

Unit Owner's Guide to Condominium Living

Property Managed By:



The House Rules & Regulations

The rules and regulations are meant to make condominium living harmonious and orderly. The information, therefore, contained in this manual are to ensure the safe and peaceful enjoyment of the properties and facilities by all, as well as to comply with the Condominium Act and the Declaration of Restrictions in the Master Deed with Declaration of Restrictions.

The Developer, and upon turn-over of the project, the Condominium Corporation shall have all powers necessary to manage the affairs of the Association and to discharge its rights, duties and responsibilities, as provided in the Master Deed with Declaration of Restrictions, Articles of Incorporation and By-Laws of the Condominium Corporation, the Condominium Act and related laws and The Rules and Regulations of the condominium Corporation.

1. ON OCCUPANCY

Occupancy of a unit shall be limited as follows:

- 1.1 In the case of ownership, the owner and his immediate family and/or household helpers may occupy the unit within the overall occupancy limits. "Immediate family" shall pertain to the husband, wife, grandparents, parents, children and grandchildren of the registered owner.
- 1.2 Where the owner(s) of a unit desire/s to allow occupancy of the unit other than those stated in 1.1, the following restrictions shall apply:
 - 1.2.1 The owner must inform the Property Management Office at least 2 days in advance, and upon arrival, the guests must submit to the office a written confirmation of their occupancy from the registered owner.
 - 1.2.2 Any occupant/s not registered by the unit owner will be deemed as lessee/s.
 - 1.2.3 Where a unit is subject to a lease or rental, only the person(s) whose names are listed on the lease may occupy the unit, as well as any guest(s) who may visit (subject to all other restrictions relative to use and occupancy of the condominium) while the lessee(s) is/are in unit. In the absence of the approved lessee(s), occupancy of the unit shall be prohibited.

2. ON COMMON AREAS

The boundaries of Condominium units are the interior surfaces of the perimeter walls, floors, ceilings, windows and door thereof.

The COMMON AREAS of the Project shall comprise all the parts of the project other than the units, including but limited to the following:

- The parcel of land on which the condominium project shall be established, the walls, the common entrances and exits, the common sidewalks and pavements, roads, easements, alleys, concrete property walls or fences, and other areas of common use;
- The bearing walls, columns, floors, beams, girders, roofs, foundations, decks, stair wells, lobby/foyer, hallway, septic vaults and other common structural elements of the buildings;
- The function hall, administration office, and playground, sewerage treatment plant designated parking areas and guardhouses subject to such restriction, limitations or conditions for their use as may be prescribed by the Condominium corporation; and
- All other parts of the project and all structures and facilities, apparatuses, equipment, installations and areas therein which are for common use or necessary and/or convenient to the existence, maintenance or safety of the Project.

2.1 Foyers/Building Entrances

Typical components of Foyer/Building Entrances are the Community Bulletin Boards and Fire Fighting tools and equipment.

2.2 Stairways and Hallways

These are passages, including the hallway railings, that should be kept clean and free from any obstructions at all times.

2.3 Open Spaces in Front and Back of the Buildings

These are open spaces in front and back of the buildings that should always be clean and free from any structures and activities such as but not limited to grilling of foods, doing laundry, hanging of clothes or washing of equipment.

2.4 Fire Exit Door

These fire exit door may be used for emergency cases only. **Please always keep it close.**

2.5 Toilet and Bath Areas

Plumbing / Sanitary pipes are considered part of the common areas. To hang anything on sanitary lines may cause damage on pipes and fittings. And throwing or flushing of grease, cooking oil, cigarette butts, sanitary napkins, panty liners, plastics, cotton buds, diapers or any wrapper into the sink, toilet or drainage will eventually clog the lines.

2.6 Restrictions on the use of common areas

The following are not allowed:

- 2.6.1 Obstruction, construction of structure, storing, and storage of materials
- 2.6.2 Painting, decorating, altering or modifying the appearance of any portion of the building outside the unit.
- 2.6.3 Chiseling, hammering or puncturing of walls, ceiling and flooring.
- 2.6.4 Hanging of clothes, cleaning of equipment, beating of rugs and carpets
- 2.6.5 Drinking alcoholic beverages, smoking, and gambling of any kind.
- 2.6.6 Vandalism and littering.

- 2.6.7 Dumping or storing of trash / waste materials, furniture, or any construction materials.

3. ON CONDOMINIUM AMENITIES

Condominium amenities may be used as venue for different occasions such as birthdays, weddings, etc. Also, these are venues where you can stay, relax, and enjoy your time while staying at condominium complex. These facilities are for the exclusive use of the Unit Owners, their families, guests and approved renters.

3.1 Kids Playground

- 3.1.1 Always accompany your kids while playing at the Playground.
- 3.1.2 The Property Management Office shall not be responsible and assume no liability for any loss or damage to personal effects, or any injuries sustained by anyone while using or playing within the playground area.

3.2 Landscapes

What makes the beauty of the Condominium complex cool, clean & refreshing are the green landscapes. These can provide you opportunity to relax with *nature*.

- 3.2.1 Always keep them clean & green. Littering and cutting of trees is strictly prohibited.

4. ON WASTE MANAGEMENT

Throwing and disposal of garbage inside the condominium complex are scheduled by Property Management Office. Garbage must be placed on trash bins located at exit door

4.1 Garbage must be segregated first according to classification, and then placed in a small plastic bag or container before throwing.

○ **Guidelines on Waste Segregation:**

▪ **Bio-Degradable/Compostable**

- *Fruit peelings, vegetables and leftover foods*
- *Egg Shells*
- *Fish entrails and fish bones*
- *Grass, twigs, ashes and the like*

▪ **Recyclables**

- *Used Papers and Boxes*
- *Cans and Bottles*
- *Plastic and Containers*

▪ **Residuals (must be placed in a sanitary bag)**

- *Sanitary napkins / diapers*
- *Cloth and Rags*
- *Broken Ceramics and light bulbs*
- *Dirty Things*
- *All types / kinds of wrappers*
- *Styrofoam*

▪ **Special Wastes (bulky wastes)**

- *Appliances-radio, TV, ref, washing machine, stereo, etc.*
- *Mattresses*
- *Tree trunks, branches and twigs*
- *Broken sala sets*
- *Construction debris (under the responsibility of Unit Owners)*
- *Old tires and car batteries*

4.2 Burning of wastes materials within the condominium complex is strictly prohibited.

4.3 Sanctions for improper disposal of garbage will be imposed by the Property Management Office.

4.4 Method of Disposal

CATEGORIES	METHOD
BIO-DEGRADABLE WASTES	-Always clean and store in a separate container -Bring these to the trash Depository
RECYCLABLE WASTES	-Temporarily store these into a small container and do not include leftover soup or sauce to prevent residues - Bring these to the trash depository and dispose to a designated container
RESIDUALS	-Store items in a plastic bag and mark it with an "R" to identify as Residual -Bring these to the trash Depository
SPECIAL WASTES	-Tree branches and twigs should be cut to a length of 1 meter to facilitate handling and collection -Leaves and grass should be placed in sacks or plastic bags. -For other bulky special wastes, disposal should be arranged with the Admin. Office.

5. ON THE USE OF BULLETIN BOARDS

Letters, advertisements, signs, memos, notices, and other printed materials shall be posted only in the places, styles and manner approved by the Office.

5.1 Community Bulletin Board

- 5.1.1 This board is located in the Foyer/ Building Entrance and is reserved for Memos and other notices from the Office, such as:
- Upcoming Community Events
 - Billings & Collection concerns
 - Utilities concerns
 - Community Issues and updates
 - Other community concerns

- 5.1.2 The upper portion of this board contains new postings which may remain for or more than two (2) weeks. The lower portion is for older postings, which may remain for not more than one (1) month.

- 5.1.3. Unauthorized postings shall be automatically and summarily removed.

5.2 Ads and Promos Bulletin Board

- 5.2.1 This board is intended for advertisements and other promotional postings by the unit owners, the Office, and others, such as:
- 5.2.1.1 Units for sale / rentals
 - 5.2.1.2 Products for sale / lease
 - 5.2.1.3 Government projects like Waste Management System and the like
 - 5.2.1.4 Promotional Campaigns of Commercial Units
- 5.2.2 All postings on this board shall have prior approval from the Office with stamp **“Approved for Posting”** and bearing the signature of the Property Administrator. The Office reserves the right to disapprove any promotional posting not related to the needs and concerns of the community.
- 5.2.3 Unauthorized postings shall be automatically and summarily removed.
- 5.2.4 Postings on this board shall remain for not more than two weeks, to give chance for other residents to post.
- 5.2.5 The residents have the priority to post on this board over non-residents.

6. ON SECURITY

The Security Personnel under the supervision of the Office are responsible for the general safety and security of the community as well as the enforcement of these Rules and Regulations. However, they shall not be responsible in securing the respective condominium units. All are enjoined to comply with security measures implemented by the Security Personnel.

6.1 Security Control on Residents

The Security Personnel may enforce such security measures, including inspection of vehicles, and other belongings and verification of identity, which they deem appropriate.

6.2 Security Controls on Visitors

- 6.2.1 Upon entry, every visitor is required to leave a valid I.D. in exchange for a Visitor's Pass. Upon exit, the I.D. shall be returned upon surrender of the Visitor's Pass.

- 6.2.2 Every visitor is required to disclose the Unit No., the name of the resident and his/her purpose for visiting for the Guard's validation.
- 6.2.3 To avoid inconvenience, the resident who is expecting visitor/s shall inform in advance the Guard on Duty at the main gate the name/s of the visitor/s.
- 6.2.4 The resident is responsible for any violations committed by his/her visitor/s.
- 6.2.5 Any visitor who does not abide by the security measures implemented by the Security Personnel may be refused entry or asked to leave the premises.

6.3 Security Assistance

- 6.3.1 The security personnel may render assistance in case of an emergency.
- 6.3.2 The resident must inform the security personnel for any untoward incident within the premises.

Note

Security guards should not be called upon to leave their posts to unlock doors, to assist in carrying packages, or to perform other personal services. Residents should conduct their business at the security desks as expeditiously as possible to enable the guards to carry out their security functions.

7. ON INGRESS/EGRESS, TRAFFIC AND PARKING

- 7.1 The opening and closing of Main Entrance & Exit Gates shall be in accordance with the following schedule unless otherwise revised by the Office.
- 7.1.1 The Main Entrance Gate is open 24 hours a day.
- 7.2 Large Delivery Trucks may be refused entry if upon assessment of the Guard on Duty they may cause damage within the premises.
- 7.3 Vehicle speed within the premises shall not exceed 15kph.
- 7.4 Traffic signages must be observed.
- 7.5 Vehicles must slow down when passing the Main Entrance / Exit Gates.
- 7.6 30 minutes hazard lights on must observe properly when parking at the street premises and drop off zone.
- 7.7 Guest parking is entitled of the following condition through the approved guidelines of Guest Parking Ticket.
- 7.8 Guest parking ticket for each unit owner/tenant must be provided for those will avail the allotted guest parking.
- 7.9 For convenience, Vehicle Gate Pass may be obtained from the Office at a specified fee which must be affixed on the upper portion of the windshield at the Driver's Side.
- 7.10 Parking is regulated pursuant to the Guidelines imposed by the Office.
- Only emergency repair work on vehicles may be allowed.
 - No structure or material of any kind shall be allowed in parking spaces.
- 7.11 Vehicles making excessive and/ or irritating sounds or emitting excessive smoke may be refused entry or asked to leave the premises.
- 7.12 The Management Office shall not be responsible for any loss of or damage to vehicles within the premises.
- 7.13 The Management Office should be informed in advance in case a Parking Slot Authorized User will allow a visitor to use his/ her parking slot.
- 7.14 For convenience, Vehicle Gate Pass may be obtained from the Office at a specified fee which must be affixed on the upper portion of the windshield at the Driver's Side.

- 7.15 Parking is regulated pursuant to the Guidelines imposed by the Office.

- Only emergency repair work on vehicles may be allowed.
- No structure or material of any kind shall be allowed in parking spaces.

- 7.16 Vehicles making excessive and/ or irritating sounds or emitting excessive smoke may be refused entry or asked to leave the premises.

- 7.17 The Management Office shall not be responsible for any loss of or damage to vehicles within the premises.

- 7.18 The Management Office should be informed in advance in case a Parking Slot Authorized User will allow a visitor to use his/ her parking slot.

8. ON SAFETY

- 8.1. The storage of any combustible and/ or hazardous materials Shall not be allowed.
- 8.2. Electrical circuits shall not exceed their designed load.
- 8.3. Water should not be left running unless in actual use.
- 8.4 Nothing should be thrown out of the windows, doors, balcony, terrace or roof.
- 8.5 Nothing should be placed on the outside of windowsills, projections or balcony railings.
- 8.6 Unless otherwise allowed, cooking by the use of charcoal, firewood and the like prohibited.
- 8.7 Anything which will increase the risk of fire or the rate of fire insurance or conflict with the laws relating to fire or with the regulations of the concerned Government Agencies shall not be allowed.
- 8.8 Any act which will obstruct or interfere with the exercise of the rights of other residents, or in any way injure or harm them shall not be tolerated.

9. ON EMERGENCY PROCEDURES

Every effort is made to make the building a safe pleasant environment in which to live, however, emergencies do occur. The management defines an emergency to be any event or condition that threatens life, safety, or the property.

During office hours, maintenance requests, both emergency and non-emergency, should be directed to the Administration Office. During the evening hours, on weekends or otherwise when the Management Office is not open, calls should still be directed to any Utility, Security, or Maintenance personnel. Emergency situations will be handled accordingly.

9.1 Water Damage/Flood Emergencies

- 9.1.1 Each unit is equipped with shut off valves (located underneath the sinks and behind each toilet) which control the flow of water to a specific area in the unit. Each Resident should know the location of these valves and turn them off when flooding or leaking is evident. If assistance is needed to turn water off in the unit, call the Property Management Office.
- 9.1.2 In the event of flooding from an adjacent unit or common area immediately notify the Property Management Office.

9.2 Power Outages/Failures

- 9.2.1 Many power outages are the result of the inability of the utility company to supply service to the building. The building is equipped with emergency lighting in the stairways and halls. It would be prudent to have alternate lighting, such as flashlights, available in your unit, as well.
- 9.2.2 When a power failure occurs and the problem is confined to your unit only, check your circuit breaker panel first. If no immediate problem can be found, call the electric company emergency service.

9.3 Fire Extinguishers

- 9.3.1 Hand-operated fire extinguishers are located in the stairways on each floor and throughout the building. They should not be removed except in a fire or other emergency.

- 9.3.2 The Municipal Fire Code requires fire prevention devices inside each unit. It is the Unit Owner's responsibility to provide such devices.

- 9.3.3 It is recommended that at least one 10 lb chemical fire extinguisher unit ABC (or two 5 lb units) be kept in your unit at all times. Store it within the kitchen area for accessibility. Most fires begin in the kitchen.

9.4 Fire Safety Instructions

- 9.4.1 Each unit has exit window that leads to fire stairways. Passage to these stairways must always be kept free from any obstructions according to the Fire Code.
- 9.4.2 Steps to follow in case of **FIRE IN YOUR UNIT:**
 - 9.4.2.1 Immediately call the fire department at 117 and give them the condominium address, the floor, and the unit number. DO NOT ASSUME that others have called. Use your fire extinguisher to put out the fire immediately.
 - 9.4.2.2 If the fire cannot be contained after using your fire extinguisher, immediately leave your unit. Close your door behind you to prevent the spread of heat and smoke, but leave it unlocked so that fire fighter's can enter.
 - 9.4.2.3 If conditions allow, alert other occupants on your floor.
 - 9.4.2.4 Use the closest Exit stairway or Fire Escape.
 - 9.4.2.5 Notify the nearest site or security personnel, if possible, when you get to the first floor. Provide your name, floor and unit number.
- 9.4.3 Steps to follow in case of **FIRE NEAR YOUR UNIT:**
 - 9.4.3.1 Immediately call the fire department at 117 and give them the street address; and if possible, the floor and the unit number. DO NOT ASSUME that others have called.
 - 9.4.3.2 Immediately attempt to leave your unit. However, before opening your door, place your hand on the door. If it feels warm, DO NOT OPEN IT! Dangerous fire conditions could exist outside your door.

- 9.4.4 If your door is warm or there is heavy smoke in the corridors, do not leave your unit. Keep your door closed and seal the cracks around it with wet towels or clothes to prevent the smoke from entering your unit. If smoke enters your unit, open a window.

9.5 If your door is not warm, barely open it so that you can check for smoke in the corridor. If you think the corridor is safe, leave your unit.

- 9.5.1 Close your door behind you and proceed to exit to the closest stairway. If conditions allow, alert your neighbors.

- 9.5.2 Notify the nearest site or security personnel, if possible, when you get to the first floor. Provide your name, floor and unit number.

9.5.3 Earthquake Preparedness Guide Before the Earthquake

- 9.5.3.1 Know the earthquake hazards in your area.

- 9.5.3.2 Follow structural design and engineering practices when constructing a house or building.

- 9.5.3.3 Evaluate the structural soundness of the buildings and houses.

- 9.5.3.4 Prepare your homes, workplace and area.

- 9.5.3.5 Familiarize yourself with the exit routes.

- 9.5.3.6 Know where fire extinguishers, first aid kits, alarms, and communication facilities are located. Learn how to use them before hand.

9.5.4 During the Earthquake

- 9.5.4.1 Stay Calm.

- 9.5.4.2 When you are INSIDE a structurally sound building or home STAY THERE!

If you're OUTSIDE move to an open area.

9.5.5 After the Earthquake

- 9.5.5.1 Be prepared for aftershocks. Once the shaking stops, take the fastest and safest way out of the building. Don't use elevators, enter damaged buildings, use telephones unless necessary and DO NOT PANIC.

- 9.5.5.2 Check yourself and others for injuries, water and electrical lines for damages, for spills and chemical, toxic and flammable materials, and control fires

which may spread.

- 9.5.5.3 If you need to evacuate your residence, leave a message stating where you are going and bring your emergency supply kit.

- 9.5.5.4 Keep updated on disaster prevention instructions from battery-operated radios.

10. ON THE RESPONSIBILITIES OF THE UNIT OWNERS

- 10.1 The unit owners are at all times personally responsible for the conduct of their family, guests of the family, tenants and all their occupants. This responsibility extends but is not limited to any damage or destruction to common elements.

- 10.2 The unit owners shall be responsible to maintain all limited common elements such as appurtenant to its unit in a clean, safe and sanitary condition. And they shall be solely responsible for any and all liability arising from said limited common elements.

- 10.3 Unit owners/tenants are responsible to keep and take care properly their unit keys. The Property Management has no responsibility for the lost key/s and will not refer any form of locksmith organization.

- 10.4 Distribution of mails and packages are being implemented as follows:

- 10.4.1 Administrative Personnel distributes: CONDO DUES SOA & WATER BILLINGS.

- 10.4.2 Authorized bill to distribute per unit/s are: MERALCO BILL.

- 10.4.3 All registered mails and packages must be received personally by the Unit Owner at the Guardhouse. Or guard on duty may accompany the delivery man at their unit.

11. ON PUBLIC DISTURBANCE

Any act, behavior, or something that causes annoyance and disruption to the neighboring units and to the community is considered as an act of Public Disturbance. This shall not be allowed inside the Condominium Complex.

The following actions therefore are strictly prohibited:

- 11.1 Excessive and disturbing noises or vibrations which would unreasonably interfere with the rights, comfort or convenience of other unit owners.
- 11.2 Loud volume from the karaoke, radio component, musical instruments and television
- 11.3 Banging of main doors
- 11.4 Walking at the least half naked or wearing indecent clothes.
- 11.5 Over revving of vehicles, blowing of horn and excessively loud car alarms.
- 11.6 Shouting at Hallways and Foyers
- 11.7 Fighting and/or riots specially during community events
- 11.8 Intoxicated person/s roaming around the premises of the condominium complex.
- 11.9 Pets of any kind except for small tropical fishes.
- 11.10 Drinking, smoking, and gambling at common areas.
- 11.11 Openly carrying and display of fire arms and other deadly weapons.
- 11.12 Soliciting or canvassing by any person anywhere in the condominium premises for any cause (charity, religious, political) or any purpose whatsoever unless specifically authorized by Property Management Office/Condo Corp.
- 11.13 Wakes and funerals within the Condominium project

12. ON GENERAL PROVISION

- 12.1 These House Rules are hereby prescribed to govern and regulate the use, occupancy and enjoyment of the individual units and common areas for safe, peaceful and orderly management of the condominium properties and facilities.
- 12.2 Occupants refer to unit owners, members of their families, helpers or employees, tenants or other residents by authority of the owner, who are bound to comply with these House Rules.
- 12.3 The Property Management Office shall have the full authority to implement these House Rules and to impose fines and other sanctions as allowed by the Condominium Act, the Master Deed with Declaration of Restrictions, the By-Laws and other applicable laws.
- 12.4 These House Rules are subject to changes, additions and revisions as the needs and conditions arise.
- 12.5 Prescribed Sanctions for Violations of House Rules & Regulation:

Description	Disciplinary Action
Type A – Minor	
First Offense	Verbal Warning
Second Offense	Written Notification with the corresponding Penalty Fee (P200.00)
Third Offense	Written Notification with Reprimand with the corresponding Penalty Fee (P500.00)
Fourth Offense	Written Notification with the corresponding Penalty Fee (P1,000.00)
Type B – Major	
First Offense	Written Notification
Second Offense	Written Notification with Reprimand with the corresponding Penalty Fee (P500.00)
Third Offense	Written Notification with the corresponding Penalty Fee (P1,000.00)
Fourth Offense	Written Notification with the corresponding Penalty Fee (P2,000.00)
Type C – Serious	
First Offense	Written Notification with corresponding Penalty Fee (P1,000.00)
Second Offense	Written Notification with the corresponding Penalty Fee (P3,000.00)
Third Offense	Written Notification with the corresponding Penalty Fee (P5,000.00)
Fourth Offense	Legal Action to Eviction

**Type of
Offenses and
Disciplinary
Action**

Categories of Offenses and Corresponding Penalties

Description	Type of Offenses
1. Offenses against Person	C
2. Offenses against Property	
2.1. Painting, decorating, altering or modifying the appearance of any portion of the building outside the unit.	B
2.2. Cutting of Trees	A
2.3. Installing colored curtain which are visible outside the building.	A
2.4. Unauthorized posting on Bulletin Board	A
2.5. Chiseling, hammering or puncturing of walls, ceiling and flooring.	B
2.6. Vandalism.	C
2.7. Damage to the facilities.	C
3. Offenses against Safety, Security and Public Morals, Public Order	
3.1. Obstruction, construction, storing and storage of materials on Common Areas.	A
3.2. Hanging of clothes, cleaning of equipment, beating of rugs and carpets on Common Areas.	A
3.3. Littering.	A
3.4. Cooking by the use of charcoal, firewood and the like.	A
3.4.1. Opening of doors while cooking	A
3.5. Recurring Banging of main doors.	A
3.6. Unauthorized assembly or gathering that unnecessarily impedes the pedestrian traffic.	A
3.7. Dumping or storing of trash / waste materials, furniture, or any construction materials in Common Areas.	C
3.7.1. Burning of Waste Materials within the Condominium Complex.	C
3.7.2. Improper Disposal of garbage.	C

3.8. Vehicles making excessive and/ or irritating sounds or emitting excessive smoke.	B
3.9. Over revving of vehicles, blowing of horn and excessively loud car alarms.	B
3.10. Shouting at hallways, stairways, and foyers.	B
3.11. Soliciting or canvassing by any person anywhere in the condominium premises for any cause (charity, religious, political) or any purpose.	B
3.12. Storage of any combustible and/ or hazardous materials.	C
3.13. Any act which will obstruct or interfere with the exercise of the rights of other residents, or in any way injure or harm them.	C
3.14. Removal of hand-operated fire extinguishers except in a fire or other emergency.	C
3.15. Obstruction to exit window that leads to fire stairways.	C

3.16. Excessive and disturbing noises or vibrations which would unreasonably interfere with the rights, comfort or convenience of other unit owners	C
3.17. Loud volume from the karaoke, radio component, musical instruments and television	C
3.18. Fighting and/or riots especially during community events.	C
3.20. Openly carrying and display of fire arms and other deadly weapons	C
3.21. Wakes and funerals within the condominium project or in any common areas.	C
3.22. Placing or storing on the outside of windowsills, projections or balcony railing.	B
3.23. Drinking of alcoholic beverages, smoking, and gambling of any kind in Common Areas.	B
3.24. Intoxicated roaming around the premises of the condominium complex	B
3.25 Overstayed parking and not using hazard along the L'Oasis main street which serves as a drop off zone.	A

13. ON COMMUNITY ID APPLICATION

In accordance with our objective to enhance our security by effectively identifying all Residents and in order to maintain the exclusivity of the use of our amenities to all members of our community, everyone is required to apply for a Community ID.

Below are the details indicated on a Community ID. Color may vary depending on the category of the person being either a Unit Owner/Immediate Family Member (Green), Tenant/Renter (Blue) or Household Helper/Yaya (Red).

IN CASE OF EMERGENCY

DEPARTMENT	CONTACT NUMBERS
Admin Office	Tel. No. Email add:
Security Department	Tel. No.
BACOLOD Philippine National Police	Tel. No. (034) – 708-8093
Bureau Of Fire Protection BACOLOD	Burgos Ave Fire Sub-STN : (034) 434-5022 - 23 BFP BACOLOD CP # : 0921-3417002 Email add: bacolodcityfs@gmail.com
BACIWA-Prime Water Bacolod City	Tel. No. (034) 434-9236
CENECO – Central Negros Elec.Coop. Inc.	Tel. No. (034) 458-6777 Email add: cenecopr@gmail.com
Bacolod City Gov.	Tel. No. (034) 434-9122
	Tel. No. (034) 432-7196