

CITYLAND PASONG TAMO, INC.

6264 Calle Estacion, Brgy. Pio Del Pilar, Makati City
Tel. No.: 888-6412 ; Tel / Fax No.: 843-2704

SCHEDULE OF VIOLATION AND PENALTIES

As approved during Dec. 13, 2014 BOD Meeting

SECTION	ARTICLE	ITEM	SHORT DESCRIPTION OF VIOLATION	PENALTY/FINE
III	3.1		USE OF INDIVIDUAL UNITS	
		A)	Use of unit other than original purpose	1,000.00
		B)	Leasing for less than one month without approval from Administration	500.00
		C)	Failure to submit copy of lease contract to Administration	500.00
		D)	Negligence to implement 3.1.A in relation to tenants	500.00
		E)	Failure to maintain his unit in good, sanitary and presentable condition	250.00
		F1)	Unauthorized guests within the building premises	250.00
		F2)	Failure to secure IDs for guests, households, occupants	250.00
	3.1		USE OF LIMITED COMMON AREAS	
		A)	Obstruction and interference on use of limited common areas owned by others	250.00
		B)	Unauthorized use of limited common areas other than their original purpose	250.00
	3.2		USE OF COMMON AREAS	
		A1)	Obstruction and interference on use of limited common areas	250.00
		A2)	Using common areas as storage space	500.00
		B)	Transferring/removal of furniture from common areas	250.00
		C)	Failure to inform Administration Office of move-in or move-out of large items	500.00
		D)	Failure to follow the assigned move-in/move out time schedules	250.00
		E)	Illegally parked motorcycle, bicycle, carts, etc. at common areas	250.00
		F)	Vandalism	1,000.00
		G)	Illegal posting or removal of signs, advertisement, etc. at common areas	500.00
		H)	Washing of rags, dishes, clothes, etc. at the Upper and Lower Ground Toilets	500.00
	3.3	"A"	USE OF SWIMMING POOL	
		1	Allowing more than four (4) guests to use the swimming pool	250.00
		2a	Unaccompanied children below 7 years old	1,000.00
		2b	Children with diapers using the pool	500.00
		3	Unauthorized persons using the pool such as household helpers, drivers, yayas, personnel of office/commercial unit owners	250.00
		4	Only owners and tenants are allowed to use the pool on weekends	250.00
		5	The Corporation is not liable to injuries, damages or loss of life while within the premises of the pool	for info
		6	Wearing of inappropriate swimming attire	250.00
		7	Swimming with open wounds, skin diseases, sore eyes, etc.	500.00
		8	Swimming pool is open from 6:00am to 9:00pm	for info
		9a	Eating and drinking inside the pool	250.00
		9b	Use of breakable glass and utensils within the pool area	250.00
		9c	Taking of intoxicating drinks, wines, etc. within the pool area	500.00
		10	Bringing pets and other animals at the pool area	250.00
		11	Changing of clothes and swimming attires in the pool area	250.00
		12	Potential and/or actual harmful behaviors displayed within the pool area	500.00
		13	There is no lifeguard. Pool users are solely responsible for their own safety	for info
		14	Unauthorized persons using the pool (same as 3.3.3)	250.00
		15	Violators shall be asked to leave the pool area plus payment of corresponding fines	for info
		"B"	USE OF GYM	
		1a	The gym shall be open from 6:00 am to 9:00pm	For info
		1b	Failure to register in the Gym User Logbook at the entrance of the gym	250.00
		2	Allowing minors/children to use the gym facilities	500.00
		3	The Corporation is not liable to injuries, damages or loss of life	

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			while within the premises of the gym	For info
		4	Gambling, eating, smoking and drinking of intoxicating beverages	
			while within the premises of the gym	1,000.00
		5	Inappropriate gym attire (wear rubber shoes)	250.00
		6a	Mishandling of gym equipment	500.00
		6b	Failure to return free weights/equipment to its proper place	250.00
		7	Removing or bringing out gym equipment	500.00
		8	Violators shall be asked to leave the gym and pay the fines	for info
		"C"	USE OF ROOF DECK AREA	
		1	The roof deck shall be open from 6:00 am to 9:00pm	for info
			A permit from the Building Administrator/Lobby Guard	
			is secured before using the roof deck for special purpose or event	for info
		2	The Corporation is not liable to injuries, damages or loss of life	
			while within the roof deck area	for info
		3	Using the roof deck with more than 4 guests without	
			securing a permit from the Admin Office	250.00
		4	Unattended children below 7 years old within the roof deck area	250.00
		5	Bringing pets and other animals at the roof deck area	250.00
		6	Failure to make a reservation with the Admin Office before	
			the use of the roof deck area	250.00
		7	Violators shall be asked to leave the roof deck area and pay fines	for info
		8	Gambling within the premises of the roof deck area	1,000.00
		9	Drinking of intoxicating beverages at the roof deck area without	
			first securing a permit from the Admin Office	1,000.00
	3.4		OFFICE USAGE	
		3.4.1	Use of office units other than an office	1,000.00
			Unless a prior written approval is secured from the Administration office, the units shall be	for info
			used exclusively for office purposes and cannot be used as light industrial factories,	
			computer components assembly plants or for any offensive, unlawful and/or immoral	
			activity, recruitment, training / teaching room	
	3.5		COMMERCIAL USAGE	
		3.5.1	Use of commercial unit other than for commercial purposes	1,000.00
		3.5.2	Operating a commercial unit beyond 8:00 p.m. without the approval of the Building Administrator	1,000.00
			Commercial units cannot be used as factories, industrial plants, Recruitment / training /	for info
			teaching offices. Units intended for food Business like coffee shop, restaurants or snacks bars	
			shall secure prior approval from the Administration Office	
IV			USE OF PARKING AREAS	
	4.1		Use of parking space exclusively by owners and/or lawful occupant	for info
	4.2		Illegal parking of a car at a parking space assigned to others	500.00
	4.3		Illegally parked car at the main entrance, driveway or at the entry	500.00
			to the garage driveway	
	4.4		Unauthorized entry to the multilevel parking area (no sticker)	1,000.00
	4.5		Use of parking areas as storage areas	500.00
	4.6		Unauthorized cycling/motorcycling within the parking areas	500.00
	4.7		Drivers/car owners are expected NOT to: (Owners will be held liable	
			for violations committed by their drivers/chauffers)	
		A)	Exceed the 5kph speed limit at the parking area	500.00
		B)	Excessive blowing of horn	500.00

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		C)	Leave their car not locked at all times	500.00
		D)	Leave articles/equipment exposed to public view inside the car	500.00
		E)	Loiter along the lobby, main entrance or parking premises	500.00
		F)	Eat and/or drink liquor in the parking area	1,000.00
		G)	Gamble, play games and other forms of recreation in the area	1,000.00
		H)	Failure to claim and/or surrender the car pass upon entry / exit at our basement Guard.	
	4.8		CPTI Administration is not liable for loss or damage to vehicles parked in the area nor of articles/items left therein	for info
	4.9		Leaving the Engine turned on while parked in the Basements	1,000.00
	5		Urinating at the Basement Parking areas. (Rest Room is located at Lower Ground)	1,000.00
V			MAINTENANCE, REPAIRS & MODIFICATIONS	
	5.1		Failure of unit owner or tenant to keep his unit in good, sanitary and presentable condition at all times; failure to undertake needed repairs	500.00
		A)	The upkeep and repair of each unit shall be shouldered by the individual owner, tenant and/or lawful occupant	for info
		B)	The tenant, owner and/or lawful occupant shall compensate the Administration Office for damages, if any, caused by his fault or neglect to keep his unit in good, sanitary and presentable condition at all times	500.00
	5.2		Materials to be used for renovations and/or repairs should be approved by the Administration Office	500.00
	5.3		Illegal modifications (repairs or renovations not previously approved by the Administration Office)	500.00
	5.4		Illegal installation of radio and/or television antennae	250.00
	5.5		Protruding equipment / furniture through doors or windows	250.00
	5.6		Owners/tenants/lawful occupants are NOT allowed to:	
		A)	Paint the exterior of the building	500.00
		B)	Install any door that swings out into the corridors, unless approved by the Administration Office	250.00
		C)	Place, hang or dangle their clothes, carpet, mats, rugs and similar materials in any exterior part of the building	250.00
	5.7		Perform/conduct exterior repairs of motor vehicles or other equipment within the premises	250.00
	5.8		Workmen / construction workers entering / remaining in the bldg. outside the allowed time (6am - 8pm)	250.00
	5.9		Curtains for all exterior window not in conformity with House Rules	250.00
	5.10.		Additions/alterations/renovations should first be approved by Administration Office before actual work is done	250.00
	*		Unit owners should secure the necessary government approvals before undertaking repairs	for info
	5.11		Electrical alteration without Certificate from PEE	1,000.00
VI			MISCELLANEOUS PROVISIONS	
	6.1		NOISE	
		A)	Excessive and/or unnecessary noise	500.00
		B)	Operating air conditioning or/other similar equipment causing noise, leak, etc. and is not in good working condition	250.00
		C)	Failure to remove problematic equipment in his unit	250.00
	6.2		WASHING AND DUSTING	
		A)	Washing, repair and servicing of cars/vehicles within the parking area	500.00
		B)	Beating of rugs and shaking of dusts at the parking area, hallways,	

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			corridors or outside the window	250.00
	6.3		GARBAGE AND TRASH	
		A)	Improper disposal of garbage at the designated area, and/or at the designated time	500.00
		B)	Littering any part of the building	500.00
		C)	Leaving garbage at the common area or other building premises	500.00
		D)	Improper disposal of garbage of hazardous materials (such as cigarettes and paint thinner)	1,000.00
	6.4		SOLICITATION AND CANVASSING	
		A)	Open solicitation is prohibited within the building at any time	for info
		B)	Canvassing or demonstrations within the premises without prior approval of Administration Office are prohibited at any time	for info
		C)	Vendors, bootblacks and beggars are not allowed inside the building at any time	for info
	6.5		ADMINISTRATION PERSONNEL	
		A)	Maintenance, personnel, security guards, janitors and other services employed or under contract with the Corporation shall be responsible to the Corporation for the upkeep, maintenance, and/or repair of common areas and properties of the corporation	for info
		B1)	Asking for personal services from the office employees without approved Job Oder	250.00
		B2)	Giving tips to office staff and/or employees	250.00
	6.6		EMPLOYEES, GUESTS, CUSTOMERS/CLIENTS AND CHILDREN	
		A)	Irresponsible behavior and conduct of the drivers, employees, guests, customers/clients of unit owners and tenants and non-compliance of the former to the House Rules and Regulations.	500.00
		B1)	Failure to accompany children below 7 years old in riding the elevators, in the swimming pool area, roof deck area, gym and other amenities of the building	250.00
		B2)	Failure to register all his employees, helpers, drivers, guests, and customers/clients with the Administration Office and failure to secure IDs for each	250.00
		C)	Failure to show ID when demanded	250.00
		D)	Gambling within the building premises	500.00
		E)	Loitering or lounging around the front lobby, entry hallways, corridors, etc.	250.00
		F)	Maids, helper and drivers entertaining guest inside the individual units inside the building	250.00
	6.7		SECURITY AND SAFETY	
		A)	The security of each unit, including articles therein or those left in common areas, shall be the responsibility of its owner, tenant and/or lawful occupant	For info
		B)	Contracts of the CORPORATION with security firms shall refer only to the security of the common areas and properties of the CORPORATION	For info
		C)	Unauthorized bringing out of the building property/ies of unit owners, tenants, and/or lawful occupants	500.00
		D)	Deliveries not properly cleared with the Security Desk	250.00
		E1)	Unauthorized entry to pump house, electrical power room, elevator machine room, and other equipment areas	1,000.00
		E2)	Unauthorized operation of fire alarm, water supply and other equipment of the Corporation	1,000.00
		F)	Storage of excessive quantities of combustible materials	1,000.00

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		G)	Illegal keeping of toxic, explosive and other harmful/potentially harmful materials in the unit	1,000.00
		H)	Tampering with fire protection devices (fire alarm, fire sprinkler heads, hose cabinets, etc.) inside the unit and other areas of the building	1,000.00
	6.8		FIRE EXTINGUISHERS	
			Non compliance to the rule on the installation of at least one (1) 10 lbs. fire extinguisher in each unit	500.00
	6.9		TELEPHONES	
			Unauthorized use of the telephone at the front desk (Lobby)	250.00
	6.10		ELEVATORS	
		A	Smoking inside the elevator; (or any place within the building premises)	1,000.00
		B	Loading the elevator in excess of 750 lbs.	500.00
		C	Damages done inside the elevator (actual replacement cost)	Actual Cost
		D	Unruly behavior inside the elevator	500.00
		E	Using the elevator that causes water wet and/or dirt	250.00
		F	Improper use of the elevator (example Passenger Elevator for Occupant / residents)	250.00
	6.11		PLANTS	
			Keeping/Placing plants outside their unit such as balconies, windows, hallways, etc.	250.00
			Damages caused by indoor plants due to dripping of water or soil entering other units or common areas	250.00
	6.12		AIR CONDITINING UNITS	
			Inappropriate air conditioning unit installed in their unit. Prior approval from the Corporation shall be secured before installing a unit	500.00
	6.13		RIGHT OF ENTRY	
			Preventing the entry of the Corporation's authorized representative undertake inspection, repairs, during emergencies, etc.	500.00
			A N N E X	
	11.1		MOVE IN AND MOVE OUT PROCEDURES	
		A	Failure to give advance written notice prior to the move in or move out activity (24 hours advance notice)	250.00
		B.	Papers should be in triplicate	for info
		C.	All requirements shall be complied with	for info
		D.	Requests for move in and move out shall be attended daily, during office hours	for info
		E	Actual move in and/or move out shall be as follows: 9am to 11am, 2pm to 4pm, 8pm to 10pm	for info
	11.2		MOVE IN REQUIREMENT	
		A	12 post dated check requirement	
			No move in will be allowed unless twelve (12) post dated checks for assoc. dues are submitted	for info
		B	Water meter deposit of P500.00 is required	for info
		C	Community Bond	for info
			A deposit of P1,000 will be collected from incoming residents to be applied against penalties on violations of house rules	for info
		D	2 x 2 pictures	
			These will be required from occupants of each unit for proper	

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			identification and familiarization	for info
	11.3		FREE AND PAY PARKING	
		A	Free parking of one (1) hour or less will be provided on a first come first served basis for limited parking slots at Upper Ground and/or along Calle Estacion due to limited number of available parking slots	for info
		B	Pay parking will be available based on first come first served basis also due to limited number of available parking slots	for info
	11.4		POLICY ON PETS	
		A	1. Failure to register the pet/s	
			Allowing pets to roam or loiter along common areas, hall ways, swimming pool, gym, roof deck	500.00
			2. Leaving animal excrete (feces, urine, hair) in any part of the building, including hallways, common areas, swimming pool, roof deck, gym	1,000.00
			3. Using the elevators to transport pets	500.00
		B	There is a gradual banning of animals in the building, thus prohibiting all new tenants to domesticate animals inside the building	for info
	11.5		INCREASE OF RENOVATION PERMIT	
	11.6		INCREASE IN ASSOCIATION DUES	
	11.7		UNAUTHORIZED INSTALLATION OF WATER HEATER	
			Inappropriate water heater installed in the unit. A written approval from Administration Office shall be secured first before actual installation	500.00
	11.8		BANNING OF LIQIFIED PETROLIUM GAS	
			Failure to provide Fire Extinguisher inside the unit	1,000.00
			Failure to provide/install Safety Valve on LPG Tank	1,000.00
	11.9		Improper drying and hanging of clothes / laundry outside the window	250.00

Note: The above Penalty and/or Fine 12% VAT exclusive