will bear interest.

6. Assessments, whether regular or special are assessed against the unit whether the unit is occupied or not.

7. All payments should be made in favor of Grass Residences Condominium Corporation and should be made at the Property Administration Office.

8. No employee of Grass Residences other than the administration staff shall be authorized to accept payments. Unit owners, tenant and/or residents must demand for a receipt for every payment made.

9. In the event that the Condominium Corporation will be compelled to initiate court action to enforce payment, the party in violation shall be liable for the expense of collection and attorney's fees equivalent to at least twenty five percent (25%) of the amount due but in no case less than Php 25,000, plus costs of suit.

10. Failure to pay, settle or remit to the Condominium Corporation any dues and other

assessment/s approved by the Board of Directors will entitle the Corporation to take any of the following actions or remedies;

- To apply any payment received from the unit owners first to the penalties and interest, then to regular assessments before any credit is made for utilities and other charges;
- To file and cause the annotation of an adverse claim on the title or certificate with the appropriate Register of Deeds in order to constitute a lien on the property or unit to which it pertains, and enforced by foreclosure proceedings;
- To disconnect, suspend or sever the delivery of utilities and other building services to the unit which include, but are not limited to the following:
 - Suspension of privileges in the use of the facilities and amenities.
 - Suspension of utilities (such as water) delivery to the unit.
 - Suspension of various administrative services performed by the Property Administration Office and its employees.
- In case the unit is under lease, the Board of Directors may demand and receive from the lessee the rent due on the same unit up to an amount sufficient to pay the assessment including interest, if any, and such payment of the rent shall be sufficiently discharged, to the extent of the account so paid, of the lessee as between him and the owner/lessor of the unit; and for this purpose the unit owners hereby bind themselves to incorporate a provision to this effect in the contracts of lease for their units.
- The Condominium Corporation shall have the right to exercise all other rights granted by law, the Master Deed, the Rules or the By-Laws for the collection and enforcement of the said dues and assessments.

LIEN/SUIT ON UNIT

The unit owner shall advise the Condominium Corporation in writing of every lien on his unit or every suit or proceedings that may affect the title of his unit within five(5) days after knowledge of such. Failure to advise the Condominium Corporation shall be deemed to be a breach of the House Rules.

SALE, LEASE OR MORTGAGE OF UNITS

1. 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 Condominium Corporation 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. Further, the lease contract shall include a provision that the lessor transfers to the lessee the sole privilege, associated with the condominium unit, and the ailment of all the facilities and amenities of the Condominium Corporation.
2. All units to be sold must secure a Certificate of Management from the Property

Administration Office to ensure that there are no outstanding obligations.

3. A buyer or tenant will not be allowed to enter the unit premises, occupy and use it unless the following conditions are fully complied with:
 - a.) All dues, assessments, penalties, fines and other charges accrued on the subject unit are fully paid;
 - b.) The unit owner furnishes the Property Administration Office with a duly approved, signed and notarized copy of the sale or lease contract;
 - c.) The unit owner provides the Property Administration Office with a written notice of the date on which the approved buyer or tenant/s will move into the premises at least five (5) days prior to actual move-in and/or from the effectivity of the lease.

REAL ESTATE BROKERS AND AGENTS

Only real-estate brokers or agents duly endorsed by a unit owner to sell or lease his unit will be recognized by the Property Administration Office granted access into the premises. The broker or agent shall be required to present a written endorsement from the unit owner authorizing them to undertake the action necessary to disposing of or leasing out the unit.

Authorized brokers or agents should closely coordinate their activities with the Property Administration Office. They should give the Property Administration Office, through the staff assistant, prior notice of any scheduled inspection of units by prospective buyers or tenants.

MISCELLANEOUS

1. All unit owners, tenants and/or residents including those under their employ or supervision, shall observe and comply with the House Rules and Regulations as may be promulgated from time to time by the Condominium Corporation, and with all rules and regulations, ordinances and laws made by health and other duly constituted local or national authorities regarding the use, occupancy and sanitation of units.
2. Unit owners, occupants and/or tenants shall be liable for any and all damages caused to any person, property of the Condominium Corporation and its authorized representatives, arising out of or as a result of any violation or breach of the House Rules and Regulations or the Master Deed and Declarations of restrictions as amended, which is attributable to said unit owner, occupants and/or tenant and their children, guest/s, visitor/s, employee/s and domestic helper/s.
3. Tipping and giving gifts to all property personnel is discouraged. Christmas time may be an opportunity to contribute to a common fund for administrative activities.
4. Condominium Corporation employees may not be requested and/or sent by a unit owner, tenant and/or resident for any personal errands.
5. Complaints and suggestions on any matter shall be directed in writing to the Property

Administration Office.

INSURANCE

1. The Condominium Corporation carries sufficient fire and property damage insurance on the building structure, common areas and equipment. The insurance premium paid by the Condominium Corporation forms part of the condominium dues of the building.
2. The legal liability of unit owners, tenants and/or residents to third parties is not insured under the policy arranged by the Condominium Corporation. If unit owners, tenants, and/or residents wish to insure their legal liability, such as the furnishing, fixtures, fittings and contents of their unit, which are not covered by the Condominium Corporation policy, they are strongly recommended to seek advice from a reputable insurance company with regard to the level and extent of cover which would meet their requirements.

Prolonged Absence of Unit Owner and/or Tenant

1. Whenever a unit will be unoccupied by an owner and/or tenant for an extend period of time (for more than 1 week), the key/s to his unit should be left with an authorized representative. He is required to inform the Property Administration Office, in writing, of such arrangement. Otherwise, any representations made will be denied access to the unit and premises.
2. If any of the keys to the unit are entrusted by a unit owner, tenant and/or resident to a representative, the acceptance of the keys will be at the sole risk of the concerned unit owners, tenants and/or residents. The Condominium Corporation and its authorized representative will not be held liable for any injury, damage or loss of any nature resulting directly or indirectly from the arrangement.
3. The Property Administration Office has the right to gain access, by any means, into any occupied unit in emergency cases – in situations when immediate entry into the unit is necessary to prevent injury or damage to residents and property. The representative in possession of the keys of the keys to the unoccupied unit must, upon request by the Condominium Corporation, provide access to the unit as soon as possible after the request for entry is made.

Video Recording

No video recording, photography or playing of audio-visual or stereo equipment in the common areas of the building will he allowed without the prior written permission of the Condominium Corporation and/or Property Administration Office.

Signs, Advertisement etc.

The unit owner or tenant shall not fix, paint or put any name, logo, notice, sign or other

advertising medium or paraphernalia, on any part of the common areas of the building. No signs, posters or displays shall be attached to the unit.

RENOVATION GUIDELINES

1. REQUIREMENTS

a.) *Application of Renovation Form Including Contractor Endorsement form* – Unit owners are required to the Property Administrator in writing through application form available at the Property Administration office of any improvement/renovation works or servicing that will be undertaken within the unit and to comply with the regulations and requirements detailed here in. Application forms should be submitted and approved by the Property Administration Office prior to commencement of work.

b.) *Payment of Constriction Band/Renovation Fee* – Unit Owners shall post a construction bond with an amount prescribed by the Property Administrator Office and approved by the Board of Directors. This will answer for the damages to the common area/s and to the adjacent units during the construction phase and violations of the requirements, rules and regulation contained herein. The bond will be refunded sixty (60) days upon completion of works however, an Administration fee with an amount to be prescribed by the Property Administration Office and approved by the Board of Trustees shall be deducted per renovation from said bond to cover the administrative cost.

c.) *Renovation Plans* – Unit Owners are required to submit two (2) complete sets of plan of the proposed renovation of the unit, signed and sealed by an Architect or an Engineer, and shall indicate the entire scope of works. Upon receipt of owner's plans and technical specifications, the Property Administration Office will review in conjunction with the buildings Consultant, and advise the status/approval within ten (10) working days. Unit Owner shall furnish the Property Administration Office a set of complete As-Built Plans, duly signed and certified by an Architect for major construction works.

- Architectural Plan – floor plan, reflected ceiling plan including floor lay out/finishes, ceiling lay out/finishes and wall finishing.
- Electrical Plan – lighting fixtures and electrical outlets reflecting the load schedule and circuit diagram.
- Mechanical Plan – air conditioning system, exhaust system.

d.) *Bar Chart Schedule* – specifies duration of renovation and target completion date.

e.) *List of Workers* – Official list of workers names authorized by the owner, tenant and contractor to do the renovation.

f.) *Work Permit* – Unit Owner, tenant, resident and/or contractor shall apply for said permit on a daily basis which will indicate the scope of work to be done together with the list of workers, construction equipment and materials. The signed and approved Work Permit must be placed in a plastic envelope and posted at the door of the unit being renovated.

g.) *Contractor's General Liability Insurance* – Adequate coverage to protect against third party claims and damage to the common area facilities must be covered by a reputable insurance company. The policy must provide a minimum amount prescribed by the Property Administration Office and approved by the board of Trustees and allow an unlimited number of claims during the period of the policy.

2. PROCEDURE

a.) Owner submits the accomplished Application for Renovation Form inclusive of all other requirements. (Refer Section 1 for the list of Requirements.)

b.) The Property Administration Office review and validates the submitted requirements within (10) working days to ensure that work to be done complies with the Renovation Guidelines of Grass Residences.

c.) If this approved, owner revises and resubmits the requirements based on the review/comments of the Property Administration Office.

ci.) If approved, the Property Administration Office returns the approved plan.

e.) Upon completion and compliance of all requirements, the Property Administration Office issue a Notice to Proceed For the approved renovation work.

3. GENERAL GUIDELINES

a) All renovation work shall be in good workmanship using first class materials.

b) Renovation work shall be done within the unit's premises only.

c) No work or materials shall obstruct the hallways and corridors.

d) Premises shall be kept free from any debris during the renovation work. Debris and/or garbage shall be removed and disposed of everyday by the contractor during the renovation.

e) All contractors hired by the Unit Owner Should not damage the structural components of the building.

f) Unit Owners, tenants, residents and/or Contractors shall assume the bills for electric and water consumption during the renovation period.

g) Renovation should not exceed the prescribed period of thirty (30) days. In case of extension of work duration, the Unit Owner, tenant and/or resident shall formally advise the Property Administration Office indicating the reason and extension period of renovation works.

4. DESIGN GUIDELINES

a.) Drop ceiling materials should be non-toxic, sound absorbent, non-absorbent, lightweight and non-combustible. Plywood or any combustible material is not allowed.

b.) The ceiling system should be adequately supported to eliminate sagging.

c.) Concrete nails cannot be use on wall.

d.) Main door frame and hardware cannot be altered.

e.) Toilet and kitchen facilities cannot be relocated.

f.) The following may not only be altered subject to the approval of the Condominium Corporation and should conform to the load restriction of the building.

- Partition wall and door
- Electrical system

g.) All works shall be in accordance with the latest government regulation and applicable codes.

h.) Plant boxes are not allowed on the ledge and balcony of the unit.

5. PLUMBING GUIDELINES

a.) No owner or tenant must allow anyone to do work on any portion of the water distribution and sanitary system of the building in less approved by the Condominium Corporation and the Property Administration Office.

b.) All water lines pipes 110mm and below shall be polypropylene (pp) pipe, PN-20.

c.) All sanitary lines / drainage line shall be cast-iron or PVC series 1000.

d.) No ceiling clean out shall be allowed. All clean outs shall be floor mounted.

e.) A 3-ply waterproofing membrane hot or cold process shall be provided on all kitchen

areas, toilet and lavatory areas.

f.) Areas that need waterproofing application shall be subjected to forty-eight (48) hours flood testing prior to installation of finished floor tiles. Unit owner and Contractor must advise the Property Administration Office in writing for witnessing and approval of flood testing.

6. ELECTRICAL GUIDELINES

a.) All electrical wiring installation shall be of EMT or RCS conduit pipes, PVC pipes are only allowed for auxiliary layout.

b.) Open wiring installation are not allowed.

c.) Flat cord wires are not allowed.

d.) Flexible metal conduits with connectors for drop wires shall be provided.

e.) Electrical load shall not exceed 80% of the capacity of the approved circuit breaker and feeder wire rating. Otherwise, cost of revision shall be for the account of unit owner, tenant and/or resident. Any additional power requirement must be approved by the Electrical Designer/Consultant of the Condominium Corporation through the Property Administration Office to check if the requirements can be accommodated.

f.) All junction boxes shall be covered after termination of wires connections, using gauge 16 deep type.

g.) All electrical works shall conform with the latest edition of the Philippine Electrical Code and to consultation, approval of the Condominium Corporation and the Property Administration Office.

7. MECHANICAL GUIDELINES

a.) The Property Administration Office discourages the relocation of sprinkler heads. Should the renovation require such, the unit owner, tenant and/or resident must hire at his own expense the services only of the nominated contractor of the Condominium Corporation.

b.) All air-conditioning units must be provided with a drip pan connected to a flexible hose tapped to the aircon drain provision/s.

8. CONSTRUCTION WORKERS

a.) All workers shall secure an ID pass from the Property Administration Office prior to the

start of the renovation. Any worker without an ID will not be permitted to enter inside Grass Residences.

b.) The ID should be worn by workers at all times when inside Grass Residences.

c.) Lost ID should be reported to the Property Administration Office immediately for replacement with a corresponding fee prescribed by the Property Administration Office and approved by the Board of Directors.

d.) The ID should be surrendered daily to the guard-on-duty prior to exit of the building.

e.) All workers are subject to search and body frisking by the guard on duty when entering and existing the main gate.

f.) All workers are not allowed to loiter outside their area of renovation.

g.) Workers are not allowed use the passenger elevator. The service elevator shall be used to access the unit being renovated.

9. SCHEDULE OF WORKS

Minor Construction Work – includes parquet floor re-sanding, re-polishing, minor carpentry works, installation of minor CR fixtures such as shower head, faucet and bidet, installation of air-conditioning unit, minor electrical works such as installation of switches and installation of lighting fixtures installation of extension telephone lines, interior design finishes such as carpeting, wall papering, installation of venetian blinds or curtains, laying of vinyl tiles, installation of locksets, interior signage.

Major Construction Work – includes but not limited to masonry work, installation of ceiling, marble works, major electrical works, plumbing works, minor welding works, major CR renovations, demolition and installation/construction of existing doors or CHB walls/partitions, installations of pre-fabricated cabinets, and all other noise generating works which may disturb the adjacent units.

Construction work shall be allowed Mondays to Fridays from 8:00 am to 12:00nn then 1:00 pm to 5:00 pm. No overtime work shall allowed. No works shall allowed on Saturdays, Sundays and Holidays. Minor works shall be allowed during contraction work hours. Major work shall be allowed between 10:00am to 12:00nn and 3:00pm to 5:00pm only.

10. DELIVERIES AND PULL-OUTS

a.) Owners, tenant, residents and/or contractors should advice and submit to Property Administration Office the schedule of materials to be delivered into the building at least

24 hours prior to delivery.

b.) Payment for the use of the Service Elevator will only cover 30 calendar days. Fees will be charged with a rate prescribed by the Property Administration Office and approved by the Board of Directors. Elevator shall only be used to convey bulky items.

c.) Deliveries shall not be received by the building guard or any other Property Administration Staff. Assigned representative/s of the owner, tenant and resident must be present to receive the deliveries.

d.) All construction materials, supplies, tools and equipment are too listed in the work Permit and checked accordingly by the security guard on duty prior to entry/exit into the building.

e.) All construction debris must be kept inside the unit and must be disposed of within the day.

f.) Delivery trucks shall only be allowed to unload renovation materials/equipment at the drop-off area for a maximum of thirty (30) minutes. Delivery schedule will be from Mondays to Fridays from 8:00 am – 4:00pm.

11. SANITATION

a.) The construction area and the adjacent common area/hallway must be kept clean and be free of foul odor. Construction materials, debris or any equipment must be confined inside the unit at all times.

b.) The contractors shall at his expense keep the unit premises including hallways bordering the unit in good, clean and sanitary condition at all times.

c.) Contractors shall keep the unit during the construction period free from nuisances and shall not install therein any apparatus, machinery, or equipment which may cause noxious smell, tremors, etc.

d.) Contractors shall provide their own receptacles, plastic disposals, bags and other sufficient time, place and manner as may be prescribed by the Property Administration Office.

e.) Contractors shall maintain the unit being constructed well-lighted and ventilated.

f.) Contractor`s workers shall not be allowed to stay-in or work overnight.

g.) Contractors shall install and maintain at all times for ready use within the unit being constructed the necessary number of fire extinguishers as may be required by the proper Government Authorities and /or by Property Administration Office.

12. INSPECTION

The Property Administrator or his representative/s has the right to inspect the renovation at any time to ascertain that the work conforms to the approved plans. In case of violation of the prescribed rules and regulations and non-conformance to the approved plans, the Property Administration Office has the right to suspend the construction and oblige the contractor to conform to these rules.

The contractor will likewise assume full responsibility for any damage/s that may be caused by any person or property by any reason for such violation.

Contractors shall not use or store in the unit any flammable or explosive material or gas fueled appliances in any form, and shall not act in any manner which may expose the premises to fire or increase the fire hazard. The owner, tenant or contractor shall be responsible for all damages caused to the property.

13. OTHERS

Other prohibitions within the building premises:

a.) SMOKING – The security guards may confiscate cigarettes, lighters/matches belonging to the construction workers and suppliers.

B.) DRINKING OF LIQUOR – Liquors will likewise be confiscated.

c.) COOKING – No cooking any time.

d.) GAMBLING – Gambling is strictly prohibited within the premises. The security guards have the right to confiscate any gambling paraphernalia.

e.) BATHING – Workers are not allowed to use the common area shower room and/or comfort rooms for bathing purposes.

f.) LOITERING – Workers shall confine themselves within the construction area during construction hours and shall immediately leave the premises after the allowed construction hours.

g.) UTILITIES – Utility consumption will be charged to the respective owner, tenant and/or resident.

h.) PROPER CONDUCT – The unit owner, tenant and/or resident shall be responsible for controlling and monitoring the conduct of his workers/contractors.

I.) **WAIVER** – The Condominium Corporation, Property Administration Office and/or its representatives will not be responsible for any damage/s and/or injury/ies resulting from the construction of the unit/s.

j.) **ATTIRE** – Workers should wear sleeved shirt and long pants when going to the common areas.

14. SECURITY SAFETY

a.) The contractors are responsible for the security of their materials, tools and equipment.

b.) In case of theft or loss, the contractor or his authorized representative should report the case to the security Officer-in-charge for investigation purposes.

c.) The Board of Directors, Property Administration Office staff and/or other representative/s are not responsible for any injury, damage or loss sustained by the unit owner, contractor, workers or any third party involved during the period of construction/renovation.

d.) The security personnel are given the authority to issue violation slips on workers who violate House Rules and Regulation and General Construction Guidelines of Grass residences.

e.) During the Construction, there must be at least 2 units of 10lbs ABC type Fire Extinguishers in the unit.

f.) The Condominium Corporation reserves the right to ban or restrict particular workers at its sole discretion.

15. PENALTIES

a.) Monetary penalties shall be imposed for any violation/s and or non-compliance with the House Rules and Regulations and/or Renovation Guidelines.

b.) All monetary penalties will be deducted from the unit owners Construction Bond.

c.) All violations will automatically result to work stoppage. Work can only resume if the violation/s noted have already been settled/corrected. Only the Property Administrator can give approval for the resumption of work.

d.) A fine with an amount to be prescribed by the Property Administration Office and approved by Board of Directors will be charged for works without an approved Work Permit payable to the Condominium Corporation.

e.) Should the violations of the Renovation Guidelines be committed by the contractor, the refund of the construction bond will be net of the corresponding penalties and charges.

f.) If the Construction Bond is insufficient to cover the amount of the penalties and charges, it will be billed to the unit owner.

g.) Renovation works for a one bedroom and two bedroom units exceeding 30 and 60 days respectively shall be penalized with a rate prescribed by the Property Administration Office and approved by the Board of Directors.

AMENDMENTS

These Rules may be changed, amended or revised at any time by resolution of the majority of the Board of Directors of the Condominium Corporation.

Present and Future circulars shall form part of the House Rules and Regulation.