

2009 VILLAGE HANDBOOK

Basic Guidelines for
Homeowners/Residents/Tenants



AYALA ALABANG VILLAGE ASSOCIATION

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MADRIGAL GATE

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FOREWORD

For over 30 years, the Ayala Alabang Village remains one of the sought-after residential subdivisions south of the Metro due to its prime location, first-class facilities, and accessibility to the business districts of Makati, Pasay and Pasig. Approximately 700 hectares, this sprawling subdivision is located in Barangay Ayala Alabang, Muntinlupa City. The village shares its borders with the cities of Las Pinas, Paranaque, and Bacoor, Cavite. Connected by a 70-kilometer concrete road network, it is, by far, bigger than all of the primary subdivisions in Makati City put together.

An official bird sanctuary, Ayala Alabang Village has more than 60 known species of resident, migrant, or migratory birds that have found their homes in more than 9,000 full-grown trees spread all over the village. It is also home to an estimated population of 34,500 residents, occupying 4,354 homes (as of August 2009) while 99 new homes are under construction.

The village has three main gates located along Commerce Avenue--namely the Acacia, Madrigal, and Mindanao Gates. With 30% of the village devoted to roads and parks, Ayala Alabang Village has thirteen (13) parks that include children's playground facilities, and sports facilities such as swimming pools, basketball courts, tennis courts and football fields.

In addition to basic water, sewer, electricity, telephone, and cable utilities, the village extends top-of-the-line services to its residents by providing round-the-clock direct satellite link (DSL) connections, security, fully-equipped clinic, fire truck and ambulance service, a community channel, and a public transportation system. As for community institutions, the village hosts schools, a library, a very active parish, and the barangay office.

AAVA works hand in hand with Barangay Ayala Alabang and the Parish of St. James the Great to ensure that all homeowners, residents and tenants find the peace of mind, tranquility, and community spirit they all seek in a residential village. We continually strive for a happy AAV – A B C (Association – Barangay – Church) Community.

Your Village Handbook embodies all of the basic information you need about Ayala Alabang Village – from our village vision and mission to our directory of services.

To ensure the timely relevance and appropriateness of your handbook, we will review it regularly and amend it every five years.

General Village Information

AAVA Vision / Mission

AAVA Time Line

Village Map

Street Names

Structures & Facilities

AAVA VISION / MISSION

To be the best—in—class for urban community development where stakeholders (dwellers and transients) feel safe, properties are secure, environment is healthy and family-friendly; where quality of community life is kept at a premium level through services, utilities and facilities that are efficient, responsive, delightful and affordable.

AAVA TIMELINE

1972

The Madrigal family offers to sell its Alabang land to the Ayala Corporation. Instead of buying the land, the corporation offers its expertise in real estate development and embarks on a joint venture with the family.

1975 – 1976

The Madrigal family agrees to Ayala's proposal in 1975. Land development starts in 1976.

1977

The late Don Enrique Zobel initiates the establishment of the new subdivision in June. The 661-hectare mango orchards in Muntinlupa are developed into a residential-commercial district with provisions for education, health and recreational facilities.

1978

On August 11, the New Ayala Subdivision, Inc. is registered at the Securities and Exchange Commission with registry number 81344. Subsequently, on September 5, it is renamed the New Ayala Alabang Village Association, Inc. registered with the former Home Financing Corporation (now the Housing and Land Use Regulatory Board) with registry number 04-818.

1981

Barangay Ayala Alabang is created with Don Enrique Zobel as its first Barangay Chairman.

1985

On April 28, the New Ayala Alabang Village Association, Inc. is renamed Ayala Alabang Village Association, Inc.

1991

On July 9, the Ayala Land Inc turned over 423 parcels of land, consisting of street lots and other open spaces to the Ayala Alabang Village Association for a 50-year lease commencing on January 1, 1991 and ending on December 31, 2040.

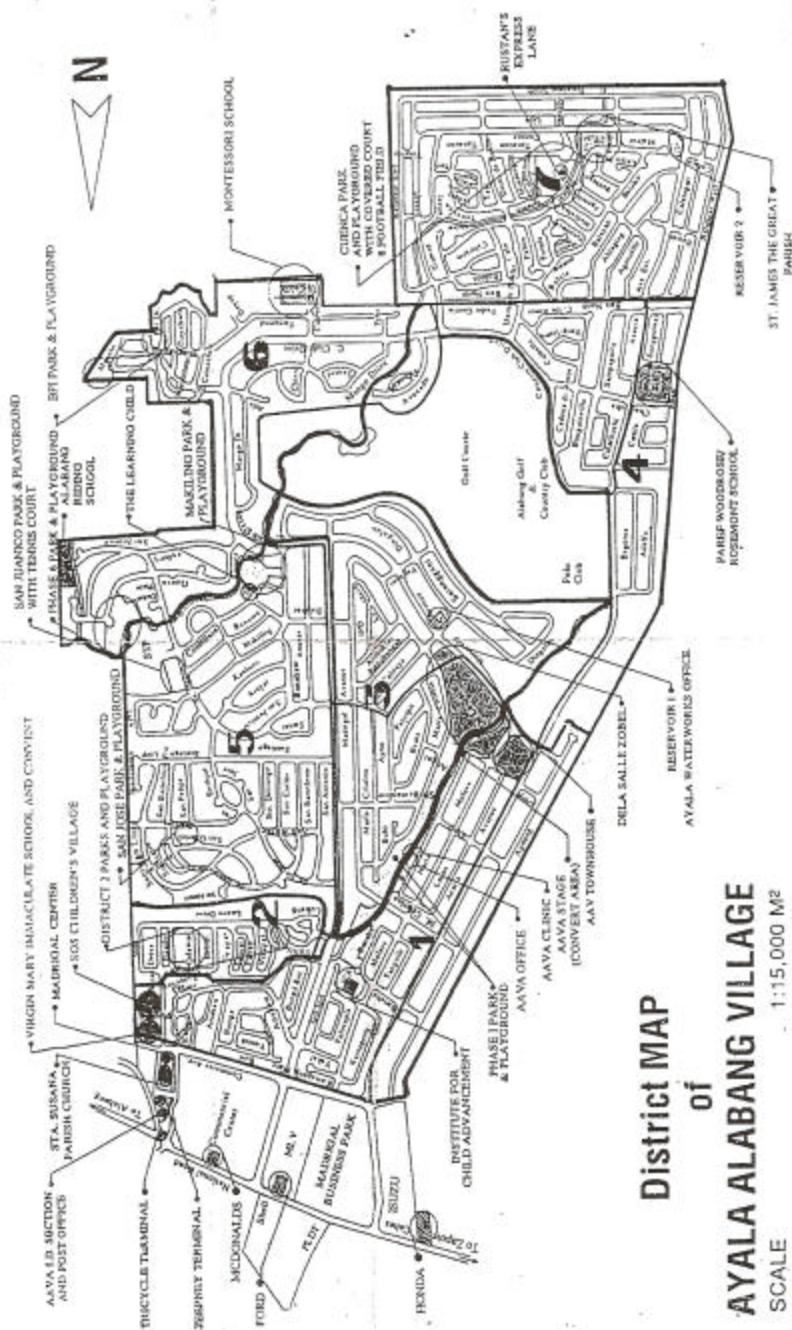
2003

AAVA celebrates its 25th anniversary at the Alabang Country Club.

2005

AAVA opens its expanded and renovated office premises.

VILLAGE MAP



STREET NAMES

District 1

Acacia Avenue #100 – 441	Kalapi
Anahaw	Kamagong
Apitong	Kamagong Place
Banaba	Lauan
Bayabong	Ma. Cristina #100 – 120
Buri	Madrigal Avenue #100–134
Bunga	Molave
Dalumban	Narra
Dao	Nipa
Guijo	Palosapis
Ipil-Ipil	Yakal
	Yantok

District 2

Basilan	Panay
Bohol	Polillio
Lubang	Samar
Luzon	Siquijor
Mindanao	Sulu
Palawan	Visayas

District 3

Agno	La Mesa
Ambuklao	Ma. Cristina #200 – 631
Angat	Madrigal Ave. (odd) #201– 525
Balabac #200 – 203	Pagapas
Beata	Pansipit
Buhi	Pantabangan
Country Club Drive #556–566	San Bernardino
Caliraya	San Juanico #101 – 109
Dingalan	Sarangani
Ipo	University #111 – 327
Champaca	Taysan #100 – 104

Note: Certain streets are divided by district, hence, the appearance of numbers.

STREET NAMES

District 4

Acacia Avenue
#500 – 821

Adelfa
Avocado Drive
Begonia
Bougainvilla
Cadena de Amor
Calachuchi
Camella
Camia
Champaca

Country Club Drive
#101–305

Dama De Noche #100 – 106
Ilang-Ilang
Macopa Drive
Padre Garcia
Rosal
Sampaguita
Sanggumay
Santan
Taysan #100 – 104

District 5

Anonas
Apo
Arayat
Balabac # 204 – 223
Banahaw
Banaue
Bulusan
Cordillera
Country Club Drive (odd)
#551 – 563
Kanlaon
Madrigal Ave. (even)
#202 – 516
Makiling
Samat
San Antonio

San Bartolome
San Bartolome Extension
San Carlos
San Enrique
San Felipe
San Gabriel
San Isidro
San Jose
San Juanico#114 – 315
San Lorenzo
San Manuel
San Rafael
Santiago Loop
Santiago
Sto. Domingo

Note: Certain streets are divided by district, hence, the appearance of numbers.

STREET NAMES

District 6

Atis	Langka
Caimito	Mabolo
Camachile	Mango Drive
Chico Drive	Mangosteen
Country Club Drive	Pili Drive
#306 – 549	Pina Drive
Dayap	San Juanico #314 – 355
Duhat Place	Santol Drive
Guava Drive	Tamarind Drive
Guyabano Drive	Tamarind Extension

District 7

Acacia Extension	Gamao
#830 – 913	Ibaan
Agoncillo	Laiya Place
Alitagtag	Lemery Place
Balayan	Lian
Balete	Lipa
Balibago	Malvar
Balitoc	Maricaban
Batangas East	Matabungkay
Batangas North	Matoco Place
Batangas South	Nasugbu
Batangas West	Palico
Batulao	Panamucan
Bauan	Parola
Calaca	Taal
Calatagan	Talin Place
Calicante	Talisay
Calo	Tanauan
Cuenca	Taysan#600 – 678
Dama De Noche #300 – 364	Tingloy

Note: Certain streets are divided by district, hence, the appearance of numbers.

STRUCTURES & FACILITIES

Cuenca Park

Playground



Covered Court



Football Field



STRUCTURES & FACILITIES

San Juanico Pool & Indoor/Outdoor Tennis Courts



STRUCTURES & FACILITIES

San Jose Covered Court



STRUCTURES & FACILITIES

Narra Park



Makiling Park



STRUCTURES & FACILITIES

Tamarind Park



St. James the Great Parish



AAVA Office



STRUCTURES & FACILITIES

Security Office



AAVA Clinic



AAVA Dental Clinic



Library



Guidelines, Rules and Regulations

Members' Registration

Members' Conduct

Association Dues

Public Order, Safety & Traffic

Use of Sports & Recreational Facilities

Permits, Clearances & Forms

Observing the Deed of Restrictions

MEMBERS' REGISTRATION

Who are the Qualified members?

All lot owners are mandatory members of the Association, whether individuals or juridical entities or their designated assignees.

Requirements for Property Owners (Members)

1. The property owner must register at AAVA by accomplishing the following:
 - Specimen signature card
 - Photocopies of TCT, Notarized Deed of Sale and/or Deed of Absolute Sale
 - Photocopies of at least 2 Valid IDs with signature
 - If company name, photocopy of Secretary Certificate
2. Provide a list of properties for lease and specify whether furnished or not.
3. If the owner cannot personally submit documents, s/he is required to prepare a Notarized Special Power of Attorney (SPA) for his/her authorized representative/relative to transact with AAVA regarding leasing. SPA should specify the extent of authorization. Authorized representatives with SPA must submit photocopies of at least 2 valid IDs with signature.
4. If a new tenant is moving in to the leased property, s/he is required to give the following to AAVA:
 - Photocopy of notarized Lease Contract (may be with amounts deleted)
 - Accomplished Move-In Permit Form

Requirements for Homeowners and Tenants

1. Prior to moving in to the Village, the homeowner or tenant should proceed to the AAVA Office to get moving in clearance and must bring the following:
 - Photocopy of at least two (2) valid IDs
 - Photocopy of Passport and VISA (for foreigner)
 - Duly accomplished Move-In Permit Form/Highlights of Leasehold Contract, (if tenants)
 - 2 pcs. 1" x 1" recent picture of all authorized occupants (or as indicated in the Highlights of Leasehold Contract (for Village ID, if tenants)

MEMBERS' REGISTRATION

2. The homeowner/tenant may then secure vehicle sticker/s upon presentation of photocopy of OR/CR and accomplished Vehicle Sticker Application form. Please refer to **Securing a Vehicle Sticker (p. 45)**.
3. The homeowner/tenant may also secure village IDs for him/herself and the rest of his/her household at the Security Office. Each ID costs P125.00.
4. A toll fee is charged at the gate for moving in and out when using 20-footer and longer container vans. Please refer to **Gate Fees Payment (p. 59)**.



Rules for Members and Tenants:

1. Only single family (includes Filipino extended family) occupancy is permitted per property. Double/multiple tenancy are not allowed.
2. All Residential lots are exclusively for residential purposes only. The following are not allowed:
 - Shops, construction offices, stores, clinics, manufacturing operations or warehouse of goods in commercial quantity or vehicles dealership and car exchange centers
 - Dormitory, boarding houses, churches, schools or repair shops
 - Safehouse for illicit activities (gambling, prostitution, massage house) or any other commercial activities aside from the above.
3. Pull-out of furniture or large household equipment should be covered by written permission from the owner or his/her authorized representative.
4. Tenant is required to secure and accomplish a Move-Out Permit signed by the owner. The Permit should be filed at least 24 hours prior to actual move-out date to AAVA Office during office hours (Monday to Saturday). To expedite the processing of the Permit, the owner is advised to personally inform or call AAVA (Admin 807-0521) for his/her approval of the Permit.

MEMBERS' REGISTRATION

5. Approval of a Move-out permit by AAVA will only be given after verification that all Association dues and other obligations were fully paid.
6. Tenant who will be moving to another property within the village upon expiration or termination of his/her Leasehold Contract should obtain a Move-Out Permit from the previous Lessor. Renewal of ID and Village Sticker will not be issued until clearance is obtained from previous Lessor and submitted to AAVA
7. The new Lessor should check with AAVA if the incoming tenant is a former occupant of other properties and has been cleared from all of his/her accountabilities.

MEMBERS' CONDUCT

The Ayala Alabang Village Association assumes the responsibility of providing residents an environment of peace and harmony where they can enjoy their chosen lifestyle within the privacy of their residences or in the facilities the village provides. An atmosphere of peace and harmony can only be achieved if our residents follow simple rules and regulations based on mutual respect of each other's need for peace, security and privacy

Mutual respect and consideration

All members must respect each other's right to peace and harmony. Activities which tend to create noise and disturbances must be kept within tolerable levels, especially during times of rest, such as weekends and at night.

Security issues and violent or abusive behavior

All members must refrain from acts that compromise the Village's security or may harm or injure fellow members. Acts of violence, threats of violence, rude, abusive behavior of members and/or their employees, dependents, contract workers, are not tolerated within the Village, especially towards Officers and employees of the Association who are in the legitimate process of discharging their duties.

For violation of the above rules of conduct, the following sanctions apply:

1. For inconsiderate behavior that disturbs the peace and well being of the neighbourhood such as excessive noise from PA systems, parking in neighbor's driveways, loud, persistent machinery noise, etc
 - a. First offense – Warning
 - b. Second offense – Stern Warning
 - c. Third Offense – P5,000 fine
 - d. Fourth and repeated offenses – P10,000
2. For behavior that adversely affects the Health and Security of the neighbourhood such as Excessive Paint Spraying, foul, vermin infested litter, Stagnant mosquito infested pools, Keeping of dangerous animals, bringing into the village banned personnel, and other similar activities:
 - a. First offense – Warning
 - b. Second offense – P10,000
 - c. Third offense – P30,000
 - d. Habitual offender – P50,000

MEMBERS' CONDUCT

3. For Abusive behavior, abusive language, threats and intimidation to members, and specially officers of the Association in the process of carrying their legitimate duty
 - a. First offense – P10,000
 - b. Second offense – P10,000
 - c. Third offense – P30,000
 - d. Habitual offender – P60,000

4. Endangering the lives and properties of the neighbourhood, such as indiscriminate use of fire arms, air guns, incendiary materials, fighting, physical abuse and other actions causing injury
 - a. First offense – P50,000
 - b. Second offense – P70,000
 - c. Third Offense – P100,000
 - d. Habitual Offender P300,000

In the event that the violator seeks an appeal, he may elevate his case to the Appeals / Review Committee which is composed of the following:

1. The President of the Association – Presiding Officer
2. The Chairman of the Security Committee
3. The Chairman of the Community Relations Committee
4. The Association's Legal Counsel

The ruling of the Appeals / Review Committee is final. The fines, unpaid after a grace period of 15 to 20 days shall be charged to the member's account and will be subject to the standard interest charges and penalties for non-payment.

In the case of Tenants, no clearance to leave or move –out shall be granted to tenants with outstanding fines and penalties, and stickers and similar privileges will be withheld for as long as there are outstanding fines.

ASSOCIATION DUES

The annual association dues are the primary revenue source of AAVA. All members have the responsibility of paying their dues in a timely manner.

Membership

1. Regular Members – Lot owners and homeowners
2. Special Members – Lot owners who are institutions and juridical entities that fall within the village perimeter whose sole purpose is recreational, educational, or religious in nature. These are:

Alabang Country Club, Inc. (ACCI)
De La Salle Santiago Zobel School, Inc.
Paref Woodrose/Rosemont School
Institute for Child Advancement
Daughters of Virgin Mary Immaculate
The Learning Child
Maria Montessori Foundation
SOS Orphanage
St. James the Great Parish

Liability for Payment

1. The lot owner, and not any tenant or lessee, shall ultimately be held liable for the payment of the association dues together with annual assessments and charges as levied by the Board.

Payments & Due Dates

1. The dues and additional assessments and charges shall be due at the start of the Fiscal Year (on or before February 28th) and all homeowners shall be properly notified at least 90 days prior to the due date. The Board may decide to provide incentives for the prompt payment of the dues. These dues are payable as follows:
 - a. Annual discounted rate as per Board approval – For payments made on or before January 31st of the coming year, you avail of a special discount from the regular rate, as decided by the Board.
 - b. If you pay from February 1 to 15 of the applicable year, you will be entitled to a special discount from the rate due as decided by the Board.

ASSOCIATION DUES

- c. Regular rate – For payments made on Feb. 16 but not to exceed Feb 28th of the applicable year, pay per square meter, the regular rate as approved by the Board of Governors.

Late Payments and Penalties

1. All receivables of AAVA must be received on time on the date due.
2. Delinquent accounts are subject to penalties and interest charges as follows:
 - a. The penalty rate shall be 1% and the interest rate shall be 1% of the principal per month.
 - b. Interest and penalty charges shall be computed on a compounded monthly basis from the date such receivable fell due.
 - c. All members or tenants whose past due receivables are beyond 60 days are deemed suspended and may not avail of AAVA services such as:

Garbage Collection

AAVA ID

Vehicle Stickers

Construction permits

Other services as the Board deems necessary.

3. AAVA will impose a lien on the property.

Notices and Collection Process

1. AAVA must, by itself, rely on its own resources to collect its receivables. Only after the association has exhausted all means to collect can it call on a third party for collection assistance. Past due accounts shall be collected as follows:
 - a. 30 days after such account falls overdue, the member shall be given a written notice of overdue (Letter A) and requested to remit the amount to AAVA.
 - b. No later than 60 days after the receipt of such a letter, a second letter (Letter B) shall be given to the member, warning him/her that s/he will face legal action if the amount is not remitted.
 - c. No later than 90 days after receipt of the second letter, a demand letter (Letter C) shall be sent, a copy furnished to our legal counsel and collection agency. Such letter shall inform the member of the consequences of legal action and requesting settlement.
 - d. No later than 120 days after letter C is sent, a written notice shall be given to the member informing him/her that AAVA has sent the account to a collection agency for legal action.

ASSOCIATION DUES

Arbitration & Compromise

All compromise agreements shall require a Board approval, voted upon in a regular board meeting, entered into the minutes of such a meeting, and subject to the approval of the Board.

Selection of Collection Agencies

1. In order to aid in the collection of difficult receivables, which in no case is no shorter than 360 days overdue, and after AAVA has exhausted all collection efforts outlined above, the Board allows the appointment of a duly accredited collection agency, preferably law offices, under the following conditions:
 - a. That such collection agency is a duly registered firm empowered to undertake collection functions.
 - b. That the agency has a track record of effective collection and has the organization and competence to:
 - File and prosecute difficult Debtors
 - Garnish and attach properties
 - Trace and identify owners of properties through registrars of deeds
 - Reconcile accounts and negotiate with debtors

PUBLIC ORDER, SAFETY & TRAFFIC

1. **Pre-employment Requirements.** All applicants (AAVA employees, household helpers, drivers, private security guards, gardeners, and construction workers) are required to submit NBI and Result of Drug Test conducted by AAVA Clinic. They are also required to undergo a seminar conducted every Wednesday from 1:30pm to 3:00pm at the Garden Club Pavilion (AAVA Office). The seminar includes topics such as Waste Management, crime prevention, fire safety, hazardous and accident-prone areas and the identification of any problems. (For renewal, the seminar may be waived subject to the AAVA discretion.)
 - a. Upon employment, they are required to secure an AAVA ID. The fee is P125.00.
 - ID processing center for construction workers is at the Tango Office at Alabang Town Center. For the rest, the AAVA Office processes the IDs.
 - b. Construction workers are required to prominently wear their IDs and prescribed uniform (red t-shirts) to help AAVA guards spot intruders.
 - c. Drivers and all house helpers are required to wear prominently their IDs while inside the Village. Residents and their immediate family members are exempted from wearing IDs.
 - d. Upon job termination, all workers are required to surrender their IDs to the Security Office.
 - e. All workers with expired IDs or found without their current ones may be charged with illegal entry.
 - f. Violators face a P100 fine.
2. **Curfew Hours.** Construction workers are prohibited from loitering the streets from 8:00pm to 6:00am, and household helpers from 10:00pm to 5:00am.
3. **Passage Strictly on Main Roads.** Construction and transient workers in AAVA are allowed to pass only on the most direct route and main avenues on their way to and from their respective job-sites. Public conveyances are likewise given their respective routes.

PUBLIC ORDER, SAFETY & TRAFFIC

4. **Two-Man Stay-in Rule.** Each jobsite must only have two stay-in workers. This is enforced to minimize security risk due to the great number of workers inside the village. P500 to be deducted from contractor's bond or P500 from each construction worker, and confiscation of AAVA IDs and banned from entry.
5. **AAVA ID Tag Color-coded System.** Imposition of the color-coding system for construction workers and service providers has been adopted to ensure speedy identification of workers from one jobsite to another and to easily detect them in case they roam around the village.

Maroon	- District 2 & 5
Green	- District 6
Blue	- District 1 & 4
Yellow	- District 3
Red	- District 7
6. **Commercial Activity.** The Deed of Restrictions prohibits the use of property for commercial purposes. Residents may use their addresses for applying for business permits, but for communication purposes only. Please refer to the guidelines on applying for *Endorsement for Barangay Clearance (p. 46)*.
7. **Fires.** Building fires in the open or in the household premises is prohibited.
8. **Use of Generator Sets.** Installation of permanent Gensets should be placed inside concrete housing and reinforced with a heavy-duty muffler to minimize noise. Residents are encouraged to switch off their gensets after 11:00 pm to maintain the peace and quiet of the neighborhood.
9. **Firearms and Fireworks.** The discharge of firearms inside the village is prohibited. Also prohibited is the use of firecrackers and similar pyrotechnics.
10. **No Smoking Areas.** Smoking inside a passenger jeepney/tricycle plying inside the village is strictly prohibited. Applicable penalties await any violator.

11. **Solicitations, Surveys, Sample distributions, etc.** Door-to-door solicitations, surveys, sample distributions, and the like are not allowed. Distribution of notices, circulars, flyers, etc. must be cleared and coursed through AAVA office at a nominal charge.
12. **Traffic Rules.** AAVA strictly enforces Operation Gotcha. The following page shows the traffic rules being implemented by the association along with the Barangay Ordinance promulgated by Barangay Ayala Alabang.
13. **Bicycles / Golf Cart Lanes**, for this Handbook, are called lane.
 - a. The lane is marked with white dotted line and ranging from 1.5 to 2 meters wide (depending on the width of the road) found on both sides of the street.
 - b. Lane Crossing - series of white bars where the bicycle lane crosses a street intersection.
 - c. Priorities - The lane is a priority lane, it is not meant for exclusive use of bicycle and golf carts. All vehicles can use the lane, even for parking. The lane, however, is not for pedestrians or joggers,

First priority - when bicycles use the lane, all other vehicles including Golf carts, must yield and give way to bicycles

Second priority - in the absence of bicycles, Golf carts are second priority

In case of obstruction in the Lane - in case other vehicles block the bicycles or golf carts, the bicycles and golf carts are free to pass the obstruction and resume using the lane thereafter.

PUBLIC ORDER, SAFETY & TRAFFIC

Traffic Violations and Fines Imposed (Barangay Ordinance No. 93-01)

Traffic Violations	Fines *
1. Speeding over the limit: 40 kph – Minor roads 60 kph – Major roads	P500.00
2. Failure to wear helmet	P500.00
3. Reckless driving	P500.00
4. No driver's license	P500.00
5. Unregistered motor/vehicle	P500.00
6. Disregarding traffic signs	P200.00
7. Obstruction	P200.00
8. Illegal parking	P200.00
9. Driving under the influence of liquor &/or prohibited drugs	P1000.00
10. Hitch-hiking	P200.00
11. Discourtesy	P200.00
12. Smoke belching	P300.00
13. Loud music from motor/vehicle	P200.00

** All fines are subject to change at any time.*

USE OF SPORTS & RECREATIONAL FACILITIES

1. All sports and recreational facilities are for the exclusive use of AAVA members and their guests and immediate dependents only. Suspended and delinquent members are not allowed to avail of these facilities during the period of their delinquency.
2. AAVA shall not be held responsible for any untoward incident resulting to injuries or eventual death that may occur to person or persons availing of the facilities.
3. To register, members and their dependents must present their AAVA ID to the AAVA person-in-charge before availing of the facilities. The “NO ID / NO ENTRY / NO PLAY” policy shall be strictly implemented.
4. Registration by phone or proxy is not acceptable.
5. Guests availing of facilities are subject to applicable fees and related charges.
6. Guests should be accompanied by the sponsoring member at all times.
7. Sponsoring members shall be responsible for the conduct of their guests and for any act that may be disruptive or harmful to the interest of AAVA and its members.
8. Members and their spouses shall always have priority over their dependents and/or guests.
9. All members and guests must observe proper and appropriate decorum and attire.
10. All individuals who use the facilities are expected to comply with the sanitary and safety regulations in this Handbook, as well as with all regulations that are posted on the bulletin board.
11. Time slot allotment is non-assignable/non-transferable.
12. Court assignment will be based on a “first-come, first-served” basis.
13. Players cannot be accommodated for the next hour unless there are no players waiting.

USE OF SPORTS & RECREATIONAL FACILITIES

14. Players should arrive for their slot reservation on time. Otherwise, they forfeit their slot to the next players available.
15. AAVA reserves the right to refuse any individual or group on the use of its facilities.
16. AAVA shall not be responsible for any valuables lost or damaged during the use of any of the facilities.
17. Private functions/tournaments, such as birthdays, baptismal receptions, weddings, and anniversaries, can be accommodated daily.
18. For private functions/tournaments, AAVA shall charge a fee to help offset the cost of lighting, security and maintenance of facilities during the affair.
19. For court reservations/tournaments, prior authorization from the Village Manager or his/her representative will have to be sought.
20. For court reservations, when no reservation is made for the succeeding hours at the same date, teams or groups on the court may be allowed to extend their allotted time.
21. In the case of games played at night, the security guard on duty shall turn on the lights upon presentation of documents as proof of reservation from AAVA.
22. Official events sponsored or sanctioned by AAVA (e.g. bazaars, concerts, etc.) shall take priority over members in the use of all facilities, especially on the weekends.
23. Reservations should be made by members only and must be paid three (3) days before the event.
24. Expenses such as setting-up, cleaning/clearing after use, and additional security shall be at the expense of the member.
25. The user must guarantee that the sound coming from the sound system (if any) will be limited to the function area. Care must be taken that the sound will not disturb the nearest house to the park.
26. Facilities shall be turned over after its use without any loss and/or damage.

USE OF SPORTS & RECREATIONAL FACILITIES

27. AAVA reserves the right to charge the user or the sponsoring member for any loss and/or damage and other incidental expenses to restore the facilities and its equipment to its original condition.
28. AAVA employees are strictly prohibited from offering their services for pay for any functions that are not sponsored nor sanctioned by AAVA.
29. Neither smoking nor littering is allowed in the courts.
30. Firearms, alcoholic drinks, beverages or prohibited drugs are not allowed inside the facilities.
31. The Sports and Facilities Coordinator and security guards on duty are given responsibilities of enforcing these rules and regulations without exceptions. In the event of disagreement in the interpretation of these rules, their decision shall prevail without prejudice. However, the member has the right to elevate the matter to the Village Manager who shall settle the dispute in finality.

COVERED COURTS

1. Covered courts (Basketball, Volleyball , Badminton) shall be open in accordance with the schedules.



TENNIS COURTS

1. Time of play shall be determined by the clock at the court. Players cannot be accommodated for the next hour unless there are no other players waiting.
2. The time limit for the use of the courts on week-ends is one (1) hour per game, whether singles or doubles.

USE OF SPORTS & RECREATIONAL FACILITIES

SWIMMING POOL

1. Children wearing diapers are not permitted in the pool.
2. Children under eight (8) years old are not allowed in the children's swimming pool unless accompanied by a parent or guardian.
3. Eating and drinking in the pool area is strictly prohibited.
4. Indiscriminate use of swimming pool facilities resulting in damage to the pool equipment/facilities or violation of the rules shall be penalized P1,000.00.
5. Any water sports activity (e.g. water hockey, swimming lessons, etc.) should have a written request and approval by the Sports Committee.
6. The pool is closed every Tuesday for cleaning and maintenance.



CUENCA FIELD

1. All moving vehicles are not allowed to enter the field.
2. Pets and foreign objects, like bamboo poles, electrical wires and other heavy structures or objects, are not allowed inside the field.



GENERAL RULES

There will be rules to be published separately by the Community & External Relations Committee.

USE OF SPORTS & RECREATIONAL FACILITIES

4. Football games will not be allowed during heavy rain.
5. Climbing the soccer goal is strictly prohibited.

SAN JOSE COURT & GYM

1. The gym shall be open from Tuesdays to Saturdays from 7:00am to 10:00pm including holidays.
2. Use of the court and gym during free time shall be on “first-come, first served” basis with a maximum of thirty (30) minutes playing time. Court attendant must log listing of players.
3. Forward reservation of teams or groups is good for one (1) month with a maximum of two (2) hours a day to avoid monopoly of the court.
4. Children under eight (8) years old are not allowed inside the court and gym unless accompanied by an adult.
5. Pets, skateboards, roller blades, roller skates and bicycles are not allowed inside the court and gym.

**FEES FOR THE USE OF SPORTS
AND OTHER FACILITIES**

			FEE*	
TENNIS COURT	RESIDENT	Day Time	6:00AM 6:00PM	Free
		Night Time	6:00PM - 9:00PM	P60.00/Hour/Court
	GUEST	Weekdays	6:00PM - 9:00PM	P100.00/Hour/Court
		Weekends		P200.00/Hour/Court

SWIMMING POOL	RESIDENT	Weekdays	9:00AM - 5:00PM	P50.00/Head	
		Weekends		P70.00/Head	
	GUEST	Weekdays	9:00AM - 5:00PM	P150.00/Head	
		Weekends		P200.00/Head	
	LOCKER RENTAL				
	RESIDENT	Weekdays	9:00AM - 5:00PM	P10.00/Locker/Day	
		Weekends		P20.00/Locker/Day	
	GUEST	Weekdays	9:00AM - 5:00PM	P20.00/Locker/Day	
Weekends		P40.00/Locker/Day			

OPEN BASKET- BALL COURTS	RESIDENT	Walk-in	6:00AM - 9:00PM	Free
		Reservation		P150.00/Hour
	GUEST	Reservation		P200.00/Hour

COVERED BASKET- BALL COURTS (Cuenca)	RESIDENT	Walk-in	6:00AM - 9:00PM	Free
		Reservation		P150.00/Hour
	GUEST	Reservation		P200.00/Hour
	PARTIES	Residents & Guests		P5,000.00/day (with refundable cash bond of P10,000)

** All fees are subject to change at any time*

**FEES FOR THE USE OF SPORTS
AND OTHER FACILITIES**

COVERED BASKETBALL COURTS (District-2 & San Jose)	BASKETBALL			FEE *
	RESIDENT	Walk-in w/ AAVA ID	7:00AM-7:00PM	Free
		Walk-in w/o AAVA ID		P100.00/Head/Hour
		Reservation	7:00AM-10:00PM	P800.00/Hour
	GUEST	Reservation		P800.00/Hour
	BADMINTON			
	RESIDENT	Walk-in w/ AAVA ID	7:00AM-7:00PM	Free
		Walk-in w/o AAVA ID		P100.00/Hour/Head
		Reservation		P150.00/Hour/Court
	GUEST	Reservation	7:00PM-10:00PM	P150.00/Hour/Head
P200.00/Hour/Head				

CUENCA FOOTBALL FIELD	RESIDENT	Walk-in	6:00AM-6:00PM	Free
		Reservation	6:00PM-10:00PM	P300.00/Hour
	GUEST	Reservation	6:00AM-6:00PM	P500.00/Hour
			6:00PM-10:00PM	P300.00/Hour
				P800.00/Hour

PARKS & PLAY-GROUNDS	PARTIES	Residents & Guests	6:00AM-9:00PM	P5,000.00/day (with refundable cash bond of P10,000)
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District 2 PAVILION	PARTIES	Residents & Guests	6:00AM-9:00PM	P150.00/Hour
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** All fees are subject to change at any time*

PERMITS, CLEARANCES & FORMS

TRANSACTION	DOCUMENTATION	SERVICING DEPT./S
Moving In	<i>Gate Pass for Move-In</i>	Administration
Moving Out/Transfer of Furniture, Appliances, etc.	<i>Gate Pass for Move-Out</i>	Administration
Securing Vehicle Sticker	<i>Vehicle Sticker</i>	Administration / Finance / Security
Village ID for Members	<i>ID</i>	Security (Head Office) / Finance
Village ID for Household Helpers, Drivers, etc.	<i>ID</i>	Security (Head Office) / Finance
AAVA endorsement for Barangay Clearance	<i>Endorsement to Barangay</i>	Administration / Finance / Architectural
AAVA endorsement for Barangay Residency Certification	<i>Certificate of Endorsement</i>	Administration / Security / Village Manager
Use of Sports & Recreational Facilities	<i>Permit to Use AAVA Facilities</i>	Community Relations
Payment of Association Dues	<i>Bill / Official Receipt</i>	Finance
Request of Certification for Clearance of Association Dues	<i>Certification</i>	Finance
Construction / Renovation	<i>Construction Permit</i>	Architectural
Security Village ID for Construction Workers	<i>ID</i>	Finance / Architectural / Security (ATC Tango Office)
Refund of Construction Bond	<i>Check payment</i>	Finance / Architectural
Applying for Booth in Saturday Market	<i>Booth Contract</i>	Community Relations
Applying for Booth in Bazaar	<i>Booth Contract</i>	Community Relations
Film, TV & Photo Shoots by Advertising / Film / TV outfit	<i>Film/Photo Shooting Permit</i>	Administration
Holding a Garage Sale	<i>Garage Sale Permit</i>	Administration
Placing an Advertisement in AAVA News	<i>Ads Placement Application Form</i>	Community Relations
Gate Fees Payment	<i>Official Receipt</i>	Finance

PERMITS, CLEARANCES & FORMS

Moving In

1. No move-in will be allowed without prior notice by registered lot owner with AAVA. Resident is required to apply for resident's ID and vehicle stickers at the AAVA Office.
2. In case of leases, lessees / tenants are required to register with AAVA before occupying leased premises. Lessor is required to provide AAVA with his contact number or his official representative's telephone number and address to enable AAVA to get in touch with them when necessary.
3. Photocopy of duly notarized Contract of Lease (with price blocked out if necessary) should be filed with AAVA. If house is furnished, please make list of furnishings on separate piece of paper.
4. No move-in will be allowed after 9:00pm.

Moving Out/Pulling Out of Furniture, Appliances, Etc.

1. A duly accomplished Gate Pass for Moving Out must be filed at least 24 hours before any owner / tenant decides to move-out. Should the move fall near a weekend or holiday, filing must be done at least one day before then.
2. No move-out of furniture will be allowed unless registered homeowner issues written permit to tenant, copy furnished AAVA. In case of release of furniture, permit will state that AAVA is free from any and all claims and liabilities.
3. Pull-out of furniture for repair or replacement outside the village requires homeowner's approval if pull-out is done by lessee / tenant.
4. The pass will be issued upon securing clearances from the following:
 - Full payment or settlement of Association Dues (Finance)
 - Surrender of AAVA ID (Security)
 - Surrender of books borrowed from the library (Community & External Relations)
 - Clearance from Barangay Office
5. Move-out is allowed between 7:00am to 9:00pm only.

PERMITS, CLEARANCES & FORMS

Securing a Vehicle Sticker

1. Only the registered owner and/or the owner of the vehicle should sign the sticker application form and Vehicle Sticker Summary Form (VSSF).
2. Representatives/drivers should present a written authorization from the owner with valid ID for identification.
3. Tenants with less than two (2) months remainder of their stay as per lease contract shall only be issued a Temporary Pass with validity.
4. Sticker staff shall be responsible for installing the sticker to the vehicle.

New Vehicles/Renewal for Residents / Tenants

1. The applicant shall accomplish the sticker application form and attach the following documents:
 - Certificate of Registration (CR) (photocopy)
 - Official Receipt (OR) (photocopy)
 - Duly notarized Deed of Sale, if registration is not in applicant's name
 - Photocopy of Contract of Lease—tenant / lessee only
 - Car rental agreement if rent-a-car
 - Vehicle must be present at AAVA office for sticker installation
 - Sales Invoice, if newly acquired
 - Certification from company, if company-owned vehicle
2. For renewal, processor will furnish applicant his/her VSSF to check which of the following vehicles listed need to be renewed. Applicant will confirm through signature.
3. Processor will check if the applicant has already submitted his/her specimen signature card and proxy form. If not, the applicant will accomplish them. Tenants are excluded from accomplishing proxy form.
4. Upon completion of required documents, processor shall assign the appropriate sticker and update the database, VSSF and application form. The sticker, VSSF and application form are then forwarded to the cashier.

PERMITS, CLEARANCES & FORMS

5. Cashier shall check the number of stickers, VSSF and application form. S/he shall check whether applicant is delinquent or not. If delinquent, applicant is requested to settle past due accounts with Finance. If settled or no past due accounts, cashier will issue provisional receipt (PR), accept payment, update VSSF and database with PR number.
6. Cashier shall issue sticker and copy of VSSF to the Releasing Section while the original copy of the PR goes to the applicant.
7. The releasing section shall write the plate number at the back of the assigned sticker. S/he will then update database the date the sticker is released to the applicant. If multiple stickers, the stickers are placed inside the envelope with the applicant's name, CCODE (property number) and sticker numbers written on the front portion of the envelope.

School Sticker Applicants

1. The applicant must secure the sticker application form from the processor and get the necessary endorsement from the school's administration and/or authorized signatory.
2. The applicant shall accomplish the form and attach the following documents:
 - OR & CR (photocopies)
 - Sales Invoice, if newly acquired
 - Certification from company, if company-owned vehicle
3. Processor shall forward the form with the assigned sticker to the cashier for payment.

Visitor Sticker Applicants

1. The applicant must secure the sticker application form from the processor and get the necessary endorsement from the registered homeowner.

PERMITS, CLEARANCES & FORMS

2. The applicant shall accomplish the form and attach the following documents:
 - OR & CR (photocopies)
 - Duly notarized Deed of Sale, if registration is not in applicant's name
 - Sales Invoice, if newly acquired
 - Certification from company, if company-owned vehicle
3. After updating the database, processor shall forward the form with the assigned sticker to the cashier.
4. Cashier shall check if the endorser (registered owner) has no delinquent account. If delinquent, applicant is requested to have endorser settle past due accounts with Finance before continuing with processing. If settled, s/he may accept payment and issue the sticker. S/he will then update the form and database.
5. The releasing staff shall write the plate number at the back of the assigned sticker. S/he will then update the database regarding the date the sticker is released to the applicant. For multiple stickers, they are placed in an envelope with the name of the applicant and sticker numbers written on the front portion of the envelope.

ACCI & Franchise Sticker Applicants

1. The applicant must secure the sticker application form from the processor and get the necessary endorsement (please refer to the sticker matrix on the next page).
2. The applicant shall accomplish the sticker application form and attach the following documents:
 - OR & CR (photocopies)
 - Duly notarized Deed of Sale, if registration is not in applicant's name
 - Sales Invoice, if newly acquired
 - Certification from company, if company-owned vehicle
3. Processor shall forward the form with the assigned sticker to the cashier.

PERMITS, CLEARANCES & FORMS

Sticker Type	Classification	Cost *	Requirement/Limit
Resident	Lot & property owners, Lessor & registered homeowners	P100.00	
	Tenants with existing lease contract		
	Dependents residing w/ registered owner/homeowners		Endorsement from resident
	Special Members, provided vehicles are registered in the name of the entity		Endorsement of authorized signatory
Visitor	Regular guest	P750.00	After June 30 cut-off, P1,000.00
	Employees of residents, special members	P300.00	AAVA-issued ID/Entities' authorized company ID, limited to 2 per employee
	Relatives not residing w/ registered owner	P250.00	Endorsement from registered owner, limited to 5 endorsements only
	Motorcycles used by gardener, plumber, pool maintenance, foreman, or construction worker		Endorsement from resident
	ACCI members		ACCI endorsement
School	Students currently enrolled in schools inside the village	P500.00	School registrar's endorsement, limited to 2 vehicles only. Succeeding sticker at P750.00, w/ endorsement from registered owner.
Franchise	AAVA-accredited Public Utility Jeep (Sticker Number w/ designated parking area)	P1,200.00	With accreditation papers from Community Relations

** All costs are subject to change at any time*

PERMITS, CLEARANCES & FORMS

Sticker Type	Classification	Cost *	Requirement/Limit
Franchise	AAVA-accredited Motorcycle (Sticker Number w/ designated parking area)	P360.00	With accreditation papers from Community Relations
	School buses (AUV, Van or Bus type) duly accredited by the schools inside the village	P1,500.00	With accreditation & endorsement from school registrar
	Motorcycles used for delivery of goods inside the village	P250.00	Endorsement from resident
	School Buses (50 seats or more) used to fetch children enrolled in other schools	P2,000.00	
	Delivery trucks, aluminum van or elf used for delivery of food or services, supplier & contractor	P1,500.00	
	Trucks, PUJ, taxi, aluminum van, or school buses owned by residents, used inside/ outside the village		

** All costs are subject to change at any time*

PERMITS, CLEARANCES & FORMS



Limitations of Stickers

1. Visitor stickers are allowed entry through any gate at the sticker lane from 6:00am to 9:00pm only.
2. School stickers are allowed entry through all gates at the sticker lane from Monday to Friday, 6:00am to 7:00pm. Exceptions will be made during school activities as communicated by the school's principal/administrator to the Security Office.
3. Franchise stickers, except for AAVA-accredited transport, are not allowed to park overnight. Residents with franchise stickers should park their vehicles inside their property.

Endorsement for Barangay Clearance

AAVA issues endorsement for Barangay Clearance as requirement for processing of government permits for the following purposes:

Construction permit for major house renovation and/or construction

Business permit (for communication/postal address only)

1. The applicant must be a bonafide resident and/or property owner of the village. If not, the applicant must secure a written permit/approval from the owner for the use of the owner's address for communication purpose only.
2. AAVA shall charge a non-refundable processing fee of fifty pesos (P50.00) for every application.
3. AAVA shall process the application based on the following:

Verifying of records of ownership and violations

Checking of association dues payment

Actual inspection of the house

PERMITS, CLEARANCES & FORMS

4. Upon our inspection, the issuance of AAVA's endorsement shall be revoked in case the applicant did not comply with the following terms and conditions:

Non-compliance to inspection

Residential turned into construction office, commercial /
warehouse area, repair shops

Business of dubious transaction / personalities

Illicit or against the Philippine laws

5. AAVA shall not be held liable for the disclosure of addresses, names or telephone numbers of the residents for the use of their residences once these endorsements bearing such information is forwarded to the government entity.
6. Endorsement is non-transferable.

Endorsement for Barangay Residency Certification

AAVA issues endorsements to individuals who reside in the village for Barangay Residency Certification to be used for employment, school enrollment and other applicable government transactions.

1. The applicant must present an AAVA ID before securing the Endorsement for Barangay Residency Certification form from the Security Office.
2. The completed form will then be submitted to the Security Office, who will then forward the form to Administration for verification of records and past due accounts. If there are unsettled accounts, the applicant must settle them.
3. In the absence of the Village Manager, any Department Manager may sign the certification.

Applying for Booth in Saturday Market

The Saturday Market is designed to promote camaraderie among residents and an income opportunity for them.

PERMITS, CLEARANCES & FORMS

1. Concessionaire must be a member/resident in good standing and with a valid AAVA ID. Likewise, household staff of concessionaire must also present a valid ID in order to be allowed to sell.
2. Concessionaire must be present at the market. If s/he cannot attend, any immediate family is allowed to be in his/her place provided that the family member is an AAVA resident with valid ID.
3. Market hours are from 6:00am to 12:00pm, unless prior notice otherwise is given.
4. AAVA will provide a 9' x 14' tent to be shared by two (2) concessionaires. Items for sale must not go beyond the allotted area.
5. Tables, chairs, tablecloth, and other necessary items will be provided by the concessionaire. S/he must keep his/her area clean during the market and is responsible for clearing his/her area after the market. Maintenance personnel will confiscate and dispose of items left behind.
6. Sales personnel of the concessionaires must conform to the acceptable standards of Hygiene and Sanitation and must be presentable in their acts, attire and appearance.
7. Sale of products which have no prior approval from the Saturday Market Committee will automatically suspend the concessionaire as follows:
 - 1st offense — Violation ticket & written warning
 - 2nd — 1 week suspension
 - 3rd— 1 month suspension
 - 4th— termination
8. Sale of frozen seafood is allowed provided that it is packed in plastic and kept in a cooler. Fresh seafood that cannot be packed with plastic (e.g. clams and crabs) should be placed in a container with a screen cover.
9. Products that are not allowed for sale are branded items commercially sold in supermarkets as well as non-food products (except plants). The committee reserves the right to disallow the sale of products on a case-to-case basis.
10. Pets are not allowed at the market.
11. The use of gas stove must conform to the Safety Standards that may be approved by AAVA.

PERMITS, CLEARANCES & FORMS

12. Streamers of products are allowed in cartolina size only. Flyers are allowed within the market provided that the concessionaire is responsible for ensuring that they are not littered in the market area.
13. Concessionaire will be liable for any misconduct, damage or complaint filed against his/her staff or products.
14. AAVA will not be held responsible for any losses or damages that may occur during the operation and conduct of the market.

Terms of Payment

1. Rental fee* of P450.00 per booth per Saturday shall be paid before sale date or on a monthly basis, for regulars. Adjustments may be made in case of absences, with prior approval from the committee. Violation ticket will be issued for failing to pay on time.
2. Annual membership fee of P500.00 is non-refundable.
3. Concessionaire must secure Saturday Market payment slip and have it processed before paying directly to AAVA cashier.
4. A minimum fee of P100.00 will be charged for booths requiring electricity, but total electricity usage fee will depend upon the assessment of AAVA electrician. Concessionaire must request for outlet setup one (1) week in advance.
5. Chairs may be rented for P10.00 each.
6. Concessionaire must advise AAVA office in case s/he will not be able to attend the market no later than Wednesday. Should no advise be given, s/he will pay penalty fee of P450.00.
7. A new concessionaire will be allowed to temporarily fill up the vacated space. S/he will pay rental fee.
8. Violation ticket/s will be one of the bases for contract renewal.

** All fees are subject to change at any time*

PERMITS, CLEARANCES & FORMS

Applying for Booth in Bazaar

1. The organizer must submit a certificate of Insurance to cover any liability that may be caused by calamity, accident, fire or any act that may cause damage to AAVA or to any other party, the cost of which may be decided by the Board.
2. All payment in cash or check must be paid directly to the AAVA Cashier. No payment will be made to any other personnel of the Association
3. Non-refundable reservation fee (in check) must be paid upon signing contract. Balance (in postdated check) is due two (2) weeks before date of bazaar.
4. Failure of participating concessionaire to pay the balance in time may lead to AAVA's denial in allowing him/her to join the bazaar and forfeiture of the reservation fee. No refund of the fee shall be made for whatever reasons.
 - 4.1 All checks will be issued to Ayala Alabang Village Association.
5. Request for electrical outlet must be made upon contract signing. AAVA will not entertain any outlet request on bazaar days.
6. Concessionaires are responsible for securing their own goods. AAVA will not be held liable for any loss or damage that may occur during the bazaar.

Schedule of Fees	
Details	Fees *
Dry Goods Participation Fee Reservation Fee - Includes 1 3'x6' table & 2 chairs	 P5,000.00 P3,000.00
Food Participation Fee Reservation Fee - In addition to above, also includes 1 10'x10' tent	 P5,500.00 P3,000.00
Additional Request Electric Outlet Table Chair Tent	 P100.00 P50.00 P10.00 P500.00

** All fees are subject to change at any time*

PERMITS, CLEARANCES & FORMS

7. AAVA is not bound to refund payments in case of natural calamities, such as typhoon, flood, earthquake, volcanic eruption and any similar acts of nature.
8. Booth-sharing is not allowed. One table, one concessionaire only.
9. No selling of pirated software, movies and music in CD, VCD and DVD formats.
10. Goods must be stored only within the allotted 5' x 7' area. They will not be sold in the alleyways.

Film, TV and Photo Shoots by Advertising/Film/TV Outfit

Qualifications

Type of Shoot	Duration	Purpose
Photo	Not more than one day	Commercial
		News / Magazine Feature
TV	Not more than 6 hours	News Feature
	One day	Commercial / Advertising
	Not more than one day	Local Production / TV segment – live broadcast
		News – live broadcast
	Series of shooting days, multiple locations	Telenovela
Film	One day	Movie
Film / Digital	Not more than one day	School projects & community-sponsored project

1. Non-profit organization (schools, churches & cause-oriented groups)
2. Commercial (advertising, broadcast & film outfit)

PERMITS, CLEARANCES & FORMS

Requirements

1. Registered owners allowing their property for the shoot should be guided by the following:
 - a. The activity will be stopped if it is cumbersome and/or causes annoyance to nearby owners.
 - b. The owner should not be delinquent in the payment of association dues.
2. In requesting for AAVA's permission for the shoot, only an authorized company representative shall be entertained. Along with the form, a Company ID and Letter of Authorization using the official logo must be presented.
3. The form requires the owner to sign in the permit and will be furnished with the copy of the permit for guidance. AAVA office shall transmit the permit to the owner at least one (1) day prior to the shoot.
4. Any and all necessary permits/licenses as required by respective government regulating bodies shall be paid for by the applicant. AAVA shall not be liable of claims or suit from other entities arising at or as the result of the said activities.
5. The applicant shall be solely responsible for any damage which may result to any third party in connection with the uses of such area.
6. AAVA, its officers, affiliates and employees shall be free from any liability, including but not limited to loss, theft, damage to items, etc., as a result of the activity.
7. In order to secure free flowing traffic and avoid converging of vehicles and personnel, the applicant must have prior arrangement with the Security Department such that the lay-out of parking along other streets is prepared. No double parking shall be allowed.
8. The security personnel shall direct parking of other vehicles to strategic areas away from the vicinity.

PERMITS, CLEARANCES & FORMS

9. During the shoot, the applicant shall be required to provide the following:
 - Silent type generator set
 - One (1) Portalet for crew
 - Utility/maintenance crew that will maintain the cleanliness of the area
10. Waste or garbage accumulated during the shoot should be taken out by applicant.
11. The crew, staff and talents should not be allowed to loiter away from the vicinity of the approved location.
12. Prior approval for loud music or power lights must be secured.
13. The applicant shall undertake the restoration of the used area to its original condition at his/her own expense.
14. The Security Department will deploy its representative to check the conduct of the shoot if applicant is conforming to the above conditions.
15. Should there be any complaints from nearby neighbors due to noise, disturbance of public order, or any violation of the guidelines specified, the security personnel may stop the shoot and cancel the permit without recourse on the liability claim of the applicant.

Location Hunting/Scouting

1. Location hunting/scouting shall be allowed only with prior approval from AAVA.
2. AAVA shall issue a permit on the following conditions:
 - Letter stating the purpose of the video/film shooting
 - Only a digital camera or handycam will be used
 - Only a maximum of 5 persons are allowed to scout the area
 - Should the shoot be done inside a residence, a letter of approval from the resident
3. The permit shall be used exclusively for its intended purpose and location only. It is not to be used for house-to-house scouting. AAVA shall provide security personnel to escort the team.

PERMITS, CLEARANCES & FORMS

4. After the scouting, the security personnel assigned will forward the permit to Administration for filing.

Location Approval from the Concerned

Classification	Location	Approval
Common area	Streets Note: No house will be used as background in the shoot w/o securing approval from residents.	Administration. Non-chargeable but subject to traffic rules and regulation
AAVA facilities and parks	Sports facilities & parks	Community Relations Dept/ Maintenance. Subject to availability of location & corresponding rental fee
Residential	Within perimeter of subject house	Written approval from resident. Subject to rules & regulations on traffic, noise, & cleanliness

Verification of Time, Equipment, Vehicles and Number of People

1. The shoot can only take place between 6:00am to 8:00pm. The time is inclusive of ingress and egress activity of the production crew/equipment and should not exceed 10:00pm.
2. The applicant must specify the following in the permit:
 - Number and type of vehicles
 - Utility/service truck
 - Generator set (additional charge)
 - Offsite Broadcast (OB) van (additional charge)

PERMITS, CLEARANCES & FORMS

3. Extension of time may only be allowed but subject to the following conditions:
 - a. Prior approval from AAVA and affected neighbors (with corresponding charges applied)
 - b. Indoor shoot and limited number of personnel / vehicles
 - c. Latest shooting time is 12:00 midnight.

Assessment of Payments

Type of Shoot	Purpose	Classification	Fees *
Photo	Commercial	Advertising / Production Company	P20,000.00 per shooting day
	News Feature / Magazine Feature	Newspaper / Publishing / Advertising/Broadcast company	P5,000.00 per shooting day
TV	Local Production / Telenovela	Broadcast company	P25,000.00 per shooting day
	News Feature / Local Show (NO OB van)	Broadcast company	P5,000.00 for only 6 hours
	Live Coverage (with OB Van)	Broadcast company	
Film/ Video	Commercial	Advertising/ Production Company	P25,000.00 per shooting day
	Full-length movie production	Local Production Company	

Additional Charges	Fee
Entrance fee for Generator set (silent type with trailer)	P2,000.00 per unit/engagement
Entrance fee for OB Van	
Two (2) Security Personnel	P950.00 per guard, additional P80 per hour / guard if shooting will go beyond 12 hours
Extension beyond 8:00pm up to 12:00MN	P2,000.00 per hour

* All fees subject to change at any time

PERMITS, CLEARANCES & FORMS

4. News feature on a live broadcast mode shall have the prior approval of the President as recommended by the Village Manager. This is to protect the interest of the residents on issues that may affect the community.

Payment of Bond

1. The following are the applicable bond which is refundable upon completion of the activity:

Type of Shoot	Bond*
News / Magazine / Local Show Feature	P5,000.00
Live Coverage	
Photo Shoot Commercial	P15,000.00
TV/Film/Commercial	
Local Production / Telenovela	

2. AAVA accepts payments in cash or in the form of Manager's or Cashier's check. Payment in other mode such as company check may only be applied for reputable companies and regular clients of AAVA on a case-to-case basis and/or subject to prior approval of the Village Manager with the endorsement of the Finance Department.

Activity Report

1. The security personnel who will be assigned in securing order, traffic, and cleanliness surrounding the location must record the following:
 - Number of personnel
 - Number of vehicles
 - Number of equipment
 - Time of Ingress / Egress
 - Hourly activity or assessment
 - Any untoward incident
2. The Activity Report must be signed by the authorized owner of the residence, the security personnel on duty and the applicant, and then duly noted by AAVA's

* All bonds are subject to change at any time

PERMITS, CLEARANCES & FORMS

3. The original Activity Report must be forwarded to Administration for its file, the photocopy of which will be attached in the application for refund of bond by the applicant.

Request and Processing of Bond Release

1. After the shoot, the applicant must secure the signature of both the owner and the security personnel on his/her copy of the permit. The signatures act as clearance required in applying for the release of the cash bond.
2. The applicant must submit to Administration the following documents:

Copy of permit

Original OR issued by AAVA cashier

In case of loss, applicant must secure an Affidavit of Loss and a request letter for refund using the company letterhead.

3. The Administration staff shall attach a photocopy of the Activity Report. S/he shall prepare request for payment and secure the signature of the Administration Head.
4. The request for check preparation will then be forwarded to the Finance Department.
5. The Finance Department will then issue a crossed check payable to payee appearing on the OR.
6. The release of the check will be made within two (2) weeks.
7. Forfeiture of bond shall be imposed for failure in complying with the rules and regulations.

School & Community Projects

1. Requirements for film-related school projects are the following:

Residents of the village

Letter from the Dean about the project (with school letter head)

Only handycam/camcorders are allowed

OB van and generators are not allowed

2. For community projects, a letter shall be forwarded to the Office of the Village Manager, subject to Board approval.

PERMITS, CLEARANCES & FORMS

Placing an Advertisement in AAVA News

Since May 2007, AAVA News has been circulated in every home in the Village every Friday & Saturday.

Advertising Rates *		
Full Page	10" H x 8" W	P4,500.00
Half Page	5" H x 8" W	P3,000.00
	10" H x 4" W	
One Fourth Page	5" H x 4" W	P2,000.00
Liner ads (maximum of 150 characters)		
Regular	P120.00	
Bold	P180.00	
Boxed	P240.00	
Bold & Boxed	P300.00	

1. Deadline for submission is every Monday.
2. Payment may be in cash or Manager's Check / Company Check prior to publication.
3. Check should be made payable to Ayala Alabang Village Association or AAVA.
4. Distribution days are every Friday and Saturday.

Flyers Distribution

Rates: P2.00 per flyer (50 gms below per flyer) *additional P1.00 for every 50 gms thereafter

Distribution Day: Monday & Tuesday

Circulation: Ayala Alabang Village

District	Completed Houses
1	488
2	621
3	556
4	239
5	624
6	484
7	<u>1,299</u>
Total	4,311 (as of August 2008)

** Advertising rates / Fliers distribution are subject to change at any time*

PERMITS, CLEARANCES & FORMS

Gate Fees Payment



Type of Vehicle	Toll Rate*
<i>For Construction Materials</i>	
4 – Wheeler truck / closed van / pick-up	P100.00
6 – Wheeler truck / closed van	P200.00
8 - Wheeler delivery truck / closed van	P 500.00
10 – Wheeler delivery truck / closed van	P1,000.00
Heavy Equipment	P1,000.00
20' Container Van	P1,000.00
40' Container Van	P1,000.00
<i>For Hauling Trucks</i>	
4 – Wheeler	P100.00
6 – Wheeler / pick-up	P200.00
8 wheeler truck	P 500.00
10 – Wheeler	P1,000.00
<i>For Move-in / Move-Out</i>	
20' Container Van	P1,000.00
40' Container Van	P1,000.00
10 wheeler delivery truck/closed van	P 1,000.00

* Toll rates are subject to change at any time

OBSERVING THE DEED OF RESTRICTIONS

Use & Occupancy of Lots

1. Lots shall not be subdivided. However, two (2) lots may be consolidated into one. Three (3) or more lots may be consolidated and subdivided into a lesser number of lots, provided that none of the resulting lots is smaller in area than the smallest before consolidation. In all cases, the consolidation/subdivision plan shall be duly approved by the Ayala Land Inc., or its corporate successors and the proper government office or agency and duly registered in the proper Office of the Register of Deeds.
2. Commercial or advertising signs shall not be placed, constructed or erected on the lots. Name plates and professional signs of the occupants are permitted so long as they do not exceed 30cm x 60cm in size.
3. No reptiles, harmful fish (piranha, etc.), cattle, pigs, sheep, ducks, geese, roosters, goats, or the like shall be maintained on the lots, except for domestic pets, such as dogs and cats, which may be kept subject to AAVA regulation and control. Horses and stables, however, may be allowed but only in lots with an area of 5,000 square meters or more.
4. Every lot owner must provide, in his lot, an open space for purposes of landscaping and for an easement of drainage, sewage, water and other public utilities as may be necessary and desirable. The owner, lessee or representative shall permit access to the authorized representative/s of Ayala Land Inc. or its corporate successors, AAVA or public utility entities concerned for the creation of the easement.
5. The owner of a lot shall, at all times, keep the grass cut and trimmed. If the owner fails to comply after five (5) days written notice, AAVA may have the grass cut and trimmed at the expense of the owner.
6. No trees other than those planted by the Ayala Corporation will be allowed on the planting strip of the sidewalk. No existing trees, whether found within or outside the lot, shall be cut, removed or damaged, nor shall it be relocated or transferred without the written approval of the Ayala Corporation or its corporate successors. When all the residential lots in the village have been sold, and all the streets, lanes and open spaces have been disposed of to AAVA (planned for 2040) or the government entity concerned, such approval shall be secured from AAVA.

Buildings & Architecture

1. All buildings, including servant's quarters, must be constructed at a distance as indicated in the **Table of Setbacks**, measured from

OBSERVING THE DEED OF RESTRICTIONS

the property line to the nearest finished wall or column or any projection from said wall or column. Outside edges or roofs and/or eaves, including *porte cochere* or *canopy*, all without columns, of the building must follow the roof line setback from the property line as indicated in the *Table (p. 66)*.

2. All buildings must be of strong materials and of a type of architecture that is in harmony with the surrounding landscape and homes in the vicinity.
3. Buildings shall not be higher than 9.00 meters measured vertically from the highest projection of the building proper, to the highest original ground level of the lot.
4. Filling of the lot is allowed provided that the filling does not exceed one-half (1/2) meter from the original ground level within the setback on the sides and rear of the lot, and one (1) meter above the original ground level within the setback in front of the lot adjoining a street, and provided that drainage and other facilities are installed to prevent the water from flowing or seeping into the adjacent lots. All other forms of filling are subject to prior approval of AAVA.
5. The plans and specifications of the building and any other structure, including the swimming pool, or any subsequent additions constructed within the property shall comply with all the existing laws, ordinances and/or regulations governing the establishments of residences and must be subject to prior approval of AAVA prior to construction.
6. The minimum cost of a residential house for each lot shall not be less than P3 Million for detached house. The house shall have a minimum floor area of 200 square meters, except Phase 8 in which a minimum floor area of 150 square meters is required. The former amount may be adjusted from time to time by the Ayala Land, Inc. or AAVA.

Auxiliary Structures

1. Trellises/Grills - all columns/posts (combustible/non-combustible) for the trellis/grill should follow the building line and roofline setback.
2. Gazebos, swimming pools, barbeque pits, children's playhouse - follow the building line setback.
3. Swimming pool filter/pumphouse, gen-set housing - must not be more than one (1) meter high and one (1) meter from the boundary wall/fence.

OBSERVING THE DEED OF RESTRICTIONS

Wall / Fence

1. Walls on the perimeter of the property shall not exceed two (2) meters from the original ground level, except that no such / height restriction applies to walls made of live vegetation.
2. Cyclone or mesh wire fence is permissible only at the rear and the side boundaries but must not be higher than four (4) meters from the original ground level.
3. A laundry sink must not be constructed against the boundary wall/fence.

Utilities

1. The lot owner shall secure all the necessary permits before tapping any utility line.
2. A booster pump directly connected to the water main is not allowed. However, a booster pump may be installed to draw water from a ground storage tank of adequate capacity supplied by natural pressure from the water main.
3. Sewage disposal must be connected to the sewage system. No septic tank shall be allowed.
4. No lot owner shall be allowed to install any drainage line outside his property without the written approval of Ayala Land, Inc. or its corporate successors.
5. Boring through concrete curb and gutter is not allowed.
6. No overhead water tanks are allowed.
7. All water requirements are served by the Ayala Water System.
8. Water meters must be installed outside of the property fence. No more than 1" diameter pipe may be used BEFORE the water meter.
9. Grease traps (to contain oil or grease) must be provided for at the kitchen and/or the carport. They must discharge into the Ayala Sewer System Main.
10. Waste systems to include discharges from kitchen sinks and water closets must discharge into the Ayala Sewer System Main.
11. Water run-off from house, storm and area drains must discharge into the village drainage system.
12. If drainage, sewerage, water, road, and/or other utilities are affected by the house expansion, then the repair cost and/or relocation cost shall be shouldered by the homeowner.

OBSERVING THE DEED OF RESTRICTIONS

Vehicular Entrances

1. No vehicular entrances or exits shall be allowed along the circular curves at street intersections.

General Cleanliness & Sanitation

1. Trash cans of respective units should not be placed outside the units. It must be kept inside and should be put out only for disposal. Owners/occupants should avoid littering in the premises of the unit.
2. All new houses under construction should provide a garbage dispensing area within the property to eliminate the unsightly garbage bins along sidewalks in the village.

Use of Streets

1. ACCI, duly authorized hospitals or medical clinics and educational, charitable, religious, civic or political institutions that are located in the village shall be allowed to use the streets in the village leading to and from their respective locations for their patients, students, teachers, members, employees and guests.

Period of Restrictions

1. All the restrictions, easements, reservations and conditions enumerated herein shall be valid and binding and shall run for a period of FIFTY (50) years from and after July 1, 1977.
2. Such restrictions may be added to but not diminished, amended, or changed by AAVA or by any governing body of the village, provided that the use and occupancy of lots for residential purposes by a single family shall not be changed.

Enforcement of Restrictions

1. AAVA and its duly authorized representatives, shall have the right during reasonable hours of the day, and upon due notice, to enter and inspect any building constructed on the lot to ascertain compliance with all the restrictions herein.
2. Compliance with the said restrictions, reservation, easements and conditions may be enjoined and/or enforced by court action from Ayala Corporation and/or AAVA, their respective successors and assigns, or by any AAVA member.

Interpretation of Restrictions

1. Where there appears to be a conflict in the interpretation of these restrictions and/or guidelines, the most stringent interpretation shall be adopted.

OBSERVING THE DEED OF RESTRICTIONS

Refund of Construction Bond

1. AAVA will refund the construction bond without interest to the payee of the said bond if the residential house or all or any improvements found thereon is completed 100%. The term "100%" shall mean completion of the house in accordance with the approved plans and specifications, completely painted, its services, utilities and permanent fixtures finished, installed and ready for immediate use and occupancy.
2. AAVA is authorized to deduct charges, fines, etc. against the construction bond as may be applicable to answer for liabilities as defined herein.

Administrative Guidelines

Workers' IDs & Delivery of Materials

1. Should any construction activity commence without the necessary permits and/or consent of AAVA, the latter may have the prerogative to:
 - a. Refuse issuance of IDs to workers without the approval of the Architectural Department.
 - b. Stop the ingress, thru the Security Office, of any delivery of materials at the village gates.
 - c. Stop construction should any activity commence without prior Architectural Department approval or should there be any building violation.

Submission of Plans

1. For all new residences, additional and auxiliary structures which are semi or fully enclosed, shall require prior AAVA approval and plans of which shall be submitted in triplicate.

Charges & Fees

1. Refer to *Construction Bond Schedules* (p.71).
2. Rates are subject to change without prior notice.

OBSERVING THE DEED OF RESTRICTIONS

Permits & Clearances

1. Building Permit - The compliance of all AAVA existing rules and regulations, with existing City/Municipal, Provincial or National government requirements and regulations is the responsibility of the lot/homeowner and/or builder. All requirements for construction may be inquired from the AAVA Architectural Department.

Stockpiling on the Adjacent Lot

1. Stockpiling is authorized only on one's own lot. AAVA has no authority to permit anyone from using an adjacent lot without the owner's permission and will not accept responsibility or liability for such use.

Work Hours

1. Official work hours are from 7:00am to 5:00pm Mondays to Saturdays.
2. Overtime work beyond 5:00pm requires prior approval from AAVA on a case-to-case basis. AAVA approval will be based on the condition that such activity does not create noise or disturbance and does not elicit any complaints from neighbors.
3. Work or construction activity on Sundays, legal and non-working holidays are not allowed.

Delivery of Materials

1. Deliveries with toll fee may still be allowed from 9am to 5pm Mondays to Saturdays. Please refer to ***Gate Fees Payment (p. 59)***.
2. No deliveries shall be allowed from 5:01pm to 8:59am.
3. No deliveries shall be allowed on Sundays and legal holidays.

OBSERVING THE DEED OF RESTRICTIONS

TABLE OF SETBACKS

PHASE/S	BUILDING SETBACK		ROOF LINE SETBACK	
	Fronting Street/s	Sides & Rear	Fronting Street/s	Sides & Rear
P-1, 2A, 2B, 3A1, 3A2 Old, 3B2 Old, 3B3 Old, 4, 5A-5B, 9 and 11A	4.00 meters	3.00 meters	3.00 meters	1.50 meters
P - 3B2 New	5.00 meters	3.00 meters	3.00 meters	1.50 meters
P - 3B3 New	5.00 meters	2.00 meters	2.00 meters	1.00 meter
If Abutting - Commerce Ave. (North)	5.00 meters	3.00 meters	2.00 meters	1.50 meters
If Abutting - Mindanao Drive (East)	5.00 meters	3.00 meters	2.00 meters	1.50 meters
<i>Note: No ingress, egress and/or openings are allowed along walls abutting Commerce and Madrigal Aves.</i>				
Phase 7 (BPI Housing) Carport may be flush to property line at one (1) side for Model B.	4.00 meters	2.00 meters	1.50 meters	1.00 meter
Phase 7A (Tamarind Cove)	4.00 meters	2.00 meters	3.00 meters	1.00 meter
P - 8A-8C Carport may be flush to property line at one (1) side only.	4.00 meters	2.00 meters	1.50 meters	1.00 meter
P - 6A-6B, 10A-10D and 12	5.00 meters	2.00 meters	2.00 meters	1.00 meter
P - 11B-11D and 5 C	5.00 meters	3.00 meters	3.00 meters	1.50 meters
H1 & H2 (DISTRICT 2)	BUILDING SETBACK		ROOF LINE SETBACK	
For Single Detached Units Building may be flush to property line at one side provided, with firewall.	2.00 meters	2.00 meters	1.00 meter	1.00 meter
For Single Detached Units in Corner Lots Building may be flush to property line at one side provided, with firewall but not on the side adjoining a street, alley or parking lot.	2.00 meters	2.00 meters	1.00 meter	1.00 meter
For Duplex Units	2.00 meters	2.00 meters	1.00 meter	1.00 meter
For Rowhouses/Apartment Interior Units	2.00 meters	uf 6.00 sq.m. open courtyard (rear yard area)	1.00 meter	
For Rowhouses/Apartment End Units and Quadruplex Units	2.00 meters	2.00 sq.(side) and with 6.00 sq.m. open courtyard (rear yard area)	1.00 meter	1.00 m. (side)

Note: Diagrams of setbacks for all phases may be obtained from the AAVA Architectural Department, or call 807-5859.

OBSERVING THE DEED OF RESTRICTIONS

Fines & Penalties

Violation	Fines *	Penalties
Stockpiling on streets, sidewalks & common property w/o permit	1 st offense - P300.00	Confiscate foreman's ID.
	2 nd - P600.00	
	3 rd - P1,000.00	
Stockpiling on vacant lot w/o consent from owner & AAVA.	1 st offense – P5,000.00	Confiscate hauler/ worker's ID.
	2 nd - P7,000.00	
	3 rd - P10,000.00	
Clogging sewer/drainage utility lines due to stockpiled construction material	1 st offense – P2,000.00	Confiscate worker's ID.
	2 nd - P3,000.00	
	3 rd - P5,000.00	
Overtime work conducted w/o permit (to be deducted from owner's/contractor's bond)	1 st offense – P1,000.00	Confiscate worker's ID & 1 week ban.
	2 nd - P2,000.00	
	3 rd – P3,000.00	
Unauthorized use of ID (false identity), Disregard of curfew hours (8pm-6am), Illegal gambling/indulging in intoxicating liquor/ illegal entry &/or exit/indecent exposure	1 st offense - P500.00	Confiscate ID & ban entry.
	2 nd - P1,000.00	
	3 rd - P1,500.00	
Loitering	1 st offense – P500.00	1 week ban
	2 nd - P1,000.0	Ban entry.
Non-wearing of prescribed uniform (Red shirts)	P100.00	
Non-wearing of AAV ID	P100.00	

** All fines are subject to change at any time*

OBSERVING THE DEED OF RESTRICTIONS

BOARD RESOLUTION NO. 2009-01-01

“Resolved, as it is hereby resolved, to approve the Architectural policy with the corresponding sanctions, penalties, toll fees and related requirements for the strict observance and implementation in the Village, as follows:

I – PERMIT FOR CONSTRUCTION, RENOVATION AND REPAIR WORK

All plans for the proposed **new construction/renovation or additional construction** must be submitted to AAVA Architectural Department for approval and assessment of construction bond. The Plans Processing Requirements and forms are available in AAVA Architectural Department.

For **minor repair work** application, the homeowner or contractor must fill out the form in AAVA Architectural Department for permit even if the duration of work is less than a week or more for proper monitoring and easy facilitating of the construction workers I.D. and delivery of construction materials. If the duration of work will exceed two (2) weeks, the homeowner and the contractor are required to pay the corresponding bonds.

II – IMPROVEMENT ON EASEMENT, OPEN SPACES AND PARKS

All improvement and construction of infrastructures on easement, open spaces and parks are not allowed without the written approval of the Ayala Alabang Village Association in conjunction with the approval of the owner of the property, the Ayala Land, Inc.

III – BONDS

All construction, renovation and minor repair work (exceeding two weeks) shall be covered with construction and contractor's bond. Refer to ***Construction Bond Schedules***.

A. Construction Bond

The Construction Bond guarantees that the construction/renovation/repair work to be done in the property is strictly in accordance with the plans, specification, and scope of work, submitted and approved by AAVA Architectural Department. The construction bond shall be returned without interest. If a homeowner violates the Deed of Restrictions of AAVA during the construction/renovation/repair of the house, the construction bond shall be forfeited in favor of AAVA. The construction bond applied is subject for evaluation of the PCM inspector during the routine site inspection. The PCM inspector advises the owner to upgrade the construction bond if he finds out that the permit applied for is not in conformity with the actual construction/ improvement.

OBSERVING THE DEED OF RESTRICTIONS

B. Contractor's Bond

The Contractor's bond guarantees the house construction/improvement that the contractor will do is in accordance with the approved plans, specifications and the Deed of Restrictions of AAVA. Any DOR violation accomplished by the contractor although it has consent of the owner shall mean the forfeiture of the Contractor's bond also. The Contractor's bond shall be returned without interest but subject to whatever penalties and charges reasonably deducted such as the monthly construction/security fee, fines and penalties of construction workers and hauling of construction debris.

IV – UNAUTHORIZED CONSTRUCTION

Unauthorized construction will be forcibly stopped and banned. No deliveries will be authorized thru the gates without legal instructions.

V - DEED OF RESTRICTIONS VIOLATIONS

A. Correction of DOR violation/s

All houses with DOR violation/s, past or present, are required to be corrected/ adjusted whether the violation has existed prior to the acquisition of the property before the AAVA Architectural Dept. approves the major renovation plans. It is the responsibility of the prospective buyer of the property to know if there is any DOR violation and/or arrears in Association dues in the property that he wants to purchase. The new owner assumes full liability of the property he acquired. Non-correction of the DOR violation/s shall mean the forfeiture of the construction bond.

Work Stoppage Order is issued to all construction, renovation or repair work with on-going infraction with the Deed of Restrictions.

B. Issuance of Work Stoppage Order

The PCM inspectors routinely conduct inspection in all houses under construction, renovation and repair work, including houses with on-going improvement without permit from AAVA Office.

When the PCM inspector finds out the house being built or on-going improvement has DOR violation, the PCM inspector issues an inspection report and notifies the owner of the house of the DOR violation/s. He issues a report/notice to immediately stop the on-going construction/renovation and advises the owner and/or the contractor to coordinate with AAVA Architectural Office within (24) hours concerning the infraction in the DOR. If the owner or the contractor fails to do so and they still continue the construction with the DOR violation/s, the Architectural Department issues a *Work Stoppage Order* signed by the Architectural Dept. Head and noted by the Village Manager. The owner/contractor and the Security Department will be furnished with the Work Stoppage

OBSERVING THE DEED OF RESTRICTIONS

Order and the following procedures are strictly implemented by the AAVA Security Department:

- Non-issuance of the construction workers' I.D.
- Non-entry of the delivery of construction materials at the gates
- Banning the ingress of construction workers in the Village
- Construction workers at the construction site will be sent out of the Village

Despite the Work Stoppage Order if the owner continuously violates the DOR and does any of the following:

- Transports the construction workers in the village using his/her private vehicle
- Brings in construction materials using his/her private vehicle
- Confines the construction workers in the house

If any of the above is done, the Village Manager sends a letter "Final Notice" before he turns over the case to AAVA Legal Counsel for a Demand Letter and proper Legal actions.

C. Issuance of Lift Order

The Work Stoppage Order is *lifted* when the homeowner guarantees that the correction on the noted DOR violation/s will be made. The homeowner must rectify first the DOR violation before he proceeds with the construction in the other areas of the house. The Architectural Department issues a *Lift Order* signed by the Architectural Dept. Head and noted by the Village Manager. The owner/contractor and the Security Department will be furnished with the Lift Order and the PCM inspector strictly monitors the correction of the DOR violation/s.

ADDITIONAL FINES AND PENALTIES

I - UNAUTHORIZED DELIVERIES OF CONSTRUCTION MATERIALS

Any supplier who will be caught delivering construction materials and supplies to homeowners with Work Stoppage Order, and mislead AAVA Security by showing false or fake delivery receipts will be given the following sanctions:

- First Offense - P 10,000.00 (Temporarily ban the supplier until the supplier pays the fine)
- Second Offense - P 30,000.00 (Temporarily ban the supplier until the supplier pays the fine)
- Third Offense - P 50,000.00 (Temporarily ban the supplier until the supplier pays the fine)
- Habitual Offender - P 100,000.00 fine (Refer to Legal for proper Legal Action)

OBSERVING THE DEED OF RESTRICTIONS

II - ON-GOING REPAIR/RENOVATION/CONSTRUCTION WITHOUT PERMIT FROM AAVA OFFICE

- A. For homeowner with minor repair and other similar activities in the house who does not secure a permit from AAVA Office:
- a. First Offense - Warning
 - b. Second Offense - Stern Warning
 - c. Third Offense - P 5,000.00 and Work Stoppage
 - d. Fourth and repeated offenses - P 10,000.00
- B. For homeowner with minor renovation or additional construction and other similar activities in the house who does not secure a permit from AAVA Office:
- a. First Offense - Warning
 - b. Second Offense - Stern Warning
 - c. Third Offense - P 50,000.00 and Work Stoppage
 - d. Fourth Offense - P 100,000.00
- C. For homeowner with major renovation or additional construction and other similar activities in the house who does not secure a permit from AAVA Office:
- a. First Offense - Warning
 - b. Second Offense - Stern Warning
 - c. Third Offense - P 100,000.00 and Work Stoppage
 - d. Fourth Offense - P 200,000.00

Construction Bond Schedules

1. Construction bond is subject for evaluation of the Plans & Construction Monitoring inspector upon site inspection.
2. Processing and construction/security fees are non-refundable.
3. Construction/Security deposit is for fines and penalties. Rates are subject to change without prior notice.
4. Contractor's bond is refundable if without violation of Deed of Restrictions.
5. Construction and contractor bonds not refunded within two (2) years after completion of construction / renovation / repair shall be forfeited in favor of AAVA.

New Construction — renewable every 10 months

1. For Owner
 - a. Construction Bond *
 - P400,000.00 - Floor area below 501 sq.m.
 - P600,000.00 - Floor area 501-750 sq.m.
 - P800,000.00 - Floor area 751-1,000 sq.m.
 - P800,000.00+P1,000.00/sqm-In excess of 1,000 sq.m. floor area
 - b. Processing Fee *
 - 20" x 30" Plans - P3,000.00
 - 30" x 40" Plans - P4,000.00

** All Construction bonds and processing fees are subject to change at any time*

OBSERVING THE DEED OF RESTRICTIONS

2. For Contractor

a. Construction Debris Deposit	P30,000.00
b. Construction/Security Deposit	P40,000.00
c. Construction/Security Fee	P30,000.00
<i>(Add'l P3,000.00/month deduction in excess of 10 months.)</i>	
d. Contractor's Bond	<u>P100,000.00</u>
Total	P200,000.00

Major Renovation — renewable every 6 months

(Includes renovations for fences with 3 or more sides, additional structures/ extensions exceeding 20 sqm floor area and interior/exterior renovations of the entire house)

1. For Owner

a. Construction Bond	P250,000.00
b. Processing Fee	P 3,000.00

2. For Contractor

a. Construction Debris Deposit	P12,000.00
b. Construction/Security Deposit	P 9,000.00
c. Construction/Security Fee	P 9,000.00
<i>(Add'l P1,500.00/month deduction in excess of 6 months.)</i>	
d. Contractor's Bond	<u>P50,000.00</u>
Total	P80,000.00

Minor Renovation— renewable every 3 months

(Includes trellis, service area, fence with 2 sides, swimming pool/spa/pond, additional structure/extension less than 20 sqm floor area and renovation of only a part/portion of the house)

1. For Owner

a. Construction Bond	P100,000.00
b. Processing Fee	P1,000.00

2. For Contractor

a. Construction Debris Deposit	P2,000.00
b. Construction/Security Deposit	P5,000.00
c. Construction/Security Fee	P3,000.00
<i>(Add'l P1,000.00/month deduction in excess of 3 months.)</i>	
d. Contractor's Bond	<u>P20,000.00</u>
Total	P30,000.00

Minor Repair, Repainting, Landscaping, etc. — 2 month maximum

1. For Owner

a. Construction Bond	P10,000.00
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2. For Contractor

a. Construction Debris Deposit	P1,500.00
b. Construction/Security Fee	P500.00
<i>(Add'l P1,000.00/month deduction in excess of 2 months.)</i>	
c. Contractor's Bond	<u>P3,000.00</u>
Total	P5,000.00

** All Contractors bonds are subject to change at any time*

Community Services & Activities

Security & Safety Management

Community & External Relations

**Management of the Ecology
& Infrastructures**

SECURITY & SAFETY MANAGEMENT

Security (Hotlines: 842-1111 / 842-2222)

Fire Prevention Team

Our village is equipped with three (3) fire trucks and trained personnel to respond in times of emergency. This is also complemented with roving patrol vehicles with fire extinguishers. Our security hotlines are available 24-hours to receive your calls in case of fire and other emergency situations. Aside from the above numbers, you can call 842-4411, 842-3732.

Complaints Section

The Security Office located at AAVA Office is manned 24-hours by our competent security personnel to attend to your query, emergency calls and complaints. Feel free to visit the office or call the above numbers anytime.



Security Operations

We have two security Agencies manning and keeping the village safe. The security line of defense is divided into two: the outer line and inner line. The outer line of defense represents the access controls at the gate and the perimeter walls of the village while the inner line of defense focuses on maintaining order and safety inside with constant patrolling of our roving guards. For security purposes, the village is divided into five sectors. Each sector is patrolled by a security van identified by code names following the color of the patrol van: Green Horn, White Horse, Yellow Bull, Blue Bird and Red Flag. Augmenting them are sixteen (16) motorcycles, all of which keep in touch with the base through handheld radios as they patrol the streets. This set-up enables the security to be at the scene of trouble at any point within three minutes after receipt of the message at the base.

Traffic Compliance Team

The Traffic Compliance Team, also known as “Operation GOTCHA”, was established to strictly implement traffic rules and regulations. Traffic offenders are issued Traffic Citation Tickets. Fines must be paid at the Barangay Office within five (5) working days.

COMMUNITY & EXTERNAL RELATIONS (807-0501)

Community Events and Outreach Activities

The Association organizes year-round activities to foster social, environmental and cultural awareness among the residents. The events

Earth Day Celebration	March or April
Easter Sunday Egg Hunting	March or April
Independence Day	June 12
Halloween	October
Lighting up of Village Christmas Décor	December
AAVA Merry Christmas Outreach (Gift-giving to indigents)	December

regularly held every year are as follows:

Sports Fest and Clinics

We organize various sports clubs and support their activities for the promotion of healthy lifestyles. We envision our homegrown talents to be future Olympic-bound athletes, capturing the first ever gold medal won for our country. The village has been promoting the following sports:

Basketball	Chess	Table Tennis
Badminton	Tennis	Soccer
Volleyball	Triathlon	
Bowling	Cycling	

If you are interested in joining any of the above sports, please contact the above number for the details.

COMMUNITY & EXTERNAL RELATIONS

Saturday Market and Bazaars



Saturday Market is held weekly at Narra Park (District 1) and may be relocated to other places within the Village from time to time, allowing the residents to buy farm produce vegetables, local and imported food stuff. During the year, we schedule bazaars at the Cuenca Covered Court for the residents to enjoy shopping without the

hassles of going out of the village. Please refer to our weekly AAVA news for the schedules and announcements.

Community Library

Our library is located at AAVA Office beside the Ubix Service Center. We have an internet facility at a minimal fee to help you in your research works and studies. The library hours are as follows:



Monday to Friday 8:00am to 5:00pm

Saturday 8:00am to 12:00nn

Government Satellite Services

We have tapped government agencies to conduct its services in the village such as:

NBI Application - Every last Saturday of the month (District 2 Pavilion)

SSS Registration/Services - Every 2nd Saturday of the month (AAVA Office)

Realty Tax Payment - Every Quarter (AAVA Office)

Please refer to our weekly AAVA News for details.

COMMUNITY & EXTERNAL RELATIONS

Community Information System

Our avenue for effective communication among our residents has been expanded not only through print but also through modern technology.

AAVA News - Weekly news magazine

Community Channel - Cable TV announcement

Daktronics - Electronic Billboard

AAVA Website - Web page (in constant development)

Streamers or Billboards (strictly 2' x 8' only) - AAV Gates and authorized common areas inside the Village.

Display of announcements by non-AAVA organizations using the above information facilities must be approved by AAVA through the Community & External Relations.

Community Health Awareness and Clinic Services

In support of our drive for healthy lifestyles, we conduct seminars and information drives about disease prevention, cures and medical outreach programs.



The Village Clinic located beside AAVA Office operates 24 hours and is currently managed by Lifeline Ambulance Rescue Inc. AAVA has acquired a fully-equipped ambulance that can provide life support while in transport and disaster response readiness. Under the present contract, the services of Lifeline Ambulance Rescue Inc. include the following:

1. Laboratory Tests
2. Clinical Services
3. Laboratory / Diagnostic
4. Professional Procedures
5. X-Ray Services

For more details, visit the Lifeline Ambulance Rescue Inc. Clinic or call 772-3897, 772-3898 or 0915-745-2530, also on 24-hour service.

**MANAGEMENT OF THE ECOLOGY &
INFRASTRUCTURES
(807-5859)**

Tree Pruning / Trimming

Tree pruning / trimming services inside private property are also available. Prior inspection is conducted to determine the service fee.

Estimated Sizes

- * Small-sized tree
- * Medium-sized tree
- * Big-sized tree

Counter / Complaints Center

Our office is available to accept your calls and concerns regarding village upkeep, lighting system problems, and service providers (utilities).

Utilities	Service Providers
Telephone	PLDT / DSL Broadband Innove Communications (Globe)
Internet Facility	PLDT – DSL Broadband / ZPDee 171-173 call center Globe Broadband, My Destiny 171-173 call center
Water	Ayala Waterworks 807-1984 / 807-1986
Electricity	MERALCO 16211 hotline

Other Services

- Grass-cutting
- Street-sweeping
- Garbage Collection / Waste Management System
- Park Maintenance
- Utility Service Team (Electrical, plumber, drivers, construction workers)

** All fees are subject to change at any time*

Governance

Articles of Incorporation

2000 Amended By-Laws

Basic Organizational Structure

Election Rules

ARTICLES OF INCORPORATION

KNOW ALL MEN BY THESE PRESENTS:

That we, of legal age, all of whom are residents of the Philippines, have thus voluntarily associated ourselves together for the purpose of forming a non-stock, non-profit corporation under the laws of the Philippines.

AND WE HEREBY CERTIFY:

FIRST: That the name of said Corporation shall be **“AYALA ALABANG VILLAGE ASSOCIATION, INC.”** (As amended on April 28, 1985)

SECOND: That the purpose or purposes for which such Corporation is formed are: To promote and advance the best interest, general welfare, prosperity, and safeguard the well-being of the owners, lessees, and occupants of the property in the Ayala Alabang Village in Muntinlupa, Metro Manila, which comprises the following area: “A parcel of land, Ayala Alabang Village, being a consolidation of PHASES 1,2, -A. 2 -B, 3-A-1,3-A-2, 3-B-2, 3-B-3, 4,5,6,7, 8-A, 8-B, 8-C, 9, 10-A, 10-B, 10-C, 10-D, 11-A, 11-B, AEHP-P-1, AEHP-P-2, Ayala Alabang Golf & Country Club, situated in the Municipality of Muntinlupa, Metro Manila. Bounded on the North, along points 2-8, by Ayala Alabang Commercial Center; points 8-27 by Commerce Avenue of the Ayala Alabang Village; on the East along points 27-42, by lots 392 Muntinlupa Estate; along points 42-48, by lot 1487-L-21B, (LRC) Psd 264600; along points 48-49 by lot 1487-A-3-A, Psd 111215; along points 62-84 by creek; along points 84-88, by lot 388-B-3 (LRC) Psd 128741; along points 88-90, by lot-388-A-FLS-18 (FLR-295-D); along points 90-91 by lot 386 Muntinlupa Estate; on the West along 91-102-1-2 by Estate of Lorenzo Mayuga. Beginning at point marked “1” on plan being S. 78 deg. 28`W., 1,308.26 m. from Mon. #33 Muntinlupa Estate; thence xxxxxx beginning containing an area of SIX MILLION ONE HUNDRED THIRTY THOUSAND SEVEN HUNDRED SEVEN (6,130,707) SQUARE METERS, more or less,” and such additional or contiguous area which in the future may apply for an accepted by the governing body of this Association, as members thereof or as included in its jurisdiction.

ARTICLES OF INCORPORATION

In addition to the above, the Association is also organized subject to existing laws:

1. To improve, light, provide for, beautify, equip, operate, supervise, and maintain streets, parks, playgrounds, and recreational areas for public use or for the general use of the owners and lessees in the area;
2. To sweep, clean, and maintain the streets; collect and dispose of street sweepings, garbage, rubbish, and the like and to construct and maintain such public utilities of services as may be necessary in the premises of the area;
3. To enforce the covenants, restrictions, reservations, servitudes, easements, liens, and charges which exist or may hereafter be imposed for the benefit of the property of the area over which the Association has jurisdiction; to pay all expenses incidental thereto; to enforce the decisions and rulings of the Associations over any of said property; to pay all of the expenses in connection therewith;
4. To collect the charges affecting said property that may be levied by the Association; to pay all expenses in connection with the organization, and all office and other expenses incident to the conduct of the activities of the Association;
5. To own and dispose of such real or personal property as may be required, necessary or incidental to the purposes of the Association;
6. To enjoy such other powers as are requisite and necessary or incidental to those herein before mentioned.
7. To adopt such measures as may be necessary for the protection and safeguard of the members of the Association and their property, consistent with law;
8. To make and adopt such rules and regulations concerning the use, enjoyment, and occupancy of all property in the area;
9. To levy fee and charges that may be required or necessary for the maintenance of the Association and its activities;

ARTICLES OF INCORPORATION

10. To supervise and provide for all needful rules and regulations concerning the construction of buildings and improvements in the area;
11. To erect, construct, improve, equip, operate, supervise, and maintain ornamental and functional structures in the area.

THIRD: That the place where the principal office of the Corporation is to be established or located at Muntinlupa, Metro Manila, Philippines.

FOURTH: That the term for which this Corporation is to exist is for FIFTY (50) years from and after the date of its incorporation.

FIFTH: XXX

SIXTH: That the number of Directors who will be known as Governor of said Corporation shall be SEVEN (7) and that the names and residences of the Directors or Governors of the Corporation who are to serve until their successors are elected and qualified as provided by the By-Laws. (As amended on May 1, 1998.)

SEVENTH: That theses articles can only be amended by the affirmative vote of two-thirds (2/3) of its membership. (As Amended on May 1, 1988.) XXX

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Article I - NAME

The name of the corporation is as set forth in its Articles of Incorporation, namely: “Ayala Alabang Village Association, Inc.”

Article II - DOMICILE

The domicile and principal office of the Corporation is located and established in Ayala Alabang Village, Muntinlupa City. (As amended on July 30, 2000)

Article III - MEMBERSHIP

Sec. 1. Scope of Membership. All lot owners in the Ayala Alabang Village, as defined and bounded in the Articles of Incorporation, automatically become members of the Association. A lot owner which is a legal entity shall notify the association in writing of its designated representative who will exercise the rights of membership in its behalf.

Sec. 2. Classes of Members. Members shall be classified into regular and special members. Regular members are the owner of lots which are restricted to residential use only.

Special members are the lot owners which are non-profit entities or institutions whose primary purposes are solely recreational, educational or religious in nature, and consist of the Alabang Country Club, De La Salle Zobel school, and similar other non-profit organizations now owning lots in Ayala Alabang Village. Should such special members become organizations for the profit of their owners, members or stockholders, then they shall automatically be considered as regular members.

Sec. 3. Assignment. A regular member, but not a special member, may assign his/her rights of membership:

1. To his/her spouse, parent, descendant, brother or sister, who is of legal age, and who must reside on the lot of the member;
2. To a lessee, who, if a natural person, must actually reside on the lot of the member. If such lessee is a legal entity, then it shall notify the association in writing of its designated representative who must reside on the leased lot and who will exercise the rights of membership in its behalf.

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The assignment shall be in writing, and shall refer to a specific lot. Such assignment shall carry with it all the rights of membership over the particular lot, including the right to vote, as well as all the obligations and/or liabilities of the assigning member appurtenant to the lot, but not the right to be elected to the Board of Governors, with the sole exception of the spouse-assignee who shall also have the right to be elected to the Board of Governors, except if such spouse-assignee cannot in his/her own right be a member of the association.

The assignment shall be for the duration stated in the deed of assignment, but shall be deemed to continue, if made in favor of a lessee, until the expiration or termination of the lease, unless otherwise provided in such deed.

The member may at any time revoke the assignment in writing. No assignment shall continue after the assignee ceases to reside on the lot of a member or after the assignee ceases to be lessee of the member.

Copies of the deed of assignment and revocation of assignment shall be filed with the association.

Notwithstanding the assignment, the lot owner shall remain primarily liable for the payment of association dues, assessments and other charges. He/she shall also be responsible for violation by his/her assignee of these By-Laws, the rules and regulations of the association.

The Board of Governors may make such rules and regulations, not inconsistent with these By-Laws, governing the granting, form, date of submission, and other related matters, of such assignment.

Sec. 4. Annual Meeting. The annual meeting of the members for the election of Governors shall be held on the first Sunday of April of each year. A previous written notice of such meeting shall be sent to all members of record, at their addresses of record, at least thirty (30) days before such annual meeting.

The Board of Governors, for good cause, may change the date, time and place of the annual meeting; provided written notice to this effect is given to the members at least fifteen (15) days before the scheduled date.

Sec. 5. Special Meeting. In addition to the regular annual meeting of the members mentioned in the preceding section, special meetings of the members of the Association or of the district may be called and convened at any time either by members representing 5% of the total votes of the Association, or of the district as the case may be,

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or by the Board of Governors. Notice of such special meeting, stating therein the date, time, place and purpose for holding the same, must be given to each member of record, at his place of residence and/or office, in writing, at least fifteen (15) days before the date set for such meeting. No business shall be conducted at such special meeting except that stated in the notice.

Sec. 6. Voting Rights. There shall be one vote and one voting member for each lot regardless of the number of persons who may own such lot or have interest therein.

Where the lot is owned by more than one person, the owners thereof shall notify the association in writing as to who of them shall be the voting member.

Each member is entitled to vote for each lot solely owned by him or of which he is the designated voting member.

Each assignee is entitled to vote for each lot of which the rights of membership have been assigned to him.

Each special member shall have only one vote in each district regardless of the number of lots owned in such district.

Members and assignees who are delinquent in the payment of their dues and other assessments and charges fixed by the Board in accordance with these By-Laws, and those who are in violation of the deed restrictions as determined by the Board, shall not be qualified to vote.

Sec. 7. Proxy. Any member of the Association and/or his assignee maybe represented by proxy in all of the meetings of the Association or of the district. The Board of Governors may make such rules and regulations, not inconsistent with these By-Laws, the Philippine Corporation law, and related laws, governing the form, issuance, date of submission and other matters relating to such proxies. Unless otherwise provided by the Board of Governors, proxies must be submitted at least ten (10) days prior to the annual or general meeting or any special meeting.

Sec. 8. Quorum. Unless otherwise required by law, any group of members, either in person or by proxy, representing at least one-fifth (1/5) of the votes in the district or in the Village will constitute a quorum to transact business in all the meetings of the members of the district or of the Association, respectively.

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Sec. 9. Rights and Privileges.

1. **Inspection.** Each member shall have the right of access to records and documents of the association, official minutes of meetings of the members, the Board of Governors and official recommendations of the committees. Such records shall be available for inspection and copying by any member of the association for a purpose reasonably related to his interest as a member at any reasonable time, at the office of the association.

The Board shall establish reasonable rules with respect to:

- a) Notice to be given to the custodian of records by the member desiring to make the inspection;
- b) Hours and days of the week when such an inspection may be made;
- c) Payment of the cost of reproducing copies of documents requested by the member.

Official minutes of the meetings and resolutions of the Board shall be published and circulated in the AAVA news and posted on the bulletin board in the office of the association, within twenty (20) days from approval thereof.

2. **Use of Services and Amenities.** All members shall be entitled to use and enjoyment of the common areas within the Ayala Alabang Village and to all the services and amenities provided by the association. Members of the family of a member who reside with him as part of his household, and co-owners of lots who are not voting members, shall enjoy the same privileges as regular members, but they shall have no right to vote nor to be elected to the Board of Governors.

The privileges herein specified are subject to these By-Laws, and such other rules and regulations as the Board may provide.

Sec. 10. Duties and Responsibilities. Every member shall abide with the deed restrictions of his lot, these By-Laws and the rules and regulations laid down by the association in the interest of sanitation, security, aesthetics and the general welfare of the residents of the village. All members shall be responsible for the actions of their respective family members, assignees, lessees and guests. The association has the right to withhold services to members with violations.

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Every member shall pay the assessments or dues levied by the association on or before the date fixed by the Board of Governors. If not so paid, the amount of assessment, plus interest and cost of collection, including attorney's fees, if any, shall constitute and become a lien on the lot so assessed, as provided in the deed restrictions annotated in the certificate of title of the lot.

Sec. 11. Termination. When a person ceases to be an owner of a lot, such person's membership, and the privileges of those persons existing through relationship to such person as assignee or relative shall cease. However, such person shall remain liable for all association dues, assessments and charges incurred prior to the giving of written notice to the association that such person is no longer an owner of a lot in Ayala Alabang Village. (As amended on July 30, 2000)

Article IV - BOARD OF GOVERNORS

Sec. 1. Composition, Election and Term of Office. - The Association shall be governed and its affairs managed and controlled by a Board of Governors composed of seven members. They shall be elected by district for a term of two years on a staggered basis, by the qualified and non-delinquent members in the districts they shall represent. For this purpose, the Board, is hereby authorized to apportion, delineate and define the representative districts but in no case shall the number of districts exceed seven (7). Each district shall be represented by a governor who shall reside in such district.

The Board of Governors will elect from among themselves the President, Vice President and Treasurer.

A Governor cannot be elected for more than two successive two-year terms.

Any governor who is absent for three consecutive regular meetings of the Board shall be automatically removed from office. Any governor of the association may also be recalled and removed from office by the direct vote of the members representing a majority of the total number of votes of the district which he represents in any regular or special meeting of such district.

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In case of vacancy due to removal, resignation, death or any other cause, of any of the governors, the Board is empowered and authorized to designate from among the qualified members of the district involved, any member to fill the unexpired term or until his successor has been elected and qualified, provided, however, that if the vacancy should occur with at least a year left before the expiration of the term of the governor to be replaced, then the Board shall fill the vacancy by calling a special election in the district involved.

Until otherwise provided for in these By-Laws, the position of governors of the Association shall be honorary and without compensation.

Sec. 2. Qualification of Governors - Regular members who are not delinquent in the payment of their dues and other assessments and charges fixed by the Board in accordance with these By-Laws and who are not in violation of the deed of restrictions as determined by the Board, shall be qualified to be nominated and elected to the Board of Governors. In addition, the nominee for governor must have actually resided in the district he is nominated at least six (6) months immediately preceding the date of the election, and if elected must continue to be an actual resident at such district during his/her entire term as governor.

Sec. 3. Manner of Election of Governors - Election to the Board shall be by a ballot as hereinafter provided. At such election, each member entitled to vote may cast as many votes as he is entitled to exercise under the provisions of these By-Laws.

Any member who possesses the qualification of governors mentioned in the immediately preceding section may be nominated as a candidate for governor of the district where he is an actual resident, by any member in good standing of such district.

All elections to the Board shall be made on a ballot which shall:

- a. Be pre-numbered with the specified name of the member; address on record with the association; district number and such other information as the Board may determine will serve to establish the member's right to cast the vote.
- b. Set forth the names of the candidates for the district.
- c. Provide blank spaces for the signature of the member, name and signature of the designated proxy, as well as the voter's signature in case of correction in the selection of the candidates.

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Each member entitled to vote shall receive one (1) ballot for each lot for which he is the voting member.

The ballots shall be placed in a sealed envelope and dropped at the ballot box for the corresponding district which shall have a separate lock from the other district ballot boxes. All the ballot boxes shall be collectively locked and shall be under the control of the Nomination and Election Committee (Nomelec).

The Nomelec shall adopt a procedure which shall establish that the signature of the member is on the ballot and that such member is a member in good standing. The Nomelec shall count the ballots on election day and shall proclaim the candidates with the highest number of votes in each district as elected governors. The decision of the Nomelec on any election protest shall be final.

Sec. 4. Powers of the Board of Governors.

A) **Extent of Powers.** - The Board of Governors shall exercise all the powers expressly granted by these By-Laws and the Corporation Law. The Board sets down all policies to be implemented by the Officers of the Association. The Board may appoint a member or a committee to exercise such functions as may be necessary and for the benefit of the Association.

B) Assessments -

- (1) The Board of Governors is empowered to assess and collect against each member an amount required for the operation and activities of the Association.
- (2) The current annual assessment for regular members shall be P 20.00 per square meter of land that they own.
- (3) The current annual assessment for Special Members like the Alabang Country Club and De La Salle School, shall be P 1.66 per square meter per year for the first 70,000 square meters, and P 0.34 per square meter for the excess area of their landholdings. Their assessment may be increased but such increase shall be in the same proportion as the increase that may be imposed on the regular members of the association.

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- (4) All parks, playgrounds, roads, creeks, easements, sites of utilities, and such other areas that form part of the open spaces, undeveloped land owned by the developer and not yet ready for sale, shall not be subject to assessment, provided, however, that the owners thereof shall not be entitled to vote for such areas.
 - (5) The assessment will be payable and in advance at the start of the fiscal year which falls on January 1st of each year. Association dues shall become delinquent if not paid two (2) months after due date and shall be charged interest at the rate of 1% per month, and penalty of 1% per month, compounded monthly, until fully paid. If not paid within six (6) months from the due date, the Association shall have the right to take the necessary legal action against the delinquent members for such dues and charges. The assessment shall constitute a lien on the property junior only to the lien of the government for non-payment of taxes and voluntary mortgages on the property.
- C) **Make Rules** - In pursuance of the purposes mentioned in the Articles of Incorporation, the Board of Governors may promulgate, adopt, prescribe and publish additional rules and regulations concerning the use and occupancy of the properties in the Ayala Alabang Village, provided such rules and regulations shall not be in conflict with the deed of restrictions governing the affected properties.
- D) **Execute Contracts** - All contracts, agreements and commitments for and in behalf of the Association shall be executed and signed under the authority of the Board of Governors by or through the President or other duly authorized officers of the Association.
- E) Appoint a village manager.
- F). Enforce the deed of restrictions of the lots within the village and promulgate sanction for any violation thereof from the deed of restrictions.

Sec. 5. Meetings. -

A) **Place and Date** - The regular meeting of the Board of Governors may be held every last Thursday of the month in the place of business of the Association or at such other place or day as may be agreed upon or convenient to them. Notice of such meeting orally or

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in writing, must be given to the governors at least three (3) days before such meeting. The President or two (2) members of the Board may call a special meeting by means of written notice at least one (1) day in advance of the date of such meeting.

B) Quorum - Four (4) members of the Board shall be sufficient to constitute a quorum for the transaction of business, and the decisions of the majority of those present in a meeting shall be considered as an act of the Board and shall be valid and binding upon the Association.

C) Order of Business - The order of business shall be determined by the Board by means of a resolution to that effect. The meeting of the Board shall be presided over by the President, or in his absence, by the Vice President, or in the absence of the two, by any member of the Board.

Sec. 6. Oath of Office

After the adjournment of the annual meeting, or as soon as feasible thereafter, the new Board members, and other elected officers of the association, shall recite and sign the following oath of office:

“I, _____, after having been elected as _____ of the Ayala Alabang Village Association, do solemnly pledge that I will perform my duties and responsibilities to the best of my knowledge and ability, that I will pursue the goals and objectives of the association, that I will follow and implement its Articles of Incorporation and By-Laws as well as its rules and policies, and that I will always observe the principles of honesty, integrity, loyalty and morality in the service of the members of the association and the community.

So help me God.”

Sec. 7. Conflict of Interest - No governor or officer or any of their relatives within the third degree of consanguinity or affinity shall enter into any contract or transaction involving monetary consideration with the association. Members of standing committees shall not enter into any contract or transaction involving monetary consideration with the association, if said contract or transaction relates to the committee of which he is a member. (As amended on July 30, 2000)

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Article V - EXECUTIVE OFFICERS

Sec. 1. Officers. - The officers of the Association are the following: The President of the Association, the Vice President, the Treasurer, who must be members of the Board of Governors, the four other Governors, the Secretary, the Village Manager and the Auditor General. The Secretary of the Association and the Village Manager need not be members of the Board of Governors, or members of the Association, and may be appointed by the Board. (As amended on July 30, 2000)

Sec. 2. Powers and Duties of the President. - The President shall preside over all meetings, regular and special, of the Board of Governors and of the members of the Association. When he is acting as the presiding officer of the Board of Governors he can cast his vote on all questions and issues brought before the Board. If he presides over the meeting of the members of the Association, he shall not cast his vote on the questions brought or taken up before such meeting except in case of a tie.

He shall represent the Association and sign and execute all contracts, agreements, documents, and binding commitments entered into for and on behalf of the Association, by authority of the Board of Governors, expressed in a resolution duly adopted in a meeting called for that purpose.

He shall countersign all checks, drafts, notes and orders for the payment of money against funds of the Association wherever they may be deposited.

He shall hire, accept resignations and/or terminate the services of the employees of the Association subject to the approval of the Board.

He shall be responsible for the general and active management of the affairs of the Association but may delegate them to other members of the Board, in whole or in part, by proper instrument in writing.

He shall execute or see that the policies and decisions of the Board of Governors and those adopted in the meetings of the members of the Association are properly implemented and complied with.

Sec. 3. The Vice-President. - In case of absence, illness or temporary incapacity of the President, the Vice-President shall assume the powers and duties of the President.

Sec. 4. The Treasurer. - The Treasurer is the financial officer of the Association and as such shall have the custody of all the funds and properties of the Association.

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He shall perform all acts incident to his office, subject to the control of the Board of Governors.

He shall keep the required and proper books of account and enter therein a full and accurate account of all moneys and properties received and paid by him in behalf of the Association.

Subject to the countersignature of the President, or in his absence, of the Vice-President, or in the latter's absence, of any member of the Board, he shall sign all checks, drafts, notes, or orders for the payment of money or withdrawal of the funds of the Association; he shall endorse for deposit to the credit of the Association all checks, notes, drafts, bills and other commercial papers issued or delivered to the Association, with banks and financial institutions as may be designated by the Board of Governors. He shall approve and be responsible for all expenses of the Association.

The Treasurer shall be required to file a bond for the faithful discharge of his duties, the premium of which bond shall be borne by the Association. The penal sum of the bond shall be determined by the Board of Governors.

Notwithstanding the foregoing provisions, the Board of Governors may name and appoint a reputable firm, entity or qualified individual to perform the work of the Treasurer of the Association under such terms and conditions as the Board may determine, in which case, the appointment of a governor as Treasurer of the Association may be dispensed with by the Board.

Sec. 5. The Secretary. - The Secretary who must be a citizen and resident of the Philippines, shall keep a record of all the minutes, agreements and decisions of the Board of Governors and of the members. He shall also attend to the issuance and service of notices of all meetings of the members and the Board of Governors.

He shall likewise keep or take charge of the records of correspondences and official acts of the Association.

Sec. 6. The Auditor General - The Auditor General shall be responsible for ensuring transparency and propriety in the corporate transactions entered into by the association and its officers. He shall report to the Board his findings, with appropriate recommendations, if necessary.

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The Auditor General shall be elected separately by the membership at large during the annual general meeting and shall serve a maximum of two consecutive two-year terms. There shall be two Deputy Auditor Generals to be nominated by the Auditor General and to be accepted and appointed by the Board of Governors. The Auditor General shall attend all regular Board meetings but shall not have voting powers. He shall be automatically removed from office after three (3) consecutive absences.

Sec. 7. The Village Manager - The Village Manager shall be responsible for overseeing the day-to-day operations of the association. He shall ensure that the administrative and operational policies of the association are carried out under his supervision and control. (As amended on July 30, 2000)

Article VI – COMMITTEES

Sec. 1. Standing Committees. -

The standing Committees of the association and their key functions are:

- A) **Nomination & Election:** To adopt rules and procedures for balloting; act as election inspector; issue official list of candidates and such other powers as maybe necessary to ensure proper and orderly conduct of elections, including the canvassing of votes.
- B) **Bidding:** To review and recommend approval of various proposals of different contractors on maintenance and infrastructure projects such as garbage collection, street-sweeping and grass collection.
- C) **Finance:** To provide overall direction to all finance-related activities of the association such as funds management, budget and expenditures, accounting systems and procedures.
- D) **Plans & Construction:** To supervise the association's architectural Department in the strict implementation of the deed restrictions and the rules and regulations of the association relating to all construction activities in the village.

Each committee shall consist of a chairman and two to four members. Appointments to and removals from the committees shall be done by majority vote of the Board. The Board shall assign members of the Board to serve on each committee as liaison.

2000 AMENDED BY– LAWS

Each committee will make recommendations to the Board. Such recommendations shall be in writing. Acceptance, modification, or rejection by the Board of such recommendations will be announced at its regular board meetings.

The Board may form other committees as it deems proper and necessary. (As amended on July 30, 2000)

Article VII - MISCELLANEOUS PROVISIONS

Sec. 1. Fiscal Year. - The Fiscal Year of the Association shall be from January 1st to December 31st of each year.

Sec. 2. Annual Statement. - The Board of Governors shall publish and submit to the members of the Association a statement of the financial condition of the Association covering the previous fiscal year and a consolidated balance sheet for the assets and liabilities of the Association, together with the notice of the regular annual meeting of the members.

Sec. 3. External Auditor. - At the regular annual meeting of the members of the Association the Board of Governors shall recommend, and the members shall elect, an external auditor of the Association. The auditor who gets the highest number of votes of the members in all the districts shall be declared elected. (As amended on July 30, 2000)

Sec. 4. Corporate Seal. - The Association shall adopt a corporate seal containing the name of the Association, place and year of organization.

Sec. 5. Repeal and Amendment of the By-Laws. - These By-Laws may be repealed, amended or new ones adopted by a majority vote of the members of the Association entitled to vote at a regular or special meeting duly called for the purpose. The power to amend or repeal these By-Laws or to adopt new By-Laws may be delegated to the Board of Governors by the 2/3 vote of the members of the Association entitled to vote in a general or special meeting of the Association; provided, however that any power delegated to the Board of Governors to amend or repeal any By-Laws or to adopt new ones shall be considered as revoked whenever a majority of the members of the Association entitled to vote shall so vote at a regular or special meeting. (As amended on July 30, 2000)

2000 AMENDED BY– LAWS

Article VIII - TRANSITORY PROVISIONS

Sec. 1. After the approval of these amendments by the appropriate government agency, seven (7) members of the Board shall be elected during the ensuing annual election. During the said election, the first four (4) governors obtaining the highest percentage of votes in their respective districts shall serve for a term of two (2) years, and the remaining three (3) shall serve for a term of one year. Every year thereafter, election of governors shall involve only those whose terms will expire and those so elected shall serve two (2) years.

Sec. 2. A governor who has been elected for either one or two years at the time of the approval of these amendments by the appropriate government agency may seek re-election, provided that he cannot be elected for more than four (4) consecutive years. (As amended on July 30, 2000)

Adopted this 15th of September 1978 at Muntinlupa City, Metro Manila, by the affirmative vote of the undersigned members representing more than two thirds (2/3) of the entire membership of the Association.

(SGD.) MARIO D. CAMACHO

(SGD.) MANUEL G. CHUIDIAN

(SGD.) MAURO BLARDONY, JR.

(SGD.) RENATO BUHAIN

(SGD.) EDGARDO V. GUEVARA

2000 AMENDED BY– LAWS

GOVERNOR'S CERTIFICATE TO BY-LAWS

KNOW ALL MEN BY THESE PRESENTS:

That we, the undersigned, the Secretary and at least a majority of the Board of Governors of the Ayala Alabang Village Association, Inc., do hereby certify that the attached code of By-Laws was unanimously adopted at a joint special meeting of the Board of Governors and members of the Association held on September 15, 1978 at Makati, Metro Manila, Philippines, at which meeting more than two thirds (2/3) of all the members of the Association were present in person or by proxy.

Makati, Metro Manila, Philippines, September 15, 1978.

(SGD.) MARIO D. CAMACHO

(SGD.) MANUEL G. CHUIDIAN

(SGD.) MAURO BLARDONY, JR.

(SGD.) RENATO BUHAIN

(SGD.) EDGARDO V. GUEVARA

COUNTERSIGNED:

(Sgd.) Secretary

2000 AMENDED BY-LAWS

RESOLUTION OF THE BOARD OF GOVERNORS OF THE AYALA ALABANG VILLAGE ASSOCIATION, INC.

(Resolution No. 2000-04-01)

"BE IT RESOLVED, as it is hereby resolved, to approve the amendments to the Amended By-Laws of the Ayala Alabang Village Association, Inc. as proposed by the Ad Hoc Committee on Revision of By-Laws, the amendments of which involve the following Articles of the Amended By-Laws:

- Article II - Domicile
- Article III - Membership
- Article IV - Board of Governors
- Article V - Executive Officers
- Article VI - Committees (New Article)
- Article VII - Miscellaneous Provisions
- Article VIII - Transitory Provisions (New Article)

as per Annex 'A' which is attached and made an integral part of this resolution."

Adopted this 2nd day of April 2000 at Muntinlupa City.

Certified Correct: 

REGINO B. OSORIO
Corporate Secretary

Approved by:


MICHAEL D. TENSUAN


RAYMOND C. OCA


MARICAR C. REYES

EDILBERTO A. UCHANCO


CONSTANTINO A. MARCAIDA


DOLAN TANTICO



BASIC ORGANIZATIONAL STRUCTURE

Board of Directors (Governors)

AAVA is being governed by the Board of Directors elected by the members during the Annual General Membership meeting every year. The Board is mandated to set the direction of the village and make policies of the village's operation. There are seven (7) governors elected respectively by their districts wherein they elect from among themselves, the officers, namely: President, Vice President and Treasurer.

Operations (Organic Staff & Contracted Personnel)

Implementing and doing the day-to-day operations of the village, operations are comprised of organic staff (regular employees) hired by AAVA. The Village Manager is the Chief Operating Officer who manages all facets of the operations. He is supported by managers in handling the security, traffic, peace and order, logistics, maintenance, engineering, community affairs and relations, finance and administrative functions along with the organic staff and contracted personnel.

Composition of Operations

1. Departments

- Administration
- Architectural
- Community Relations
- Finance
- Maintenance and Infrastructure
- Security

2. Contracted Personnel

- Security Force
- Ground Maintenance
- Utility / Janitors / Drivers / Office Aides
- Street Sweepers / Grass Cutting

3. Service Providers

- Internal Auditor
- External Auditor

BASIC ORGANIZATIONAL STRUCTURE

Standing Committees & Councils

Committees and councils are allied groups created by the Board and with collaboration with entities to support AAVA in pursuing the most beneficial endeavors for the present and future members of the village.

Committees

1. Security
2. Maintenance
3. Finance
4. Community & External Relations
5. Waste Management
6. Bidding
7. Personnel
8. Transportation

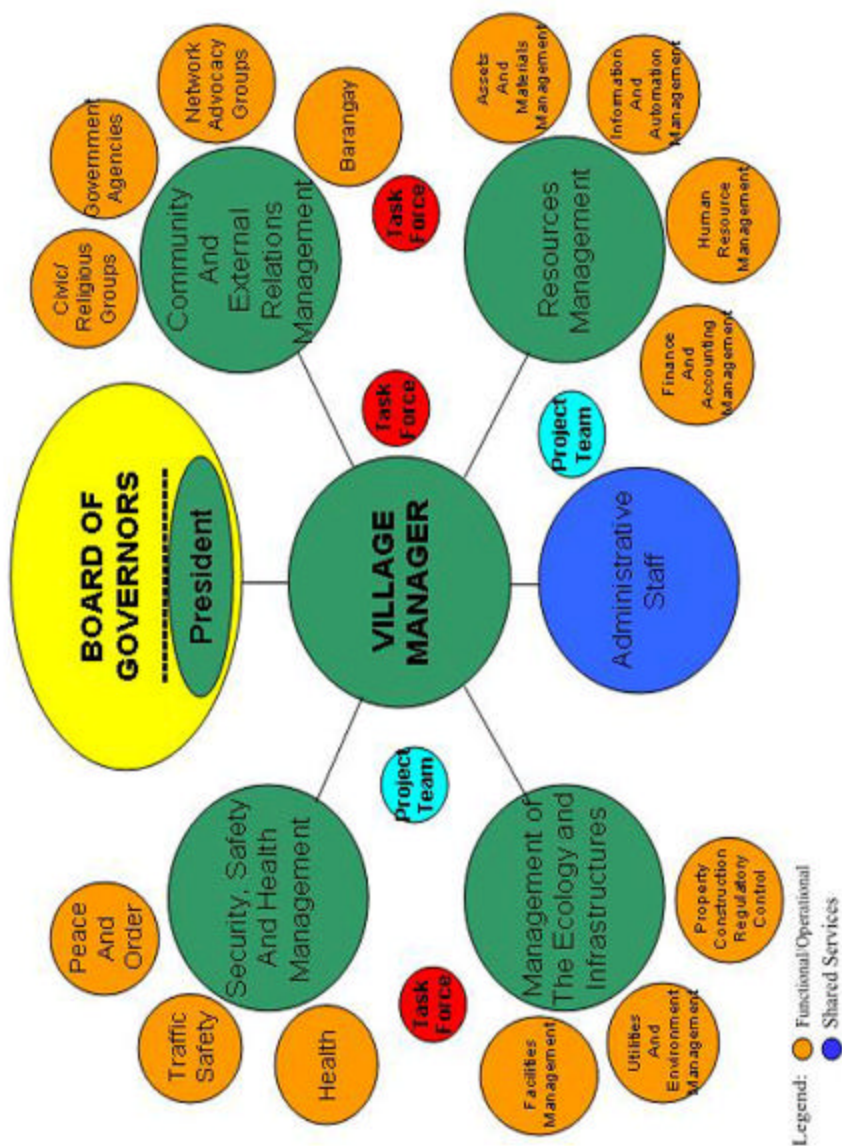
Council

1. Past Presidents

Independent Committee

1. NOMELEC

BASIC ORGANIZATIONAL STRUCTURE



ELECTION RULES & PROCEDURES

Qualified Candidate

1. To qualify as a candidate and be elected as District Governor, any regular member must be:
 - a. Actual owner and resident of the district for at least six (6) months prior to his/her nomination;
 - b. Not delinquent in the payment of association dues; and,
 - c. Not in violation of the deed of restrictions in all of his/her properties in the village.

Nomination

1. Any member in good standing (dues not in arrears) may nominate a candidate for Governor of his/her district during the nomination period up to **(Date specified)**. All nominees must possess the qualifications set forth above not only as of the time of nomination but also at the time of election.
2. Upon receipt of nomination, the NOMELEC shall determine if the nominee has all the qualifications set forth above.
3. If the nominee is qualified to run for office, the NOMELEC shall inform him/her of the nomination. The nominee shall inform the NOMELEC in writing if s/he accepts or declines the nomination on or before 5:00 p.m. of **(Date specified)**.

Acceptance

1. The nominee shall submit his/her written confirmation of acceptance to the NOMELEC on or before 5:00 p.m. of **(Date specified)**. If no confirmation is received in writing by NOMELEC as of said deadline, the nominee shall be deemed to have declined his/her nomination.
2. The confirmation of acceptance must include the undertaking provided for in the next page.

ELECTION RULES & PROCEDURES

Absence of Candidates for Any District

1. Any qualified candidate may withdraw without penalty provided the following:
 - a. His/her withdrawal is in writing and stamped "RECEIVED" by the NOMELEC Secretariat at least twelve (12) days prior to the date of the election; and,
 - b. He/She nominates a duly qualified substitute candidate.
2. In the event a lone candidate withdraws, the nomination will be opened to the district.
3. In the absence of any candidate/s, the outgoing Governor may continue to serve on a hold-over capacity until his/her successor is elected and duly qualified. Should s/he refuse to serve, the Board shall exercise its powers in accordance with the AAVA By-Laws.
4. When the lone candidate of any district withdraws, a special election will be held. The cost of such special election shall be borne by the withdrawing candidate.

Qualified Voter

1. Any member who is not delinquent in the payment of association dues as of **every 28th day of February** shall be entitled to vote for each lot owned.
2. Tenant or lessee cannot vote unless s/he submits a proxy duly executed in his/her favor by the member/lessor to AAVA office on or before 5:00 p.m. of **(Date specified)**. For corporations, the proxy must be supported by a duly notarized Board resolution or secretary's certificate.

Campaign Period

1. The campaign period shall be from **(Date specified – at least 30 days)**.

ELECTION RULES & PROCEDURES

Proxy

1. Members may vote for Governor by proxy by accomplishing a Proxy Form.
2. Deadline for submission of all accomplished proxy forms at the AAVA office shall be 5:00 p.m. of **(Date specified)**. Thereafter, no proxies shall be accepted. The official NOMELEC wall clock at the AAVA office shall be the official basis of time.
3. Proxy without designee will be stamped "NO DESIGNEE" upon receipt thereof by the NOMELEC Secretariat at AAVA office and thereafter dropped in a sealed ballot box labeled "NO DESIGNEE". The "NO DESIGNEE" proxies shall not be used to vote for a candidate. The Chairman of the meeting may use such proxies for quorum purposes and to vote on any measure, motion or resolution and for adjournment, continuation or postponement.
4. New proxies and proxies superseding proxies on file with AAVA must conform to the proxy form.

Validation of Proxies

1. The validation of accomplished proxy forms shall be conducted by NOMELEC from **(Date specified)**.
2. In case two or more proxies executed by the same member over the same property are submitted, the proxy of the latest date and time shall be the valid one. However, if these proxies have the same date and time or are undated, they will be invalidated for voting but considered valid as one proxy for quorum purposes only.
3. The basis for invalidation of proxies shall be as follows:
 - a. Signature different from specimen on file
 - b. Not verified by any NOMELEC member
 - c. Proxy form not signed by member
 - d. Proxies accomplished by members not qualified to vote
 - e. Proxy form with correction that is not countersigned
 - f. Two proxies with the same date and time but with different designees

ELECTION RULES & PROCEDURES

Ballots

1. Ballots shall state the names of the candidates for each respective district.
2. Ballots shall be released to validated proxy holders during the period from **(Date specified)**.
3. Deadline for casting of accomplished ballots by proxy holders shall be at 5:00pm of **(Date specified)**.
4. Should the original ballot be lost, a replacement ballot may be given provided that there is a request in writing from the proxy. The replacement ballot shall be stamped "Duplicate" and should be approved and signed by two (2) NOMELEC members.

Ballot Boxes

1. AAVA shall provide one (1) ballot box for each district.
2. The ballot boxes shall have two (2) separate locks, the keys of which shall be kept by two (2) different NOMELEC members.
3. The ballot boxes shall be kept inside the Village Manager's office.

Canvassing & Counting

1. The NOMELEC shall immediately canvass and count the ballots cast at the close of the election period, **(Date and time specified)**.
2. The candidate with the highest number of votes in each district shall be declared elected.

Proclamation

1. The newly elected District Governors shall be proclaimed immediately upon completion of canvassing and counting by the NOMELEC.

ELECTION RULES & PROCEDURES

2. Any protest shall be entertained only after the proclamation.
3. Recount of votes shall be allowed only for questioned invalidated votes.
4. In case of a tie after the recount has been made, each shall serve for a term of six (6) months. The drawing of lots will be used to determine who shall serve for the first six months ending September 30. The other governor shall serve as Deputy District Governor during the said period and vice versa.

Special Elections

1. The NOMELEC shall have the power to call for a special election under the same foregoing rules and regulations.

Directory of Services

Telephone Directory

Emergency Numbers

Hospital Hotlines

Schools

City Government of Muntinlupa

Others

TELEPHONE DIRECTORY

AAVA Office (Trunkline)	809-(AAVA) 2282
AAVA Fax Number	842-5203
* Village Manager	842-3944
* Administration	807-0521
* Architectural & Maintenance	807-5859
* Community Relations	807-0501
* Finance	807-0531
* Security	842-1111 / ,842-2222
	842-3732 / 842-4411
Acacia Gate	807-7660 / 842-2904
Madrigal Gate	842-0403 / 842-9771
	842-9909
Mindanao Gate	850-9291
Tango Base	842-2936
Compact Police Sub-station (ATC / beside Post Office)	809-8564
Barangay Ayala Alabang Office	807-2472
BAA Fax Number	842-3554
Barangay Health Clinic (District 2 Palawan)	842-7882
Barangay Security Assistance Center	384-9945
Fire (Emergency) - Alabang	842-2201 / 772-3944
Police Alabang	809-8564
	16211 / 809-9897
	862-2525
AAVA Lifeline Clinic	772-3897 / 842-3898
AAVA Dental Clinic	514-2453 / 474-0018
MAYNILAD (Alabang Branch)	828-0436 / 828-0043
	828-1026 / 828-0029
UBIX/B Bravo Business Center/FedEx	807-8489 / 807-2859

TELEPHONE DIRECTORY

Philippine National Red Cross 809-7131
(Muntinlupa Branch – ATC)
Barangay Ayala Alabang 842-2472
Ayala Waterworks 807-1984 / -6
STP 850-9435

CHURCHES

St. James The Great 807-1623/842-5140
St. Jerome & Sta. Susana 842-4947

CLUBS

Alabang Country Club Inc. 842-3530 to 39
Ayala Alabang Townhouse 842-1167

COOPERATIVE STORE

Luzon Drive 807-5221
Palawan St. 807-6631
AAVA Coop
(beside AAVA office) 807-8146
Rustan's Expresslane
(Tanauan St.) 807-1996 to 97

EMERGENCY NUMBERS

AREAS	FIRE	POLICE
Angono	651-0064	651-0061
Antipolo		697-2409
Binangonan	652-5796	652-0159
Cainta		656-0366
Caloocan City	364-5680 / -4037	362-3276 / -80
Las Piñas City	874-6177 / 806-0625	874-9201
Makati City	816-2553 / -85150	887-4626 / -2484
Malabon	281-1141 / -4607	281-1133 / -9 / -9999
	361-9712	
Mandaluyong City	532-2402 / -189	532-2145 / -318
	527-3653	
Marikina City	646-2436	646-1651
Muntinlupa City	772-3944	862-2611 / -721
	842-2201	
Navotas	281-0854 / -30797	281-9099 / -110
Novaliches	930-2237 / -63594	936-3624 / -72177
	939-1301	
Obando		292-2043
Parañaque City	826-9131	826-8121
Pasay City	844-2120 / -36523	831-8070 / -5054 / -8059
	851-0869	831-9193 / -1544 / -7433
Pasig City	641-1939	641-0430 / -6
Pateros	641-1365	642-8235
Polo Malabon		292-2245
Quezon City	924-1857 / -922	920-1378 / -16146
	928-3074 / -8363	922-5533 / -6726
Rodriguez	649-3466	941-8854

EMERGENCY NUMBERS

AREAS	FIRE	POLICE
San Juan	721-6655 / -52079	941-8854 / 725-0404 725-8049
Taguig	837-0740 / -4496	642-2062 / -3582
Taytay	658-6439	658-7267
Valenzuela	292-3519 / -5705	292-0518 / -11995
Assn. of Philippines Volunteer Fire Brigades, Inc.		522-2222
Assn. of Volunteer Fire Chiefs & Firefighters of the Philippines, Inc.		160-161
Bantay Bata		163
Bisig Bayan		928-4299
Civil Defense Operation Center		
(For extreme emergencies caused by disaster/ calamities like typhoon, flood, earthquake, etc.)		911-5061
Manila Water Company, Inc.		1627
Maynilad Water Services, Inc.		626
Meralco		16-211 / 631-111
MMDA		136
National Poison Control		524-1078
Patrol 117		117

HOSPITAL HOTLINES

AAV Lifeline Arrows Clinic Neighborhood Center, Narra St.	Emergency Hotline 16-911 772-3897 / 8
Alabang Medical Center Alabang-Zapote Rd., Muntinlupa City	850-8498 / 807-8189 (info)
Asian Hospital Center Filinvest Corporate City, Muntinlupa City	711-9000 to 02
Capitol Medical Center Scout Magbanua, Quezon City	372-3825 to 44
Cardinal Santos Medical Center Wilson St., Greenhills, San Juan	727-0001 to 25 / 70
Chinese General Hospital 286 Blumentritt, Manila	711-4141 / -3967 / 743-1440
DT Protacio Hospital 484 Quirino Ave., Parañaque City	832-1181 / -2953
Las Piñas Doctors Hospital 8009 Aguirre Ave., Las Piñas City	829-7715 / - 825-5236
Makati Medical Center 2 Amoroslo St., Makati City	815-9911 / 892-5544
Manila Doctor Hospital 667 United Nations Ave., Manila	524-3011 to 77
Manila Sanitarium Hospital 1975 Donanda St., Pasay City	525-9191

HOSPITAL HOTLINES

Medical Center Manila 1122 General Luna St., Manila	523-8131 to 65 / Emergency Number 525-6836
Medical Center Muntinlupa #38 National Road Putatan, Muntinlupa City	862-0162 / -11667 Emergency Number 861-1683
Medical Center Parañaque Dr. A. Santos Ave., Sucat, Parañaque City	825-6911 –15 / 825-6911 to 15 Emergency Number 826-2109
Medical City Ortigas Ave., Pasig City	635-6789 / 631-8626
Olivarez General Hospital Dr. A. Santos Ave., Sucat, Parañaque City	825-8746 Emergency Number 826-7966 loc. 115
Ospital ng Muntinlupa Civic Drive, Filinvest, Muntinlupa City	771-0457 / 771-0127 to 29
Perpetual Help Medical Center Pamplona, Las Piñas City	874-8515
Philippine General Hospital	554-8400 Emergency Number 523-5350
R I T M (Research Institute For Tropical Medicine) Filinvest Corporate City, Muntinlupa City	807-2628 to 32
St. Luke Medical Center 279 E. Rodriguez St. Blvd., Cathedral Heights, Quezon City	723-0101 - 99 / -0301 Emergency Number 725-2328

SCHOOLS IN THE VILLAGE

De La Salle Santiago Zobel School

University Avenue, Ayala Alabang Village
Muntinlupa City

Telephone: 771-DLSZ (3579); Fax: 842-2681

Website: www.zobel.dlsu.edu.ph

Daughter of Virgin Mary Immaculate

Mindanao Ave, Ayala Alabang Village
Muntinlupa City

Telephone: 842-3901; Fax: 772-1707

Institute of Child Advancement (1 ½ to 6 ½ years old)

127 Kamagong Street, Ayala Alabang Village

Muntinlupa City

Telephone: 842-0164

The Learning Child

111 Cordillera Street, Ayala Alabang Village
Muntinlupa City

Telephones: 850-3852 / 842-2852; Fax: 850-4852

Web Site: www.thelearningchild.edu.ph

Maria Montessori Foundation School

Caimito Drive, Ayala Alabang Village
Muntinlupa City, Philippines

Telephones: 842-4409 ; Telefax: 809-4823

Web Site: www.mariamontessorifoundation.edu.ph

Paref Woodrose & Rosemont School

Acacia Avenue Extension, Ayala Alabang Village
Muntinlupa, Metro Manila

Telephones: 850-6380 to 83; Fax: 842-1481

Web Site: www.parefwoodrose.edu.ph

**CITY GOVERNMENT OF MUNTINLUPA
OFFICE DIRECTORY & LOCAL NOS.**

<u>DEPARTMENT</u>	<u>DIRECT LINE</u>	<u>LOCAL</u>
ACCOUNTING	543-0817 861-2961	117
ADMINISTRATIVE	543-0779	
AGRICULTURE	543-0789 861-6498	122
ANTI-GRAFT	543-0806	
ARBITRATION & MEDIATION	543-0767	
ASSESSOR'S STAFF	862-5111	120
BUDGET	543-0793	111
BUSINESS PERMITS	543-0783	109
CITY ARCHITECTS	861-1127	
CITY LIBRARY	861-1122	
COMMISSION ON AUDIT	543-0794	118
COMMISSION ON ELECTION	543-0801	
COMMUNITY AFFAIRS	543-0802	124
COOPERATIVE	543-0789	
CULTURAL AND TOURISM	543-0820	
DEPARTMENT OF INTERIOR AND LOCAL GOVT. (DILG)	543-0792	123
DIVISION OFFICE	861-4953	
ENGINEERING		
ADMINISTRATIVE DIVISION –		
NIEVES	543-0791	113
CONSTRUCTION DIVISION	543-0781 543-0753 543-0819	
ELECTRICAL DIVISION	543-0753	
GEODETIC DIVISION	543-0787	
MAINTENANCE DIVISION	543-0819	
EPNR	842-2835	
ENVIRONMENTAL SANITATION COUNCIL (ESC)	861-1866	
FISCAL OFFICE	543-0869	130
GENERAL SERVICES OFFICE	543-0805	

**CITY GOVERNMENT OF MUNTINLUPA
OFFICE DIRECTORY & LOCAL NOS.**

<u>DEPARTMENT</u>	<u>DIRECT LINE</u>	<u>LOCAL</u>
HEALTH OFFICE		
ADMINISTRATIVE OFFICE (POBLACION)	861-0690	
EMPLOYEE'S CLINIC	543-0749	
LYING-IN	543-0761	
LAKE MANAGEMENT	861-6623	
LAND TRANSPORTATION OFFICE (LTO)	861-4811	773-8546
LEGAL OFFICE	543-0811	
LOCAL CIVIL REGISTRY	543-0774	
MANAGEMENT INFORMATION SYS- TEM (MIS)	543-0775	
MANPOWER DEVELOPMENT FOUN- DATION	842-5548	
MAYOR'S OFFICE	543-0809	101
	543-0729	102
MUNICIPAL TRIAL COURT (MTC BRANCH 80)	543-0797	
MDAPACC	543-0813	
MUNTINLUPA DEVELOPMENT FOUN- DATION (MDF)	842-4561	
	842-2155	
	842-2275	
MTC-(YOLLY)	543-0797	
NATIONAL BUREAU OF INVESTIGATION (NBI)	861-1124	
NATIONAL STATISTICS OFFICE (NSO)	861-6506	
OFFICE OF THE SENIOR CITIZENS AFFAIR (OSCA)	543-0773	
PERSONNEL OFFICE	543-0728	107
PLANNING OFFICE	543-0804	129
PHILIPPINE NATIONAL BANK (PNB)	861-2990	
POST OFFICE	543-0821	
PROCUREMENT	543-0805	
PROSECUTOR'S OFFICE	543-0795	130
PUBLIC INFORMATION OFFICE (PIO)	862-4926	106

**CITY GOVERNMENT OF MUNTINLUPA
OFFICE DIRECTORY & LOCAL NOS.**

<u>DEPARTMENT</u>	<u>DIRECT LINE</u>	<u>LOCAL</u>
PUBLIC EMPLOYMENT SERVICES		
OFFICE (PESO)	543-0815	104
PUBLIC ORDER AND SAFETY	862-0064	128
OFFICE (POSO)	543-0788	
RECORDS OFFICE	543-0814	
REGISTERS OF DEEDS (RD)	861-1131	
	861-1125	
REGIONAL TRIAL COURT		
RTC 276 - JUDGE PERELLO	543-0800	
RTC 256 - JUDGE LERMA	543-0798	
	543-0786	131
SANGGUNIANG PANGLUNGSUD		
CITY COUNCIL	543-0754	141
	543-0766	
	861-1557	
	861-0181	
PROCUREMENT	543-0813	
SOCIAL SERVICES	543-0758	121
SOLID WASTE MANAGEMENT	842-2835	
TRAFFIC ENVIRONMENT		
DISCIPLINE (TED)	842-2433	
TELECOM	543-0812	
TREASURY (NELIA BARLIS)	543-0818	115
	543-0727	
URBAN POOR AFFAIRS OFFICE		
(UPAO)	543-0816	
VICE MAYOR		
OFFICE	543-0790	108
FAX	862-5316	
ZONING OFFICE	543-0803	
RESCUE	862-0064	
POLICE	862-2611	
	862-2721	
FIRE	842-2201	

OTHERS

BPI Hotline	854-5670 / 819-6670
Bank of the Philippine Islands (BPI)	842-2850 to 51
Metro bank	807-2545
RCBC	807-2245 to 46
China Trust	807-0673
Union Bank	809-0689
China Bank	807-0673
MERALCO	807-0863 / 632-8202
PLDT	809-6600 / 861-3499
SSS (Alabang)	807-9864 / 842-2610
SM – South Mall	800-0447 / 800-0454
StarMall – Alabang	809-9120
Festival Supermall	850-3514
Alabang Town Center	842-2782 / 772-1860
Makati Supermarket	850-7657 to 87
South Supermarket	842-3159 / 842-3165
Sky Cable	746-7290 to 99 loc 7331
Destiny Cable	825-2218 / 820-3313
Vivere Suites	771-7777
The Bellevue Hotel	771-8181
Parque España Residence Hotel	850-5880 to 81
The Palms Country Club	771-7171

BOARD RESOLUTION NO. 2009-04-04

“RESOLVED, as it is hereby resolved, to approve and authorize the printing and publication of 5,500 copies of the 2009 Village Handbook in paperbound;

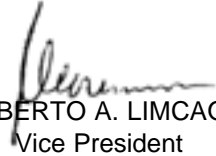
RESOLVED FURTHER, as it is hereby resolved, to allocate from the 2009 approved budget, the estimated cost of printing of P 300,000.00;

RESOLVED FINALLY, as it is hereby resolved, to task Management for the immediate implementation of this resolution.

READ AND APPROVED:



GODOFREDO VICTOR A. JULIANO
President



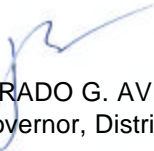
ROBERTO A. LIMCAOCO
Vice President



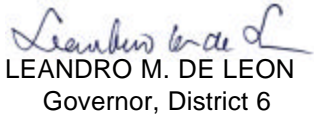
CYNTHIA G. ARCEO
Treasurer



PEDRO G. PICORNELL
Governor, District 1



MIENRADO G. AVISADO
Governor, District 2



LEANDRO M. DE LEON
Governor, District 6



FREDERICO S. SARABIA
Governor, District 4

