

La Residencia de Sta. Rosa Homeowners' Association, Inc.

MANUAL HANDBOOK OF HOUSE RULES & GUIDELINES

This booklet is to introduce to you the services and Management policies relating to your home. We hope that the additional advice and information in this Booklet will be helpful.

Approved by La Residencia de Sta. Rosa Homeowners' Association, Inc. Board of Directors on _____ of _____ 2015. For implementation

Approved By:

JUDGE DONNA PASCUAL Director

RUEL JABAL Vice-President

TERESITA ASINAS Treasurer

FLEVISMINDA MINUTELLA Corporate Secretary

ATTY. JOJO CAYANAN LRSRHOAI President

La Residencia de Sta. Rosa Homeowners' Association, Inc.

**ARTICLE I.
MEMBERSHIP**

Sec. 1 Membership

The owner of house/lot in and their successors-in-interest required to be and are automatically members of the La Residencia de Sta. Rosa Homeowners' Association, Inc. (LRSRHOAI) (hereinafter referred as the "Association").

The house and lot will only be used for single dwelling only.

**ARTICLE II.
DEED OF RESTRICTIONS**

Sec. 1 Deed of Restrictions

All members must abide by the Deed of Restrictions, which is annex "A" of the Deed of Sale between BRITTANY CORPORATION and the original buyer and annotated on the individual transfer certificate of title. For the continuing guidance and reference of all members. The Deed of Restrictions are made part of these rules and regulations and designed as Annex "A" hereof.

**ARTICLE III.
RULES AND REGULATIONS**

Sec. 1 Rules and Regulations

These rules and regulations shall govern the occupancy, use and enjoyment of house and/or lots in La Residencia de Sta. Rosa, provide and impose penalties and sanctions for the violation thereof, regulate the type of architecture, construction and subdivision plans therein, make provisions regarding security and sanitation, public utilities, fire protection, maintenance and repair of street, private security guard such other may be desirable or necessary for the convenience and

Please note that drivers are not permitted to sleep in their cars or to sleep in public areas of the Subdivision. Our security staff has strict orders to evict drivers from the Subdivision if they violate this regulation.

Management retains the right to refuse entry to the subdivision any domestic staff who does not conform to the basic rules of conduct or who has undesirable backgrounds.

ARTICLE VII. KEYS

In the interest of your security, we do not keep master keys to the house.

If you leave your house unoccupied during vacations or business trips, we suggest you advise the Manager the name and contact number of the person holding keys of your house in case of an emergency during your absence.

ARTICLE VIII. MEMBER'S ACCOUNTS

Sec. 1 Due dates for payments of Accounts and Penalties

1.1 Members should settle their respective Association dues in advance quarterly and payments should be made by checks to the LA RESIDENCIA DE STA HOMEOWNERS' ASSOCIATION, INC. LRSRHOAI within seven (7) days of receipt to which such dues correspond. It is very important that owners pay dues on time as the financial viability of the Association depends on reliable cash flow.

1.2 All dues charges, fees and assessment shall be paid not later than seven (7) days from receipt of billing, unless longer period is provided for such billing.

Sec. 2 Delinquent Account

2.1 An account is delinquent if not paid within thirty (30) days from the due date. To enforce collection of delinquent accounts, the Association may resort to:

- Moral sanction or circularization of list of the delinquent accounts among members of the Association.
- Disconnecting of utilities.
- Collection through legal action for sum of money.
- Annotation on the owners transfers Certificate of Title, of the amount due as lien on the property.
- Judicial and/or extra judicial foreclosure of the lien so annotated.

2.2 No water service shall be resume unless all overdue accounts are paid, including a deposit for the estimated cost of reconnection.

ARTICLE IX REPAIRS AND MAINTENANCE

The management's responsibility for the repair and maintenance covers the plants, swimming pool and the common areas and maintenance of utility services within the subdivision.

Under the terms of the Deed of Restrictions and By-laws, the owner is responsible for repairs within their house. Our subdivision staff will do what they can do to help you deal with any minor repairs. If not, we will facilitate one of our own artisans to attend..

Less one (1) hour free, the minimum charge is P50.00 per hour. Charges are subject to change without prior notice. Make sure you can get a quote for work done before you authorize the work.

Every owner is obliged to keep and maintain his house on good and sanitary condition and repair. No obnoxious substance shall be kept or offensive activity is carried on in any house or in the common areas, nor shall anything be done therein which may be or become an annoyance or nuisance to the other owners.

The owners shall not throw or allow to fall, any material or substance whatsoever out of or from any window, door, passage or common areas of common use.

The owners shall not hang, erect, or maintain any laundry or clothesline, permanent or temporary on any part of the balcony exposed to the public view. Laundering or washing of clothes whatsoever shall be done inside and within the area specifically designated for such purpose.

Water faucets shall not be left opened for unreasonable or unnecessary length of time in the premises to preclude the possibility of flooding which may adversely affect other houses. This is especially true if no water flows when the faucets are opened.

No owner shall bring into the subdivision anything of a highly inflammable or explosive material or install therein any apparatus, machinery or equipment which may cause obnoxious odors, tremors, or noise or expose the premises to fire or bring into the subdivision any other dangerous object or articles which the Subdivision Administration Office may reasonably prohibit if being understood should the owners do so, he shall be responsible for all damages which such violation may cause the village or other houses and/or its other owners.

If the owners shall so use the subdivision or deposit therein any such matter as to result to any increase in the rate of insurance of the subdivision, the increase shall be for the account of such owner.

Our artisan staff carries identity cards and you should insist on inspecting these before letting into your house.

We would like to point out that in the interests of all residents, the performance of noisy work within the subdivision, whether carried out by residents or workmen, is permitted only between the hours of 7:00 am to 5:00 pm on weekdays.

ARTICLE X. SECURITY

Owners should always maintain a sense of security since a determined thief can always find a way, either by representing himself to a servant or as delivery man/contractor or by slipping in with or as a visitor.

Your ultimate defense is the front and back door of your house. For safety, we urge you to impress on your servant and children the importance of keeping the chain on the door until the identity of a visitor is established by identity card or recognition.

In the event of trouble, if at all possible, you should call the attention or dial the numbers of our Security Office.

ARTICLE XI ELECTRICAL FITTINGS

If you have any of the following electrical fittings in your house, these instructions should be helpful, especially to your household servants:

COOKER HEAD

The nylon grease filter should be removed regularly (say every 10-15 days) and washed out in warm soapy water. This filter may be replaced while still damp.

Wiping with a damp cloth may clean the external parts of the hood.

KITCHEN EXTRACTOR FAN

The internal cover may be removed for easy cleaning by using the release-button on the underneath side of the cover. After being washed in warm soapy water, the cover may be clipped back into position.

ARTICLE XII. FIRE PRECAUTIONS AND DRILL

Instruction on what action you should take in the event of fire outlined in the Appendix of this booklet, and we ask you to familiarize yourself with the drill and the nearest exit route from your house and the Subdivision. We recommend that you fix these instructions in a prominent location and please don't hesitate to ask the Manager on items not clear to you.

In case of fire, if there is any doubt about your being able to put it out yourself, dial the number immediately. The fire services will not object to come even if you have managed to put out the fire yourself before they arrive.

You will be issued with a detailed evacuation plan and evacuation drills will be held periodically throughout the year. All owners are required to participate in these drills..

ARTICLE XIII. GARBAGE DISPOSAL

Methods of disposal vary among our houses, Bottles and large boxes should be deposited at the garbage containers of homeowners.

To prevent the breeding of cockroaches, blowflies, and other insects, we must ask that all unwanted articles be stored in sealed containers until their disposal. All waste food should be securely wrapped in heavy-duty plastic bags before being deposited in the garbage containers. If you cannot deposit them yourself, ask your Subdivision Manager for help.

ARTICLE XIV. SWIMMING POOL

1. The pool facilities are normally open for use at all times of the year by residents and their guest, subject to the provisions of the GUIDELINES listed in the USE of FACILITIES Guidelines of this booklet. Copies of these GUIDELINES are also displayed on the Board provided at the Admin. Office.
2. During evening hours, lighting to the recreation deck and the lighting surrounding the pool may remain in operation at the discretion of the subdivision Management.
3. Residents and their guest make use of these facilities entirely at their own risk, and the Management accepts no responsibility for the personal safety of any residents or visitor or their children or the security of any personal effects.
4. The Management does entertain poolside parties under certain circumstances. Owners who wish to hold a pool party can book the pool by completing the prescribed application form obtainable from the Administration Office for the approval by the Association Officers through the Subdivision Manager.

5. Residents are reminded that, in the interest of hygiene and general safety, dogs are prohibited from the pool area.

When applicable, our GUIDELINES regulate the use of the swimming pool. A copy of these GUIDELINES is enclosed at the back of this booklet. In the interest of all residents we are hoping for your cooperation in observing these simple rules

ARTICLE XV. MINI-GOLF PARK

There is a Mini-Golf and Park inside the Subdivision.

We would, of course, appreciate the assistance of parents in keeping the play areas tidy and the fittings intact. We cannot accept responsibility for the injury of any child, whether caused by accident or by defect in the play equipment provided.

Residents are requested to inform the Administration Office, if they notice damaged equipment or any situation likely to give rise to any accident or injury. We reserve the right to remove any item or equipment for repair or sometimes we may have to close the play areas in order to make repairs.

We will be pleased to consider any of your suggestion for additional or alternative play equipment or improvement in the facilities provided.

A copy of GUIDELINES regulating the use of amenities can be found among the Use of Facilities Guidelines of this booklet.

ARTICLE XVI. TENNIS COURT AND BASKETBALL COURT

1. Children may enter the said facilities only with the permission of a responsible adult who must be present on the recreation deck.

The Subdivision Management accepts no responsibility for the safety of any child using the facilities or recreation deck.

2. Parents or responsible adults are expected to see that no child uses the said amenities in any way that may endanger other children.

3. The contents of the GUIDELINES with respect to the enjoyment of the basketball and tennis court can be found on the USE of FACILITIES Guidelines of this booklet.

ARTICLE XVII PEST CONTROL

Residents are asked to cooperate with the Administration Office when pest control programs are initiated. If a neighbor refuses to cooperate, then everyone is affected. The Management will give you sufficient advance notice to make the appropriate arrangements.

Your Association reserves the right to levy penalties where residents continually frustrate our pest control efforts.

ARTICLE XVIII LOST AND FOUND ITEMS

Whoever finds any item has the obligation to return it back to its lawful owners. If the lost and found item is not claimed by the rightful owner despite advise from the Administration Office, the item shall be awarded to the finder in accordance with the procedures and conditions provided below except when the lawful owner communicates different disposition.

Finder should give details of the item found such as; Date found, quantity and description of the item, place found, name of founder and the name of the owner of the item if known.

The Administration Office will issue a receipt to the finder and the finder signs the lost and found logbook (Acknowledgement Receipt Form). The item is then locked in a cabinet provided for the purpose.

Item found will be advertised in the monthly newsletter. Items not claimed by the rightful owners within two months after being deposited with the Administration shall be disposed of by the Subdivision Manager to the employees through raffle or may be donated to charitable institutions as may deemed and proper. by the Management as fit

ARTICLE XIX. TRAFFIC AND PARKING

1. The speed limit in LA RESIDENCIA DE STA. ROSA is 40 kilometers per hour, except where a lower speed limit has been designated by the Board of Directors.
2. Practice driving is prohibited inside the premises.
3. No Street in LA RESIDENCIA DE STA. ROSA shall be used as point of assembly and departure of persons or vehicles connection with any business of a member or residents.
4. Parking on the main road is prohibited. Any vehicle parked with expired authority shall be towed at the owner's expensed.
5. The owner shall not cause or permit the prolonged blowing of any horn from any vehicle.

ARTICLE XX. PETS AND OTHER ANIMALS

Sec. 1 Policy and Guidelines

1. Keeping maintenance and/or raising of animals, livestock, poultry or reptiles of any kind shall be and is prohibited in LA RESIDENCIA DE STA. ROSA Keeping of small, orderly pet specifically dogs of gentle disposition, cats or caged birds are permitted subjects to regulation and control by the Association.
2. It is hereby declared that the policy of the Association is that no such dogs, cats or caged birds or other animals shall be kept, maintained or harbored inside the Subdivision unless an application or permit to harbor a pet shall in each instance be filed with, and a written permit is issued by the Board of Directors. No pets shall be kept or maintained for commercial purposes or for breeding.
3. Pets shall not be permitted on any common area or facilities in LA RESIDENCIA DE STA. ROSA unless accompanied by an adult or responsible person and unless carried or leashed. A leash shall not exceed five (5) feet.
4. Pets causing or creating nuisance or unreasonable disturbance or noise may be permanently removed from LA RESIDENCIA DE STA. ROSA upon three (3) days written notice from the Board of Directors or the President of the Association. No dogs shall be permitted to bark, howl or make other loud noises for such unreasonable length of time as to disturb neighbor's rest or peaceful enjoyment of their residence or of the common area.
5. No pets shall be leashed to any fixed object in the common area.

6. Pet owners are responsible for any property damage, injury and disturbances caused by their pets.

7. Pet owners shall not permit their animal to relieve itself in any common area. Should it happen that an animal relieves itself in a common area, the owner shall be responsible for removing his pet's waste from such common area.

8. No pet owner shall permit his pet to cause or create a nuisance, unreasonable noise or disturbance, nor shall it be permitted to catchpurse or harass any wild creature, another pet or a person.

9. Each dog shall be vaccinated against rabies; such vaccination shall be repeated annually thereafter. Dogs and/or other possibly dangerous pets shall be moved in or moved out of the village only in vehicle.

10. Any member, officer, representative, employee of the Association observing any violation of these rules and regulations regarding pets and animals shall discuss the infraction in a neighborly fashion with the pet owner in an effort to secure voluntarily compliance. If the complaint is not satisfied voluntarily, the complainant should write to the President of the Association and relate the incident(s) and effort to made to secure voluntary compliance. Upon recommendations of the President, the Board may, at its discretion, revoke its permit to harbor a pet. Notice of such revocation shall be given promptly to the pet owner. If, after three (3) days, the offending pet or animal has not been removed from LA RESIDENCIA DE STA ROSA, the President orders the aforesaid pet be impounded. Any cost are billed to the pet/animal owner.

ARTICLE XXI. COMMON AREA

Sec. 1 Policy and Guidelines

A. The common area (Land and Structures) is owned by the Association; maintained with dues paid to the Association; for the enjoyment and benefit of all members, residents and their families.

B. To enhance the Association's investment in the common area and to keep maintenance cost at a reasonable level, the following rules and regulations shall be observed:

1. All plants and topsoil shall be left undisturbed.

2. All wildlife is protected (no hunting or trapping allowed) and pets are restrained.

3. Neither firearms nor air guns may be discharged or carried openly into this property except by the Association authorized security personnel.

4. Property owners adjacent to common areas shall confine personal development of facilities to their own property.

5. No refuge or garbage shall be discarded into the common areas.

6. Pets shall be walked only in designated areas and leash rules observed.

7. There shall be no obstruction of the common area nor shall anything be stored thereon without the prior written consent of the Board of Directors.

8. Common areas shall be used only for the purposes of which they were designed. No person shall commit waste on the common area interfere with their proper use by others, or commit any nuisance, vandalism, or damage on or to the common area.

9. No noxious offensive, dangerous or unsafe activity shall be carried on in any residence which will affect the common area, or on the common area, nor shall anything be done herein, either willfully or gently, which may be or become an annoyance or nuisance to the other homeowneroccupants or resident or interfere with their peaceful enjoyment of the common area for the purposes of which they were designed.

ARTICLE XXII

SOLICITORS, VENDORS, BOOTBLACKS, BEGGARS, ETC.

Solicitors, vendors, bootblack and beggars are not allowed inside the Subdivision premises. The authorized newspaper boy, postman is only authorized to enter the village provided they should wear their proper uniform or identification.

ARTICLE XXIII.

ACTIONS OF OWNERS, RESIDENTS, OR OCCUPANTS

Sec. 1 Disturbing Noises

No homeowners, residents, or occupants shall make or permit any disturbing noises by himself, his family, servants, or visitors, nor do or permit anything to be done by such persons that will interfere with rights, comforts or convenience of other homeowners or occupants. No homeowners or occupant shall play, or suffer to be played, any musical instrument or operated suffer to be operated, an engine, device, music system, television set or radio at such high volume or in such manner that it shall cause unreasonable disturbances to other homeowners or occupants.

Sec. 2 Compliance with Law

No immoral, improper, offensive, or unlawful use may be made of any residence, and homeowners shall comply with and conform to all applicable national laws and regulations and ordinances, rules and regulations of the Municipality of Sta. Rosa, Province of Laguna. The violating homeowner shall hold the Association and its officers harmless from all fines, penalties, cost and prosecutions for the violation thereof non-compliance therewith.

Sec. 3 Employees of the Association or the Subdivision Manager

No homeowner shall send any employees of the Association or the Subdivision Manager on any private business nor shall any employee be used for the individual benefits of such homeowners, unless in pursuit of a benefit to all homeowners, or pursuant to the provision of special for a fee to be paid to the Association.

ARTICLE XXIV.

RUBBISH

Sec. 1 Deposit of Rubbish

The Board of Directors or the Subdivision Manager shall designate trash container locations. Pick-up will be from those locations only. Homeowners or occupants shall be responsible for the removal of trash from their residences to the pick-up locations.

Sec. 2 Trash Storage

No storage of trash will be permitted in our outside any residence in such manner as to permit the spread of fire or encouragement of vermin.

Homeowners must provide two (2) trash containers. One for wet garbage, all waste such left-over foods, peels, etc., that are bio-degradable, must be tightly sealed in plastic garbage bags and one for dry garbage, such as papers, bottles, plastic and/or non degradable waste/recyclable.

Sec. 3 Trash Accumulation

No accumulation of rubbish, debris, or unsightly materials shall be permitted in the common area, except in the designated trash storage containers.

ARTICLE XXV. LEASED PROPERTY

Sec. 1 Lessees Written Agreement

A property owner who leases his property must obtain from the lessee a written agreement to abide by these rules and regulations and submit a copy of such agreement to the Board of Directors within 90 days from effectivity of these lease agreement or the date of execution thereof, whichever comes first.

ARTICLE XXVI. GENERAL ADMINISTRATIVE RULES

Sec. 1 Written Approval

Any consent or approval by these Rules and Regulation must be obtained in writing prior to undertaking the action to which it refers.

Sec. 2 Complaint

Any formal complaint regarding the Management of the Association of the common areas regarding the acts or omissions of other homeowners or occupant shall be made in writing to the Board of Directors.

ARTICLE XXVII. CONSTRUCTION AND RENOVATION

The Homeowners' Association shall have the right to file an action to enforce the House Rules and Regulations, and the party violating the House Rules shall pay for all the cost of litigation and reasonable attorney's fees which shall in case be less than Php

ARTICLE XXIX. CONCLUSION

Finally, we would like to express our appreciation for your cooperation in observing the foregoing basic rules. They have drawn up for the protection of your interests, and to make your period of residence as enjoyable as possible.

SWIMMING POOL GUIDELINES

1. The pool is for the use and enjoyment of La Residencia de Sta. Rosa HOMEOWNERS/LOT OWNERS and their registered dependents. RELATIVES and FRIENDS of Homeowners/Lot owners are considered GUESTS.

2. The pool is open from WEEK DAYS: 8:00 A.M. to 8:00 P.M. WEEK ENDS: 8:00A.M. to 10:00 P.M.

3. Swimming pool rates for the GUESTS, VISITORS & RELATIVES

Adult: Kid P 100.00/head-maximum of 4 hours P 100.00/head-maximum of 4 hours

4. Shower first before using the pool.

5. Swimming trunks or shorts that are made of nylon and bathing suits are required; pants, maong, shorts or any other shorts made of fiber and cotton and colored shirts are not allowed in the pool.

6. NO DIVING.

7. Smoking and consummation of foods and drinks shall be strictly prohibited in the pool.

8. Homeowners/Lot owners and guests using the pool shall be responsible for depositing trash and cigarettes in appropriate receptacles.

9. Whoever does any damage to the pool facility shall be charged for the repair.

10. The following are not allowed near the pool area: Bicycles, Skateboards, any wheeled toys, Glass containers or other breakable or sharp objects and animals.

11. No person shall:

a. Enter the pool while suffering from contagious disease.

b. Perform any act that likely to endanger, obstruct and annoy any person in the pool or poolside area.

c. Remove or interfere with any life-saving apparatus or equipment of the filtration plant.

d. Use air mattress, inflatable boats, balls or any objects except recognized swimming aids in the pool.

e. Bring any radios, stereos, TV's, and similar electronic equipment into the pool area.

12. The pool is for your enjoyment. The buddy system is recommended to be used by swimmers. For safety reasons, no one should swim alone.

13. The Management has the right from time to time to amend, any of the above stated guidelines when deemed necessary and appropriate.

BASKETBALL AND TENNIS COURT GUIDELINES

1. The Basketball and Tennis Court is exclusively for the use of HOMEOWNERS, families and Guests of La Residencia de Sta. Rosa Subdivision.

2. Playing time would be at 6:00 am to 10:00 pm.

3. Gambling is strictly prohibited.

Players should wear proper basketball and tennis outfit. Only tennis or all court shoes are allowed. Leather soled shoes with cleats are not allowed.

5. Persons with communicable diseases shall not be allowed to use the court.

6. Lights are to be turned-off after court use.

7. Any damages or violations of the rules may cause payment of the cost of repair/replacement of such damaged item or ban on the use of the court for the infraction of the Rules and Regulations.

8. Homeowners will be responsible for the conduct of their dependents, and guest/visitors.

9. Skates, Skateboards, Bicycles, Tricycles, and other wheeled toys are not allowed on the Tennis and Basketball Court.

10. The management shall not be responsible for any accidents, injury or lost of any personal belongings by any person/s whether resident or guest of resident, or otherwise arising direct or in connection with, the use of the court and all other amenities ancillary thereto.

11. Excessive noise should not be allowed.

12 . Advance reservations will not be allowed. Use of the court will be on FIRST COME FIRST SERVED BASIS

13. The Management reserves the right from time to time to make, add to, amend and revoke any of the above by-laws regulating the use and enjoyment of the Basketball and tennis court.

CLUBHOUSE MULTI-PURPOSE HALL GUIDELINES

1. The clubhouse Multi-Purpose Hall is designed to provide Homeowners an ample space to conduct special activities, parties, gatherings, etc.

2. Use of the Multi-Purpose Hall would be on a FIRST COME FIRST SERVED BASIS. Owners who intend to use the hall can book for reservation at least one week before the desired date. Reservation forms will be available at the Administration Office. Fifty percent should be paid for reservation and the other fifty percent must be paid on the date of usage.

3. The Multi-Purpose Hall is a common area. Party time will be limited until 10:00 pm to give time for cleaning and by 12:00 am the hall must be totally clean and cleared.

4. Sound systems, music, live bands should be operated on a moderate volume so as not to disturbed other owners especially during nighttime.

5. Use of lighting facilities and other electrical devices must be coordinated with the Administration first.

6. Owners should submit list of guest to the Administration Office to be forwarded to the Security on duty to provide faster admission of guest into the subdivision.

7. Owners should submit to Administration Office services contracted for the party like caterers, chairs and tables, decors, etc. for proper coordination.

8. The party is limited at the Multi-purpose hall and no guests are allowed to roam around the subdivision so as not to disturb other homeowners.

9. Parking for guests will be provided and supervised by security personnel on duty. No guest is allowed to park in front of driveways that will cause the smooth flow of traffic.

10. Technical and security personnel would be standing by to provide assistance during the party and the homeowners will shoulder overtime pay of P 300.00.

11. Damage to the Clubhouse Multi-purpose Hall or violation of the rules may cause payment to the cost for the repair/replacement of damaged facility or ban from using the Clubhouse Multi-purpose Hall for infraction of the rules and Main Regulations.

12. Guarantee deposits for the caterer, which is refundable after the final inspection of admin office with no violation: P 5,000.00. No garbage left and No damage of facilities.

13. The management reserves the right from time to time to make, add, to amend, and revoke any of the above stated by-laws regulating the use and enjoyment of the Clubhouse Multi-purpose Hall.

GYMNASIUM for the Guest

1. GUEST informs and submits list of names and schedule to the Admin. Office one week before they want to use the gym for the board approval.
2. The gym is open during office hours only from 9:00 am to 4:00 pm just register your name at the Security Office/Admin. Office.
3. The Association and the Subdivision Management Office assumes no responsibility for the safety of person/s using the or for accidents that may occur at the gym area.
4. Only a maximum of four (4) persons shall be allowed inside the gym.
5. Boisterous behavior and rough play in the gym are prohibited.
6. Smoking, eating and spitting in the gym are prohibited.
7. Proper attire; well-cushioned rubber shoes and physical fitness outfit for flexible movements.
8. When using a bench, reclining board or any similar equipment, a dry towel must be draped over the equipment.
9. Moveable equipment, i.e. dumb bells, barbells etc. must be returned in their proper places / racks after use.
10. All equipment that broke down during the time they use the gym, should be charge to them.
11. Rate of facilities every 1 hour - P30/person.

GYMNASIUM GUIDELINES

1. The gym and the corresponding facility / equipment are for the exclusive use of Homeowners/Lot owners. Only sixteen (16) years old and above are allowed to use the gym.
2. The Gym is open from 6:00 am to 10:00 pm including Holidays; just register your name at the Security Office/Admin. Office.
3. The Association and the Subdivision Management Office assumes no responsibility for the safety of person/s using the gym or for accidents that may occur at the gym area.
4. Only a maximum of seven (7) persons shall be allowed inside the gym.
5. Boisterous behavior and rough play in the gym are prohibited.
6. Smoking, eating and spitting in the gym are prohibited.
7. Proper attire: Well cushioned rubber shoes and physical fitness outfit for flexible movements.
8. When using a bench, reclining board or any similar equipment a dry towel must be draped over the equipment.
9. Moveable equipment, i.e. dumb bells, barbells etc must be returned in their proper places/racks after usage.
10. Drivers, maid and domestic helpers shall not be allowed to use the gym.
11. The management has the right from time to time to amend any of the above stated guidelines when deemed necessary and appropriate.

FIRE SAFETY TIPS

For Subdivision and Households

KITCHEN:

1. All electrical appliances and tools should have a testing agency label.
2. Have appliances repaired if they aren't working right.
3. Don't overload the outlets.
4. Water and electricity combined cause shock. Have dry hands, don't stand in water. If an appliance gets wet, have it serviced.
5. Don't store things over the stove. People get burned reaching. Turn pot handles so children can't pull them down. Wear tight sleeves when you cook. Loose-fitting garments can catch fire.

LIVING or FAMILY ROOM:

1. Use large ashtrays.
2. Before you go to bed, look under cushions for burning cigarettes.
3. Use metal fireplace screen. Have the chimney checked and cleaned regularly.
4. Put lighters and matches where small children won't find them. Use special outlet covers to keep children's fingers out.
5. Allow air space around the TV and stereo to prevent overheating. If the TV doesn't work right, it can be a fire danger. Have it checked out.
6. Keep portable heaters away from people and combustibles.

BEDROOM:

1. Buy a smoke detector and install it outside your sleeping area.
2. Plan two escapes from each bedroom.
3. Don't smoke on the bed.
4. Don't overload electrical outlets.

BASEMENT, GARAGE and STORAGE

1. Store gasoline and flammable in tight metal containers. Don't use flammable liquids near heat, a pilot light, or while smoking.
2. Have heating equipment checked yearly
3. Clean up your workbench. Keep flammable away from sparks.
4. If fuse blows, find the cause (replace a fuse with one of the correct size)
5. Sort and remove rubbish. Don't store things near a furnace or heater.

WHAT TO DO IN CASE OF FIRE

1. Get out immediately. Don't try and grab your possessions they can be replaced you can't.
2. Have a pre-determined place to meet all occupants of the residence so everyone can be accounted for.
3. Call the fire department; don't assume some one else has.
4. Give any information you can to the fire department regarding the location of the fire and what is burning.

10 TIPS FOR FIRE SAFETY

1. INSTALL SMOKE DETECTORS.

WORKING SMOKE DETECTORS can alert you to a fire in your home in time for you to escape, even if you are sleeping. Install smoke detectors on every level of your home, including the basement, and outside each sleeping area. If you sleep with the door closed, install one inside your sleeping area as well.

Test detectors every month, following the manufacturer's directions, and replace batteries once a year, or whenever a detector "chirps" to signal low battery power. Never "borrow" a smoke detector's battery for another use a, a disabled detector can't save your life. Replace detectors that are more than 10 years old.

2. Plan your Escape from fire.

IF A FIRE BREAKS OUT in your home, you have to get out fast. Prepare for a fire Emergency by sitting down with your family and agreeing on an escape plan. Be sure that everyone knows at least two unobstructed exit doors and windows from every room. (If you live in an apartment building do not include elevators in your escape plan). Decide on a meeting place outside where everyone will meet after they escape. Have your entire household practice your escape plan at least twice a year.

3. Keep an eye on Smokers.

Careless smoking is the leading cause of fire deaths in North America. Smoking in bed or when you are drowsy could be deadly. Provide smokers with large, deep non-tip ashtrays and soak butts with water before discarding them. Before going to bed or leaving home after someone has been smoking, check under and around cushions and upholstered furniture for smoldering cigarettes.

4. Cook carefully.

Never leave cooking unattended. Keep cooking areas clear of combustibles and wear with short, rolled-up or tight fitting sleeves when you cook. Turn pot handles inward on the stove where you can't bump them and children can't grab them. Enforce a "Kid-free zone" three feet (one meter) around the kitchen stove. If grease catches fire in a pan, slide a lid over the pan to smother the flames and turn off the heat. Leave the lid on until cool.

5. Gives Space Heater Space.

Keep portable heaters at least three feet (one meter) from any thing that can be Kom. Keep children and pets away from heaters, and never leave heaters on when you leave home or go to bed.

6. Remember: Matches and Lighters are Tools, not Toys.

In a child's hand, matches and lighters can be deadly. Use only child-resistant lighters and store all matches and lighters up high, where small children's can't reach them, preferably in a locked cabinet. Teach your children that matches and lighters are tools, not toys, and should be used only by adults or with adult supervision. Teach young children to tell a grown up if they find matches or lighters, older children should bring matches or lighters to an adult immediately.

7. Cool Burn.

Run cool water over a burn for 10 to 20 minutes. Never put butter or any grease on a burn. If the burned skin blisters or is charred, see a doctor immediately. Never use ice.

8. Use Electricity Safety.

If an electrical appliance smokes or has unusual smell, unplug it immediately, then have it serviced before using again. Replace any electrical cord that is cracked or frayed. Don't overload extension cords or run them under rugs. Don't tamper with your fuse box or use improper sizes of fuse.

9. Crawl Low under Smoke

During a fire, smoke and poisonous gases rise with the heat. The air is cleaner near the floor. If you encounter smoke while you are escaping from a fire, use an alternate route.

10. Stop, Drop and Roll

If your clothes catch fire, don't run. Stop where you are, drop to the ground, cover your face with your hands, and roll over to smother the flames.

FACT SHEET: HOUSE AND BUILDING FIRES

A fire can engulf a structure in a matter of minutes. Understanding the basic characteristics of fire and learning the proper safety practices can be the key to surviving a house or building fire.

BEFORE

1. Install smoke detectors.
2. Check them once a month and change the batteries at least once a year.
3. Develop and practice the escape plan. Make sure all family members know what to do in case of fire.

Things to do:

- 1 Draw a floor plan with at least two ways of escaping every room. Choose a safe meeting place outside the house.
- 2 Practice alerting other household members: It is a good idea to keep a bell and flashlight in each bedroom for this purpose.
- 3 Practice evacuating the building blindfolded in a real fire situation, the amount of smoke generated by a fire will most likely make it impossible to see: Practice staying low to the ground when escaping.
- 4
- 5 Feel all doors before opening them. If the door is hot, get out another way.
- 6 Learn to stop, drop to the ground, and roll if clothes catch fire. Post-emergency numbers near telephone. However, be aware that if a fire threatens your home you should not place the call to

your emergency services from inside the house. It is better to get out first and place the call from somewhere else

8 Purchase collapsible ladders at hardware stores and practice using them.

9 Install A-B-C fire extinguishers in the house and teach family members to use them.

10 Do not store combustible materials in closed areas or near a heat source.

11 Check electrical wiring.

When dealing w/ an electrical repair Bear in mind the ff.

- Replace wiring if frayed or cracked.
- Make sure wiring is not under rugs, over nails or in high traffic areas. Do not overload outlets or extension cords.
- Outlets should have cover plates and no exposed wiring.
- Only purchase appliances and electrical devices that have a label indicating that a testing laboratory such as Underwriter's (UL) or Factory Mutual (FM) has inspected them.

Things to do:

DURING

1. Get out as quickly and as safely as possible.
2. Use the stairs to escape.
3. When evacuating, stay low to the ground.
4. If possible, cover mouth with cloth to avoid inhaling smoke and gases.
5. Close doors in each room after escaping to delay the spread of the fire.

If in a room with closed door:

- a. If smoke is pouring in around the bottom of the door or it feel hot, keep the door closed.
- b. Open a window to escape or for fresh air while awaiting rescue.
- c. If there is no smoke at the bottom or top and the door is not hot, then open the door slowly.
- d. If there is too much smoke or fire in the hall, slam the door shut.
- e. Call the fire department from a location outside the house.

AFTER

1. Give first aid where appropriate.
2. Seriously injured or burned victims should be transported to professional medical help immediately.
3. Stay out of damaged building.
4. Return home only when local fire authorities say it is safe.
5. Look for structural damage.

6. Discard food that has been exposed to heat, smokes or soot.
7. Contact insurance agent.
8. Don't discard damaged goods until after an inventory has been taken. Save receipts for money relating loss.

Heating Devices

- Heating devices such as portable heaters, wood stoves and fireplaces demand safe operation. Use portable heaters in well-ventilated rooms only. Refuel kerosene heaters outdoors only. Have chimneys and wood stoves cleaned annually. Buy only approved heaters and follow the manufacturers direction.

Smoke Detectors

Smoke detectors more than double the chance of surviving a fire. Smoke detectors sense abnormal amounts of smoke or invisible combustion gases in the air. They can detect both smoldering and burning fires. At least one smoke detector should be installed on every level of a structure. Test the smoke detectors each month and replace the batteries at least once a year. Purchase smoke detectors labeled by the Underwriter's Laboratories (UL) or Factory Mutual (FM).

SAFETY REMINDERS

PREPARING FOR EMERGENCIES

1. Locate and familiarize yourself with two (2) emergency windows. Always lock your door. Equip your house with at least 10 lb. Fire extinguisher.
2. Test and teach all household members the use of fire extinguishers and the use of telephone.
3. Locate the Fire extinguisher and call the guard.
4. Should you see a suspicious person, please inform the guard.

IF YOU DISCOVER FIRE

- Do not panic, Call for help. You can call the Security Guard assigned in the gate (049-541-2161).
- Use a fire extinguisher or any other available means to put out a small fire.
- Close windows and doors to prevent draught from spreading the fire.
- For as long as your safety will allow it do not leave the area Your presence is necessary to direct the fire fighters on the movement of your valuables.

IF YOU ARE TRAPPED IN YOUR HOUSE BY FIRE OR SMOKE

- Cover your nose and mouth with wet towel to avoid smoke inhalation.
- When escaping through smoke, crouch low and follow the emergency exit away from the smoke and fire.
- If the stairs are impassable due to fire or smoke, proceed to the exit windows. Stand on the balcony or canopy and wait for rescue.
- Immediately call security using your telephone.
- Fill the bathtub with water.
- Stand by the windows and try to catch the attention of rescuers. Never unnecessarily open the windows as wind draught may help spread the fire.
- Fill the spaces around the door with wet towels or sheets to keep the flame from entering

IN THE EVENT OF AN EARTHQUAKE

- Keep away from all windows or objects that may fall.
- Seek cover beneath a table or other solid object and protect yourself, especially your head from falling objects or you may brace yourself in an open door.
- Extinguishing cigarettes and unplugging all electrical appliances.

La Residencia de Sta. Rosa Homeowners' Association, Inc.

OUR VISION

To be the safest, most pleasant, modern, and self-sufficient community that is culturally aware, socially oriented, and environmentally friendly.

OUR MISSION

We are an organization of committed residents pursuing excellence in providing services that promotes quality of life, and harmony with the environment for our present and future members.

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