

WEST OF AYALA

HOUSE RULES and REGULATIONS

Managed By: CENTURY PROPERTIES MANAGEMENT INC.

HOUSE RULES

AND

REGULATIONS

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FOREWORD

In line with our goal in maintaining West of Ayala Condominium's reputation as one of the prime residential/commercial condominium, we have produced this manual to serve as your guide in effectively and safely utilizing the facilities and amenities provided inside the property. It is our desire to provide you with a professionally operated building where you can fully concentrate on your business undertakings.

Should you have any questions, comments, or suggestions, please do not hesitate to call The Property Manager at the Administration Office at telephone no. 888-66-00.

Your full cooperation in the proper implementation of the rules and regulations stated in this manual is essential to ensure your safety and interest as owners and tenants respectively.

Welcome to WEST OF AYALA CONDOMINIUM!

CENTURY PROPERTIES MANAGEMENT INC.

INTRODUCTION

The West of Ayala Condominium is a 39-storey residential/commercial building located at 252 Sen. Gil Puyat Ave., Makati City. The building has a total of ten (10) commercial units located at the Ground Floor, Lower Ground Floor, and Mezzanine, while a total of 357 residential units are located from 11th to 39th floor.

The building is equipped with four (4) passenger elevators and two (2) service elevators for use of the residents and occupants. It has four (4) basement parking levels and upper parking levels from Upper Mezzanine to Parking Level 7 that could accommodate approximately 387 vehicles.

The building amenities are located on the 39th floor and roof deck. These include the gym, sauna, swimming pool, and a prayer/function room for use of the building occupants.

This document applies to the residential and commercial areas of the property.

1. West of Ayala and Its Amenities

- | | | | |
|-----|---|---|--|
| 1.1 | Basement | - | parking area. |
| 1.2 | Ground Floor | - | commercial area |
| 1.3 | Mezzanine | - | commercial area |
| 1.4 | Upper Mezzanine | - | Administration Office and Engineering Office |
| 1.5 | Upper Mezzanine to Parking Level 7 | - | parking area |
| 1.6 | 11 th to 38 th Floors | - | residential area |
| 1.7 | 39 th and Roof Deck | - | residential and common area |

The following amenities are located in the area:

- Gym and sauna with shower rooms for male and female
- Prayer/Function room
- Swimming pool with shower rooms for male and female

- | | |
|------|---------------------------------|
| 1.8 | Emergency back up power |
| 1.9 | Fire Alarm and Detection System |
| 1.10 | Automatic Fire Sprinklers |
| 1.11 | Paging System |
| 1.12 | Close Circuit Television |

2. Building Rules and Regulations

2.1 General Provisions

The House Rules and Regulations, ("RULES" for short), adopted by the Board of Directors of West of Ayala Condominium Corporation ("CONDOMINIUM CORPORATION" for short), pursuant to the Master Deed with Declaration of Restriction, ("Master Deed" for short), govern and regulate this use, occupancy and enjoyment of the unit owners of the property called "WEST OF AYALA CONDOMINIUM", to ensure the efficient and orderly management and administration for the welfare of the community.

All unit owners are required to comply with these RULES which must likewise be observed by:

- (a) Members of their family and household help
- (b) Officers and staff of commercial units
- (c) Tenants and members of their family and household help
- (d) Unit owner's/Tenant's guests
- (e) Any person allowed access to the premises
- (f) Those transacting business with or visiting WEST OF AYALA CONDOMINIUM

The CONDOMINIUM CORPORATION or its duly authorized representatives have full authority to implement these RULES, which are supplemental to the by-laws and MASTER DEED and should be interpreted in relation thereto.

2.2 Use of Elevators

- The building has four (4) passenger elevators and two (2) service elevators. Should specific elevators not be serviceable for some reasons, the management shall assign an alternative elevator to serve the purpose.
- Equipment or articles in excess of the maximum load or the available space of the elevator shall not be allowed. Damages to the building caused by the moving or carrying of any article therein shall be paid by the owner or tenant responsible for such damage.

2.2.1 Passenger Elevators

- The passenger elevators shall be for the use of unit owners, tenants, their guests and visitors. These shall be used to transport passengers, not deliveries.
- Small hand carried items may be allowed inside the passenger elevators, however, large bulky items which tend to crowd or inconvenience other passengers shall be transported through the service elevators.
- Only governess or nurses in the employ of unit owners and /or tenants may use the passenger elevators freely.
- Domestic helpers and drivers in the employ of unit owners and / or tenants may only use the Passenger Elevators when accompanying children of unit owners and / or tenants.

2.2.2 Service Elevators

- The service elevators are used for both cargo purposes and transferring/delivery of office equipment, machines, supplies, furniture, and bulky items that are not allowed in the passenger elevators.
- Request for the use of service elevators must be coursed through the Administration Office for proper scheduling.
- Likewise, all workers, contractors, maintenance personnel, delivery personnel, domestic staff, drivers, of unit owners and tenants and all those who are inappropriately dressed shall be requested to use the service elevators.

WHEN TRAPPED INSIDE AN ELEVATOR CAR:

- Press the emergency button to talk to the front desk officer who will talk to you and provide you necessary information of the rescue status.
- Do not panic and keep calm.
- Stay away from the door, only approach the door when given the instructions by the rescuers to exit the elevator car.
- Do not press any buttons unless instructed to do so by the rescuers to hasten the rescue.
- Once rescue is completed, give your name, unit number to the building security.

2.3 Food Deliveries

- Food deliveries of caterers will only be allowed through the service elevators or designated passenger/service elevators to avoid the possibility of spillage and proliferation of odor to the passenger elevators. These deliveries shall be allowed with prior notification and clearance from the Security or Administration Office.

Note: It is strictly prohibited to tamper with the other buttons and switches for lights, doors, etc. at anytime.

3. Move In & Move Out

3.1 Move In

Prior to any move in, an occupant must fill up a Move In Clearance Form from the Administration Office.

3.1.1 For Unit Owners, copies of the following documents shall be submitted:

- Authority to Occupy
- Unit acceptance and turn over of keys
- Condominium Certificate of Title
- Deed of Absolute Sale for new unit owners
- Letter of advise to move in

3.1.2 For Tenants, copies of the following documents shall be submitted:

- Authority to Occupy
- Notarized Contract of Lease
- Letter of Endorsement from unit owner

3.1.3 For Unit Owners and Tenants, copies of the following documents shall be submitted:

- List of furniture, fixture, and paraphernalia to be delivered to or to be brought inside the unit
- List of mover and crew
- Occupant ledger including names of all occupants
- Specimen signature of unit owner or tenant authorized to sign gate passes, work permits, and other instructions
- Photocopy of car registration, current official receipt, and valid driver's license of the occupant with vehicle and/or that of his authorized driver
- For FOREIGN OCCUPANTS, a photocopy of their recent passport and/or working visa/permit

3.1.4 For COMMERCIAL UNITS (In addition to the above requirements)

- Copy of current business permit and every year thereafter and SEC registration
- Company profile
- Schedule of office hours
- Telephone numbers
- List of authorized signatories and a copy of their specimen signature.
- List of regular and casual employees with designation
- Name of officer or personnel authorized to use parking slot and a copy of the car registration, current official receipt, and valid driver's license of car owner and/or his authorized driver. For company car, an endorsement from the company authorizing the use and assignment of the vehicle shall be required.

Note: Prior to move in, existing accountabilities of the concerned unit with the Association must first be settled with the Administration Office.

For Safety Reasons, a 10 lb fire extinguisher is a must for every unit upon move-in

3.2 *Move Out*

All move outs must first be pre-cleared with the Administration Office. The following guidelines shall be observed:

- The unit owner shall give the Administration Office a formal notice of move out at least one week prior to the move out schedule to give ample time to process move out clearance.
- The owner or his authorized representative shall fill up a clearance form to be signed by the tenant and acknowledged by the owner. The form shall indicate any accountability of the tenant with the Association that should be settled prior to his move out. It is the responsibility of the owner or his authorized representative to coordinate the move out, complete the clearance form, make sure that accountabilities are settled, and submit a copy of the completed form to the Administration Office for record and reference.
- The tenant or owner shall then secure a gate pass from the Security Department where a list of all items to be taken out of the unit is itemized. Prior to vacating the unit, the authorized signatory of the unit owner/tenant shall sign the gate pass and a list of the mover/crew authorized to transport the items must be indicated. The matter shall then be referred to the Security Department for implementation.

4. *Use of the Premises*

- No unit shall be subdivided into smaller units, nor shall such unit be partitioned, either judicially or extra judicially, among co-owners thereof except by the sale of the entire unit and the distribution of the proceeds.
- Unit owners or tenants shall not do nor permit anything to be done whereby any obstruction, restriction, or hindrance may be placed in the entrance, exits, halls, passages, stairways, fire exits and fire escapes, vestibules, lobbies, elevators, sidewalks, driveways, parking spaces, or any part of or area of common use and ownership. No part of these areas should be used as storage facilities.
- Unit owners, occupants and/or tenants shall not permit, bring into nor keep in their units any flammable, combustible or explosive fluid, materials, chemicals, or substances except those products that are for normal household use; nor any apparatus, machinery or equipment which may cause noise, tremors, or expose the premises to fire or bring into the building any other dangerous object or articles which the Condominium Corporation may reasonably prohibit.
- Nothing shall be done nor kept in any unit or in the common areas that will increase the rate of insurance on the building or may result in the cancellation of the insurance on the building or in any part thereof or which would be in violation of the law.
- The unit owner or tenant shall not use nor allow the use of the premises for any immoral, improper, unlawful, or illegal purpose which will injure the reputation of the building or which will disturb the peace and convenience of the occupants of the building.
- Nothing shall be done nor placed in any unit or in the common areas that will impair the structural strength of the building or change the appearance of the exterior portion of the building.
- Improvements, alterations, additions, relocations, or any renovations in the unit; shall be governed by the provisions of the Construction/Renovation Guidelines.
- Any unit owner, tenant, or guest/s has the obligation of using the common areas with prudence and care and due regard to unit owners, tenants, or guest/s who have equal right to use the facilities.

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- The premises shall be used by the owner/tenant exclusively for the purposes indicated in the Master Deed and further subject to the rules and regulation promulgated by the Condominium Corporation.
- Any damage or injury caused to any of the common areas or facilities through the willful or negligent act of a unit owner, tenant, guests, his employee or worker, shall be satisfactory repaired by the unit owner or tenant concerned. Should repair be impossible, then the unit owner or tenant shall replace or fully compensate for the damaged area or facility.

4.1 Eating, Drinking, and Cooking

- Eating in the function room and pool area shall only be allowed during an approved function.
- Eating, drinking, and bringing of food or drinks in the pool is strictly prohibited.
- Drinking shall be allowed only during an approved function and provided it is done in moderation. The sponsor owner or tenant shall be responsible for their own conduct and the conduct of their guests. The management or its representative shall have the right to call the attention of the sponsor owner or tenant in case any unusual or unpleasant behavior is observed.
- Cooking is allowed only inside the units. Cooking in the balconies, terraces, hallways, function room, pool area, and other common areas is strictly prohibited.
- The use of electric range in the units is recommended considering the available outlet provision.
- Unit Owners and tenants are advised to observe safety precautionary measures at all times and shall be required to install at least a 10-lb fire extinguisher inside the units upon move in.

4.2 Cleanliness and Sanitation

- The units shall be maintained in good and sanitary condition at all times.
- The occupants shall make sure that garbage is properly segregated at source and disposed of in approved plastic containers at the designated area and time.
- The occupants shall make sure that the unit is free from obnoxious odors from garbage or any source that could annoy other units or proliferate pest in the area.
- All parts of the project shall be kept in clean and sanitary condition and no rubbish, refuse, or garbage shall be allowed to accumulate nor any fire hazard to exist.
- Residents shall be bound at all times to follow the regulations promulgated by the Association for the disposal of rubbish.

Waste Collection & Disposal

- Garbage chute is provided and is located by the fire exit entrance in every floor.
- No garbage shall be dumped nor left in the hallway or in any common area.
- Non-biodegradable and biodegradable waste should be separated and color-coding trash bags implemented by the government (MMDA) should be used. Any wet garbage such as food waste and other perishable waste must be drained thoroughly before disposal.

- All garbage shall be tightly sealed in disposable plastic bags. The size should not exceed 12 inches or 0.30m in diameter to fit the garbage chute door.
- Bottles, cans, and other fragile or breakable materials / waste are not to be thrown into the garbage chute. These materials / waste must be brought down in the garbage room located at Basement 1.
- Cartons, styro foams, and other large bundles of garbage must not be thrown into the garbage chute but must be brought directly to the garbage room located at Basement 1. Use of the service elevator to facilitate disposal of bulky materials may be requested and scheduled.
- Throwing of any kind of material or waste out of the unit windows is strictly prohibited. Those that will be caught violating this regulation shall be required to shoulder any cost resulting to damages or injury arising from this violation.

Type of Waste Accepted:

- Dry - paper, cartons, recyclables, no construction debris
- Wet - left over food, fruit peels, wrappers, no sauces or liquids

Note: Occupants are required to segregate garbage into "wet" or "dry" or "recyclable" and place it in Sealed Polyethylene bags:

- GREEN Polyethelene bag - biodegradable waste such as waste from kitchen, left over food, waste from food/menu preparation and the likes.
- BLACK Polyethelene bag - dry waste / non-biodegradable such as packing materials, cans, housekeeping waste, etc.

Note: The above guidelines for waste disposal may be revised at any time subject to new regulations requiring compliance promulgated by local or national government agencies.

4.3 Noise Disturbance

- The unit owner or tenant of a unit shall maintain the place in a peaceful and reasonably quiet manner and shall refrain from any noisy, boisterous, or loud acts that would disturb or annoy the peace of the premises and its occupants.
- Wild parties, jam sessions, combos, radios, stereos, television sets and the like at full volume shall not be allowed.
- The use of electrical generating equipment in the unit is prohibited.
- No immoral, improper or unlawful behavior shall be made, nor tolerated in any part of the Property.

4.4 Display, Notices, Posters

- No signage, advertisement, poster, or notice shall be inscribed, posted, printed, or displayed in any common area or hallways of the building including circulation thereof within the premises.
- No materials, i.e. doormat, plant box, mirror, standing ashtray, furniture, and the like which in the judgment of the management is not in harmony with nor keeping with the dignified appearance of the building or can cause obstruction, or can pose danger to the occupants, shall be brought into, stored, installed, or kept in the common areas by any tenant or unit owner.

- Placing of signboards or nameplates on the door or near the entrance doors of any residential unit or apartment is strictly prohibited.

4.5 Windows and Doors

- Nothing shall be allowed to hang or be displayed from windows, balconies, or planter boxes, nor in the common areas. No shades, Venetian blinds, awnings, or window guards shall be installed on the exterior portion of the unit.
- For safety reasons, occupants should not leave their windows open. Installations to the windows shall not be allowed without the approval of the Board of Directors.
- Except for the unit number, nothing shall be hung or displayed on the exterior portion of the door.
- The Board of Directors shall have jurisdiction over all exterior decoration or adornments. It may remove or modify and enforce such order as therein provided if it finds in its judgment that the said decoration or adornment detracts the aesthetic beauty of the building.

4.6 Restrictions on Children

- Children are not allowed to play nor loiter in the lobbies, hallways, elevators, fire exits, stairways, driveways, parking areas, roof deck, and other areas of common use. Unit owners and tenants shall be responsible for the safety of their children.
- Children are not allowed to use nor play with the gym equipment nor use the swimming pool without the company of an adult who shall be responsible for their safety.

4.7 Pest Control

- Pest control services, which is part of the operating expenses is for the common areas only. This is done on a monthly basis.
- Unit owners or tenants who wish to avail of these services may coordinate with the Administration Office for scheduling. Cost of treatment shall be for the account of each owner or tenant.

4.8 Pets and Animals

- In the general interest of the occupants, pets, birds, or animals of whatever species shall not be allowed inside the premises.

4.9 Laundry

- The unit owner or tenant shall not at any time stand, erect, nor maintain any laundry or clothesline, permanent or temporary, on any part of the unit exposed to public view other than the space or area inside the unit designated for laundry purposes.
- No laundry or washing of any clothes whatsoever shall be done in the carports or in any part of the unit, which is not designated for such purpose.

4.10 Household Appliances

- Those units with provisions for washing machines should make sure that installations are done properly and drains leak tested to avoid damage to units below.

- The units are designed to accommodate window type air conditioning units. Installation of the same should include its tapping to the drains provided on the ledge and the application of appropriate sealant inside and outside. It is the responsibility of the unit owner to make sure this is done properly to prevent future leaks or any inconvenience to his unit or the lower units.
- The unit owner or tenant shall advise the Engineering Office prior to installation of water heaters to make sure that specifications meet the standards.
- Any damage caused by improper installation of unit appliances shall be for the account of the concerned unit owner or tenant.

4.11 Vendors

- Vendors are strictly prohibited from entering the building and/or sell their wares anywhere within the property.

4.12 Prohibited Items

- The Condominium Corporation shall be notified in writing by unit owners where storage of liquid petroleum products, toxic items or items of potentially hazardous nature are to be brought out and where unit owners and / or tenants are granted permission by the Condominium Corporation to bring such materials into the property, they shall be stored in accordance to the directions of the Condominium Corporation.
- No flammable / inflammable materials may be brought into or stored in the building without the prior written consent of the Condominium Corporation.
- Prohibited drugs and the like shall not be allowed to be brought inside or stored in the premises at any time.
- Firearms of high caliber or any material that may cause explosion and could result to a considerable damage to life and property must not be kept or stored in the units.

4.13 Utilities and Repairs

- Request for repair work within the owned premises should be coursed through the Property Manager. The cost for such services shall be for the account of the unit owner. The Work Order / Job Card System implemented by Property Management should be followed for recording and billing purposes.
- In the event that such repair work were requested to be carried out by the CPMI Service Group, the cost of the repair will not be part of the Property Management Fees. This will be billed separately by CPMI.
- Property Staff are expressly forbidden to carry out any kind of work inside units at any time even when they are off-duty. Property staffs caught contravening this rule are liable to immediate dismissal.

4.14 Postal Services

- Pursuant to postal regulations and to maintain security, mail for unit owners shall be delivered at the lobby. The unit owners may pick up their mail from the front desk or their mailboxes (if already available). When requested, the security guards shall sign and indicate the date and time of delivery of the postal matter received and informs the Unit Owner of such delivered item. Where the messengers need an immediate acknowledgement from the owner, they may be allowed entry after clearance from the owner concerned.

4.15 Insurance Risk

- Nothing shall be done or kept in any part of the Property, which will increase the rate of insurance on the property, or any other units, except by prior written consent of the Condominium Corporation and of the unit owners or occupants affected thereby.

4.16 Right of Entry

- The Condominium Corporation, through its duly authorized agents, shall have the right to enter any unit from time to time to inspect all pipes, wires, conduits, public utility lines and other common areas located within the units to remove violations wherefrom and to maintain, repair or replace such common areas.
- The right of access shall be exercised during reasonable hours, except in cases of emergency, and with as little inconvenience as possible to the occupants of the unit and any damaged caused thereby shall be repaired or replaced at the expense of the Corporation.

4.17 Renovation and Construction

- The unit owners who shall undertake any repairs or re-furnishings must inform the Administration in writing of such activity in order that the movement of workers in and about the Condominium can be monitored. It is understood, however, that no additions, alterations, improvements or any work shall be allowed without duly approved renovation plans.
- Should the unit owners decide to take a contractor other than the accredited contractors of the condominium, his choice of contractor for such plan together with said contractor's professional credentials shall be submitted to the Board of Directors for approval.
- There are separate guidelines and requirements for the renovation and construction that may be secured from the Engineering Department of the Administration Office. The implementation of the approved plans shall be for the account of the unit owner and the compliance to all government laws and regulations. The carrying out of improvements on the units or any part of the building that will deface or injure the building or exceed the electrical, structural, mechanical, or plumbing capacity of any unit or building shall not be allowed. Any damage or injury caused to the existing facilities and/or services shall be the sole responsibility of the concerned unit owner.

4.18 Guidelines on Video/Cinema Shooting and Pictorials

4.18.1 House Rules

- 4.18.1.1 No Video/cinema recording or pictorials of any common or exterior areas of the building shall be allowed without the permission of the Property Manager.
- 4.18.1.2 No video/cinema shooting or pictorials shall be allowed during office hours.
- 4.18.1.3 Areas available for such endeavors are the surrounding grounds, parking areas, ground floor lobbies, roof deck area provided there are no functions.
- 4.18.1.4 Power source must be supplied by the applicant's own generating sets. Tapping to the building outlets is not allowed.

- 4.18.1.5 Permit from the local government agencies, (City Hall, Barangay, MACEA, parking authorities, etc.) for the video coverage or shooting, standby generators, service vehicles, etc. shall be secured by the production company or unit owner/tenant at his/her own expense.

4.18.2 Procedures

- 4.18.2.1 Accomplish an application form and submit at least one (1) week before the scheduled shooting to the administration.
- 4.18.2.2 Upon the approval of the application, the applicant should pay the non-refundable corresponding rental charges and deposit prior to the shooting.
- 4.18.2.3 Rental charge is Php 15,000.00 for the first three hours or less and Php 3,000.00 for every hour or a fraction thereof after that.
- 4.18.2.4 The number of hours is computed from the assembly time until pull out time as stated in the application form.
- 4.18.2.5 The applicant shall be held liable for any loss and/or damage to person or properties as result of the shooting cost of which shall be automatically deducted from the deposit.
- 4.18.2.6 Accomplish the standard waiver form and submit to the Property Manager's Office.
- 4.18.2.7 Should assistance for additional personnel arise, (e.g. janitor, security guard, technician, etc.) cost of deployment shall be charged to the applicant.

5. Common Areas

5.1 General Limitations

- Nothing shall be done in any unit or in any of the common or limited areas, which will impair the structural strength, or the aesthetic design of the building or the Project, specifically those that would change the exterior or façade of the building.
- No sign of any kind shall be displayed to the public view in or from any unit or portion of the common or limited common areas, without the prior written consent of the Condominium Corporation in respect of the areas to be developed.
- Each unit owner shall have an easement in common with other unit owners or occupants to use all pipes, wires, ducts, cables, conduits, public utility lines and other common areas located in any other units and located in such unit.

5.2 Parking

- A total of 387 parking spaces located at the Basement area, Upper Mezzanine to Parking Level 7 are for the exclusive use of the residential and commercial unit owners or residents. Company vehicles assigned to a resident must be properly endorsed and cleared by his or her company before access is allowed.

5.3 Parking Rules and Regulations

- No vehicle belonging to a unit owner or tenant shall be parked in the driveway or in such a manner as to impede or prevent ready access to any entrance to or exit from the building by another vehicle.

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- Only motor vehicles with parking stickers provided by the Property Manager shall be allowed access to the parking areas.
- Only one vehicle per slot is allowed. Bicycles or two-wheeled vehicles are allowed to be parked in the owner's and/or tenant's assigned parking slot provided no prejudice is caused to third parties.
- Park at your own slot and facing the wall. Unit owners and/or tenants shall maintain their slots clean at all times, free from mud, debris and oil drippings.
- The only cleaning allowed in the parking areas is the wiping of cars with rags and a small pail of water. Water shall not be allowed to pond in the parking area at anytime. Concerned occupant or their drivers shall be responsible to clean or sweep the area as applicable. "CLEAN YOUR CAR BOYS" are not allowed within the condominium premises. Common faucets are not to be used in the cleaning of cars.
- Smoke-belching cars and those without mufflers or noise deadening devices shall not be allowed into the parking areas. Major repair on motor vehicles are strictly prohibited within the premises.
- For security reasons, motor vehicles entering the parking area with heavily tinted glasses are required to lower their windows to allow security guards to check on their passenger/s.
- Indiscriminate blowing of car horns and engine revving within the premises of the condominium is strictly prohibited.
- A maximum speed limit of 10kph shall be observed within the parking areas.
- Vehicles must be kept locked while parked inside the premises. The Condominium Corporation or the Property Manager shall not be held liable for any loss or damage to cars or other vehicles in the parking area.
- No parked vehicle is allowed to keep its engine running continuously; once parked, they are required to immediately switch-off their engines.
- No parking space, nor any right to use the same, shall be sold, leased or otherwise conveyed to any person or entity that does not own a unit in the condominium. The sale, lease or conveyance of any parking slot assigned to a particular condominium unit shall only be made simultaneously with the sale, lease or conveyance of the said condominium unit, and shall further be subject to the Rules and Regulations of the Condominium Corporation.
- The Condominium Corporation shall also have the power to temporarily suspend or deny any owner and/or tenant parking privileges where the parking regulations have been breached by issuing a notice of the same to the offending party. In addition, the Condominium Corporation shall have the power to impose fine of not less than PHP 200.00 and not more than PHP 10,000.00 on the offending party.

5.3.1 *Parking Sticker*

West of Ayala vehicle stickers shall be required before entry of vehicles to the parking levels shall be allowed. Procedure for securing stickers is as follows:

- 5.3.1.1 Unit owner or tenant shall secure a vehicle sticker application form from the Administration Office and accomplish the same for each authorized vehicle.

5.3.1.2 Unit Owner/Tenant shall submit a copy of the vehicle's current OR/CR. A copy of the driver's license of the owner/tenant concerned or his authorized driver shall also be submitted.

5.3.1.3 A Php 200.00 fee per sticker shall be paid.

5.3.2 Parking Slot Locator

Parking Slot Locator is given upon entry of all authorized vehicles. The PSL is surrendered to the security guard at exit point, which will serve as a security/exit pass. No PSL card No EXIT!

In case of lost PSL card, unit owner/tenant must present the original certificate of registration and driver's license. Penalty for a lost PSL card is Php300.00

5.3.3 Alternate Vehicles

Each slot can only accommodate one (1) alternate vehicle. It is understood however that the registered alternate vehicle can only be accommodated to park in the occupants' parking slot in the absence of the originally registered vehicle. There shall only be one (1) PSL card for both original and alternate vehicles.

The Deck and Use of its Amenities

Amenities located at the roof deck area shall be available for use by unit owners and tenants from 7:00 AM to 10:00 PM only.

6.1 Swimming Pool

- The swimming pool is assigned for the use of the unit owners, tenants, and their guest/s.
- Guest/s must be properly endorsed. The number of guests allowed from any unit at any one time should not exceed three (3). This is to provide space for other occupants who would like to use the swimming pool.
- Should number of guests exceed the maximum allowed of three (3), sponsor resident shall be charged PhP 100.00 per person per use. However, total number of guests (allowed and charged) should not exceed ten (10) at any one time. Should this be the case, then this shall be treated as a special function subject to the provisions stipulated under *Item 6.4 - Social Gatherings*.
- Residents shall be responsible for the conduct of their guest/s.
- Lifeguard is not available in the area.
- Pool users are required to shower prior to entering the swimming pool.
- Boisterous and or rough play is strictly prohibited in the pool and in the surrounding areas.
- Persons having skin disease, wounds, inflamed eyes, or any other communicable disease are not permitted to use the pool.
- Drinking and eating in the pool is strictly prohibited.
- Pool users are not allowed to use the gym at the same time.
- Littering is strictly prohibited. Please dispose trash, waste materials and garbage properly in their respective bins.

WEST OF AYALA CONDOMINIUM HOUSE RULES

- Proper swimming attire is required in the pool area (bathing suits for ladies and swimming trunks for men). T-shirts, shorts, pants, or too skimpy attires that could destruct the attention of or be offensive to others shall not be allowed.
- Domestic staff of residential and employees of commercial units are not allowed to use the swimming pool unless during an approved function.
- Safeguard your belongings. Management shall not be responsible for lost or damaged personal articles or belongings.
- The use of the swimming pool shall be from 7:00 AM up to 10:00 PM only.
- Unit owners who are not residents of the condominium and have not leased out their units but would like to use the swimming pool may do so provided that a written request from the owner duly noted by the Administration Office is secured prior to use. Please advise the Administration Office at least one day before use so that proper endorsements to security department can be made.
- Unit owners who have leased out their units shall be deemed to have waived their rights to use the amenities in favor of their tenants during the lease period.
- The use of poolside and/or pool for special functions other than approved video shoot or coverage shall be subject to the following charges:

PhP	3,000.00 - For the first 3 hours
PhP	300.00 - For succeeding hour or a fraction thereof

DISCLAIMER:

All persons utilizing the pool do so at their own risk and by said use, accepts full liability for any damages or injury to themselves or to others for which they may directly or indirectly be responsible for. The Condominium Corporation, its officers, employees and authorized representatives shall not be held liable for any damage or injury that may result from such use.

6.2 Gym and Sauna

- The gym and the sauna located the 39th floor are for the exclusive use of the unit owners and tenants of the West of Ayala Condominium.
- The gym and sauna shall be available for use from 7:00 AM to 10:00 PM.
- Should you intend to use the facility, please advise the front desk, security, or technical personnel who will open the area for you.
- Before doing any workout, please check with your physician if you are fit to do so.
- Please advise the front desk, security, or technical personnel for any assistance needed or if you are done with the gym or sauna. This is to make sure that the premises shall be properly secured. Please do not forget to register before and after each use.
- Guest/s, if any, should be properly sponsored and formally endorsed. Owners and tenants shall be responsible for the conduct of their guest. Number of guest shall only be limited to one (1) at any one time.
- The management reserves the right to ban from the facilities any person, whether unit owner, tenant, or guest; who disregards the regulation, or who conduct themselves in an un-seemingly manner and interferes with the general enjoyment of the facilities by other residents.

WEST OF AYALA CONDOMINIUM HOUSE RULES

- Observe proper gym attire; e.g. jogging pants, cycling shorts, loose t-shirts, sport sando, and rubber shoes. Swimwear, leather shoes, and men not wearing any shirt or sports sando shall not be allowed.
- Please provide your own towels to dry yourselves during workout to avoid leaving the equipment wet with your perspiration.
- Please keep the gym and sauna area clean. Eating, littering, and smoking are strictly prohibited. Loitering in the area shall not be allowed.
- Children twelve years old and below shall not be allowed to use the gym nor loiter or play in the area at any time.
- The management through its representative/s shall have the right to call the attention of or prevent the use of the gym or the sauna by unauthorized or unregistered users at any time.
- Should you intend to use the television, DVD player, and/or amplifier, please ask for assistance from our technical personnel or security officer.
- Use of air conditioning unit in the gym shall be charged a flat rate of Php 40.00 per hour or a fraction thereof to cover for electricity consumption. Rate is subject to change upon the approval of the Board of Directors.
- A flat rate of PhP 50.00 per hour or a fraction thereof shall be charged for the use of the sauna equipment to cover for electricity consumption including the use of the lockers and the shower room. Rate is subject to change upon the approval of the Board of Directors.
- A unit owner or tenant is allowed to use the sauna including the shower room for a maximum of one (1) hour only at any given time to give consideration to those who would also like to use the facility.
- Damage to any gym or electrical equipment caused by misuse, abuse, or negligence of user or his guest/s shall be charged to respective unit owner or tenant.
- After workout, please return the gym equipment to their respective racks and/or position as applicable.
- All persons using the gym and the sauna shall do so at their own risk. Management shall not be responsible for any accident, injuries, or losses in connection with use thereof.
- The gym and the sauna shall be closed during general cleaning, repairs and maintenance, or during any condition requiring it to be closed temporarily.
- The management reserves the right at anytime to make, add, amend, and revoke any of the by laws regulating the use and enjoyment of the facilities and amenities if deemed necessary.

6.3 Function/Prayer Room

- The use of the Function/Prayer Room for special functions other than approved video shoot or coverage shall be subject to the following charges:

Php 3,000.00	-	For the first 3 hours,
Php 300.00	-	For succeeding hour or a fraction thereof

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- Rental of the Function/Prayer Room includes only the available space, the air conditioning unit, and the rest rooms therein. The unit owner or tenant intending to rent the place shall provide all the necessary tables, chairs, and other paraphernalia in connection with their function.
- Procedures for the use of the Function/Prayer Room are itemized in Item 6.4.

6.4 Social Gatherings

- All applications for reservation of the building facilities shall be made in writing and addressed to the Administration Office specifying; the date and time requested, the number of expected guests, the nature of the occasion.
- Use of both function/prayer room and pool area at the same time shall be subject to the following charges:

PHP 3,000.00	-	For the first 2 hours,
PHP 300.00	-	For succeeding hour or a fraction thereof
- The use of the building facilities and other recreational areas shall be restricted to private parties given or hosted by any unit owner and / or tenant. In no event shall it be used for religious, charitable or organizational functions.
- Functions shall be booked at least one week in advance and shall be on a first come first served basis. The submission of a completed and signed reservation form and the payment of the initial rental fee of PhP 3,000.00 shall be forwarded to and received by Administration Office at least three (3) working days before the function during regular office hours.
- In the event of any cancellations, the Administration Office shall be advised at least 24 hours before the function date otherwise a penalty of 50% of the initial rental fee equivalent to PhP 1,500.00 shall be charged.
- Functions shall be allowed up to 12:00 PM only including pack up and cleaning.
- Number of guests allowed shall be up to fifty (50) persons. A guest list shall be submitted to the Administration Office at least a day before the function to give ample time for proper endorsements to the security department.
- Proper and mature attitudes shall be observed at all times during functions. No wild or noisy parties, indecent exposures, immoral activities, unsafe practices, and the like shall be allowed at any time.
- Caterers, if any, are allowed to deliver and set up the place for a maximum of two (2) hours before the function. Appropriate permits and gate passes must be secured, completed, and duly signed by the host unit owner or tenant and submitted to the security department prior to entry of materials and crew to the building.
- Immediately after the function, the area should be cleaned and returned to its normal arrangement/condition. Materials used during the function (decorations, softdrink bottles/cases, chairs and tables, etc.) shall not be allowed to be stored in the function area or in any part of the common area.

DISCLAIMER:

The management shall not be liable for any items or articles lost, damage to property, and/or injury to any person or persons directly or indirectly resulting before, during, and after the party. All damage to the facilities resulting from the improper use of the same shall be charged to the host party.

Security and Safety Guidelines

7.1 Security Services

The Condominium Corporation has adopted measures for maintaining peace and order and the protection of life and property within West of Ayala Condominium. These include:

- Only vehicles with stickers are allowed entry. All incoming and outgoing vehicles are subject for inspection.
- A letter from the unit owner, validated and confirmed by the Administration Office should accompany outgoing parcels, packages, furniture or appliances if not brought out by the unit owners themselves. However, all materials brought in/out of the premises shall require the submission of an applicable gate pass.
- Prohibition of entry into the compound of vendors, solicitors, beggars, etc. Only people with legitimate business such as suppliers and delivery personnel (postmen or delivery boys) shall be allowed.
- For delivery of items to a unit owner, the guard shall advise them accordingly upon its arrival for proper disposition. For scheduled deliveries, unit owners are requested to advise the security for issuance of appropriate pass.
- Workmen are prohibited from entering the condominium during:

Mondays to Saturdays	:	before 7:00 a.m. or after 5:00 p.m.
Sundays and Holidays	:	No workers shall be allowed
- To enhance the effectiveness of the security system, unit owners should report to the Condominium Corporation any perceived inadequacy in the performance of the security guards or in the security system.
- Unit owners/occupants shall comply with all the regulations, policies and procedures issued by the Condominium Corporation in respect to security arrangements for the property.
- In respect to breaches of regulations and policies relating to the security of the property by residents, occupants and their guests, the Condominium Corporation shall have the right to impose fines of not less than PhP 100.00 to a maximum of PhP 10,000.00, depending upon the gravity of the offense.

7.2 Household Helpers, Drivers and Office Staff of Commercial Unit

- Unit Owners and Tenants must register with the Condominium Corporation their domestic staff, drivers and office staffs of commercial units for the purposes of issuance of building ID cards. The Administration Office should be informed as soon as they are no longer of service to the unit owners. They must wear their ID's whilst in the common areas.
- Unit owners and tenants must advise their staff of their responsibilities and duties and should prevent them from loitering in the common areas, and limited common areas.
- Unit owners and tenants shall be responsible for the conduct of their domestic or office staff including their awareness of the Building Rules and Regulations.

7.3 Visitors

- The front desk or security officer at the lobby shall advise and clear from the unit owners thru intercom of their guests or visitors before allowing entry.

WEST OF AYALA CONDOMINIUM HOUSE RULES

- Visitors should proceed directly to the unit being visited and shall not loiter at any other floor/s.
- Trades people or Service Personnel must first register with the lobby receptionist or front desk security officer then secure a work entry permit to be signed by requesting owner, tenant, or office prior to commencement of work.
- The trades people or service personnel shall leave a valid and current ID (e.g. driver's license, company I.D. or any government issued ID) in exchange for a service contractors' pass, which is to be prominently worn by said visitor while inside the building. The person may, at this point in time, proceed to his / her floor designation.
- The Trades person/Service Personnel after completing his/her business within the building should proceed immediately to the lobby receptionist to surrender the Service Contractor's Pass and claim his/her ID prior to leaving the building.
- Any person whose presence in the building at any time shall, in the judgment of the Property Manager, be prejudicial to the safety, character, reputation and interests of the building or its owners / tenants, may be denied access to the building.

7.4 Safety Guidelines

- Do not obstruct or block any fire emergency exit doors and access to fire cabinets. Likewise, all pathways and/or hallways leading to these must be free from obstruction at all times. These areas must not be used as storage areas.
- The building fire equipment is strictly for fire emergency use only.
- Do not remove or tamper with any sign or tag of the fire safety equipment.
- Do not use jumpers on electrical circuits.
- Remove and dispose all trash and combustible materials everyday.
- Each unit owner/tenant must provide the required fully charged 10 lbs fire extinguishers within the units at all times.
- Do not give false or malicious alarm.
- Do not use flammable liquid for cleaning walls and floors.
- Bringing in, taking, or being under the influence of intoxicating liquor or prohibited drugs is not allowed.
- Horse playing, indecent exposure, nudity, and any immoral acts within the common area of West of Ayala Condominium are strictly prohibited.
- During rainy days, wet umbrellas should be put in the umbrella rack at the lobby door prior to entering the building.
- Each unit owner must provide the Property Manager with a list of the unit occupants indicating those with heart ailment, pregnant, elderly, and disabled every three (3) months as part of the building's rescue priorities in case of emergency.
- Report any unusual situation or emergency to the security department immediately.

7.5 Use of Security Personnel

- Security Personnel are provided to protect the property and its occupants in the best of their ability. Security Personnel are strictly prohibited from providing personal services to individual owners, as they may jeopardize the performance of their duty.

7.6 Fire Safety Guidelines

7.6.1 General Guidelines

Because fire is an ever-present threat, the most effective fire prevention measures are those incorporated into the building's operating procedures. Some general tips for reducing the threat of fire include:

- Turning off unattended electrical equipment.
- Prompt reporting of improperly stored materials that obstruct exit routes.
- Limiting the use of extension cords. Use of approved types of electrical appliances and equipment. Do not attempt to modify them.
- Do not use portable space heaters of the like. They can ignite combustible materials or electrical circuits and cause fire.
- Problems with electrical equipment should be reported and repaired or the equipment should be taken out for service. Electrical short circuits or frayed cords can cause a fire.
- Cigarettes and other smoking materials should be disposed of in metal receptacles, not in wastebaskets.

7.7 Formation of the Fire Brigade

- To create an effective fire brigade, special and continuous training is required.

Sale, Lease, Mortgage of Units

8.1 Mortgage and/or Lease

- A Unit Owner shall be free to mortgage or lease his / her / its unit to any party but only in writing, provided that, a written notice thereof, with such particulars as the Condominium Corporation may reasonably require, is given to the Developer and the corporation within five (5) days after the unit owner or purchaser acquired knowledge thereof.
- Lessee is required to register with the Property Manager and surrender copies of lease.

8.2 Notice of Lien of Suit

- A Unit Owner shall give a written notice to the Condominium Corporation of every lien upon his / her / its unit or rights thereto other than lien in favor of the corporation within five days after the attaching of the lien.
- Notice shall be given by a unit owner or purchaser to the Condominium Corporation and the Developer of any suit or other proceeding which affects the title to his / her its unit or rights thereto, within five (5) days after the unit owner or purchaser acquired knowledge thereof.

8.3 Address of Notices to Unit Owners

- All communications and billings to the unit owners by the Condominium Corporation shall be addressed and sent to their respective units in West of Ayala unless another address shall have been previously given in writing.
- It is the responsibility of the unit owner to update the Administration Office either his or her mailing address or new address and contact number/s in case of transfer from registered address provided in the list of unit buyers. Unless otherwise advised, the office shall send all correspondence and billings to the registered address and shall render all deliveries therein as valid.

8.4 Sub-Leasing

- Sub leasing for commercial and/or residential unit is strictly prohibited.
- No unit owner shall occupy or use his unit, or permit the whole or any part thereof to be occupied or used other than its main purpose. Residential units shall be occupied by a single family only as a residence and for no other purposes like holding of offices and maintaining employees whether part or full time.
- No unit may be divided or subdivided into smaller area and proportion thereof sold or otherwise transferred, mortgaged, leased, alienated or encumbered, except with the affirmative vote of the unit owners owning 66-2/3% of the total unit shares in the Property at a meeting duly held in accordance with the by-laws of the Condominium Corporation.

8.5 Disposition of Units

- Any unit may be acquired, leased or disposed subject to the provisions of the Condominium Act, other applicable laws and rules and regulations that the Condominium Corporation may promulgate from time to time, provided, however, that the developer shall have the preferential right to buy under the same prices and conditions.
- No transfer or conveyance of unit shall be valid if the concomitant transfer of the pertinent membership in the Condominium Corporation will cause alien participation in such corporation to exceed the limitation imposed by present or existing laws.

Maintenance, Repairs, Alterations

9.1 Alterations and Improvements

- Owners / Tenants shall make a written request addressed to the Property Manager who will issue a clearance to carry out the necessary work to be done in their respective units, provided certain guidelines are followed. Copies of the guidelines are available at the Administration Office, together with the application forms.
- All maintenance and repairs of the common areas, whether located inside or outside the units, shall be made in accordance with the Condominium Corporation guidelines.
- All maintenance and repairs of any unit (other than maintenance and repairs of the common areas contained therein) shall be made at the expense of the owner or purchaser of such unit, to the extent only not fully compensated or covered by separate insurance as hereinafter provided.
- Each unit owner or purchaser shall be responsible for all damages to any other unit and / or to any portion of the project resulting from his / her / its failure to those from whom she / he / it is responsible to exercise diligence expected under the circumstances. Each unit owner or purchaser shall be obliged to promptly report in

WEST OF AYALA CONDOMINIUM HOUSE RULES

writing to the Condominium Corporation any defect or need for repair of any of the common or limited common areas found in or within the vicinity of his unit.

- Except as may be limited or restricted herein or in the guidelines provided by the Property Manager each unit owner or purchaser shall have the exclusive right, at his / her / its own expense, to paint, repaint tile, wax paper or otherwise refurbish and decorate the inside surfaces of the walls, ceilings, floors, window sills and frames and doors bounding his / her / its own units.
- Notwithstanding the foregoing provisions, the owner, purchaser, tenant or occupant of the a unit may not undertake any repairs, renovation and painting affecting the building's exteriors and its structures, or any other work which would jeopardize easement and external appearance of the building.

9.2 *Procedures for carrying out Repair and Alteration*

- The unit owner/ tenant must submit to the Administration Office a formal notice indicating the intended renovations/alterations work to be conducted in their premises/unit together with the proposed plans and drawings.
- Prior to construction, the West of Ayala Project Consultants will evaluate and review the proposed alteration /renovation of the unit owner. Appropriate charges shall be billed accordingly as applicable.
- The approved copy of the plans must be submitted to the Administration Office.
- A pre-construction form will be issued by the Administration Office and must be filled up by the Contractor.
- Upon receipt of the completed form, the Administration Office will issue the "Notice to Proceed Construction" to the contractor to proceed on the renovation/alteration works.
- A separate Construction Guidelines is Available upon request at the Administration Office for details of the Procedure for renovation/alteration.

9.3 *Construction Deliveries*

- Owners/Tenants/Contractors should advise and submit to the Management (Engineering or Security Dept.) the schedule of materials, tools, equipment, etc. to be delivered into the building at least 24 Hours prior to its delivery.
- Upon clearance from the abovementioned departments, only light vehicles or AUV's with a vertical clearance of not more than 7ft. shall be allowed to enter the basement area before 6:00AM and after 5:00PM. They are not allowed to enter during the day.
- On duty badges are to be issued to drivers and helpers who have been properly identified and registered. However, no driver shall be allowed to leave his vehicle while hauling.
- All materials intended for construction area should be directly hauled from the delivery vehicle to the service elevator. Any materials left behind or not hauled within the day are subject to confiscation and corresponding fee shall be charged for manpower cost.

9.4 *Repairs and Maintenance Services of Property Staff*

- Staffs of the property are tasked to carry out work on the common areas only. Property Staff are strictly prohibited from carrying out work for unit owners/tenants. The Administration Office may provide a separate service for this purpose with all cost and expenses for the account of the requesting unit owners/tenants.

Liability for Association Dues

10.1 Assessments

- Assessments against the unit owner or purchaser for common expenses (herein referred to as "common expense") shall be made in proportion to the unit owner's appurtenant interest in the Condominium Corporation. The Condominium Corporation shall determine the level of assessments for commercial and residential units from time to time.
- Particularly, but not by way of limitations, common expenses shall include:
 - a) Expenses for administration of the Property and expenses for maintenance, insurance, operation, repair or replacement of any part of the common areas, as well as the cost of improvements in addition thereto authorized in accordance with the provisions of the by-laws of the Condominium Corporation,
 - b) Any valid charges against the Property as a whole or the Corporation, including real estate and other government taxes and charges.
 - c) Expenses declared to be common expenses by the provisions of the Declaration of Restrictions or by the by-laws of the Corporation.
- Particular units may also be subject to special assessments authorized in accordance with the Declaration of Restriction or the By-laws of the Condominium Corporation for non-common expenses (herein referred to as Special Assessment) such as but not limited to:
 - a) Cost of repairs of common areas damaged by and all other costs and expenses incurred through the act or negligence of the owner / tenant, or occupant of particular unit.
 - b) Expenses or charges that are not normally included in computation of the condominium dues and all other non-common expenses.
- Except as otherwise provided in the Declaration of Restrictions or in the Condominium Act, the lien for assessment hereunder shall be superior to all other liens and encumbrances.
- In case of foreclosure, whether judicial or extra-judicial, the transfer or conveyance as well as redemption of the delinquent unit shall include the unit owner's appurtenant membership in the Condominium Corporation. The Developer shall have power to bid at the foreclosure sale as well as exercise the mortgagor's right of redemption.

10.2 Billing

The billing statement shall always indicate the due date. Due date shall be fifteen days from billing date or any date fixed by the Board of Directors as may be indicated in the Collection Policy. The Board of Directors, in the

exercise of its power to impose assessments, may grant discounts for advance payment of annual assessment and dues. The discount shall be outright deduction from gross amount.

10.3 Penalty Provision

An account shall be deemed delinquent when it remains unpaid for the period of five days from the due date. A delinquent account shall incur interest at the rate of 3% per month of delay.

10.4 Rights of Assignees, Tenants, Occupants of Units

- All present and future owners, tenants and occupants of units shall be subject to and shall comply with the provisions of the Condominium Act, the Master Deed, the Declaration of Restrictions, and the Articles of Incorporation and By-laws of the Condominium Corporation, the House Rules and other rules and regulations adopted pursuant thereto, as these instruments may be amended from time to time.
- The acceptance of the Deed of Conveyance or entering into a lease or mortgage contracts or entering into occupancy of any unit shall constitute an acceptance of the provisions of such instruments, as may be amended from time to time.
- The provisions contained in such instruments shall be covenants running with the land and shall bind any person having at any time any interest or waiver in such unit as though such provisions were recited and fully stipulated in each deed, conveyance, lease or mortgage thereof.

1. Notice of Turnover Fee

- Upon notice of turnover or delivery of the unit, the unit owner shall pay to the Condominium Corporation any amount equivalent to PhP 100.00 per square meter area of the said unit as stipulated in the Master Deed of the West of Ayala Condominium Corporation.
- The said sum shall be used to defray the set-up costs of the Condominium Administration. Any subsequent buyer of the same unit shall likewise pay the condominium corporation the same amount, which shall likewise be used for the same purpose.

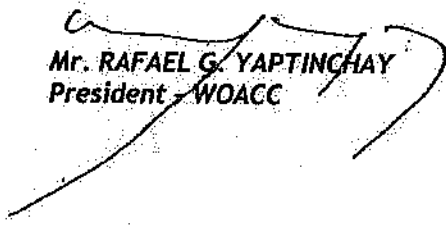
2. Amendments of Declaration of Restrictions

- The Declaration of Restrictions may be amended by the affirmative vote of unit owners constituting at least 2/3% of the total unit shares in the Project at a meeting duly held in accordance with the by-laws of the Condominium Corporation.

13. *Insurance*

- *Association Insurance* - The Condominium Corporation shall for the benefit of all the unit owners obtain and maintain at all times fire insurance coverage with such extended coverage as is customary for buildings in the locality for the full replacement value for the entire building. The Association Insurance covers the common areas, and the unit owners' interest in the building but limited to the decorated and finished surfaces, and walls and divisions inside the units as originally conceived.
- The premium on the Building Insurance shall be considered as a common expense to be assessed against the respective units.
- *Unit Owner's Insurance* - Any unit owner may obtain additional insurance on their unit corresponding to improvements, additions, alterations, contents, and such other coverage that may be included and approved by the insurance company.

Noted and Approved By:


Mr. RAFAEL G. YAPTINCHAY
President - WOACC

NOTE:

The Board of Directors may from time to time add to, subtract from, amend or supplement the foregoing rules and regulations as the exigencies of situation may require.

October 31, 2003

Date of Request

The ADMINISTRATION OFFICE
West of Ayala Condominium
252 Sen. Gil Puyat Avenue, Makati City

Gentlemen:

Please be advised that Mr./Mrs./Ms. _____, Unit Owners of Unit # _____, 2003,
Floor of the West of Ayala Condominium shall move in on _____

It is understood that upon move in, the unit owners shall fill up a move in clearance and submit the requested requirements indicated in the attached form to the administration office for record purposes.

Likewise, the following assessments and bills incidental to the above shall be settled by the owner accordingly when due.

- Association Dues
- Parking Dues (if any)
- Realty Tax for common areas
- Building Insurance for common areas
- Electricity
- Water
- Telephone
- Cable
- MERALCO and Meter Deposit

Other Instructions/Remarks: _____

Very truly yours,

Signature above printed name of Unit Owner

Date Signed

Note: Should unit owner appoint any representative, please indicate full name, company, contact address and number of the authorized representative under other instructions/remarks. It is understood that the representative shall take care of coordinating the submission of documents requested in the move in clearance.

Admin/Security
WDA-Form-03-007

Date of Request

The ADMINISTRATION OFFICE
West of Ayala Condominium
252 Sen. Gil Puyat Avenue, Makati City

Gentlemen:

Please be advised that Mr./Mrs./Ms. _____, Tenants at Unit # _____, 2003,
Floor of the West of Ayala Condominium shall move in on _____

It is understood that upon move in, the tenants shall fill up a move in clearance and submit the requested requirements indicated in the attached form to the administration office for record purposes.

Likewise, the following assessments and bills incidental to the above shall be settled accordingly as follows: (please check appropriate space)

PARTICULARS	OWNER	TENANT	PERMITTED	OWNER	TENANT
Association Dues			Electricity		
Parking Dues			Water		
Realty Tax (Common areas)			Telephone		
Insurance (Common areas)			Cable		
MERALCO and Meter Deposit					

Other Instructions/Remarks: _____

Very truly yours,

Signature above printed name of Unit Owner

Date Signed

Note: Should unit owner appoint any representative, please indicate full name, company, contact address and number of the authorized representative under other instructions/remarks. It is understood that the representative shall take care of coordinating the submission of documents requested in the move in clearance.

Admin/Security
WDA-Form-03-006

WEST of AYALA
Sen Gil Puyat Avenue, Makati City

**GATE PASS
IN / OUT**

To: **GUARD ON DUTY**

Control No: _____
Date: _____

This is to authorize _____ of _____ to bring IN / OUT the following items:
Name of Representative *Name of Company*

QTY	UNIT	ITEM DESCRIPTION	REMARKS

PURPOSE: _____

AUTHORIZED BY: _____ CHECKED BY: _____ NOTED BY: _____
Name & Signature of Unit Owner/Tenant *Security Officer* *Property Manager or Authorized Representative*

TO BE FILLED -IN BY THE GUARD -ON-DUTY:
TIME items were brought IN/OUT: _____
Dist: Requestor/Security *Name & Signature of Guard-On -Duty*
Wca-Im-sec-001

WEST OF AYALA
Sen. Gil Puyat Avenue, Makati City

WORK ENTRY PERMIT

Name of Company: _____ Control No.: _____
Address: _____ Date: _____
Name of Authorized Representative: _____ Time: _____
Nature of Work: _____ Designation: _____
Estimated Duration of Work: _____ Place of Work: _____
Number of Workers: _____

1	7
2	8
3	9
4	10
5	11
6	12

REQUESTED BY: _____ CHECKED BY: _____ REMARKS and/or OTHER INSTRUCTIONS
Name & Signature *Security Officer*

APPROVED BY: _____
Markhan Project Manager

AUTHORIZED BY: _____ NOTED BY: _____
Name & Signature of Unit Owner/Tenant *Property Manager or Authorized Representative*

NOTE: USE OF SERVICE ELEVATOR BY WORKERS and FOR HAULING OF MATERIALS SHOULD BE STRICTLY OBSERVED

Dist: Requestor/Security
Wca-Im-sec-002