



HOUSE RULES AND REGULATIONS

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PHILIPPINE REALTY AND HOLDINGS CORPORATION

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SECTION I

GENERAL INFORMATION

- 1.1 All Unit Owners are required to comply with these RULES which must likewise be observed by (a) members of their family and their household help; (b) their lessees and members of the family and household help of said lessees, (c) their guests and the guests of their lessees and (d) any person allowed access to the premises by them or their lessees, and (e) those transacting business with, or visiting, the Andrea North Towers.
- 1.2 Andrea North or its duly authorized representatives shall have full authority to implement these RULES, which are supplement to the By-Laws and MASTER DEED, and should be interpreted in relation thereto.

SECTION 2

GENERAL RESTRICTIONS

- 2.1 Each Unit Owner, occupant and/or tenant shall keep his condominium unit in good condition, and in a state of preservation and cleanliness and in a manner that will not cause any prejudice or damage to other unit and/or the common areas of Andrea North Towers.
- 2.2 Unit Owners, occupants and/or tenants should not permit, bring into or keep in their units flammable, combustible or explosive fluids, materials, chemicals or substances (except such products that may be required for normal household use) nor any apparatus, machinery or equipment which may cause noise, tremors, or expose the premises to fire. Unit Owners, occupants and/or tenants should not permit or bring into the building(s) any dangerous objects or articles which Andrea North Towers may reasonably prohibit or which may increase the rate of insurance of the building(s), it being understood that should the Unit Owner, occupant and/or tenant do so, he shall be responsible for all damages which such violation may cause to the building(s),

other units or to unit owners, occupants and/or tenants and shall be held liable for any increase in the insurance that may result from such acts.

- 2.3 The Owner, occupant and/or tenant of a unit should reside in a peaceful and reasonably quiet manner, should refrain from any noisy or loud acts that would disturb or annoy the peace and quiet of the surrounding premises and its occupants. Private parties and other gatherings should be confined within the premises of the condominium unit only or the other function rooms designated such as the Clubhouse.
- 2.4 The Owner, occupant and/or tenant shall not permit any unlawful act, practice or deed to be committed in the premises of its own unit or area within the Andrea North in general, nor shall he permit the unit to be used as a boarding house, nor for any business open to the public or for any other commercial activities (including, but not limited to, promotional pictorials, bazaars or stores).
- 2.5 Sleeping, taking meals and otherwise residing outside of the unit is prohibited. Other than the regular cleaning and maintenance of these areas, meal preparation, ironing and other household chores shall not be carried out in the

balcony/terrace, unit elevator lobbies, elevator hallways and fire stairwells.

- 2.6 No awning, window guards and window tinting may be installed in any unit except those for which written approval has been secured from Andrea North. The Board of Directors shall have jurisdiction over all exterior decoration or adornments, and may order and force the removal or modifications of such it, in its judgment, it finds that any exterior decoration or adornment of any unit detracts from the aesthetic beauty of the premises or endangers the safety of residents and visitors.
- 2.7 The Unit Owner, occupant and/or tenant shall not erect or maintain any laundry or clothesline – permanent or temporary – in any part of the unit that is exposed to public view (i.e. balconies) other than the space or area designated for laundry purposes. No laundry shall be done in any part of the building(s), which has not been designated for such purpose. Collapsible/ folding laundry/ drying apparatus are strictly not allowed in balconies, hallways and hanging balcony railings are prohibited.
- 2.8 The Unit Owner and/or tenants who wish to undertake any repairs or refurbishing of their units must inform the Administration Office.

No additions, alterations, improvements or any work will be allowed without the written approval of the Administration Office. The implementation of the approved plan should be carried out with the least disturbance to the other occupants of the building and shall be in accordance with all governmental laws and regulations promulgated by Andrea North. Any modification of the unit that may deface or injure the building or exceed the electrical capacity of the unit or building will not be allowed. Any injury or damage which may be caused to unit owners, occupants and/or tenants and/or to existing facilities and/or services will be the exclusive responsibility of the Unit Owner and/or tenant concerned who will be accountable for any costs incurred for correcting the damage or injury. [Please refer to the Guidelines for the Construction and Renovation of Units attached.]

- 2.9 No unit may be subdivided into smaller units with the end in view of selling, encumbering or otherwise disposing of any subdivisions or portion of the Unit, provided that a Unit Owner may lease portions of his Unit subject to the restrictions hereto provided and to such other restrictions and regulations as may be prescribed by the Condominium Corporation.

- 2.10 No Unit Owner and/or tenant shall alter or allow any person to alter any portion of the water, electrical and other equipment layout or design of the complex.
- 2.11 All electrical equipment used in each unit shall fully comply with all rules and regulations of the insurance company and the government authority having jurisdiction over it, and the Unit Owner and/or tenant will be liable for any damage caused by such equipment used in his unit.
- 2.12 Electrical and telephone panels shall always be made accessible to building personnel and access to them shall not be obstructed in any way.
- 2.13 No radio or television antenna or any wiring for any purpose shall be installed in the exterior portion of the building(s) such as windows, walls, terraces and ledges.
- 2.14 No unit shall be subdivided into smaller units nor should the unit be partitioned among its co-owners except by the distribution of the proceeds of the sale of the entire unit.
- 2.15 Obstruction or restriction of entrances, exits, parking spaces, driveways, or any part of the

common areas is not allowed. No part of the common areas shall be used for storage or for the permanent or temporary habitat of household members.

- 2.16 The Unit Owner, occupant and/or tenant shall not post any sign, poster or other forms of advertising in any part of the exterior of the unit.

SECTION 3

RESPONSIBILITIES OF THE UNIT OWNER

- 3.1 The Unit Owner shall be responsible for all expenses and assessments appurtenant to his unit as determined in the MASTER DEED.
- 3.2 The Unit Owner shall be responsible for all damages he may cause to the common areas, cluster common areas, limited common areas, and all persons within the Andrea North Complex. He shall likewise be responsible for all damages by his dependents, guests, employees and his tenants.

SECTION 4

MONTHLY DUES & ASSESSMENTS

- 4.1 All Unit Owners and/or tenants shall be proportionately liable for common area expenses or duly authorized condominium expenses and project costs, expenses which shall be assessed against each Unit Owner and/or tenant and should be paid to Andrea North.
- 4.2 Monthly dues and other assessments shall be paid on time. Payment schedules are as follows:
- **Monthly payments - On or before the last day of the billing month**
 - **Annual payments - First thirty (30) days of the first month of the year.**
- 4.3 Assessments, whether capital, regular or special, are assessed against the unit whether the unit is occupied or not.
- 4.4 All assessments for capital expenditures, regular assessments for operating expenses, special assessments and all other assessments should be paid by the Unit

Owner and/or tenant in such a manner and at such times as may be determined by the Board of Directors.

- 4.5 All payments in favor of Andrea North should be made at the Administration Office of the Condominium Corporation located at the lower ground floor of the Skyline Tower. Office hours are from 8:30 A.M. to 5:30 P.M. (with a lunch break from 12:00 noon to 1:00 P.M.), Mondays to Fridays.
- 4.5.1. No employee of Andrea North other than personnel of the Administration Office is authorized to accept payments. Receipts should be demanded for every payment made.
- 4.6 Assessments not paid on the prescribed due date will bear interest at the rate of **three point twenty five percent (3.25%)** per month computed from the date of delinquency or default until fully paid without prejudice to the other options available to Andrea North relative to the account(s) as provided for under the Master Deed with Declaration of Restrictions.
- 4.6.1 **First Notice**
To be sent when a resident/unit owner is delayed in the payment of accounts 10 days after due date. The resident/unit owner is given 5 days

from receipt of such notice within which to settle his obligation.

Assessments not paid on the prescribed due date will bear interest at the rate of three and a half percent (3.5%) per month computed from the date of delinquency or default until fully paid. The interest shall be reflected in the succeeding billing/s.

4.6.2 Second Notice

Five (5) days after the first notice is sent or mailed, the second notice is sent reminding the resident/unit owner that he is being given another five (5) days from receipt of such second notice within which to pay, otherwise, services provided by Andrea North shall be discontinued, water service shall be disconnected and the name of the resident/unit owner shall be posted under the delinquent accounts list on the Andrea North bulletin boards.

4.7 In the event that Andrea North will be compelled to initiate court actions to enforce payment, the party in violation will pay the costs of suit and attorney's fees in the amount, which shall in no case be less than P5,000.00.

4.8 Failure to pay, settle or remit to Andrea North any dues and other assessments approved by the Board of Directors will entitle Andrea North to exercise any of the following remedies:

4.8.1 To file and cause the annotation of an adverse claim on the title or certificate with the appropriate Registry of Deeds in order to constitute a lien on the property or unit to which it pertains.

4.8.2 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:

4.8.2.1 Suspension of privileges in the use of the compound's facilities and amenities;

4.8.2.2 Posting of names of Unit Owners and/or tenants with delinquent accounts in bulletin boards;

4.8.2.3 Suspension of water delivery to the unit;

4.8.2.4 Suspension of various administrative services such as janitorial and maintenance services, mail delivery, services of Administrative Assistants, etc.

4.9 After the expiration of the five (5) days allowance given to the resident/unit owner under the second notice with no payment of the account has been received and implementation of other options mentioned therein has been taken by Andrea North, the matter should be endorsed to the legal counsel for sending a demand letter.

The resident/unit owner shall be given five (5) days within which to settle his account. Otherwise, he shall face a collection case."

4.10 To exercise all other rights granted by law, the Master Deed with Declaration of Restrictions, the Corporate By-Laws, or the House Rules and Regulations for the collection and enforcement of the said dues and assessments.

SECTION 5

USE OF THE INDIVIDUAL UNIT, COMMON AREAS, TOWERS COMMON AREAS AND LIMITED COMMON AREAS

5.1 GENERAL

A unit can be used by its Owner, his tenant, lessee, and their guests exclusively for residential purposes, subject to such restrictions as are provided in the MASTER DEED.

5.2 USE/MAINTENANCE OF INDIVIDUAL UNITS

5.2.1 The unit shall be maintained in good and sanitary condition. Nothing shall be done in the unit that will impair the structural integrity of the building.

5.2.2 Nothing shall be done or kept/stored in the unit that will increase the rate of insurance or may result in the cancellation of the insurance policy on the building and unit.

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

5.2.4 Air-conditioners shall be installed exclusively in the openings provided therefore. No additional air-conditioners, ventilators or other similar equipment may be installed in any unit without the prior written approval of Andrea North.

5.2.5 In cases of emergency, Andrea North reserves the right to enter units with least inconvenience to the unit owner.

5.2.6 Unit Owners and/or tenants shall not throw or sweep or permit to be thrown or swept any dirt substance or any materials out or from any of the windows, doors, passages, balcony or areas of common use.

5.2.7 Water faucets shall not be left open for unreasonable or unnecessary length of time to prevent the possibility of flooding the unit and/or other units nor should any water apparatus in the condominium be used for any purpose other than for which they were designated. Any

damage resulting from such flooding or misuse of any water apparatus in a unit, shall be required and paid for by the unit owner and/or tenant.

5.3 MAINTENANCE OF AIR CONDITIONING UNITS

5.3.1 No Unit Owner and/or tenant shall permit such air conditioning unit to leak condensation or to make any noise which may unreasonably disturb or interfere with the rights, comforts or conveniences of any other occupants of the building. If any such device shall become rusty or discolored, the Unit Owner and/or Tenant shall have it painted in a good and workmanlike manner in the standard condition. If the Unit Owner and/or Tenant shall fail to keep any such device in good order and repair and properly maintained, the Condominium Corporation may cause the removal of such unit and charging the cost of removal to the Unit Owner and/or Tenant concerned, and the unit shall not be returned and installed until it has been put in proper condition and only with the written consent of the Condominium Corporation.

5.4 UNITS AND COMMON AREAS EASEMENTS

5.4.1 In addition to the easement provided by law, the Units and Common Areas shall be subject to the following easements:

- a. Each Unit Owner or occupant 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 Unit/s and serving his Unit. Each Unit shall be subject to an easement in favor of all other Units to use the pipes, wires, ducts, cables, conduits, public utility lines and other Common Areas serving such other Units and located in such Unit.
- b. The aforesaid Common Areas shall be subject to an easement for shelter in favor of all Units to which such areas are capable of rendering shelter. This easement shall entitle the Unit Owner affected to replace, renew or restore any shelter.

5.5 USE/MAINTENANCE OF COMMON AREAS AND LIMITED COMMON AREAS

5.5.1 The Common Areas are for the common use of all the Unit Owners. Their use is regulated by Andrea North to enhance community welfare.

5.5.2 The Common Areas are for the common use of all Unit Owners of the Skyline Tower in which the Common Areas are situated.

5.5.3 The Limited Common Areas are intended for the exclusive use of particular Unit Owners or their duly authorized representative. Other Unit Owners shall not obstruct nor interfere with the use of such limited common areas. A limited common area shall be used only for the purpose for which it is intended.

5.5.4 No children shall be allowed to play in the hallways, lobbies, stairways, elevators, driveways, parking areas or any of the exterior landscape areas.

5.6 OBSTRUCTIONS AND USE OF SERVICE/ ELEVATOR LOBBIES

- 5.6.1 Unit owners/residents may place decorative items or furniture in the lobbies provided that these items are placed on the opposite side of the exit door. Nothing shall be placed along the sidewall where the fire exit door is located. Needless to say, nothing should be placed directly in front of the fire exit door.
- 5.6.2 Decorative items and/or furniture shall not be placed directly beside the elevator doors.
- 5.6.3 Fire hose cabinets should be kept clear of any decorative items. Visibility of fire hose cabinets should be maintained at all items. Furthermore, nothing should be placed directly in front of the fire hose cabinets.
- 5.6.4 No boxes, junk, toys, bicycles and the like are to be placed outside the units.

5.7 DRIVING AND PARKING

Unit Owners and/or tenant must register their vehicles with the Administration Office.

- 5.7.1 Each resident Unit Owner/tenant will be issued a vehicle sticker/s corresponding to the parking space/s assigned to each unit. Nominal fees will be charged to cover the costs of these stickers. Only passenger-type vehicles (that is, vehicles for personal use) will be issued stickers. Stickers will not be issued for commercial utility vehicles.

5.7.2 Guidelines in the Issuance of Andrea North Car/Vehicle Stickers

- a. Each resident unit owner/lessee shall be issued vehicle stickers corresponding to the number of parking space/s assigned each unit. Stickers will only be issued for "PASSENGER" vehicles or vehicles used for personal purposes. Stickers will not be issued to commercial "UTILITY" vehicles. Likewise, stickers shall not be issued to vehicles belonging to friends and relatives residing outside Andrea North.

- b. Each sticker will cost Php500.00.
- c. A duly accomplished application form (in triplicate) must be submitted to the Administration Office with photocopies of the Certificate of Registration and Official Receipt of Registration attached to it. Forms are available with your Administration Office.
- d. Andrea North Security Group shall do the posting of the sticker on the vehicle as part of our security measures. Therefore, vehicles must be physically present during the issuance of the sticker(s). Issuance of the sticker(s) will be deferred in the absence of the vehicle.
- e. In cases where in the resident unit owners/lessees have more than two (2) vehicles, they may secure additional stickers up to a maximum of three (3) "extra" stickers for such vehicles.
- f. Vehicles stickers are valid only for one (1) year and are renewable every January.

- g. For security purposes, if vehicle change of ownership occurs before the expiry period of the sticker, the Administration Office should be advised accordingly and sticker issued must be surrendered back to Andrea North.
- h. Transferring of stickers from one car to another is strictly prohibited.
- i. Possession of fake Andrea North vehicle stickers is illegal and shall merit a fine of P 5,000.00 and shall be subject to the banning of the vehicle inside Andrea North complex. Legal actions will be filed accordingly.
- j. The "NO STICKER—NO ENTRY" policy will be strictly observed. All vehicles entering the complex without the official Andrea North sticker will be treated as visitors' vehicles regardless whether the driver is known as resident unit owner/lessee or not.

5.7.3 The Administration Office shall impose a fine on Unit Owners/tenants who park their

vehicles on visitors' parking area during specified hours of the day.

5.7.4 Unit Owners, tenants, their drivers, and their guests shall observe the following traffic rules and regulations of Andrea North:

- a. Only individuals who have a valid, unexpired driver's license shall be allowed to drive within the Andrea North complex.
- b. Guests and/or visitors of Andrea North residents will be issued a VISITOR'S PASS at the gate upon entry in exchange for a valid identification card with recent photo.
- c. The VISITOR'S PASS should be displayed prominently behind the front windshield while the vehicle is in the complex.
- d. The VISITOR'S PASS should be surrendered to the Gate Guard upon leaving the complex in exchange for the submitted identification card.
- e. Lost VISITOR'S PASS will be charged Php100.00. Also, the vehicle's Certificate of Registration

and Official Receipt of registration and proper identification of the driver should be presented before vehicle can be allowed to exit.

- f. All road signs, curb markings and other traffic signs should be strictly observed.
- g. Drivers operating vehicles within the Andrea North shall observe the maximum speed limit of 20 kph. Approach gates at 15 kph with headlights dimmed at night.
- h. Overtaking is strictly prohibited.
- i. Drivers shall use the correct lane.
- j. Drivers shall give way to pedestrians.
- k. Drivers shall not blow their vehicle's horn indiscriminately.
- l. Unit Owners and/or tenants shall park their vehicles only in their assigned parking spaces or in the visitor's parking spaces. Vehicles shall be parked properly so that each vehicle occupies only one parking slot.

- m. Drivers shall not park their vehicles in the driveways. Vehicles shall not be parked in a manner that may prevent the ready access to any entrance, exit, or parking space by another vehicle.
- n. While parked, engines must be shut off to minimize pollution.
- o. Bicycles and other two-wheeled vehicles may be parked in their owners' assigned parking slots only.
- p. Motorcycle with no muffler or noisy muffler will not be allowed inside the Andrea North complex.

Motorcycles belonging to Unit Owners/ tenants and their respective staffs should be parked in their owners' assigned parking slots. Damages that may occur to other vehicles rising from falls/ bumps of such motorbikes are the responsibility of the motorbike owner.

Bicycles shall be parked in the bicycle racks provided in each building in each building lobby. Andrea North management shall not

be held liable for loss or damage to bicycles.

- q. Visitors shall park in the designated visitors' parking spaces. Unless authorized by the Unit Owner/tenant, visitor's vehicles shall not be allowed to park in the residents' parking areas. Parking fee may be charged for rational utilization of available space.
- r. All commercial vehicles regardless of ownership shall be prohibited from parking at the visitors' parking spaces. Said vehicles may be allowed to use these spaces for loading and unloading purposes only which should not last for more than thirty minutes. In case of move-in/out, a reasonably longer period of time may be allowed by the Property Manager.
- s. Residents' vehicles, which are not in running condition, shall only be allowed to park continuously at the residents common parking spaces for 24 hours. A daily penalty of P 1,000.00 shall accrue until the violation is corrected. Andrea North has the right to tow said vehicle at

the cost of the resident. For commercial vehicles of suppliers and contractors, violators may be banned from entering Andrea North.

- t. All vehicles personally used by bodyguards, drivers and other household employees shall be prohibited from parking at the visitors' parking spaces. In case of violations, said vehicle shall be towed at the vehicle user's/owner's expense and shall be imposed a fine of P 2,000.00.

5.7.5 Running of car engines for more than 5 minutes especially in basement parking areas is prohibited to avoid air pollution.

5.7.6 Unit Owners/tenants shall maintain their parking slots clean at all times, free from mud, debris, oil or other car fluid drips, and water puddles.

5.7.7 The use of water hoses to clean the cars of Unit Owners is prohibited. "Clean-your-car-boys" are not allowed in the compound. Common area faucets may be used for vehicular cleaning only during the

following hours and at designated cleaning areas.

- Morning: 6:00A.M. – 8:00A.M.
- Afternoon:2:00 P.M. – 4:00 P.M.
- Evening :6:00 P.M. – 8:00 P.M.

5.7.8 Vehicle repair work in any of the common areas is prohibited. Only emergency and minor repairs of motor vehicles or other equipment are allowed in the parking slots.

5.7.9 Policies for the use of Common Parking Space

- a. The use of common parking space is on a "first come – first served basis".
- b. Unit owner/residents vehicles are not allowed to stay for more than 24 hours in the residents' common parking space.
- c. Unit owner/residents who will be out or leave for a number of days are not allowed to park and leave the vehicle at the residents' common parking slot/s.
- d. Vehicle/s stationed at the resident's common parking slot/s for more than

24 hours shall charged with a penalty of Php 500.00 / day.

- e. Overstaying vehicle/s shall be towed once it exceeds 72 hours in the same slot. All expenses incurred will be charged to the concerned unit owner/residents and will be properly received.
- f. Overstaying vehicle/s parked at the resident's common parking space shall be monitored and reported by the security on a regular basis to the Administration Office. A letter shall be issued to the unit owner/resident for imposing the penalty fee.
- g. This policy shall be subject for improvement and revision as necessary.
- h. Schedule of Traffic Violation and Penalties

		1 ST	2 ND	3 RD	4 TH	
1	ILLEGAL PARKING	1,000.0	2,000.00	Recommend for the car sticker pass confiscation to the Andrea North Board.	To recommend for the confiscation of the car Pass Sticker to the Andrea North Board	
2	DISREGARDING TRAFFIC SIGNS	1,000.00	2,000.00			- do -
3	OBSTRUCTION ALONG THE DRIVEWAY	1,000.00	2,000.00			- do -
4	CUTTING CORNERS	1,000.00	2,000.00			- do -
5	NOISY MUFFLERS	1,000.00	2,000.00			- do -

NOTE: Other traffic violations committed but not mentioned in the tabulated schedule shall be subject for evaluation and classification under the minor or major offenses enumerated.

- i. Disclaimer – Andrea North Towers shall not be held liable for any loss to or damage of any article, car/vehicle accessory or of the car/vehicle itself while parked or operating in the

compound. The Administration, however, will conduct an investigation into such incidents and submit an appropriate report to the Andrea North Towers Board and the Unit Owner/resident involved.

5.8 LAUNDRY AND DRYING SPACE

5.8.1 Laundry – washing and pressing – should be done inside the unit only. Laundry should not be hung on the balconies. No temporary or foldable laundry/drying apparatus are allowed on the balconies.

5.9 HOUSEHOLD EMPLOYEES, DRIVERS, AND BODYGUARDS

5.9.1 Domestic helpers, nannies, drivers, bodyguards and other household staff of residents shall be registered with the Administration Office, upon their residency and/or employment in the compound, for purposes of issuance of identification cards.

5.9.2 The Unit Owner and/or tenant 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.

5.9.3 Household employees, drivers, and bodyguards are not allowed to loiter or fraternize in the building lobbies and other common areas of the compound. Drivers are permitted to wait only in designated area located in the parking areas of their respective buildings.

5.9.4 All individual private contractors engaged by Unit Owners and/or tenants for maintenance, repair, service and/or security shall also be registered with the Administration Office. The Administration Office has the right to deny entry to any person or firm seeking access to a unit when the pertinent contract has not been registered.

5.9.5 Household employees, drivers, and bodyguards shall wear their Andrea North identification cards whenever they are in the common areas of the compound.

5.9.6 Household employees, drivers, and bodyguards are required to accomplish an exit pass when

leaving the compound. A gate pass shall also be filled out listing any items that will be brought of the complex. Both types of passes shall bear the signature of the Unit Owner and/or tenant (or his representative) to be valid. Any erasures or modifications on any part of the passes shall be initialed by the authorized signatory.

Should a household employer opt to forego this procedure, he should submit written notification to this effect to the Administration Office stating his desire to have his household employee(s), drivers, and bodyguards exempted from securing exit/gate passes.

5.9.7 Household employees, drivers, and bodyguards shall be properly attired, preferably in uniform.

5.9.8 Household staff, drivers, and bodyguards are prohibited from doing the following within the compound:

- Drinking alcoholic beverages
- Gambling
- Conversing boisterously
- Eating in the common areas.

5.9.9 Visitors of household employees, drivers, and bodyguards are not allowed in the compound unless their visit is authorized by the Unit Owner or tenant employer. In this case, the visit should be conducted only within the employer's unit.

5.9.10 Employment transfer of a household employee, driver, or bodyguard from a Andrea North resident is discouraged unless there is a clearance from the previous employer.

5.9.11 Andrea North discourages the employment of private bodyguards in the compound. However, if their presence in the compound is deemed necessary, their employers shall adhere strictly to the following rules:

- a. Only two bodyguards per unit are allowed in the compound at any one time.
- b. The employer shall register his bodyguards and their firearms with the 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.

- c. Outside of their employer's unit, bodyguards are permitted to wait only in the Drivers' Lounges.
- d. Bodyguards are required to adhere to the same rules of conduct as other household staff.

5.10 PETS

5.10.1 Unit Owners or tenants may keep only customary domesticated household pets such as small to medium sized dogs not exceeding 25 kilos in weight and 20 inches in height (shoulder height), cats, birds and fish. No exotic animals such as snakes, carnivorous fish like sharks and piranhas, tigers, wild cats, dogs, etc. will be allowed.

5.10.2 A maximum of one (1) pet per household or the equivalent in small birds (three to four small birds, e.g., canaries), fish (aquarium with a maximum of 25 gallons of water is allowed).

5.10.3 Pets allowed to be kept must be registered with the Administration Office for which an annual registration fee to be fixed by the Administration Office will be charged and paid upon registration and with the first month's association dues in the years thereafter. Unregistered pets are not allowed.

5.10.4 Walking of dogs is permitted and the cleaning and proper disposal of any droppings on the property are the responsibility of the owner. Cats tend to stray. They must not be allowed to stray and must at all times be kept by the owner within the confines of his unit.

5.10.5 Barking of dogs must be kept to a reasonable minimum and be prevented or avoided after 8:00 p.m.

5.10.6 Pets shall be confined within the unit only. Whenever they need to be taken out of the unit, they must always be on the leash or similarly restrained, where applicable.

5.10.7 The Unit Owner and/or tenant shall be responsible for any injury to person or property caused by his pet(s). The pet owner should clean any soilage produced by his pet(s) in the common areas of the compound. Pet excrement must be securely bagged and disposed of properly in the designated pet areas. Pet handlers shall be fined P 500 per violation.

5.10.8 Pets are not allowed in the main passenger elevators (other than the service elevators), lobbies, or seating areas of the buildings. In cases of buildings without service elevators, residents are given priority over pets in riding elevators or those with pets may take the stairways.

5.10.9 Pets should not be kept in the parking areas, roof decks, storage rooms, or other common areas.

5.10.10 Pets shall not be walked in the landscaped areas other than the designated pet areas.

5.10.11 Penalties for Violations

- a. The owner of an unleashed or unrestrained pet involved in contract with a person or another pet which results in injury shall immediately be required to remove the pet permanently from the compound.
- b. When injury results despite the fact that pet was leashed or restrained, the Administration Office will conduct an investigation to determine whether the offending pet should be removed from the compound.
- c. Any owner who does not clean the soilage produced by his pet in the common areas shall be penalized with an order of immediate removal of the pet from the compound and the corresponding penalty shall be imposed.
- d. Any violation of the above shall be penalized per offense through the imposition of a penalty in an amount to be fixed by the Administration Office.
- e. Andrea North reserves the right to require the pet owner to remove from the complex any pet which has been

the subject of any complaint or which Andrea North finds to be a nuisance or pose a danger to the community.

5.11 SANITATION AND GARBAGE DISPOSAL

5.11.1. Properly segregate the recyclables, non-recyclables and compostable. Use containers for papers, recyclables, compostable, and for leftovers/spoiled food. Place the rest of the waste into trash bags.

5.11.2. Do not dispose of any material, item or substance from the window, door, terrace or common area.

5.11.3. No one is allowed to place his/her garbage in the service lobby. Keep garbage in your units until the scheduled time to bring down your segregated material in front of the garbage/recycle room. The schedule times are 8-9 AM and 3-4 PM daily.

5.11.4 It is prohibited to burn trash anywhere in the compound.

5.11.5 The Unit Owner and/or tenant shall maintain the premises in a clean and sanitary condition at all times, free from obnoxious or unpleasant odor.

5.11.6 Personal garbage container(s) shall not be placed in any part of the building's common areas.

5.11.7 The beating of rugs and/or shaking of dust clothes are prohibited in the balconies, roof decks, hallways and other common areas or outside of the windows of the unit.

5.12 SALE, LEASE, MORTGAGE OF UNITS

Subject to the other pertinent provisions in the MASTER DEED, a Unit Owner shall be free to sell, lease or mortgage his unit to any party provided that the covering contracts shall be first approved by Andrea North. Sale, lease or mortgage contracts not approved by Andrea North shall not be binding, valid nor enforceable against Andrea North and the buyer, lessee and mortgagee shall not enjoy the protection of any provisions of the MASTER DEED, the By-Laws and/or RULES AND REGULATIONS of the Andrea North.

5.12.1 All Unit Owners who intend to sell or lease their units shall notify the Administration Office of their plans and submit to the Administration Office the name and address and any other pertinent information on the prospective buyer or tenant as well as a copy of the contract of sale or lease.

5.12.2 (Unit Owners selling, leasing or renting out their respective units to outsiders, shall notify the Administration Office and be furnished with a copy of the lease contract and/or deed of sale prior to the issuance of a Certificate of Management.)

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

5.12.4 The Certificate of Management shall only be issued to a Unit Owner when all his obligations with the Condominium Corporation has been cleared.

5.12.5 The Administration Office shall be informed, in writing, of any move-in or move-out at least one week before the event.

5.12.6 In the case of a lease undertaken directly by a Unit Owner with his tenant, the Contract of Lease should contain the following provisions:

a. An expressed agreement providing for the payment of monthly dues and other assessments and the settlement of back accounts, if any, by either the lessor or the tenant.

b. An undertaking by both the lessor and the tenant to hold themselves jointly and severally liable and responsible to Andrea North for the payment of monthly dues and other assessments in the event that the party named in the Contract of Lease as responsible for the

payment fails to comply with the obligation.

- c. Unit Owners who leased or rent their units to third parties must provide in the contract of lease that the tenant or lessee of the unit shall pay for the account of the Unit Owner all the condominium dues, special assessments, membership fees and other condominium charges due and payable by the Unit Owner.
- d. A statement indicating that the lessor transfers to the tenant the sole privilege, associated with the condominium unit, of availing of the facilities and amenities of The Andrea North.
- e. All Unit Owners should furnish the Administration Office with a copy of the duly approved, signed and notarized copy of the Title or Contract of Lease prior to the move-in of new owner or tenant.

5.13 LIEN/SUIT ON UNIT

The Unit Owner shall advise Andrea North, in writing, of every lien on his unit or every suit or proceedings that may affect the title to his unit within five (5) days after knowledge thereof.

5.14 ADDRESS OF NOTICES TO UNIT OWNERS

All communications and billings to the Unit Owners by Andrea North shall be addressed and sent to their respective units in the Andrea North Complex, unless another address shall have been previously given in writing.

5.15 REGISTRATION OF PERSONAL PRIVATE INSTRUCTORS

5.15.1 All personal and private service providing personnel/s (instructors, trainers, tutors, medical staff, therapist, massage, etc.) in the complex must register and fill-up the necessary information sheet at the Administration Office or with the Administrative Assistants in the building

5.15.2 This will be covering all service providing personnel/s with the regular Andrea North clients and regular scheduled visits.

5.15.3 This is a part of the security and safety procedures and to keep an inventory record/list of these services and individual/s for future reference by Andrea North.

5.15.4 **Security and Safety Procedures**

a. All private service providing personnel will go through the standard screening process before they are allowed to enter the complex.

b. All private service providing personnel when entering the complex will surrender a valid ID in exchange of Andrea North Visitors ID.

c. All private service providing personnel will be issued with the gate pass upon entry inside the complex.

d. The private service providing personnel must have the gate pass signed by the client (Andrea North unit owner and /or resident) after the services were rendered.

e. The gate pass must be surrendered to the gate guard before leaving the complex.

SECTION 6

MISCELLANEOUS PROVISIONS

6.1 Complaints regarding the services of the building or defects or deficiencies thereto including matters pertaining to the day to day operation, maintenance and supervision of the building facilities, shall be made in writing and submitted to the Administration Office.

6.2 Whenever a Unit Owner/or Tenant of a unit leaves for an appreciable length of time, the keys to the unit shall be left to a person of his trust, and the Administration Office shall be properly informed as to the authorized person to gain access to the unit with a written authorization from the Unit Owner and/or Tenant.

