

HISTORY OF THE BEL-AIR VILLAGE ASSOCIATION (BAVA), INC.

Background

The subdivision known as Bel-Air Village was developed by Ayala Development Corporation and was incorporated and registered with the Securities and Exchange Commission in 1957. With a total land area of 787,234 square meters, it had four (4) development phases and now consists of 950 lots, 32 streets and two (2) well-developed parks each with a basketball court.

Bel-Air has deed restrictions which are annotated on the dorsal side of the titles of the properties of the homeowners. The Association's deed restrictions shall remain in force from January 15, 2007 and the term thereof shall be concurrent with the life of the Bel-Air Village Association, Inc. (Association) or up to 23 August 2032, unless sooner cancelled in their entirety by a two thirds vote of Association members in good standing. However, the Association may, from time to time, add new ones, amend or abolish particular restrictions or parts thereof by majority rule; provided, however, that the deed restrictions can be extended by amendment only if done so concurrently with an extension of the life of the Association.

The Board of Governors

The Board of Governors manages and controls the affairs of the Association. It is composed on nine (9) members who serve for a term of three (3) years. They are chosen and elected by the members of the Association during the annual general membership meeting held on the last Saturday of June of every year.

Services

The Association provides the following services to its residents:

- a. Creation of recreational facilities within Bel-Air for the benefit of the residents and/or property owners;
- b. Protection and safety of the members of the Association and their properties;
- c. Beautification and maintenance of streets, parks, playgrounds, recreational areas and the ornamental structures therein;
- d. Framing and implementation of rules and regulations concerning the use, enjoyment and occupancy of all properties located in Bel-Air;
- e. Collection and disposal of street sweepings, garbage, rubbish and the like; and

- f. Cultivation and execution of activities meant to promote harmonious relationship among the residents and other residential villages.

POWERS AND FUNCTIONS OF THE ASSOCIATION OFFICERS/BOARD OF GOVERNORS/COMMITTEES

President and Chairman of the Board

As Chairman of the Board, he shall act as the presiding officer over all meetings of members, regular and special. He shall cast his vote on questions brought or taken up before such meeting only in case of tie.

The President shall preside over all regular or special meetings of the Board of Governors. He may cast his vote on all questions and issues brought before the Board, when necessary.

As President of the Association and Chairman of the Board, he shall exercise general supervision over the affairs of the Association and the entire Village. However, he may delegate the same, wholly or partly, to the other officers or members of the Board, in writing.

He shall represent the Association in official functions such as inter-village meetings, FORA, and other activities of similar nature. He shall execute and ensure that all the policies and decisions of the Board of Governors and those adopted in the membership meetings of the Association are properly implemented and complied with.

He shall sign and implement all contracts, agreements, documents and binding commitments entered into for and in behalf of the Association, as authorized by the Board of Governors through a general or special resolution or other written instruments.

He shall sign and/or countersign all checks, drafts, notes and order for payment of money or against funds of the Association wherever they may be found or deposited.

He shall name or appoint all the agents and employees of the Association subject to the approval and/or revocation by the Board; provided, however, that he may dismiss or accept the resignation of all employees even without prior action by the Board.

Vice-President

In the absence, illness or permanent or temporary incapacity of the President, the Vice-President shall assume the powers and duties of the President.

He shall act as one of the authorized signatories of the Association of its depository banks, and perform such other functions as may be assigned to him by the President or the Board of Governors.

Treasurer

As its financial officer, he shall have the custody of all the funds and properties of the Association. He shall perform all acts incidental to the position of Treasurer and financial officers of the Association, subject to the control of the Board of Governors.

He shall render an annual statement of the assets and liabilities of the Association for approval of the Board, and statement of his cash account at any time that the President or the Board of Governors may require him. He shall likewise approve all requests for payment or withdrawal prior to the issuance of checks.

Subject to the countersignature of the President, he shall sign all checks, drafts, notes or orders for the payment of money or withdrawal of the funds of the Association. He shall likewise 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 such banks and financial institutions as may be designated by the Board of Governors.

He shall keep the required and proper books of accounts, and enter therein a full and accurate account of all monies and properties received and paid by him on account of the Association.

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

The Treasurer need not be a member of the Association.

Corporate Secretary

The Corporate Secretary shall be responsible for the proper recording of the minutes of all meetings of the Board of Governors and Association members, including the agreements and decisions arrived at by both or either the Board of Governors and the members.

He shall also attend to the issuance of service of notices of all meetings of the members and the Board of Governors. He shall ensure that the records of correspondence and official acts of the Association are properly kept in a secured manner.

The Secretary shall also be responsible for determining a quorum during the regular or special membership meeting of the Association.

The Secretary need not be a member of the Board of Governors, or a member of the Association.

Legal Committee

The Legal Committee shall see to it that all the rulings of the Association over its residents and property owners within its jurisdiction are enforced and strictly complied with and provide legal advice when necessary. It shall likewise coordinate with the Legal Counsel regarding the status of the ongoing cases and review the pleadings prepared by the former before the same is filed with the proper court/quasi-judicial body.

The Legal Committee shall review the Retainer's Contract between the Association and its Legal Counsel, and make the necessary recommendations before payment of any fees charged by the Legal Counsel may be made.

Security Committee

The Security Committee shall be primarily responsible for the protection of the lives and properties of property owners and residents, and of the Association as well. Along this line, it shall formulate, review and amend security policies deemed appropriate to the needs of the Village and existing times for the approval of the Board. It shall coordinate with the Barangay Bel- Air and Barangay's Peace and Order Committee concerning security policies affecting the welfare of the entire Village as well as the logistical and financial requirements of the Security Force when necessary and with the security forces of other villages.

It shall likewise conduct scheduled or surprise ocular inspections to assess the actual security situation in the Village.

The Security Committee shall assess and evaluate the effectiveness and efficiency of the whole security force and recommend for the amendment, renewal or termination of the existing security contract, as the case may be.

Building/Business Blocks Committee

The Building/Business Blocks Committee shall be responsible for the implementation of the Association's deed restrictions, and rules and regulations relative to buildings and construction work. It shall assess and evaluate if the plans of a proposed new undertaking or the renovation/repair conform to the guidelines laid down by the Association before issuing the appropriate construction or demolition work permit. It shall inspect the construction site at any time of the day, if necessary, and notify the concerned property owner or resident and contractor to correct the violation, if any.

The Building Committee shall endorse to or coordinate with the Barangay the issuance/non-issuance of a clearance, upon recommendation of the Association Engineer, necessary for securing an occupancy permit, business permit or the like particularly in the case of delinquent property owners/residents who failed to rectify their violations.

The release of the construction bond shall be approved by the Building Committee based on the report of the Association Engineer.

Civil Works Committee

The Civil Works Committee shall coordinate with the Ecology Committee of BAVA and Infrastructure Committee of Barangay to establish a clean, safe and wholesome environment of Bel-Air Village.

Every year, a maintenance program will be defined to insure that the facilities of the Village are properly functioning and aesthetically pleasing. These will include, among others, the Association's building(s), parks, playgrounds (as well as the equipment therein), roads, drainage system, streets (including signs), sidewalks, gutters, perimeter/barrier gates, security outposts/guard house(s).

It will see to it that the maintenance program is diligently implemented, efficiently and economically.

Every year, an improvement program will be defined to upgrade the facilities of the Village; as finances of the Association will allow. Upon approval of the Board, the committee will be responsible for the implementation of the improvement program.

It shall also evaluate and consequently endorse the proper action to be taken by the Association Board applications for Right of Way by Meralco, PLDT and other utility companies (including cable companies).

Ecology Committee

The Ecology Committee shall be responsible for the preservation and maintenance of a clean environment in Bel-Air Community through its zero waste management program and beautification project, in collaboration with the Beautification and Cleanliness Committee of Barangay Bel-Air, and Civil Works Committee.

It shall conduct ocular inspection of the trees or plants prior to its cutting or trimming especially when so requested by residents, or endangers the Village resources or facilities such as sidewalks and the like, in coordination with Civil Works Committee. Through the Association's Maintenance Consultant, the Ecology Committee shall also monitor the garbage collection activities and direct the Ecology crew on the proper care of trees and plants within the Village including the cleanliness of the streets and sidewalks. Moreover, it shall notify the owners of vacant houses/unattended properties regarding the maintenance of the same.

Community Relations and Seniors Committee

The Community Relations Committee shall espouse activities which promote the physical, mental, spiritual and holistic well being of its residents, and foster camaraderie among residents and its neighboring villages. It shall also be primarily responsible for

the conduct of the annual PASINAYA and bingo activities, in collaboration with the Barangay's Social Services and Cultural Affairs Committee, and Ladies Committee.

Sports and Youth Committee

The Sports and Youth Committee shall vigorously initiate and pursue worthwhile sports and youth-oriented projects and activities, in cooperation with the Sangguniang Kabataan. It shall also review and propose the development of new facilities. It shall formulate rules and regulations for the use of the gym and basketball courts, including the upkeep of the equipment therein.

MANPOWER COMPLEMENT

Being service-oriented, the staff of BAVA has adopted the motto, **“Service first to the Village before anything else.”**

The Office of Bel-Air Village Association, Inc. has a personnel complement of nineteen (19), broken down as follows:

Administrative	–	7
Maintenance	–	5
Security	–	1 (plus 74 agency guards)
Basketball court caretakers	-	2
Health Gym Instructors	–	2

Except the Security Office which is on a twenty-four (24) hour operation, BAVA maintains regular office hours from 8:30 a.m. to 12:00 noon and from 1:30 to 6:00 in the afternoon, Mondays to Fridays, and 8:30 a.m. to 12:30 p.m. on Saturdays.

BAVA PAST PRESIDENTS

1957	Efren Abad Santos
1967	Cesar A. Buenaventura
1968	Cesar A. Bautista
1969	Juan O. Martinez
1970	Enrique M. Herbosa
1971	Raul A. Boncan
1972	Carmelo M. Caluag
1973	Jose E. Romero Sr.
1974	Arsenio M. Villavicencio
1975	Antero Sison Jr.
1976	Teresita R. Bocobo
1977	Augusto C. Escueta Jr.
1978	Generoso V. Sancianco
1979	Rufino R. Santos Jr.
1980	Generoso V. Sancianco
1981	Enrique Abad Santos
1982	Generoso V. Sancianco
1983-1984	Ramon T. Garcia
1985	Octavio D. Fule
1986	Constancia Q. Lichauco
1987	Clevio M. Squillantini
1988-1990	Constancia Q. Lichauco
1991-1993	Victor T. Gomez Jr.
1994	Benjamin T. Bautista
1995	Zoilo C. Lindo
1996-1997	Fernando M. Vitug II
1997-1998	Horacio S. Mendoza
1998-1999	Horacio S. Mendoza
1999-2001	Edgar Krohn Jr.
2001-2002	Pastor C. Pangilinan
2002-2003	Teodoro D. Regala, Sr.
2003-2004	Danilo K. Dimayuga
2004-2005	Ricardo D. Bautista
2005-2006	Amy L. Wong
2006-2008	Antonio Ma. J. Guerrero
2008-2009	Roberto C. Benares
2009-	Leandro G. Santillan

ARTICLES OF INCORPORATION OF BEL-AIR ASSOCIATION, INC.

KNOW ALL MEN BY THESE PRESENTS:

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

AND WE HEREBY CERTIFY:

FIRST – That the name of said corporation shall be

BEL-AIR ASSOCIATION, INC.

SECOND – That the purpose or purposes for which such corporation is formed are:

To promote the best interests and well being as well as safeguard the welfare of the residents and owners of property in Bel-Air in the Municipality of Makati, Province of Rizal. Bel-Air is bounded as follows:

On the north and northeast, by Cadiz and Mercedes streets and by the abandoned tracks of the Manila Electric Co.; on the east and southeast, by Highway 54; on the south and southeast, by Street Lot 6, of subdivision plan Psd-49226 and other private roads; and on the west, by the Makati Avenue.

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

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; and to provide for community police or guards and fire prevention within Bel-Air;

To make and adopt such rules and regulations concerning the use, enjoyment and occupancy of all the property in Bel-Air;

To levy fees and charges that may be required or necessary for the maintenance of the Association and its activities;

To supervise and approve the plans, schemes and specifications of buildings and improvements that may be constructed or introduced in Bel-Air and to provide for all needful rules and regulations concerning the same;

To erect, construct, improve, equip, operate, supervise and maintain ornamental structures in Bel-Air;

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 of the lots in said Bel-Air;

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 or services as may be necessary in the premises of Bel-Air;

To enforce the covenants, restrictions, reservations, servitudes, easements, liens, and charges which exist or may hereafter be imposed for the benefit of the property in Bel-Air over which the Association has jurisdiction; to pay all expenses incidental thereto; to enforce the decisions and rulings of the Association over any of said property, and to pay all of the expenses in connection therewith;

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 business and activities of the Association, and all licenses, franchise taxes and governmental charges levied or imposed against the property of the Association;

To own and dispose of such real or personal property as may be required, necessary or incidental to the purposes of the Association and in accordance with the laws of the land;

To acquire, equip and operate community buildings, nurseries and recreational facilities of all kinds and character within Bel-Air or for the benefit and behalf of the residents or owners of the property therein and in accordance with the laws of the Philippines;

Provided, however, that the Association shall be required to perform only such of the foregoing enumerated purposes as it shall, from time to time, deem to be for the best interest of said property and the owners thereof, and then only to the extent of the funds available for such purposes, and

To enjoy such other powers as are requisite and necessary or incidental to those herein before mentioned herein.

THIRD – That the place where the principal office of the Corporation is to be established or located is Rooms 205-209 2nd Floor, Ayala Building, Manila.

FOURTH – The term for which this Corporation is to exist is for fifty (50) years from and after the date of its incorporation.

FIFTH – That the names, nationalities and residences of the incorporators of said Corporation are as follows:

<u>Name</u>	<u>Nationality</u>	<u>Whose residence is at</u>
Enrique Zobel	Filipino	2 Harvard Road, Forbes Park, Makati, Rizal
J. H. Mueller	Filipino	1 Tamarind Road, Forbes Park, Makati, Rizal
Salvador J. Lorayes	Filipino	107 Pasadena, Pasay City
Lamberto Cabral	Filipino	19-W Pampanga, Tondo, Manila
Jesus A. Mascuñana	Filipino	188 Manga Avenue, Manila

SIXTH – That the number of Directors who will be known as Governors of said Corporation shall be five (5) 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 are as follows, to wit:

<u>Name</u>	<u>Nationality</u>	<u>Whose residence is at</u>
Enrique Zobel	Filipino	2 Harvard Road, Forbes Park, Makati, Rizal
J. H. Mueller	Filipino	1 Tamarind Road, Forbes Park, Makati, Rizal
Salvador J. Lorayes	Filipino	107 Pasadena, Pasay City
Lamberto Cabral	Filipino	19-W Pampanga, Tondo, Manila
Jesus A. Mascuñana	Filipino	188 Manga Avenue, Manila

IN WITNESS WHEREOF, we have hereunto set our hands this August 23, 1957 at Manila, Philippines.

(sgd)
ENRIQUE ZOBEL

(sgd)
J. H. MUELLER

(sgd)
SALVADOR J. LORAYES

(sgd)
LAMBERTO CABRAL

(sgd)
JESUS A. MASCUÑANA

AMENDED BY-LAWS OF BEL-AIR VILLAGE ASSOCIATION, INC.
(Formerly Bel-Air Association, Inc.)
(As Amended on July 01, 1995)

I – NAME

The name of the Corporation is “BEL-AIR VILLAGE ASSOCIATION, INC.”

II – DOMICILE

The domicile and principal office of the Corporation is located and established at No. 40 Solar Street, Bel-Air Village Makati, Rizal, but any agreement, resolution or action by its Board of Governors in a meeting duly called for the purpose in any place within the territorial jurisdiction of the Philippines, if made in writing and concurred in by a majority of the Board, shall be valid for all purposes as if same was made and adopted in the domicile or principal office of the Corporation.

III – MEMBERS

All real estate owners, or purchasers of lots in the Bel-Air Village, as defined and bounded in the Articles of Incorporation, are and automatically become members of the Association. Membership in the Association automatically ceases upon the cessation of a member to be an owner of real estate in the same Village.

Each member of the Association is entitled to one vote for each lot owned or purchased by him in the Bel-Air Village. However, those who are delinquent in their dues and charges fixed by the Board of Governors in accordance with these By-Laws, shall not be qualified to cast their votes.

The annual meeting of the members for the election of Governors will be held on the last Saturday of June each year. Each qualified member shall have as many votes as he has lots in the Bel-Air subdivision and the candidates receiving the largest number of votes in his area of candidacy if he is a candidate representing a phase of the Village and the candidates receiving the first two or three largest number of votes as the case may be if they are candidates at large shall be declared and proclaimed elected until their successors are elected and qualified. (amended during the General Membership Meeting on July 1, 1995)

In addition to the annual meeting of the members mentioned in the preceding paragraph, an extraordinary meeting of the members of the Association may be called and convened at any time either by members representing 10% of the total votes of the Association, or by the Board of Governors.

Any member of the Association may be represented by proxy in all its meetings of the members of the Association, provided that such proxy shall have been submitted on or before the one-day deadline before the scheduled meeting set therefore, and

provided further that the members are free to verify the proxies at least one day before the meeting. Any group of members representing the majority of the lots in the subdivision will constitute a quorum to transact business in all the meetings of the members of the Association.

IV – BOARD OF GOVERNORS

Composition, Election and Term of Office

The Association shall be governed and its affairs managed and controlled by a Board of Directors which shall hereafter be known as Board of Governors, composed of nine (9) members of the Association to serve the following terms, to wit:

three (3) governors will serve for a term of one (1) year from their election and qualification;

three (3) governors will serve for a term of two (2) years from their election and qualification;

three (3) governors will serve for a term of three (3) years from their election and qualification;

Provided, that after the approval of this amendment by the Securities and Exchange Commission, nine (9) members of the Board of Governors shall be elected provided further that as soon as elected and organized, the members shall agree among themselves who shall serve as Governors for one (1) year, two (2) years and three (3) years respectively, in order to implement the foregoing; thereafter, election of the members whose terms expires pursuant to this classification.

No governor, whether elected for the full term or to fill a vacancy for an unexpired term, shall be eligible for reelection for the whole or part of the next succeeding term.

In case of vacancy due to resignation, death or any other cause of any of the Governors, other than by removal by the members of the Association, the Board of Governors by the vote of a majority of the remaining directors if still constituting a quorum, is empowered and authorized to designate/elect from among the qualified and non-delinquent members of the Association any member to fill the unexpired term or until his successor has been elected and qualified.

Any Governor of the Association may be recalled and removed from Office by the vote of the members representing 2/3 of the total number of votes of the Association in any general or special meeting of the Association.

Powers of the Board of Governors

The Board of Governors shall exercise all the powers expressly granted by these By-Laws and the Corporation Law and shall do all such lawful acts and things as are not by statute or by the Articles of Incorporation or by these By-Laws directed or required to be exercised or done by the members of the Association. The Board may delegate, in whole or in part, such powers which could be lawfully delegated as it may deem necessary and proper by means of resolution adopted for the purpose, to any Governor, member or committee of the Association.

The Board of Governors is empowered to assess and collect against each member an amount required for the operation and activities of the Association not to exceed a maximum set by the majority of the non-delinquent members of the Association. The assessment may be made payable quarterly, semi-annually or at such time as may be fixed by the Board and, if not paid when due, will 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.

In pursuance of the purpose mentioned in the Articles of Incorporation, the Board of Governors may promulgate, adopt and prescribe rules and regulations concerning the use or occupancy of the properties in Bel-Air Subdivision.

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 chairman or other duly constituted officer of the Association.

Meetings

The meetings of the Board may be held in the place of business of the Corporation or at such other places as may be agreed upon or convenient to them. The Chairman or two members of the Board may call a meeting by means of written notice made two days in advance of the date of such meeting.

Five members of the Board shall be sufficient to constitute a quorum for the transaction of business and the decision of the majority of those present in the meeting shall be valid and binding upon the Association.

The order of business shall be determined by the Board by means of resolution of that affect. The meetings of the Board shall be presided by the Chairman or, in his absence by the Vice-Chairman or in the absence of these two, by the senior member of the Board.

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

V – EXECUTIVE OFFICERS

The officers of the Association are the following:

The Chairman of the Board of Governors who automatically becomes the President of the Association, the Vice-President who is also the Vice-Chairman of the Board, and the Treasurer and such other officers as may hereafter be appointed by the Board of Governors. The Secretary of the Association need not be a member of the Board of Governors, or a member of the Association.

1. Powers and Duties of the President.

The President and Chairman of the Board of Governors 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 he shall not cast his vote on 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 in behalf of the Corporation, by authority of the Board of Governors expressed in a general or special resolution or other written instruments.

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

He shall name or appoint all the agents and employees of the Association subject to the approval and/or revocation by the Board, PROVIDED, however, that he may dismiss or accept the resignation of all employees even without prior action by the Board.

He shall have the general and active management of the affairs of the Corporation but may delegate them to other officers or members, in whole or in part, by proper instruments 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 executed and complied with.

2. The Vice-President

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

3. 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.

Subject to the countersignature of the President, 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 such banks and financial institution as may be designated by the Board of Governors.

He shall render an annual statement of the assets and liabilities of the Association for approval by the Board, and statement of his cash account at any time that he may be required by the President of the Board of Governors.

He shall keep the required and proper books of accounts and enter therein a full and accurate account of all monies and properties received and paid by him on account of the Association.

He shall perform all acts incidental to the position of Treasurer and financial officers of the Association, subject to the control of the Board of Governors.

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

The Treasurer need not be a member of the Association.

4. The Secretary

The Secretary shall have 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 correspondence and official acts of the Association.

The Secretary need not be a member of the Board of Governors or a member of the Association.

5. Additional Officials

The Board of Governors may name and appoint additional officers and technical consultants, with or without compensation as they may deem proper and necessary or required by the business of the Association.

VI – MISCELLANEOUS PROVISIONS

1. Fiscal Year

The fiscal year of the Association shall be the calendar year from January 1 to December 31, of each year.

2. Annual Statement

The Board of Governors shall publish and submit to the members of the Association, at least 15 days before their annual meeting a statement of the financial condition of the Association covering the previous fiscal year and a consolidated balance sheet of the assets and liabilities of the Association.

3. Corporate Seal

The Association shall adopt a corporate seal containing the name of the Association, place and year of organization.

4. Certificates

Membership in the Association may be evidenced or shown by a certificate adopted by the Board of Governors and signed by the President and Secretary of the Association.

5. Repeal and Amendment of the By-Laws

These By-Laws may be repealed, amended or new ones adopted by the majority vote of the member of the Association at a meeting duly called for the purpose.

6. The boundaries of the Bel-Air Village Association, Inc. are described as follows:

Bounded on the NE, from Amapola St., to E. delos Santos Ave., by Estrella St., on the SE, from Estrella St., to Pedestrian Lane, by E. delos Santos Ave., on the SE, from Pedestrian Lane to Reposo St., by Jupiter St., on the NW, from Jupiter St., to abandoned Meralco Line, by Reposo St., on the NE, from Reposo St., to Makati Ave., by the abandoned Meralco Line and portion of Neptune St., to the SE, from Neptune St., to Juno St., to Polaris, by Anza St.,

on the North by Anza St., to Orion St., Polaris St., on the NW, from Polaris St., to Mercedes St., on the NE, from Orion St., to intersection of Amapola St., by abandoned Meralco Line and on the NW and North, from Mercedes St., to Estrella St., by Amapola St., with the exception of the following: Portion of old Mercedes St., 10 m. wide from Amapola St., to E. delos Santos Avenue, which is owned by the Municipality of Makati; portion of Paseo de Roxas, from Jupiter St., to Mercedes St., and portion of Makati Ave., from Jupiter St., to Juno Street which are owned by Ayala Corporation.

NOTE on Article IV – BOARD OF GOVERNORS (DIRECTORS)

1. Composition, Election and Term of Office

When the Association's By-Laws was amended on November 26, 1988 changing the schedule of the general membership meeting from the last Saturday of each year to the last Saturday of February of each year, the phrase, "*of the Board of Governors shall be limited only to the members*" was omitted in the amendment. The said missing phrase was again overlooked in the amendment undertaken on July 1, 1995, changing the schedule of the general membership meeting from the last Saturday of February to the last Saturday of June.

Printed below is the correct version of that particular paragraph on the Association's By-Laws on "*IV. BOARD OF GOVERNORS (DIRECTORS)*"

1. *Composition, Election and Term of Office*

.....

Provided, that after the approval of this amendment by the Securities and Exchange Commission, nine (9) members of the Board of Governors shall be elected, provided, further that as soon as elected and organized, the members shall agree among themselves who shall serve as Governors for one (1) year, two (2) years and three (3) years respectively. In order to implement the foregoing, thereafter, election of the members of the Board of Governors shall be limited only to the members whose terms expire pursuant to this classification."

Steps are being undertaken to rectify the said error.

BEL-AIR VILLAGE ASSOCIATION, INC.

DEED RESTRICTIONS

I – BEL-AIR VILLAGE ASSOCIATION, INC.

The owner of this lot/s or his successors in interest is required to be and is automatically a member of the Bel-Air Village Association, Inc. (BAVA) and must abide by such rules and regulations laid down by the Association in the interest of the sanitation, security and the general welfare of the community. The Association will also provide for and collect assessments, which will constitute as a lien on the property junior only to liens of the government for taxes and to voluntary mortgages for sufficient consideration entered into in good faith.

II – USE OF LOTS

Subject to such amendments, and additional restrictions, reservations, servitudes, etc., as the Bel-Air Village Association, Inc. (BAVA) may from time to time adopt and prescribe, this lot is subject to the following restrictions:

- a. This lot/s shall not be subdivided. However, three or more lots may be consolidated and subdivided into a lesser number of lots provided that none of the resulting lots be smaller in area than the smallest lot before the consolidation and that the consolidation and subdivision plan be duly approved by the governing body of the Bel-Air Village Association, Inc. (BAVA)
- b. This lot/s shall be used only for residential purposes. However, home offices, which by their nature and the manner in which the services and activities are conducted do not disturb nor harm the community, and as defined by the applicable ordinances and regulations, may be allowed subject to the approval of Bel-Air Village Association, Inc. (BAVA) and its rules and regulations.

(NOTE: Under the present ordinance, “home office” is defined as “[o]ccupation conducted within a dwelling and not in any accessory building provided no person who is not a resident in the premises is employed, no mechanical equipment is used, except such as is permissible for purely domestic or household purposes and not requiring internal or external alteration, or involve construction features or use of equipment not customary in dwellings”) (underscoring supplied).

- c. Only one single family house or, as and when allowed by the Makati City Zoning Ordinance, two-family house (duplex) may be constructed on a single lot, although separate servants’ quarters or garage may be built. The structure,

when completed should appear as a single residential building and not as a townhouse or accessoria.

- d. Commercial or advertising signs shall not be placed, constructed, or erected on this lot. Name plates and professional signs of homeowners are permitted so long as they do not exceed 80 x 40 centimeters in size.
- e. No cattle, pigs, sheep, goats, ducks, geese, roosters or rabbits shall be maintained on the lot except that pets may be maintained but must be controlled in accordance with the rulings of the Association. The term “pets” includes chickens not in commercial quantities.
- f. The property is subject to an easement of two (2) meters within the lot and adjacent to the rear and sides thereof not fronting a street for the purpose of drainage, sewage, water and other public facilities as may be necessary and desirable, and the owner, lessee or his representative shall permit access thereto by authorized representatives of the Bel-Air Village Association, Inc. (BAVA) or public utility entities for the purposes for which the easement is created.
- g. This lot/s shall not be used for any immoral or illegal trade or activity.
- h. The owner and/ or lessee of this lot/s shall at all times keep the grass cut and trimmed to reduce the fire hazard of the property.

III – BUILDINGS AND ARCHITECTURE

- a. All buildings on this lot/s must be of strong materials.
- b. Building/s shall not be higher than ten (10) meters provided that it does not exceed the limit imposed by the Makati City Zoning Ordinance.

The height of the building is measured from the ground floor finish of the house up to the apex of the roof. The ground floor finish should not be more than one (1) meter from the crown of the road and/or from the center of the property.”

- c. All building plans must be approved by the Association before construction begins.
- d. All buildings, including garage, servant’s quarters, or parts thereof (covered terraces, porte cochere) must be constructed at a distance of not less than 3 meters from boundary fronting a street/s (not including pedestrian paths) and not less than 2 meters from the other boundaries of this lot. Completely open and unroofed terraces are not included in these restrictions.

A porte cochere, a carport or a garage may be allowed as an exception to the 2-meter setback restrictions from the side boundaries of the lot and may be constructed flush with the property line provided that:

- 1) No windows or openings are made facing the adjoining lot in case of a garage;
- 2) Running or rain water are properly controlled, collected and not made to fall on the adjoining property;
- 3) Firewall at the garage may have a maximum height of four (4) meters from the existing ground level but should be reinforced by structural column and lintel beam every 1.5m height of 6"CHB wall;
- 4) If the carport will be roofed and will be utilized as a balcony, the two (2) meter setback shall be observed in the installation of railing and shall be installed to avoid encroaching on the privacy of the adjacent neighbor; and
- 5) The construction shall, at all times, be subject to the easement established in favor of public utilities in paragraph II-f of the original deed restrictions and to other applicable easements prescribed by law.

A garage is construed to mean an enclosed (roofed) structure for the exclusive use of cars, and not to be utilized as boys' or drivers' living or sleeping room, den, playroom, storeroom, or fitted like a bathroom.

IV – SEWAGE DISPOSAL

Sewage disposal must be by means of septic tanks or into a sewage system. If septic tanks are used, they must be maintained in sanitary condition at all times.

V – WALLS

Walls on the perimeter of this property other than those adjacent to EDSA shall not exceed 2.5 meters in height. Additional screens on top of the said wall may be allowed provided these are made of live vegetation, cyclone wire, bamboo and the like to a maximum height of one (1) meter

Plastering or finishing must be done at the back of the exposed constructed wall facing the adjoining property.

VI – TERM OF RESTRICTIONS

The Association's deed restrictions shall remain in force from January 15, 2007 and the term thereof shall be concurrent with the life of the Bel-Air Village Association, Inc. (Association) or up to 23 August 2032, unless sooner cancelled in their entirety by a two thirds vote of members in good standing of the Association. However, the Association may, from time to time, add new ones, amend or abolish particular restrictions or parts thereof by majority rule; provided, however, that the deed restrictions can be extended by amendment only if done so concurrently with an extension of the life of the Association.

VII. – ENFORCEMENT OF RESTRICTIONS

The foregoing restrictions may be enjoined and/or enforced by court action by the Bel-Air Village Association, Inc. (BAVA), or by any member in good standing of the Bel-Air Village Association, Inc. (BAVA)

The membership in the Association by the owner of this lot includes his voluntary concurrence to the annotation of this Amended Deed Restrictions and subsequent amendments thereto in the title of this lot kept by the Registry of Deeds of Makati.

IMPLEMENTING GUIDELINES ON THE LIST OF PERMITTED COMMERCIAL USES FOR THE LOT-DEEP PORTIONS OF BEL-AIR VILLAGE ABUTTING JUPITER, POLARIS, ORION, NICANOR GARCIA (REPOSO), BULI (NEPTUNE), AND ESTRELLA STREETS, AS WELL AS MAKATI AVENUE.

I. RATIONALE

Bel-Air Village (hereinafter referred to as the Village), in Makati City, is bounded on one side by Jupiter Street, which extends from Nicanor Garcia (formerly Reposo) Street, near the Manila South Cemetery, at one end, to Zodiac Street, near Epifanio de los Santos Avenue (EDSA) at the other end. Commercial establishments have proliferated along virtually the entire stretch of the Village side of Jupiter Street and the other perimeter roads to an extent that it has become imperative to deal with the reality by acknowledging the interest of commerce, without however forsaking the well-being of the residents of the village who have come into and invested in homes in the neighborhood enticed by its exclusively residential character.

In order to protect the interests of the residents of the Village, especially those residing immediately behind the lots fronting said roads, but at the same time satisfying the interest of trade and commerce, it has become necessary to provide guidelines as to the kind of commercial activities that may be permitted to operate, and the type of structures that may be constructed along the perimeter roads of the Village.

II. PERMITTED COMMERCIAL LOT ZONES

Note: The restrictions on the use of lots that apply to residential lots and the property described as Lot No. 20, Block 4 #62 Constellation Street, Bel-Air Village, Phase II (voted upon by the general membership on September 17, 1987 to be used as Parish Center of St. Andrew the Apostle Parish) do not apply to the perimeter commercial lots found in Jupiter, Polaris, Orion, Nicanor Garcia (Reposo), Buli (Neptune), Estrella Streets and Makati Avenue (“Perimeter Commercial Lots”).

The portions of Bel-Air Village in which commercial activities may be permitted, subject to the provisions, conditions and restrictions herein specified, are the lot-deep strips along the boundaries of the Village. These portions are herein referred to as the

“permitted commercial lot zones.” The lots making up these permitted commercial lot zones are the following:

PHASE I

- a) Block 1 (between Makati Avenue and Polaris/Anza Streets) Lots 1, 2 and 3;
- b) Block 2 (between Mercury and Mars Streets) Lots 1, 15,16,17,18, 19, 20, 21, 22, 23, 24, 25 and 26;
- c) Block 3 (fronting Polaris Street): Lots 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 and 13;
(between Polaris and Mercury Streets) Lots 1 and 46;
- d) Block 4 (fronting Orion Street): Lots 1, 28, 29 and 30;
- e) Block 5 (between Mars Street and Paseo de Roxas) Lots 1 and 30;

PHASE II

- a) Block 1 (fronting Nicanor Garcia (Reposo Street): Lots 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35 and 36.
(between Reposo and Comet Streets) Lots 18 and 19;
- b) Block 2 (between Comet and Saturn Streets) Lots 15 and 16;
- c) Block 3 (between Saturn and Orbit Streets) Lots 14 and 15;
- d) Block 5 (fronting Buli Neptune Street): Lots 19, 20, 21 and 22; and (fronting Makati Avenue): Lots 23 and 24;
- e) Block 6 (fronting Makati Avenue): Lots 22 and 23;
- f) Block 7 (fronting Makati Avenue): Lots 22 and 23;
- g) Block 8 (between Orbit Street and Makati Avenue) Lots 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33,34, 35, 36,37, 38, 39, 40, 41, 42 and 43;
(fronting Makati Avenue): Lots 21 and 22.

PHASE III

- a) Block 4 (fronting Estrella Street): Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 and 15;
- b) Block 5 (fronting Estrella Street): Lot 14.

PHASE IV

- a) Block 1 (between Paseo de Roxas and Planet Street) Lots 1 and 22;
- b) Block 2 (between Planet and Astra Streets) Lots 1 and 22;
- c) Block 3 (between Astra and Galaxy Streets) Lots 1 and 22;
- d) Block 4 (between Galaxy and Antares Streets) Lots 1 and 22;
- e) Block 5 (between Antares and Asteroid Streets) Lots 1 and 24;
- f) Block 6 (between Asteroid and Canopus Streets) Lots 1 and 26;
- g) Block 7 (between Canopus and Zodiac Streets) Lots 1 and 27;
- h) Block 8 (between Zodiac Street and EDSA) Lot 3.

As identified in the Official Bel-Air house/lot map, a copy of which, jointly certified by the Bel-Air Village Association, Inc. and Barangay Bel-Air, is on file in the Office of the **Urban Development Department, City of Makati** and also on display in the Office of the Bel-Air Village Association, Inc., Solar Street, Bel-Air Village, Makati City. The portions of the Village outside the permitted zones shall remain strictly for residential use, any waiver to the contrary notwithstanding.

III. PERMITTED USES

As general statements of principle, the commercial uses of lots within the permitted zones may be devoted and shall be limited to:

1. Those that are environment-friendly, non-hazardous, non-polluting or those that do not cause inconvenience or injury, or constitute a nuisance to occupants of adjoining residences and buildings;
2. Those that are not hazardous to public health and safety;
3. Those that are not contrary to peace, morals, comfort, convenience and the general welfare of the inhabitants;
4. Those that preserve the character and stability of the residential and commercial areas of the Village.

Bel-Air Village Association, Inc.(BAVA) always reserves the right to disallow any commercial use that it finds and determines not in conformity with the above stated principles.

Specifically, the commercial uses to which lots within the permitted zones may be devoted to are:

1. Food establishments: restaurants purely for eating purposes only and coffee and bake shops, ice cream parlors, soda fountains, food kiosks.
Girlie bars, discos, beer gardens, karaokes, pub houses are definitely not allowed.
2. Grooming establishments: beauty and barber shops, dress and tailoring shops, clothing stores, accessories outlets, and the like;
3. Stores : groceries, book stores, drug stores, stores for office supplies, office equipment, glassware, antiques, ceramics, handicrafts, sporting goods, musical instruments, bric-a-brac, household appliances, **car showroom / trading center, flower and plant shop** and other dry, non-flammable goods (livestock and pets not to be considered as goods);
4. Services and Offices : photo parts and studios, **digital printing services**, shoe shine/repair shops, furniture repair and upholstery shops, watch repair shops, laundry and laundromats, **non-traditional treatment clinics** parking buildings, **courier service, medical offices including health clinics such as alternative medicines, holistic and wellness centers, dental clinics, pediatricians and similar medical offices; pet clinics, call centers with not more than fifty (50) operators per any shift;**
5. Banks and other financial institutions, executive offices, professionals' offices, messengerial/communication dispatching centers/services, libraries, museums and other cultural institutions, and other offices which do not require storage of commodities in bulk.;

- (6) Housing: residences, apartments, townhouses, **apartels and inns with fifty (50) rooms and below.**

7. **Dance studios /academy and fitness centers.**

***Scandalous businesses names and anything inconsistent with good community should not be allowed.

- Notes:**
- A. The Operating Guidelines provide specific restrictions.
 - B. The Perimeter Commercial Lot Restrictions provide:
 - (i) The uses specifically listed above are exclusively of all other uses.
 - (i) Permitted accessory uses shall be confined to those customarily and reasonably appurtenant thereto. Likewise, the structures incidental to the above permitted uses may be allowed but subject always, in the case of structures, to the building requirements and design standards specified therein under the headings “IV. General Operating Guidelines” and “V. Building Requirements and Design Standards.”

Any commercial use that is not included in the permitted accessory uses but similar in nature as to those specified may be allowed. However, any commercial use that does not conform and is not included in the permitted accessory uses shall be subject to the approval of the Bel-Air Village Association (BAVA) Board of Governors.

IV. GENERAL OPERATING GUIDELINES

The following operating guidelines shall apply to the lots within the permitted zones and the special commercial uses to which they may be devoted:

- a) The pursuit of any one or more of the permitted uses shall not include any act or omission, under any guise, that is contrary to law, morals and good customs. Violations of this restriction may in proper cases be subject to summary abatement in accordance with law.

- b) When approving constructions and applications for permitted uses, proper consideration must be given to the tranquility, privacy, security, health and quality of life of the residents of the village, especially those living immediately behind the permitted zones.
- c) All establishments in the permitted zones must observe at all times proper waste disposal, good sanitation and **noise control** practices. They **should provide** the necessary devices to prevent hazards and pollution (**e.g., air, water, noise pollution**), and adopt proper measures and programs for pest control, rat proofing, dust and smoke control, fire protection, and heat and glare control in accordance with the requirements of appropriate governmental agencies. They shall also observe practices **and adopt measures (including the installation of the necessary equipment) determined by the BAVA Board** that will **prevent harm or injury to the occupants of the adjoining and neighboring residential lots, or avoid situations that effectively impair their use and peaceful enjoyment thereof and** preserve a healthful environment for the community. **If it is proven (upon proper notice and hearing) that an establishment had failed in any of the foregoing, the BAVA Board may adopt measures as it deems necessary under the circumstances, including the imposition of fines and/or the immediate closure of such establishment, to the extent permissible by law.**
- In case of food establishments, the kitchen must be equipped with effective smoke hoods complete with exhaust duct sheathing not less than **1.20 meters** in height over and above the roof top of any adjoining building, and must be further equipped with a grease trap the size of which shall be in conformity with the requirements of existing ordinances but in no case smaller than that required by the National Building Code of the Philippines.
- d) For establishments where musical and other sound-producing instruments or contraptions are used, the building must be sound-proofed and sufficiently acoustically insulated so as not to disturb adjacent properties. Double doors shall be required.
- e) Property devoted to commercial uses within the permitted zones shall not be allowed any entrance into or exit from any residential portion of the village.

- f) In no case shall any lot in the permitted zone be consolidated in a common certificate of title with any lot outside of said zone.
- g) The permitted zones shall continue to be subject to the security regulations of Bel-Air Village Association, ,Inc. (BAVA), PROVIDED these are not in conflict with the legal orders of public authority.
- h) In applying these guidelines, only two adjoining perimeter lots should be allowed to be consolidated into one lot.

V. BUILDING REQUIREMENTS AND DESIGN STANDARDS

Structures for the herein permitted use in the permitted zones shall be subject to the following building requirements and design standards.

a) Height

Maximum Building Height: Structures shall not exceed **fourteen meters (14.00)** in height, reckoned from the highest point of the ground floor to the topmost part of the structure **which includes the elevator shaft and the water tank structure.**

b) Setbacks

1.0 Front Yard

1.1 A minimum setback of 5.0 meters shall be provided, 3.0 meters of which may be maintained for arcade.

For properties located at corner lots, 3 meter setback from minor street should be maintained.

1.2 No abutment shall be allowed.

1.3 The front yard may be utilized for parking.

2.0 Side Yard

- 2.1 Abutments may be permitted on both sides of the property, provided there is a firewall with a two-hour resistive rating.
- 2.2 There shall be no opening on a firewall.
- 2.3 A fence or wall shall have a maximum height of 5.00 meters and a minimum thickness of 0.15 meters reinforced with structural columns and lintel beams every 1.5 meters height of CHB wall or shall be of solid reinforced concrete type. Two (2) hour fire rating resistance shall also be required.

3.0 Rear Yard

- 3.1. A minimum setback of 3.00 meters shall be provided.
- 3.2. No abutment shall be allowed.
- 3.3. A fence or wall shall have a maximum height of 5.00 meters and a minimum thickness of 0.15 meters reinforced with lintel beams and columns; shall have a two (2) hour fire rating resistance; and shall be of solid reinforced concrete type and structurally sound.

Setback requirements should be in accordance with the prevailing provision on “Sizes and Dimension of Courts”, Section 804 of the National Building Code of the Philippines (P.D. 1096).

c) Parking

1. No part of the sidewalk along the entire stretch of the road fronting the business establishments on the Village side shall be used for parking.
2. No street parking shall be allowed on the whole stretch of the streets fronting the business establishments on the Village side.
3. Subject to further prescriptions, the prevailing provisions on parking of the National Building Code of the Philippines are hereby made part of these guidelines.
4. Basement Parking

Basement level parking floors should be provided; however, the basement floor must follow and abide by the easement and setback of the structure directly above it, on the street level. Excavation of the entire lot for basement parking purposes may be allowed per request of the lot owner/s provided that they will install board piles (steel sheet) in the entire perimeter of the lot to avoid erosion of soil.

d) Fire Escape and Fire Walls

1. Provisions for fire escape shall be in accordance with the requirements of the Fire Code of the Philippines.
2. Firewall requirements and standards shall conform to those of the National Building Code.
3. No flammable materials such as nipa shall be used in any structure or building.
4. Fire escape may be allowed on the three (3) meter rear easement provided that the fire escape is a wall hung ladder type and collapsible from ground floor to second floor level. No other protrusion shall be allowed.

e) Plants and Trees

1. Bushes and trees should be planted and maintained at all times, especially at the portion of the property abutting the residential area. Trees shall be evergreen, shady, sturdy and deep-rooted. Roots shall be prevented from spreading laterally to avoid damage to adjoining properties.
2. Cutting of existing trees shall be avoided. However, if trees are to be cut, it must have the required Department of Environment and Natural

Resources (DENR) tree-cutting permit. Trees planted along the sidewalks shall be considered before issuing the building permit, as these trees may be affected in the construction of gates, etc.

3. Hanging plants or plant boxes on windows, or roof gardens (especially those on the roof over the ground floor) shall be encouraged.
- f) Installation of base stations of cellular mobile telephone service, paging service, trunking service, wireless local loop service and other wireless communication services is covered by the provisions of Makati City Zoning Board of Adjustments and Appeals (MCZBAA) under RESOLUTION NO. B-04-023

Any amendment to the Deed Restrictions that affect the perimeter commercial lots shall not bind the owners of such lots if a majority of all the owners of the perimeter commercial lots and a majority of the owners of the immediately adjoining residential lots shall, within, one month from the adoption of such amendment, submit a written manifesto to the BAVA Board opposing such amendment.

VI. IMPLEMENTATION

1. General Procedure – All applications for construction or renovation, or for proposed activities, within the permitted zones shall be subject to Implementing Order No. 02-82 prescribing guidelines on the processing of Applications for Locational Clearance, and to such pertinent rules and regulations of the Bel-Air Village Association, Inc. not inconsistent with these guidelines.
2. List of Requirements – Every application for construction or renovation, or for proposed activities, within the permitted zones shall be accompanied by the following:
 - 2.1 Vicinity map, drawn to the scale of 1:10,000 meters, clearly and specifically showing the exact location of the proposed site, roads and landmarks.

- 2.2 Site development plan, drawn to a scale of at least 1:200 meters, showing the following features:
- a. building layouts
 - b. property lines
 - c. greeneries/landscaping
 - d. driveway and parking area
 - e. future expansion plan, if any
 - f. complete architectural plans.

VII. SUPPLEMENTARY REQUIREMENTS

Bel-Air Village Association, Inc. (BAVA) reserves the authority to supplement these Guidelines with other requirements not herein mentioned, when deemed necessary to meet and satisfy the objectives and purposes hereof, without prejudice to vested rights.

VIII. SEPARABILITY CLAUSE

Should any provision or part of these Guidelines be judicially declared invalid, such declaration shall not invalidate the other parts hereof not necessarily affected thereby.

IX. EFFECTIVITY

These Guidelines shall take effect immediately.

APPROVED: December 12, 2006

BOARD RESOLUTIONS REGARDING DEED RESTRICTIONS

Resolution No. 90:8-B

Amapola Street is excluded from the Other Perimeter Roads Guidelines since it cannot be considered to be in the same category as the other perimeter roads affected by the said guidelines.

Resolution No. 91:55

The Association adopts the rules of the DENR relative to the use of generators inside the village including its decibel limits to gauge whether or not a generator is noisy.

Resolution No. 92:24

Applications for the installation of a water tank within the 2-meter easement be allowed.

Resolution No. 1999-01-01

The Association would not issue a clearance to property owners with cases in court, arrears and violations of the deed restrictions like height, easement, and others determined by the Board. A notarized undertaking signed by the property owner must be issued stating that their property will be rented out for residential use only.

Resolution No. 1999-04-01

The BAVA Deed Restrictions on the lots of BAVA facing Estrella Street and a portion of Zodiac Street and located between EDSA and Amapola Streets pertinent or regarding “the use of the land” are amended to authorize the following:

“That the width of Estrella Street be widened by allowing the front portion of the BAVA lots fronting Estrella Street to a depth of fifteen (15) meters, to be converted and/or utilized to add to and form part of the width of the expanded Estrella Street in accordance with the proposal of Rockwell Land Corporation”.

Resolution No. 2000-09-01

A resident who is found to be retaining roosters within his premises would be given a written warning to remove such roosters within seven days after receipt of such warning and after the expiration of the seven-day deadline, a P500.00 fine per day shall be imposed on the erring resident/property owner.

Resolution No. 2001-02-03

A fine of P1,000.00 a day is imposed on violators of the Association Deed Restrictions after the lapse of the period stated in the violation notice.

This fine is in addition to the existing Board Resolution which states that members with pending cases against them and those who are not up to date in the payment of their Association dues and those with unpaid fines and fees are members not in good standing and therefore are not to be issued BAVA inter-village vehicle stickers.

Resolution No. 2002-04-01

BAVA will file a petition with the appropriate Makati City authorities for the amendment of the residential zoning classification for Bel-Air Village from R-1 (Low Density Residential Zone) to R.2C (Medium Density Residential Zone).

Resolution No. 2002-07-01

Authority is given to Atty. Teodoro D. Regala, President of BAVA, to authorize Dr. Geronimo Manahan, Bel-Air Consultant and the President of Planning Resources and Operations Systems, to file the corresponding petition with the appropriate Makati City authorities for the necessary reclassification of other perimeter areas wherein limited commercial activities were permitted, from R1 Classification to C1C.

Resolution No. 2006-03-02

Allowed "*home offices*" to operate and function in the village on certain conditions, to wit:

- a. "Home office" will be subject to immediate closure and/or termination of rights to operate upon valid complaint of the neighbor.
- b. If practicable, employees must be Bel-Air residents.
- c. If the employees are not related to the homeowner/tenant, they must secure the appropriate BAVA ID.

Resolution No. 2006-04-02 (revoked by Res. No. 2006-12-04)

The Association will not entertain nor process new applicants for clearances/and or permit relating to the operation of any kind or nature of food establishments effective January 1, 2007 along the perimeter areas of the village.

Resolution No. 2006-04-03

The Association will not process any new applications for schools, i.e. place of learning, pre-kindergarten, languages are taught, etc., along the perimeter areas of the village effective January 1, 2007.

Resolution No. 2006-12-04

Revoked Resolution No. 2006-04-02 which provided that, effective January 1, 2007, the Association will no longer issue or process any and all new applicants for clearances and/or permits relating to food establishments of any kind or nature.

BUILDING RULES AND REGULATIONS

(Revised/Updated as of October 1996 to incorporate rules & regulations promulgated from 1990 to December 2006 & additional Clarificatory Notes on the most often questioned items)

I. DOCUMENTATION NEEDED BEFORE CONSTRUCTION BEGINS

(Applicable for commercial and residential areas)

- A. Before construction, applicant **MUST SUBMIT FOR WRITTEN APPROVAL** six (6) complete sets of Architectural, Structural, Electrical, Plumbing plans of the proposed project/s. The plans should show:
- (1) Building location in relation to lot boundaries including eaves line and other projections;
 - (2) All permitted construction within the easement areas as described hereunder;
 - (3) Plans for walls, gates, swimming pools, genset housing, water tank and tower, pump houses, etc.;
 - (4) Elevations;
 - (5) Detailed architectural estimates of cost (labor & materials);
 - (6) Scope/nature of work in details;
 - (7) Duration of work;
 - (8) Names of workers (**must be updated periodically by foreman/contractor/owner as workers are retired/replaced or added**)
- B. Also before construction, **A NOTARIZED JOINT UNDERTAKING TO BE SIGNED BY ARCHITECT/CONTRACTOR AND PROPERTY OWNER MUST BE SUBMITTED WITH THE PLANS.** For facility, the standard blank form is attached to this set of rules.
- C. The owner **MUST** submit a **Written General Authority to Inspect**, giving the BAVA Board of Governors, Building Committee members and/or any BAVA Authorized Representative and/or members of the BAVA Security Force the authority to enter the construction site and **inspect the premises at any time including the evening hours** in order that verification of overnight workers can be made to include checkings relative to security situations.
- D. The owner **MUST** submit a copy of his **TCT (Transfer Certificate of Title)** to the property in question as proof of ownership and to ascertain that the person signing all documents is indeed the authorized person.

For properties owned by corporations, the **TCT MUST BE ACCOMPANIED BY A BOARD RESOLUTION DESIGNATING THE AUTHORIZED SIGNATORY/PERSON WHO WILL DEAL WITH THE ASSOCIATION.**

E. Include in your submitted data **YOUR PHONE NUMBERS AND THE NAMES OF PERSON/S FOR SECURITY TO CONTACT IN CASE OF EMERGENCY.**

II. VARIOUS BONDS & FEES PAYABLE PRIOR TO a) RELEASE OF PLANS and/or b) APPROVAL/PERMIT FOR WORK APPLIED FOR:

A-1. DEMOLITION WORK – Refundable Cash Bonds

(1) Residential side: P30,000.00

(2) Commercial side: (square meter of structure)

- 100 square meters or less P40,000.00
- 101 square meters or more P60,000.00

Violations of Building rules and regulations committed by workers and/or contractors during the duration of the work applied for are immediately chargeable to the above cash bonds. **FIFTH OFFENSE WILL CAUSE BOND FORFEITURE.** Owners/contractors are asked to refer to the Section on building rules and their corresponding penalties.

A-2. DEMOLITION FEE

(1) Residential side: P1,000.00 (2) Commercial side: P2,000.00

NOTE: **BAVA's O.R. NO. & DATE MUST BE DISPLAYED** on a 1-1/2'x 2' sign at a very conspicuous area for easy checking of the Village's security personnel. This serves as your demolition permit.

B-1. EXCAVATION WORK – Refundable Cash Bonds

(1) Residential side: (including swimming pool)

- 101 sq. m. or less P10,000.00
- 101 – 250sq. m. P15,000.00
- 251 sq. m. & up P25,000.00

(2) Commercial side: (other than for basement excavation)

- 50sq.m. or less P10,000.00
- 51 – 100 sq. m. P30,000.00
- 101 – 200 sq. m. P50,000.00
- 201 – 300 sq. m. P75,000.00
- 301 – 400 sq. m. P100,000.00
- 401 – 500 sq. m. P150,000.00

- 501 sq.m. & up	P200,000.00
(3) Basement Excavation	P1,000.00/sq.m

Violations of Building rules and regulations committed by workers and/or contractors during the duration of the work applied for are immediately chargeable to the above cash bonds. **FIFTH OFFENSE WILL CAUSE BOND FORFEITURE**. Owners/contractors are asked to refer to the Section on building rules and their corresponding penalties.

B-2. EXCAVATION FEE

(1) Residential side: P1,000.00 (2) Commercial side: P2,000.00

NOTE: **BAVA's O.R. NO. & DATE MUST BE DISPLAYED** on a 1-1/2'x2' sign at a very conspicuous area for easy checking by the Village's security personnel. This serves as your excavation permit.

C. VERIFICATION FEE

(1) Residential side: P1,000.00 for new construction
P500.00 for renovations

(2) Commercial side: P2,000.00 for new construction
P1,000.00 for renovations

D. INSPECTION FEE

D.1 CONSTRUCTION/RENOVATION

(1) Residential side: less than 10 days – None
10 days to 3 months – P500.00
over 3 months to 6 months – P2,000.00
over 6 months – P2,000.00 plus P300.00/month

(2) Commercial side: less than 10 days – P500.00
10 days to 3 months – P1,000.00
over 3 months to 6 months – P3,000.00
Over 6 months – P3,000.00 plus P400.00/month

D-2. DEMOLITION/EXCAVATION

(1) Residential side: P500.00 (2) Commercial side: P1,000.00

E. SIDEWALK PERMIT FOR STACKING OF CONSTRUCTION MATERIALS

1. Residential side: P20/linear meter/month, payable in advance for the projected duration of use.
2. Commercial side: P25/linear meter/month, payable in advance for the projected duration of use.

NOTE: PROPER CARE MUST BE TAKEN TO ENSURE CONSTRUCTION MATERIALS DO NOT FALL INTO THE DRAINAGE OPENINGS. FENCES/PALISADES TO PROTECT CONSTRUCTION MATERIALS FROM SPILLING TO THE ROAD/DRAINAGE **OPENINGS MUST BE PAINTED WHITE TO KEEP THE AREA LOOKING NEAT AND CLEAN. UNKEMPT AREAS ARE PENALIZED.** Owners/contractors are asked to refer to the section on building rules and their corresponding penalties.

F. CONSTRUCTION WORKS

F-1 DEPOSIT CASH BOND -refundable

1. Residential side – New Construction

400 sq. m. or less of lot	P200,000.00
401 – 800 sq.m. of lot	P250,000.00
801sq. m. & up of lot	P300,000.00
Major Renovation	
100 sq. m. or less of flr area to be renovated	P50,000.00
101 sq.m. & up of flr. area to be renovated	P75,000.00
Minor renovation/Repair	
100sq.m. or less of flr. area to be renovated	P10,000.00
101sq..m. & up of flr. area to be renovated	P20,000.00
2. Commercial side – New construction

	P1,000,000.00
Major Renovation	
	P1,000,000.00
Minor Renovation/Repair	
100 sq.m. or less of flr. area to be renovated	P75,000.00
101 sq.m. & up of flr. area to be renovated	P100,000.00

F-2. CONSTRUCTION FEES

- (1) Residential side: P1,000.00 (2) Commercial side: P2,000.00

NOTE: **BAVA's O.R. NO. & DATE MUST BE DISPLAYED** on a 1-1/2'x 2' sign at a very conspicuous area for easy checking by the Village's security personnel. This serves as your construction permit.

G. FENCING

G-1	DEPOSIT	P10,000.00
G-2	PROCESSING/INSPECTION	P1,000.00

H. ROAD FEES – for residential only

-	10-wheeler truck per entry	P1,000.00
-	more than 10-wheeler truck per entry	P2,000.00
-	heavy equipment/trailer truck per entry	P2,000.00

I. CEMENT MIXER'S BOND – refundable cash bond to be shouldered by the contractor.

- (1) Residential side: P10,000.00/pouring day
- (2) Commercial side: P25,000.00/pouring day

III. EXPLANATORY NOTES

1. REFUNDABLE CASH BONDS –

These are cash deposits with the Association which are held by the Association to answer for any violation penalties of the applied work/project. They are non-interest bearing and are refundable *en toto* or net of penalties upon receipt of a written clearance/certification from the Building Consultant that the same may be released and upon submission by the refunding party of the pertinent O.R.

2. NEW CONSTRUCTION –

These are projects where a structure will rise where before NO STRUCTURE EXISTED or where an old structure has been demolished in full or in part and a new structure is erected in the space where once the old/demolished structure stood.

3. MAJOR RENOVATION/REPAIR –

These are projects where the work to be undertaken will touch the superstructure of the existing building such as footings, columns, beams, floor slabs, floor framing, roof framing, etc.

4. MINOR RENOVATION/REPAIR –

These are projects where the work to be undertaken will only entail things such as replacement of ceilings, partitionings, cabinetry, change of tiles, painting, etc. Rule of thumb is, the work will not entail upgrading of the area to be renovated/repared, e.g. changing of wooden ceiling made of plywood also with plywood, or changing rusty gutters, etc.

5. EXCAVATION –

Includes approved deep well applications aside from approved basements, cisterns, driveways, etc.

6. FINAL INSPECTION –

Means that the entire project has been completed and there are no more workers doing minor finishing works and all construction debris have been removed from the project site.

7. EASEMENT RULE –

Whatever is the easement on the ground floor is the easement to be followed on the upper floors and under ground. Exception is the commercial buildings which can have cantilevered arcades from the 2nd floor upwards on the frontage.

Residential side:

Fronting streets: minimum of 3 meters distance between building line and property line.

Sides & rear: minimum of 2 meters distance between building line and property line.

Commercial:

Fronting streets: Ground floor of minimum of 5 meters distance between building line and property line.

Sides: may abut

Rear: 3 meter easement clear between building line and property line.

2nd floor & up: fronting streets minimum of 3 meters between building line and property line (cantilevered arcade)

Basements for commercial: follows ground floor easements

8. ROOF LINE –

Reckoned from the edge of the eaves to the property line:

Residential – Fronting streets: 1.5 meters minimum distance

Sides and rear: 0.5meter minimum distance

Commercial – follows the easement line under item #7, above

9. CANOPY RULE –

Commercial building canopies are allowed. Distance from the edge of the canopy to the property line must maintain a minimum distance of two (2) meters; **canopies must be cantilevered.**

10. COMMERCIAL BUILDING STAIRS & RAMPS –

Allowed on the five meter front easement ONLY UP TO A DEPTH OF 1.5 meters.

11. COMMERCIAL SIDE: PLANT BOXES/LANDSCAPING

Allowed on the five meter front easement ONLY UP TO A DEPTH OF 1.5 METERS reckoned from the building line and 0.5meter in height.

12. COMMERCIAL BUILDING SIGNS –

MAXIMUM HEIGHT LIMITATION: 12 meters along Jupiter St. and 9 meters along the other exposed perimeter roads. Poles of signs for buildings/establishments on the ground floor must be located inside the property line but not to obstruct parking spaces. The same height limitation applies to signs placed on face/top of the building.

13. COMMERCIAL BUILDING SECURITY HAND RAILINGS –

The floor decks of building may have hand railings all around the roof deck for security purposes. However, said railings must be **NO HIGHER THAN 1.10 meters and made solely of spaced pipes with no obstructions in between pipes to allow air movement.**

14. HEIGHT RULE –

Residential structures have a **maximum height limit of 10 meters** from the finished ground floor level to the apex of the roof.

Commercial buildings shall have a **maximum height limit of 14 meters**, reckoned from the highest point of the ground floor level to the topmost part of the structure which includes the elevator shaft and the water tank structure.

15. **FILL OF EASEMENT/INCREASE IN GROUND FLOOR HEIGHT BY FILLING –**

Allowed maximum fill is only **1.0meter**

16. **EXHAUSTS –**

Commercial establishments must make their exhaust face the street and must be four (4) feet high reckoned from the highest point of the roof.

17. **RESIDENTIAL GARAGES –**

Roofs of garages of residential houses may abut on the side only. Front easement of the roof eaves must still maintain 1.5 meters clearance. Maximum height of the roof is 4 meters at the apex reckoned from the finished ground floor level. **NO ROOM/STORAGE OR LIVING QUARTER MAY BE CONSTRUCTED UNDERNEATH THE GARAGE ROOF.** No garage post may be erected on the 2-meter easement on the sides.

IV. RULES & REGULATIONS COVERING ALL APPLICATIONS AND ASPECTS THEREOF.

WARNING: ANY VIOLATION OR DEVIATION FROM THE APPROVED PLANS DURING CONSTRUCTION WILL AUTOMATICALLY CAUSE SUSPENSION OF WORKERS' IDs, STOPPAGE OF ENTRY OF MATERIALS AND MAY RESULT IN BOND FORFEITURE, COST OF SUIT ENSUING BY REASON OF VIOLATIONS NOTED ARE FOR THE ACCOUNT OF THE PROPERTY OWNER.

1. **TWO WATCH-MAN RULE –**

ONLY two (2) men shall be authorized to stay overnight at the job site. Violation of this rule is penalized by a P2,000.00 fine per excess person PER INCIDENT. FOURTH (4th) OFFENSE WILL MEAN FORFEITURE OF THE CONSTRUCTION BOND.

2. WORK HOURS –

Working hours are from **7:00 A.M. to 7:00 P.M. MONDAYS TO SATURDAYS. NO WORK ON SUNDAYS AND HOLIDAYS.** Overtime work **MUST BE APPLIED FOR AT LEAST 2 DAYS BEFORE THE PROJECTED OVERTIME WORK.** As a matter of practice, **ONLY CONCRETE POURING MAY BE ALLOWED OVERTIME WORK DURING WEEKDAYS, NEVER ON WEEKENDS.**

For residential side, concrete pouring is allowed once a week; for commercial side, concrete pouring is allowed 2 times a week but not on consecutive days **AND MUST GIVE WRITTEN PRIOR NOTICE WITH PROOF OF NOTICE TO IMMEDIATE NEIGHBORS BEFORE PERMIT CAN BE GRANTED.**

3. DELIVERY DAYS AND TIME –

In view of the existing truck ban, delivery of materials are allowed **MONDAYS thru SATURDAYS** between the hours of 7:00 A.M. to 11:00 P.M. Construction materials **MUST HAVE BEEN UNLOADED ON OR BEFORE 11:00 P.M.** Delivery trucks are expected to be on their way out by 11:00 P.M. **NO LATER.** This is subject to change in line with the truck ban hours.

Contractors/property owners are required to instruct the people making the delivery to add a minimum of four (4) workers to facilitate the unloading and meet the 11:00 P.M. deadline. In case suppliers are unwilling to provide extra manpower, then the contractor/property owner concerned **MUST ASSIGN** a minimum of four (4) laborers to await the delivery and assist in the unloading. **NAMES** of said laborers **MUST BE SUBMITTED TO BAVA** at least a day prior to the delivery and, right after delivery **MUST LEAVE THE VILLAGE TOGETHER WITH THE DELIVERY TRUCK** if not one of them is officially authorized to stay overnight at the site. Inability to meet the 11:00 P.M. outbound deadline is meted with a fine.

4. ROAD FEE –

Delivery trucks with more than six (6) wheels delivering supplies, cement mixers, carrying container vans whose size is beyond the flooring of the delivery truck bearing it are required to pay the road fee **PRIOR TO ENTRY IN THE VILLAGE.**

5. ROAD CLEANLINESS –

Project sites must at all times ensure that vehicles entering and leaving their premises have cleaned their tires of mud and other dirt materials that will spread on the road as the vehicles traverse it. Violation of this rule is meted with a fine.

6. SHORING OF EXCAVATIONS –

Excavation projects except deep wells are required to shore their side and if need be, provide for sheet piling to protect the immediate neighboring properties from soil erosion and/or weakening of foundations. Violation of this rule is meted with a fine.

7. FENCING OF PROJECT SITE –

Project sites must be fenced to cover its unsightly situation from the public eye. Said fences **MUST BE PAINTED WHITE**. Violation of this rule is meted with a fine.

8. FENCING OF SIDEWALK USED FOR STACKING CONSTRUCTION MATERIALS –

Project sites approved to use sidewalks for stacking up of construction materials are required to fence the same, provide ample protection to prevent materials such as gravel or sand from flowing out of the sidewalk and clogging drainage openings. Said fences must be painted white. Violation of this rule is meted with a fine.

9. DISPOSAL OF EXCAVATED SOIL, DEMOLITION/CONSTRUCTION DEBRIS, ETC. –

Soil, paint cans, debris from demolished buildings/structures, etc. **MUST BE REMOVED FROM THE SITE ON A REGULAR BASIS** on a minimum for **RESIDENTIAL PROJECTS** at least once a week **and** for **COMMERCIAL PROJECTS** at least twice a week. Soil and debris for disposal **MUST BE KEPT INSIDE THE CONSTRUCTION SITE AT ALL TIMES UNTIL THEY ARE HAULED OUT**. Violation of this rule is meted with a fine.

10. DISPOSAL OF EXCESS CEMENT MIX AND THE LIKE –

Projects undertaking pouring works **ARE PROHIBITED FROM DISPOSING OF THE EXCESS CEMENT MIX BY POURING THE SAME INTO THE STREET DRAINAGE. CLEANING CEMENT MIXERS AT THE PROJECT SITE AND ALLOWING THE WATERS**

TO RUN INTO THE DRAINAGE SYSTEM OF THE VILLAGE IS ALSO PROHIBITED. Construction sites MUST FIND WAYS of disposing cement mix excesses and of cleaning cement mixers without impairing the drainage system of the village. Violation of this rule is meted out with very severe penalty.

11. BAVA IDs –

All workers of project sites MUST SECURE PROPER BAVA IDs and undergo briefing on the rules and regulations of the village. The contractor/owner of the project shall be fined for every laborers/workers found working at the site without a proper and current BAVA ID.

Projects that will last for ten working days or less are required to get for their laborers CONSTRUCTION WORKERS PASS (CWP). Projects over ten working days are required to secure the laminated IDs.

12. CONFINEMENT AT SITE –

Workers/laborers, during the hours of 7:00 a.m. to 7:00 p.m. are restricted to the construction site especially during their idle hours. A worker on official errand must have in his person a signed note from the project engineer/foreman stating his errand, e.g., to apply for ID or attend briefing. Contractors/property owners are liable to be meted with a fine for any worker discovered roaming around without proper authority and errand.

13. TOILET FACILITIES –

Project sites are required to provide toilet facilities for their workers and cover the same with lime at least three (3) times a week. Any complaint on malodorous smell coming from the project's toilet facility shall immediately be meted with a fine.

14. PROTECTION OF IMMEDIATE NEIGHBORS –

Project sites are required to protect its immediate neighbors from falling debris, flying nails, etc. by installing adequate netting and/or other safety devices. Any complaint from the immediate neighbors over damage to property by reason of falling debris, dirtying up the immediate neighbor, etc. will be fined and the contractor/property owner undertaking the project is required to repair the damage and clean up the dirt caused by the construction or project to the property of the immediate neighbor. Big construction projects may be also required to issue a performance/surety bond in favor of the immediate neighbor should the possibility of damage be perceived to be great and highly probable. This is to be assessed prior

to the start of the project in a dialogue/meeting between the contractor/owner and the immediate neighbor concerned and the amount of the performance/surety bond is to be agreed upon.

15. WOMEN AND CHILDREN –

Women and children are not allowed to loiter or live in the project sites. Violation of this rule is penalized.

16. BURNING –

No burning of waste materials shall be undertaken at the project site. Violation of this rule is penalized.

17. CANTEEN –

No cooking at the construction site is allowed. Authorized canteener must bring packed meals to the site, ensure all meal wrappers and other disposable eating implements are properly gathered and placed in plastic bags and properly disposed of. The contractor/owner whose project site will be inspected and found to have unclean eating facilities, have cooking facilities and/or have improper food disposal will be meted with penalty.

18. CEMENT MIXING –

No mixing of cement on the street or sidewalk is allowed. Violation of this rule shall be meted with severe penalty.

19. ROAD EXCAVATION –

Excavation of the road for water/drainage connection purposes must not be restored by cementing. The village roads are asphalt covered. Using cement to restore the dug-up portion of the road will immediately cause forfeiture of the excavation bond.

20. DAMAGE TO VILLAGE ROAD/SIDEWALKS PROPERTY –

Contractors/owners with ongoing projects must warn their suppliers to be careful with the village roads/sidewalks gate, outposts, etc. as these suppliers who will be guilty of said damage would be fined commensurate to the damage they have inflicted. Contractors/owners will be ultimately liable for the damage should their suppliers not be able to answer for the destroyed property. It is therefore to the benefit of the contractor/owner to properly warn their suppliers of this matter.

21. APPROVED PLANS –

A copy of the approved plans **MUST ALWAYS BE AT THE PROJECT SITE AT ALL TIMES FOR REFERENCE PURPOSES**. Violation of this rule shall be meted with a fine.

22. WORKERS DECORUM –

Workers are expected to be quiet and orderly during working hours. Workers at the end of their working day must clean up inside the project site and not along sidewalks or gates **i.e. in view of the public**. Excessive noise such as laughter, shouting, loud music, and bathing in open view, etc. are punishable with a fine once complaints are received from immediate neighbors.

Workers, while at the project site, are prohibited from being in a state of undress such as going around without a shirt. Violation of aspects of this rule is meted with a fine.

23. DRINKING ALCOHOL, GAMBLING, BRAWLS, LOITERING AT THE PROJECT SITE BEYOND THE 7:00 P.M. WORKING HOUR DEADLINE –

This is punishable with a fine per person per incident.

24. AUTOMATIC INSPECTION RULE –

All project applications whose work duration extends ten (10) working days automatically undergoes inspection of the site by the Building Consultants.

25. DEEP WELLS –

Must present at least two (2) sets of complete plans showing depth, diameter size of pipes and approval by the National Water Board before it can be approved and processed.

26. GENSET HOUSING –

Two (2) sets of application for installation of a generator must be submitted to the BAVA office for verification and approval. Location of the generator must be indicated on the plans; details of the housing specifications must be given and installation of the genset unit must be on a chassis, **with rubber mounting and the exhaust pipe thereof arched towards a storm drain opening**. Sample of the sketch on how to mount the genset is attached and made part and parcel of these building rules.

Installing a genset without approval violates the building rules and regulations of the Village and is meted with a fine.

27. WATER TANKS, WATER TOWERS & PUMP HOUSES –

Two (2) sets of plans must first be submitted for approval to the Building Committee. The plans should show the location of the tank, the elevation, the height, size, location and housing of the water pump. Towers must be made of steel frame and the total height of the tower and the tank must not exceed 9 meters. Violation of this rule is meted with a fine and may be subject of a legal suit.

28. ECOLOGY RULE –

Per Ecology Policy No. 96-1, Village trees along sidewalk MAY NOT BE CUT WITHOUT PRIOR WRITTEN APPROVAL FROM THE ECOLOGY COMMITTEE. A contractor/property owner MUST APPLY IN WRITING FOR THE CUTTING OF A VILLAGE TREE FOUND ALONG THE SIDEWALK OF THE PROJECT SITE STATING THE REASON/S FOR THE APPLICATION. APPROVAL MUST FIRST BE OBTAINED IN WRITING FROM THE ECOLOGY COMMITTEE. Violation of this rule is meted with very severe fines.

V. SCHEDULE OF FINES

1. TWO-WATCHMAN RULE –

A fine of P2,000.00 per person in excess of the two authorized stay-in workers per incident shall be levied a project that violated the TWO-WATCHMAN RULE. **FOURTH (4th) OFFENSE OF THIS RULE WILL SUBJECT THE CONSTRUCTION BOND TO FORFEITURE.**

2. UNAUTHORIZED OVERTIME –

The fine of the Two-Watchman Rule shall apply per incident for a project that violates the working hours, INCLUDING THE NO WORK ON SUNDAYS AND HOLIDAYS rule.

3. DELIVERY DAYS & TIME –

A fine of P2,000.00 per incident shall be levied a project whose delivery of materials shall exceed the 11:00 P.M. deadline.

4. ROAD CLEANLINESS –

A fine of P2,000.00 per incident shall be levied a project whose delivery vehicles shall stain the road with mud and other construction materials such as cement dropping, etc.

5. EXCAVATION SHORING –

A fine of P10,000.00 for the first inspection, P20,000.00 for the 2nd inspection, P30,000.00 for the 3rd inspection and forfeiture of the excavation bond shall be levied an excavation project who, on inspection, shall be found not to have complied with the shoring rule. EXCEPTION to this rule is the excavation of driveways, MWSS connection, and drainage connection.

6. FENCING AND PAINTING OF PROJECT SITE AND SIDEWALKS –

A fine of P1,000.00 for the first inspection shall be levied on the project site violating this rule. Subsequent inspections that will reveal violation of this rule will automatically double the fine, e.g. P1,000.00 for 1st inspection, P2,000.00 for 2nd inspection, P4,000.00 for 3rd inspection, etc.

7. DISPOSAL OF EXCAVATED SOIL, DEMOLITION/CONSTRUCTION DEBRIS, ETC. –

Project site whose attention will be called relative to the need to dispose of excavated soil, demolition and/or construction debris shall be given three (3) days within which to dispose of them. Should these items be found on the site on the **FOURTH (4th) DAY**, a penalty of P2,000.00 shall automatically be levied against the construction bond, per incident.

8. DISPOSAL OF EXCESS CEMENT MIX AND THE LIKE –

For the residential side, a fine of P10,000.00 per incident and for the commercial side a fine of P25,000.00 shall be charged against the contractor's bond of the project found to be violating this rule. This rule covers not only the immediate vicinity of the project but also its immediate neighbors' area and any area within the responsibility of Bel-Air Village and Barangay Bel-Air.

CONTRACTORS' ATTENTION ARE BEING CALLED TO THIS PARTICULAR PENALTY TO ENSURE THAT THEY WILL WATCH OVER THEIR CONTRACTED MIXERS' OPERATORS ACTIONS.

9. BAVA IDs –

Penalty of P100.00 per worker per incident shall be levied a project site who on inspection, shall be found having workers without the proper/current BAVA ID or CWP. New workers whose IDs/CWPs have not yet been released MUST PRESENT THEIR PROVISIONAL RECEIPT AS PROOF OF APPLICATION FOR ID/CWP to avoid penalty.

10. SIGHT CONFINEMENT/DRESS DECORUM –

Violation of this rule is penalized by a P100.00/per person per incident.

11. TOILET FACILITIES –

Violation of this rule is fined P5,000.00 per verified complaint.

12. PROTECTION OF IMMEDIATE NEIGHBORS –

Violation of this rule is fined P5,000.00 for the residential and P10,000.00 for the commercial side. This is aside from the possible surety/performance bond that may have to be issued in favor of the affected immediate neighbor.

13. NO WOMEN/CHILDREN RULE –

Violation of this rule is fined P2,000.00 per person per incident.

14. BURNING –

Violation of this rule is fined P5,000.00 per verified incident.

15. CANTEEN –

Violation of this rule is fined P2,000.00 per verified incident.

16. CEMENT MIXING ON STREET/SIDEWALK –

Violation of this rule is fined P10,000.00 per verified incident.

17. IMPROPER RESTORATION OF ROAD EXCAVATION –

Restoration of portions of the road excavated with cement is fined with the forfeiture of the excavation bond in the amount of P10,000.00.

18. ABSENCE OF PROPER WARNING/SAFETY DEVICES FOR EXCAVATED AREAS –

A fine of P2,000.00 per inspection shall be levied on excavation sites that will not provide it with proper warning and/or safety devices.

19. DAMAGE OF VILLAGE ROADS, SIDEWALKS, GUTTERS & OTHER PROPERTY –

The fine levied for such damage shall be the amount as assessed by the Civil Works Foreman and shall not be lower than the actual restoration cost, inclusive of materials and labor.

20. APPROVED PLANS AT SITE –

Absence of a copy of the approved plans at the project site will be fined P1,000.00 per incident/inspection.

21. DRINKING ALCOHOLIC BEVERAGES AT THE SITE, BRAWLS, GAMBLING AND LOITERING BEYOND 7:00 P.M. –

Any of the foregoing incident shall be fined P1,000.00 per person per incident.

BOARD RESOLUTIONS CONCERNING CONSTRUCTION AND BUILDING RULES

Resolution No. 90:4-B

A P20.00/linear meter/month fee is levied to construction work of residents that uses the village owned sidewalks or will need the use of sidewalks for storage of construction materials. Said construction sites are required to wall in the sidewalks they will use as storage and to build catwalks in its stead to ensure that the pedestrians' passage remain safe and is not duly inconvenienced.

(Note: Commercial establishments are charged P25.00/linear meter/month fee.)

Resolution No. 6-94-04

Property owners are required to co-sign with their tenants/lessees building forms such as undertakings, applications, as well as clearances where ultimate responsibility may be attributable to the property owner to ensure that the property owner is fully aware of what is going on/being done on his property.

Resolution No. 7-94-03

Any property that would undertake a major renovation by reason of its commercialization is required to comply with the existing rules and regulations.

Resolution No. 10-94-06

The Association, prior to issuing a business clearance to an applicant, requires the following documents to ascertain that the guidelines on commercial usage are properly followed/adhered to:

- a) SEC Registration, Articles and By-Laws and/or DTI Registration;
- b) Lease Contract;
- c) Letter request for clearance which contains a brief description explaining the nature of the business activity and its operations; and
- d) Board Resolution regarding the authorized signatory/ies

Resolution No. 96-2-06

For purposes of verifying/identifying homes that are duplex in nature, the following shall be used as guidelines:

- a) if there is no internal access between the supposed 2 units;
- b) if all facilities are not shared, i.e., each unit has its own electric and water meters;

- c) if no area is commonly shared by the supposed 2 units such as a living room or a kitchen.

In case of doubt, the final authority in designating/identifying whether a house is a duplex or not is the Board through its Building Committee.

Resolution No. 97-1-06

All building plans submitted for approval MUST INCLUDE CLEARLY the location of sidewalk trees and any other trees in the vicinity of the construction site to be that will/may be affected by the proposed construction project.

Resolution No. 1997-08-04

Based on a provision of MMC Ordinance 81-01, heliports must be at least 1,000 meters away from the nearest residential zone.

Resolution No. 1997-09-01

A geodetic survey plan establishing the location and boundaries of the property based on the TCT duly signed with a dry seal by a licensed Geodetic Engineer must be submitted as part of the building plan's requirement.

Resolution No. 2000-01-03

All structures for commercial establishments regardless of its specific use should be enclosed and properly soundproofed to avoid complaints from immediate neighbors.

Resolution No. 2000-04-01

A provision shall be included in the BAVA Building Rules and Regulations requiring property owners to first settle any outstanding association dues before any demolition and excavation work permit is issued.

Resolution No. 2000-07-02

To prolong the life of the village roads, entry of 10-wheeler trucks, backhoes, container vans, cement mixers, dump trucks and the like can only be allowed under the following conditions:

- 1) they are bringing in only the following approved construction materials: a) cement; b) long span roofing materials and steel trusses; c) gravel and sand; and d) reinforcement steel bars;
- 2) they are bringing in/out personal effects of incoming/outgoing residents; and

- 3) they apply for entry permit with the Association and obtain permission to enter and pay the corresponding road fee of P1,000.00 for 10-wheeler trucks and other heavy equipment such as back hoes, container vans, cement mixers, dump trucks and P2,000.00 for heavy equipment vehicles having more than 10 wheels.

Resolution No. 2001-11-03

Commercial establishments along Jupiter Street and the permitted zones, especially those using musical and other sound producing instruments or contraptions are mandated to totally enclose, sound proof, insulate their building and appurtenances, and operate in such a manner so as not to disturb or adversely affect the tranquility, privacy, security, health and quality of life of the residents of the village, and that the Association clearances of violators who fail to remedy their violation after sufficient notice and warning, shall be revoked and the proper authorities be requested to cancel their business permits to operate as such.

Resolution No. 2001-11-04

Residents along Taurus Street are authorized to raise the rear wall of their properties to a maximum height of five (5) meters for health and security reasons in view of the ongoing construction of the EDSA/Estrella flyover.

Resolution No. 2004-06-01

Property owners are required to submit the corrected plans to conform with the Association's deed restrictions and/or building rules and regulations and prior to approval by the Building Committee.

Resolution No. 2006-02-04

Prohibited the commercial establishments along the perimeter streets from the use of their roof decks.

Resolution No. 2006-03-04

Established the basis of the measurement of the height of the building, which is from the ground floor finish of the house up to the apex of the roof. The ground floor finish should not be more than one (1) meter from the crown of the road and/or from the center of the property.

Resolution No. 2008-01-01

Set forth the standard size for the temporary fencing of all construction projects to 4.0meters in height and the permit signage to 750mm x 500mm.

First time violator/s would be given a written warning to comply within seven (7) days upon receipt of such warning, after which a P1,000 fine per day shall be imposed on the violator.

Resolution No. 2008-01-03

Required all construction workers to wear color-coded BAVA/Barangay ID while inside the village premises effective February 15, 2008. A corresponding penalty will be imposed upon the violator.

Resolution No. 2008-07-02

The contractor and property owner/resident are required to secure the written permission of the residents of the properties adjoining the construction premises before hauling construction materials and/or debris on a Sunday or holiday.

Resolution No. 2008-08-03

The contractor and property owner are required to provide safety measures for the protection of third parties from any damage arising from construction activities or any of their undertaking under their bond/s. The cash bond posted with the Association shall answer not only for any violation penalties of the applied work/project but shall likewise satisfy any confirmed damage caused by said undertaking to its adjoining neighbors.

Resolution No. 2008-12-03

All Construction workers whose employment contract is for more than one (1) month are required to present their latest and unexpired NBI clearance before being issued a BAVA ID.

Resolution No. 2009-01-01

Mandated that driveways in future constructions, renovations or repairs of sidewalks and driveways, should be on the same level with the original sidewalks constructed by the then Makati Development Corporation.

A. CAR STICKERS

Cost of car stickers

1. For Inter-Village Stickers
 - a. One to six cars PHP 250.00/per vehicle
 - b. Seven to 12 cars PHP 750.00/per vehicle
 - c. 13 to 20 cars PHP 2,000/per vehicle
 - d. 21 and above PHP2,000 plus approval from the Village
President or Security Chairman

2. For Bel-Air Stickers

Light vehicles	PHP 1,500.00/per vehicle
(total piston displacement of 1,600 & below)	
Medium vehicles	PHP 2,000.00/per vehicle
(total piston displacement of 1,601 to 2,800)	
Heavy vehicles	PHP 2,500.00/per vehicle
(total piston displacement of 2,801 & up)	

Please be reminded that the Bel-Air car sticker logo is copyrighted. Therefore, this notice will serve as a warning to the public that reproducing or copying the logo without permission from the Bel-Air Village Association is punishable by law.

Requirements/Rules in Securing Vehicle Stickers

I. For Inter-Village Stickers by Property Owners or Residents

- a. You must be a duly registered property owner or resident of the Village.

For property owners, you must have submitted a copy of your TCT (Transfer Certificate of Title to your property) to the Association as proof of ownership. If you have not yet done so, please ensure that you send in a photocopy of your title now or submit it when you apply for the sticker. If you are a new property owner and the title has not yet been transferred to your name, then please submit a certified true copy of the duly notarized Absolute deed of Sale in lieu of the title.

- b. Property owners living outside of the village are limited to three (3) inter-village stickers per lot.
- c. Members not in good standing will not be issued BAVA Inter-village stickers. Members/residents are considered not in good standing if:
 - c.1 they have unpaid association dues
 - c.2 there is an ongoing Deed Restrictions violation cases, whether for collection dues, building structures, etc., filed against them

- c.3 they have unpaid fines & fees (for example, dog fines, non use of helmet, parking in no parking/restricted areas, horn blowing, violations of building/construction rules and regulations/household help without IDs, etc.)
- d. For company-owned vehicles, please make sure you obtain a company certification to the effect that the vehicle is exclusively assigned for your use. This privilege is only limited to one car. Any additional company car assigned to residents/executives/officers of the said company will be issued Bel-Air Stickers only.
- e. If your vehicle is on a car plan and the title is still in the name of the bank, then please secure a certification from the bank to that effect.
- f. You must bring your vehicle to the BAVA office for the BAVA or Security Staff to affix the sticker onto the windshield of the vehicle.
- g. Present your Original Car Registration and Latest Official Receipt as proof of ownership and attach a photocopy of Official Receipt (OR) and Certificate of Registration (CR) in the application form.
- h. For newly purchased units, Original Invoice and Delivery Receipt from Distributors will suffice in lieu of registration.
- i. All vehicles owned by property owners or residents shall be granted Inter-Village or BAVA stickers. However, if such conveyances are used as public utility/for hire vehicles or for any other commercial activity, the issued stickers shall become automatically invalid in addition to the P5,000.00 fine that will be imposed.

II. Commercial Tenants

- a. Only Bel-Air stickers can be issued to commercial tenants.
- b. Only light/medium light vehicles for private use will be given stickers.
- c. Rent-a-car may be honored if contract is for at least a year.
- d. Same documentary requirements as in I.

III. Service Vehicles

School buses and the like who service residents of the Village may, upon written request of the resident/homeowner who is in good standing, be issued Bel-Air stickers.

Applicants for the issuance of such stickers are required to submit to the BAVA Office a list of the names and corresponding addresses of BAVA residents they service.

IV. General Inter-Village Conditions

- a. BAVA Inter-Village sticker holders shall obey all traffic rules and regulations not only in Bel-Air but in the other member villages of the Makati Inter-Village Car Sticker Reciprocity Agreement as well. Any infraction will cause revocation of the stickers.
- b. Sale of sold vehicles, former company vehicles, etc. must be immediately reported and surrendered to the Association for the immediate cancellation of the issued sticker and proper notification of the other member villages of the cancellation and removal.
- c. Removal of sticker and affixing it to another vehicle is not allowed. Penalty for this violation is a fine of P5,000.00.

Resolution No. 3-94-09

The Association recognizes duplexes as separate entities in connection with the issuance of vehicular stickers for as long as the association dues of the property concerned is up-to-date and no other impediments exist relative to sticker issuance.

Resolution No. 95-7-1

The following prerequisites are required of residents/property owners before an Inter-Village sticker is issued them:

- a) Submission of a copy of the owner's land title or TCT;
- b) Keep his Association's accounts up-to-date; and
- c) There must be no ongoing violation case against him.

Resolution No. 96-11-05

To enable the Association to have more clout in criminally pursuing vehicular owners who use fake Bel-Air stickers, the Association has copyrighted its logo, which is incorporated in its car stickers.

Resolution No. 2001-02-04

The schedule of issuance of the Bel-Air vehicle stickers shall commence in June of every year.

Resolution No. 2004-05-01

BAVA stickers issued to vehicles that were later discovered being used as public utility/for hire conveyances or the sticker has been removed and affixed to another vehicle shall automatically become invalid, in addition to a fine of P5,000.00 per violation.

Resolution No. 2006-03-06

Restricted the entry/exit of government vehicles without valid vehicle stickers at the village restricted gates and be subjected to the usual verification procedure for non-residents/members.

Resolution No. 2007-11-02

The penalty of a P5,000.00-fine is imposed upon any person who fabricates, sells, buys or uses fake Bel-Air vehicle sticker without prejudice to the filing of appropriate legal action, at the discretion of the BAVA Board.

The same penalty shall also be imposed upon any person who, without lawful cause, possesses a fake Bel-Air car sticker or drives a vehicle bearing such counterfeit sticker even though said person is found outside the premises of BAVA.

Resolution No. 2008-04-02 (amended by Res. No. 2008-05-01)

Limited the number of Inter-Village and Bel-Air vehicle stickers which may be issued to non-residents upon endorsement of BAVA and Barangay Bel-Air officials and residents in good standing.

Resolution No. 2008-05-01

Amended Resolution No. 2008-04-02 which limited the number of Inter-Village and Bel-Air vehicle stickers to be issued to non-residents upon endorsement of BAVA and Barangay Bel-Air officials and residents in good standing.

B. ID SYSTEM

I. TERM OF ID

1. One (1) year BAVA ID – for household helps, drivers, gardeners and service providers such as therapist, tutor, residential security guards, etc.
2. Temporary ID (optional) – Residents who want their newly hired domestic helpers/employees to undergo a trial period can request that a temporary ID which has a maximum term of one (1) month, be issued to them.
3. Construction Workers ID – depends upon the approved duration of the construction project.

II. REQUIREMENTS BEFORE THE ISSUANCE OF ID

a. Domestics and service employees

Certificate of employment should have the following information:

1. Name of employer/resident
2. Address
3. Designation of employee
4. Stay-in or stay-out
5. Day of the week being serviced*
6. Number of times a month being serviced*

*For gardeners and service employees

Note: (Renewal)

The BAVA Office, through the Security, will check the file/s of any household help who have previous employment in the village for any derogatory record for security clearance.

Issuance of ID is from 9:00 A.M.-12:00 NN) Monday-Friday
1:30 P.M.-5:00 P.M.)
9:00A.M.-12:00NN Saturday

b. Construction worker/s

1. Temporary Construction Worker Pass (TCWP) – issued to construction workers where the minor construction work will not exceed 10 days

Requirement:

- Application of minor repair work duly signed by the property owner and clearance from/approval by the BAVA Engineer
2. Regular Construction ID – issued to construction workers whose undertaking will last for more than ten days

Requirement:

- Endorsement letter from the Engineer in charge and approval of the BAVA Engineer

c. Filling up the Data Form

1. ID applicant is personally required to fill up a data form at the Security Headquarters and his/her latent (finger) prints will be taken either by the Duty Desk Officer or Shift Guard Officer, whoever is available.

d. Computer ID system

1. After the completion of the Data Form and fingerprinting, the ID applicant will proceed to the computer room located beside the Brgy. Clinic for picture taking and encoding of the applicant's pertinent data.

Note: For Bel-Air 2 domestics and service employees, data form, fingerprinting and security briefings will be at the Security Sub-Station located at Park 2.

Processing of Computerized ID is being done at the Security Headquarters at Bel-Air 3.

e. Cost of BAVA ID

1. Residents	-	PHP125.00
2. Domestic and Service employee's ID	-	PHP75.00
3. Temporary Construction worker's pass	-	PHP10.00
4. Regular Construction worker's ID	-	PHP70.00 (incl. color-coded BAVA/Brgy. ID)
	-	PHP50.00 (w/o color-coded BAVA/Brgy. ID)

The cost of ID also includes ID picture and lamination (except for Temporary Construction Worker's pass). **The applicant will be issued with BAVA official receipt which serves as his/her temporary ID until he/she has undergone briefing by the Security Office.**

f. Security Briefing

The Shift Officer gives a briefing on the rules and regulations of the village to all new applicants. For your guidance, the daily schedules of briefings are as follows:

1:00-2:00 PM – For domestic and other service employees	Monday-Friday
5:00-6:00 PM – For construction workers	Monday-Friday

Note: Special-briefing in-groups can be coordinated at the BAVA Office

For renewal – there is no need to attend the briefing.

g. Renewal of ID

Requirements:

1. Certification of employment
2. Cost of renewal is PHP75.00
3. If the data form needs to be replaced for data updating, the cost of the form is PHP/5.00

Resolution No. 2003-12-03 (amended by Res. No. 2004-02-01)

The residents are urged to require their household helpers to secure Bel-Air IDs for security reasons within one week from the start of their employment, otherwise, they will be considered members not in good standing.

Resolution No. 2004-02-01

Amended Resolution No. 2003-12-03 and required residents to have their household help secure BAVA IDs within two weeks from the start of their employment. On the second and succeeding violations, a fine of P500.00 per violation will be imposed upon the concerned resident, non-payment of which will render him/her a resident/member not in good standing.

Resolution No. 2008-01-04

All new household helpers are required to present his/her latest police clearance issued by the police authorities having jurisdiction over his/her most recent residence before a BAVA ID may be issued to him/her.

Resolution No. 2008-12-03

All Construction workers whose employment contract is for more than one (1) month are required to present their latest and unexpired NBI clearance before being issued a BAVA ID.

B.1. HOUSEHOLD EMPLOYEES

1. All employees of residents are required to obtain IDs from the BAVA office.
2. IDs may be checked at any time by the BAVA security force. All employees of residents are therefore required to bring their IDs at all times.
3. IDs must be presented when entering or leaving the village.
4. Stay-in domestic help must leave their ID at the exit gate when leaving the Village premises.

Household help groupings and curfew hours

1. Household help have no business in the streets. They are hired to work within their employer's premises.
2. If they want to rest or do some relaxation, this should be done within their private residences' premises or outside the village.
3. Grouping is one of the sources of information for people "casing the joint", whether or not your employees are passing on information with or without malice.
4. The noise created by grouping together, either by their voices, playing games, etc. disturbs the neighborhood.
5. Curfew hours are:

10:00 p.m. to 5:00 a.m.	–	female/male (inside the village)
12:00 a.m. to 5:00 a.m.	–	curfew at the gate

This means that nobody is allowed to loiter around the village within these hours. Only those who are carrying a letter of authorization from their employer will be allowed to do an errand to come in and out of the village. This authorization should be coordinated with the security force.

Terminated household helps

We wish to remind residents terminating the services of their household help (maids, drivers, houseboys), to make sure that you confiscate their IDs and advise the security headquarters accordingly so we can update our records. In fact, we encourage you to call us when you have terminated any of your employees so we can escort them out, especially those you wish to be banned from entering the village again. We have received complaints that maids or drivers, etc. who have been terminated and banned are still seen in the village. Investigations showed that these people never went out of the village but stayed with friends until they find another employer. For those who have

been terminated but not banned, they utilize their IDs under your employ to come in and out of the village for their own purposes. That is why it is important to confiscate their IDs.

Resolution No. 1999-01-02

There are residents who have requested BAVA to ban their household help from entering the village upon allegations of stealing, disorderly conduct, misbehavior, threat on the lives of the family, etc. The Board delegates the function of determining the extent of reasonableness of such charges to the Legal Committee and the Security Committee and for the latter to submit its recommendation to the Board for decision on who to ban.

B.2. PEDESTRIANS AND VENDORS

Verification procedure for pedestrians entering the village

1. A pedestrian seeking entry into the village shall be asked to present:
 - a) a BAVA ID (this facilitates access as long as the ID is not expired);
 - b) in the absence of a BAVA ID, a written note or a telephone call from the resident expecting the said person at his residence;
 - c) in the absence of both, a valid ID or document like driver's license, company ID, postal ID, passport, etc.;
 - d) His destination (address and name of resident) and purpose.
2. The gate guard then calls up Headquarters to give the person's name, his/her destination (address and name of resident) and purpose of visit.
3. In turn, the Security Desk Officer informs the resident concerned of the arrival of the guest or person at the gate and inquires if he/she is to be allowed entry.
4. Once the resident's consent has been obtained, this information is relayed at once to the gate guard concerned. It is only then that the visitor will be allowed to enter the village.

Problems usually encountered by the Security Force in the course of their verification activities are the following:

1. The resident's phone is either busy or his/her phone number has been changed without notifying the Association or the Security Headquarters.
2. The local telephone line of the gate concerned is out of order.

In both cases, the alternative is to ask the motorized guard to go to the house concerned and get the owner's approval for the person's entry. Once he is able to get it, he relays this information to the headquarters; consequently, the headquarters notifies the gate concerned. In case the gate's phone is out of order, the motorized guard delivers the "go ahead" message to the gate.

The verification procedure is time consuming because it takes at least 5-10 minutes before a verification procedure is completed. This includes the delay time in some cases where the motorized guard has to go from one house to another.

On a daily basis, at least three (3) or four (4) verifications are conducted by the motorized patrol at any one time, majority of which are made during peak hours. In most cases, the resident's phone is either busy or the Security Office does not have the right numbers. Where the houses involved are far apart (e.g. one in Phase I, another in Phase III and one other at Phase IV) – the time factor becomes a critical issue and one's guest may not be able to reach his destination within a matter of minutes.

To facilitate this, we would like to ask the resident's help in the following manner:

1. Kindly notify BAVA office when your telephone number has been changed so that we can update our records. These numbers are held in strictest confidence and you can be assured that they will not fall easily into the hands of anybody.
2. If you are expecting someone, please let Security Headquarters know beforehand by giving the name of the person(s) expected. In that way, headquarters would be alerted as well as the pedestrian gates concerned of your visitor(s) arrival. When your visitor arrives, he/she will just proceed inside without any delay.
3. Give your service people a written note bearing your signature, addressed to our guards, which they can present at the gates so that their entry will not be delayed.

The verification procedure is meant to protect residents, not to harass its guests. Because it is a manual procedure, it takes a little time before it is completed. Assistance extended by the resident, as described above, will greatly minimize delays at the gates.

Verification, as a matter of policy, is done to each and every incoming pedestrian. Security will not verify any incoming person WHEN there is a written signed request from the resident instructing security that ALL persons bound for their place need not be verified. In such cases, the resident concerned cannot fault security if undesirables reach their homes.

The assistance and understanding of each resident to make this procedure effective, with the least trouble and hassle for everyone, will be greatly appreciated.

Pedestrians walking within the village or entering the village after 12:00 midnight

1. The security force is instructed to request all persons seen walking around the village, to identify themselves, to state where they came from, their destination and purpose. The security force will be very strict about this procedure especially between 10:00 p.m. and 6:00 a.m. For every suspicious circumstance, the security force will verify with residents/employers by telephone. After 12:00 midnight, the security force will call the resident/employer by telephone for verification without exception.

2. Residents/employers who do not want to be disturbed because their household help is really expected to be out walking after 12:00 midnight for whatever reason, should call the BAVA Security Office and inform them accordingly.
3. As a general rule, the household help are supposed to inform their employer before going out for personal matters. Unless the employer so permits the household help for necessary personal reasons, BAVA rule states that household help are prohibited from loitering around the village after 10:00 p.m.
4. Household help are not allowed to enter the village between 12:00 midnight and 5:00 in the morning even with an ID, unless their employer has coordinated with the Security Office beforehand that they are permitted to come in the village at these early hours.

Vendors (fruit, taho, etc.) and others

As a general rule, vendors are totally banned in the village. If by chance they are able to enter and you see them knocking at doors, please call the Security Headquarters immediately.

Please also be aware that only the BAVA maintenance men and the security guards/tanods are authorized to distribute flyers, magazines and ads for security reasons.

C. CRIME PREVENTION TIPS

1. Always keep the telephone numbers of the Security Headquarters, the nearest police and fire stations, hospital and neighbors, and place it near your telephone so that you can easily call any of the above in case of emergency.
2. Teach your children or household help how to call the Security Headquarters or police in case strangers or suspicious characters/persons hang around the house, or vehicles prowling within the vicinity of your residence.
3. Keep doors and gates properly secured at all times.
4. Always make sure that you turn ON the lights outside your homes especially its dark corners. If possible, install security lights around the house at night.
5. Always check that your windows and doors including the garage are locked and tamper proof from the outside at all times – during daytime, at night, before going to bed or when leaving the house unattended. During stormy weather, double check doors and window locks. This includes bathroom windows especially the ones located at the back or kitchen side. Make sure all openings are likewise fastened.
6. If your windows are made of jalousies and do not have bars, it might be wise to place some objects that, when moved, would create noise which may scare away the intruder or awaken someone in your homes.
7. Park your cars inside the garage and lock them.
8. Check your car once in a while as, your car may be used, without your knowledge, to bring out stolen goods (orchids, for example).
9. Report all strange vehicles parked in front of your house or along the street. Observe strange vehicles passing through your street several times as if looking for an address.
10. Never leave bicycles, garden hoses, tools, gas cylinders, clothes hanging on the clothesline or anything of value, in the garage or outside the house at all times.
11. Never leave ladders exposed in the garden, or in the open. Intruders entering your home can use it.
12. Air conditioner holes should be covered properly. Be sure that the opening where an air conditioning unit was previously installed is covered with strong materials.
13. Do not leave door keys in flower pots, under doormats or in the mail box.
14. Keep wallets, watches and jewelry inside drawers and not just on top of desks or headboards that can be seen outside through your windows nor leave them near the window even with grills. Expensive jewelry and sums of money should be kept under lock and key, inside a vault or in the bank.
15. Keep radio cassettes, tape recorders, calculators, etc. away from the window. Better still, install curtains at the windows or cover appliances and other expensive equipment inside the room so that others who might be tempted to rob your place will not see these. Record descriptions, makes and serial numbers of facilities and audio/video equipment for easy identification when stolen.
16. Don't just leave securing your homes to your domestics. Check after them. They may have left a window or two open or the back door improperly locked.
17. Whenever there is an on-going construction work especially near your home, extra care should be taken. Usually, petty crimes are committed while the construction is on progress.

18. House help applicants should be asked for police clearance and pictures. It would be better if a relative or friend recommends them.
19. Refrain your household help (including drivers and gardeners) from getting involved in the barkada system in Bel-Air.
20. Tell your household help to be wary of persons befriending them, particularly construction workers working within the Village. These persons may be trying to get information from them.
21. Don't allow your maids to wander around at night and rendezvous with other domestic helpers such as drivers, gardeners, etc. It has been observed that maids sneak out until midnight when their employers have already slept.
22. Instruct household help not to entertain or allow strangers inside the premises or inside the house.
23. When somebody knocks, verify his identity before unlocking your door. Peepholes are very helpful for this purpose. Do not admit strangers under any circumstances. If transactions are made, make them at the door. This prevents visual observation of the contents and layout of the house.
24. When it is a repairman, serviceman or electrical inspector, etc., carefully verify his identity. When in doubt, call their main office.
25. Never give hint that you are alone in the house or nobody is at home at certain hours of the day. If it cannot be avoided, never leave home unattended.
26. When going on vacation, request a trusted neighbor to look over the safety of your house and to contact the police if and when an unusual incident occurs. Or you may ask the Security Headquarters to conduct extra surveillance within your premises during your absence.
27. Have a dog or two in the house; they are very effective deterrents.
28. Do not panic when you note that a door inside the house that is usually left open or unlocked, is locked. Chances are there is someone inside. IMMEDIATELY call Security Office WITHOUT ALARMING whoever is inside the room to allow our security personnel to catch the culprit. This has been a noted modus operandi of robbers. They lock the door to allow them to freely search for cash, jewelry, etc. and to alert them in case someone is trying to get into the room.
29. If robbers or intruders were able to enter your house, immediately call the Security Headquarters or the police as quietly as possible. Take note of his features, clothes, special characteristics, and peculiar traits. If you can, get out of the house and raise an alarm from a safe distance. Better still, make a noise; it may drive him away.
30. Remain calm. Don't panic, robbers/holduppers also get nervous. An armed robber/holdupper is dangerous especially if agitated because you panicked. If possible, try to talk it out with the robbers. Delaying tactics can sometimes be of help.
31. Don't disturb the house after any robbery in order to help the police gather evidence especially fingerprints.
32. Always remind the members of your household of the above reminders so that it becomes part of their nature to be cautious.

What does it take to be security conscious?

It does not take much effort really. Just make a keen observation of your surroundings. Call up the Security Office immediately and report what you think is unusual under normal conditions, as in the following instances.

1. Parked cars without BAVA stickers particularly during unholy hours especially if parked in front of a house that is not lighted and its occupants are apparently sleeping, or away.
2. Persons seen walking on the street or talking to somebody inside the fence of a house during what is considered as critical hours (very late in the evening or very early in the morning). Household help have a curfew; therefore, the persons you see may not be a household help.
3. The gates or windows of your neighbors' houses are opened, especially if you always see them closed all the time.
4. Security guards are sleeping or not in their post.
5. You see the household help of your neighbors in the streets during curfew hours. Inform your neighbors the following day if possible, as you may be doing them a favor. They might not be aware of their household help's nocturnal activities.
6. Persons seen inside houses which are supposedly vacant or whose occupants are away temporarily.
7. There are more than 2 construction workers staying overnight in a house under repair or construction.
8. Closed gates and walls with holes sufficiently large for a person to go through.

On telephone use in crime prevention

1. Train children not to talk on the phone to anybody they don't possibly recognize.
2. Family members should not identify themselves or volunteer to give information when answering the phone until the caller has identified himself, or unless the caller is well known to them.
3. Don't give vital information on the phone like when you are alone at the moment or there will be nobody at home at a particular time. Somebody might be tapping your phone.
4. Discourage the household help from having phone pals or text messaging with strangers who may be syndicate members because they might inadvertently provide vital information regarding their employers.
5. Don't strike up a conversation with callers or entertain questions on the phone until you know the identity of your caller.
6. Notify the police if you have repeatedly received anonymous phone calls.

Protection against child molestation and kidnapping

1. Keep the adjoining door from the children's bedroom to the master's bedroom open especially at night so that you may hear any unusual noise.
2. Instruct the children to keep the doors and windows locked and never to admit strangers inside the house, particularly if they are alone or have no adult companion at that time.
3. Teach the children how to call the police if strangers or prowlers are seen hanging around the house.
4. Do not allow your children to play on the street. This is for their own safety.
5. While in the park or public playground, let your children play within your hearing or seeing distance.
6. Warn your children not to accept candies or gifts from strangers.
7. When walking in crowded areas, hold your child by the hand.
8. Know your children's friends and their activities.
9. Never leave children alone or unattended. A responsible and trustworthy person should keep them company.

Protection against sex criminals

1. Do not wear provocative clothing that may attract the attention of sexually inclined persons.
2. Avoid unlighted places and unlit or poorly lighted parks or streets, which are favorite haunts of sex criminals.
3. If possible, avoid walking alone. When walking alone, avoid drunks, unruly groups and hangers-on at street corners/intersections.
4. Do not accept rides or invitations from strangers, even friends you don't completely trust.
5. Do not lose your composure when confronted by a would-be rapist. When attacked, use your natural defense and act fast - scratch, kick, jab, bite and/or scream. When you break away from your attacker, continue screaming and run towards lighted areas and/or where there are people.
6. At home, do not move around half dressed or naked. There might be "peeping toms" or sexual molesters who might be watching your place.
7. When riding alone in a taxicab, take note of the body and plate number of the cab, its company name, and the name of the driver. Sometimes, the IDs of the drivers are displayed on the inner side mirror. Do not let the taxicab driver decide which route to take.

Protection against snatchers, pickpockets and other robbers

1. Do not carry large amount of cash or valuables. This may boost your self-confidence, but unfortunately, the practice also multiplies your chances of being robbed several times over.
2. Avoid passing through dark alleys, bushy pathways, shortcuts through parks with lush shrubbery, vacant lots and other deserted places when you are walking alone,

especially at night, unless absolutely necessary. Ask your trusted friend(s) to walk with you to discourage robbers.

3. Stay near people and try to steer away from drunks or groups of suspicious-looking people. If you happen to pass by them, ignore them or their snide remarks, but be on your guard.
4. Stay in well-lit areas and routes with uninterrupted pedestrian and vehicular traffic. The risk of being caught by a mob and/or being identified in lighted places deters most would-be robbers.
5. Don't wander alone from the crowd at picnics or outings. Stay within calling distance.
6. Make a mental accounting of the contents of your bag and wallet, so that when you become the victim of a thief, you would be able to identify your personal effects when the police recover them.
7. Maintain your presence of mind. Remember the description of the thief who victimized you. The description that you provide will help the police in catching him and in getting back your valuables.
8. Avoid putting your handbag on counters when shopping or in the church pews because in doing so, it becomes an irresistible invitation to thieves.
9. Keep your bag close to your body while waiting for a ride, inside cinema houses, churches, shopping centers and markets as well as when walking in crowded areas. This will discourage snatchers, pickpockets and bag slashers from attempting to steal from you.
10. Arm yourself with a whistle, with which to get help during emergencies.
11. Stay alert while riding in public transportation. Look out when seated near the windows of public conveyances or a car, or squeezed in by two (2) persons.
12. Don't resist an armed holdup; he is dangerous. To be safe, follow his instructions. Give him only the information that he asks from you.
13. Leave the holdup scene unobtrusively and raise an alarm outside, if it is possible and safe.
14. Take note of getaway vehicles used. If possible, note down the plate number, model; type, make and color, the direction it drove away, etc.
15. Don't disturb the area where the holdup was committed to help the police. They may be able to get some fingerprints or evidence, which should be preserved, or other leads.
16. Take note of the perpetrator(s)' mannerisms, physical appearance or marks such as moles, tattoos, etc.
17. When riding on a taxicab, take down the name, plate and body number of the taxicab right after boarding it. See to it that the doors of the taxicab are closed to prevent strangers from boarding inside suddenly. Always insist that the driver take the route you are familiar with.
18. Don't accept rides from or hitch a ride with strangers.
19. Install a warning device in your vehicle that may alert police when you are being held up/robbed.

“Dinnertime” or early evening robberies

Robbers, especially insiders, usually conduct a survey and observe the houses of their prospective victims before attempting to rob - the easiest points of entry and exit, when and what parts of the house are usually deserted, and at what time.

The most common points of entry are air conditioner holes usually covered by thin plywood pieces, bathroom windows, and den/study windows. Please reinforce these parts of your house.

Observation of your family habits and routine will give you hints of when the robber will strike. Change your routine once in a while.

1. Attempts were reported as usually occurring during dinnertime. Everybody is concentrated in the dining/kitchen area leaving the rest of the house vacant during dinnertime. As a safety measure, have your housemaid go around - tidying up/fixing the beds from room to room while everyone is having dinner. In this way, you create a personal “roving guard”.
2. It would be good practice to properly secure the room you were in before being called for dinner.
3. If after having dinner, you have to stay out of the room due to a telephone call, watch TV in another area or entertain some people, instruct your household maids to check all the rooms every so often or you may do it yourself.
4. If you usually leave your bedroom doors open and you find it suddenly locked, don't bother opening the same by using the key or verifying if someone is inside. Just call the Security Headquarters immediately because chances are somebody might be inside.

Protection against swindlers

1. Beware of “street swindlers” who are on the lookout for “deals.” Remember that there are no such things as “double-your-money” ventures.
2. Do not be lured to a friendly game of gambling with people who have just befriended you.
3. Do not trust people especially those whom you barely know who promise you easy income but requiring you to withdraw your money from the bank.
4. Do not buy jewelry or goods at a cheap price from a stranger. Buy only from reputable stores.
5. Do not be conned or “sweet-talked” into removing your earnings or other valuables from safekeeping. Chances are you will soon be losing them to con men.
6. Do not extend credit to persons whom you do not trust and/or personally know.
7. Instruct your household help to contact you or any member of the family whenever they receive telephone calls that you or any member of the family met an accident and requiring them to bring your valuables to a place designated by the caller. This could be a ruse to get your money and valuables.

Modus Operandi of swindling gangs (“Dugo-Dugo” gang)

1. The caller introduces himself casually as either a “fiscal” or the resident himself. In case of the latter, most of the household helpers interviewed disclosed that the voice of the caller was exactly that of and/or closely sounded like their employers’ voices. There is a big possibility that the swindling syndicate may be operating a telephone wiretapping system enabling them to continuously and repeatedly monitor a resident’s voice on the phone and eventually imitate it. This may also be the reason for the callers’ knowledge of the following:
 - a) Name, home and office address of the resident
 - b) Names of the resident’s children
 - c) Names of the household helpers and their provincial address
 - d) Whereabouts of a resident (the gang calls when the resident is absent)
2. The caller’s first approach is to inform the housemaid about the resident figuring in a “car accident”. This is an attempt to sow fear and panic to the housemaid whose mind then becomes confused. With mental fear and panic, she is unable to think and analyze the situation correctly, thereby falling prey to and obeying all instructions of the caller.
3. In all instances where the housemaid expresses doubt over the voice of the caller, the latter would, in a very commanding and authoritative manner, scold/chide the housemaid as a boss would, in order to erase the doubts.
4. The caller’s first instruction to the housemaid after announcing the car accident is for her to locate “a brown envelope.” This is just a diversionary tactic by not discussing immediately “money matters” with the housemaid. The caller is able to hide his true intention, making the swindling attempt inconspicuous.
5. While looking for “the envelope”, the caller does not permit the housemaid to put down the receiver. This ploy prevents the housemaid from placing and/or receiving calls, which of course could jeopardize the attempt.
6. The caller always tells the housemaid that those involved in the “car accident” are female companion/s of the resident or prominent officials like governors, etc. The caller would then seriously warn her not to let anybody else in the house know of the “accident”. This tactic makes it possible for the housemaid to gather cash and jewelry without the actual knowledge of the other members of the household.
7. In all of the attempted and consummated cases of this swindling activity, the housemaid is drawn out, being told to deliver the cash/jewelry at a certain place outside the village. This lessens the possibility of them being captured. Furthermore, by telling the housemaid exactly where to deliver and the kind/color of clothes to wear, they could monitor her movements unknowingly and find out if the housemaid is only a bait to entrap them.

Contrary to common belief, most of the housemaids involved in the consummated swindling cases are not guilty of connivance with the suspect/s. Rather, they themselves are victimized for their basic vulnerability and their ignorance of the swindling modus operandi.

D. CARNAPPING PREVENTION TIPS

Protection against car thieves and “carnappers”

1. Lock your doors and close your windows while driving. When a stranger attempts to get in your car while at intersections, blow your horn and/or drive off, even if you have to violate traffic signals.
2. While driving and a motorist call your attention to a flat tire, or that your car is on fire, do not stop. Drive on and stop at a safe distance or a place where there are people around.
3. Never rely on “watch-your-car” boys.
4. Park in well-lighted areas or whenever possible in a commercial and/or guarded parking lot. Be sure the doors, windows and brakes of your car are locked.
5. Don’t leave valuables and/or packages inside your car because these serve as an invitation for car thieves.
6. Don’t leave your car/other motor vehicle unattended for long periods of time especially at night.
7. Install a warning device to deter carnappers/thieves.
8. Instruct your driver not to stay in your car while parked. He can fall asleep listening to the car radio or so engrossed in reading comics or the newspaper and be an easy prey to armed carnappers. The driver should securely lock the car and stay at a point near enough to have the car in sight.
9. When your ignition key is lost, change ignition switch at once.
10. Instruct your driver not to entrust your car key to other persons under any pretext.
11. Require police clearance, photograph and character references from people applying as driver. Better still, cause a background check on your prospective driver.
12. Remember that an honest driver is the best guarantee for your vehicle’s safety.

Carnapping prevention tips

Always lock all car doors when parked.

Never stay inside the car while parked.

Take your family members with you when you park.

Install safety and alarm devices whenever possible.

Clear the area of suspicious-looking people before boarding or parking your car.

Always park in lighted areas at night.

Remove valuables inside your car before parking to preclude temptations.

Never entrust your car key to anybody to preclude duplications of the same.

Avoid hitchhikers specially beautiful women.

Park your car in secured areas as much as possible.

Provide necessary information of suspicious persons to area security people.

Install a hidden master switch whenever possible.

Never leave your car windows open especially during traffic jams.

Garage gates must be secured and locked at all times.

Direct your car to crowded areas if being followed suspiciously.

Remove vital spare parts like “rotor” before leaving your parked car.

Investigate driver applicants before hiring them.

Verify prospective buyers before entrusting the sale of a car for testing purposes.

Entrust car keys to the Management when turning in the car for repair purposes.

E. GATES AND STREETS

OPENING AND CLOSING OF GATES

Gate 1	Paseo de Roxas Gate
Pedestrian	5:00 A.M.–12:00 midnight
Vehicular	24 hours (7:00A.M. to 11:00 P.M. – Restricted) (from 11:00P.M. to 6:00AM.– half lane only)
Gate 2	Orbit/Jupiter Gate
Pedestrian	5:00 A.M.–12:00 midnight
Vehicular	24 hours (from 8:00P.M. to 6:00AM –half lane only) (Saturday, Sundays & Holidays- half lane the whole day)
Gate 3	Orbit/Kalayaan Gate
Pedestrian	5:00 A.M.–12:00 midnight
Vehicular	5:00A.M. – 11:00 P.M. (from 8:00 PM to 6:00AM – half lane only) (Saturday, Sundays & Holidays- half lane the whole day)
Gate 4	Kalayaan/Amapola Gate
Pedestrian	5:00 A.M.–12:00 MN
Vehicular	7:00 A.M.–12:00 midnight Incoming (Restricted) 7:00AM-11:00PM outgoing only (Restricted)
Gate 5	Zodiac/Estrella Gate
Pedestrian	5:00–9:00 A.M. and 3:00–7:00 P.M. (broken time)
Vehicular	7:00A.M.-7:00P.M. outgoing only (Restricted) (Monday to Friday) (Closed during Saturdays, Sundays & Holidays)
Gate 6	Amapola/Aquarius Gate
Pedestrian	5:00 A.M.–12:00 midnight
Vehicular	5:30 A.M.–12:30 A.M. the following morning (Restricted)
Gate 7	Comet/Constellation Gate (pedestrian only)
Pedestrian	5:00–9:00 A.M. and 4:30–9:00 P.M.
Gate 8	Mars/Jupiter Gate
Pedestrian	6:45 A.M.–9:00 P.M. (for residents and domestic employees only)
Vehicular	6:45 A.M.–9:00 P.M. (Restricted Gate) (Both pedestrian and vehicular gates are closed on Saturdays, Sundays & Holidays)
Gate 9	Zodiac/Jupiter Gate
Pedestrian	5:00 A.M.–12:00 midnight
Vehicular	7:00 A.M.–11:00 P.M. (For vehicles without BAVA/MIVA stickers)

Resolution No. 92:34

The Association upholds and preserves the integrity of the main objectives of the emergency gates, i.e., as an emergency entry/exit to and from the Village. In consonance with this objective, the Association exerts every effort even to the extent of banning deliveries bound for construction projects should the said construction use the emergency gate areas for stockpiling their materials/debris. Letters would be sent to residents using gate barrier areas as parking areas asking them to cooperate on this project before any towing be considered.

Resolution No. 93.10

In line with the Municipality of Makati's drive against smoke belchers, the following policy is adopted to deal with the problem.

Smoke belching vehicles are strictly prohibited from entering the Village and resident smoke belchers are allowed to enter/exit on the first offense provided that they agree to have their vehicles reconditioned accordingly. On the second offense, a written warning would be issued them that the next time their vehicle would be prohibited in the Village.

Resolution No. 11-94-03

Now that a certain number of the Village's security guards along with an equal number of Barangay Tanods are already deputized to issue traffic citation tickets, the Association adopts the MMDA traffic rules and their corresponding penalties.

The speed limit inside the Village is maintained at 30 kph.

Resolution No. 12-94-02

In view of the noise, pollution and health hazard created by painting of vehicles, the said activity is prohibited in the Village.

Resolution No. 2001-01-03

The Galaxy/Jupiter gate shall be closed and that the Zodiac/Jupiter gate shall be opened for entry and exit to pedestrians and to vehicles with valid BAVA and MIVA (Makati Inter-Village Association) stickers.

The Zodiac/Estrella gate shall be opened to pedestrians only from 5:00a.m. to 9:00a.m. and 3:00p.m. to 7:00p.m.

The aforesaid resolution shall take effect on 19Feb2001.

Resolution No. 2005-10-06

Authorized the widening of the Jupiter/Orbit gate (Gate 2) in order to alleviate the traffic congestion in Bel-Air 2, in lieu of the request of the Phase 2 residents to open another gate in the area.

Resolution No. 2006-03-03

Enumerated the conditions which must be complied with before the Association may, in consultation with the Barangay, consider the request of a resident for the relocation of an existing perimeter gate in his respective area, namely:

- a. Requesting party to shoulder the expenses to be incurred.
- b. Requesting party is free to submit its own contractor subject to the approval of the BAVA Board of Governors.
- c. The undertaking should have the expressed written consent and approval of the adjoining neighbors.

Whenever a gate is approved to be relocated from its present location, if practicable and reasonable, to separate the commercial lot from the residential lot, it should be moved to the adjacent residential lot that is nearest to the commercial lot starting from the point on the residential lot nearest to the commercial street fronting the commercial lot and should be perpendicular to the opposite lot. The re-located gate shall remain directly perpendicular to the opposite lot fronting the residential lot.

F. VEHICLES, TRAFFIC AND PARKING RULES

Cars without BAVA stickers parked inside the village

Motorized prowlers/intruders pose a more serious threat to security than pedestrian prowlers/intruders because they are more professional and probably armed. Parked cars without BAVA stickers must be checked by the security as follows:

1. Occupants of parked cars will be asked to identify themselves (the driver at least) and be asked to indicate the purpose of their visit to Bel-Air, who they know in Bel-Air. All this information will be recorded including the plate number and make of car.
2. If they are not accompanied by a Bel-Air resident, they will automatically be asked to leave.
3. If they are accompanied by a Bel-Air resident, the resident should identify himself, give his address and telephone number. This will then be verified by BAVA security by telephone. Once verified and if there is no disturbance being caused, the car will be allowed to continue to park but will be periodically observed.
4. This procedure should be communicated to all members of the family especially the teenage members so that such an approach by the security force will be appreciated rather than be considered as an insulting by some people.

Cars parked outside residences

Cars parked outside the residence are often temptations to robbers whether “insiders” or “outsiders”. Our security guards cannot watch them constantly. So please take every measure to secure cars parked outside of residence.

Resolution No. 92:48

The illegal extensions of some residents commandeering the streets through the installation of personal signs such as “No Trespassing” and “No Parking” would be immediately stopped through the Security force. When such private signs are noted/discovered, they would immediately be confiscated and brought to the Security headquarters for safekeeping and their illegality would be explained to the resident concerned.

Resolution No. 93.10

In line with the Municipality of Makati’s drive against smoke belchers, the following policy is adopted to deal with the problem.

Smoke belching vehicles are strictly prohibited from entering the Village and resident smoke belchers are allowed to enter/exit on the first offense provided that they agree to have their vehicles reconditioned accordingly. On the second offense, a written warning would be issued them that the next time their vehicle would be prohibited in the Village.

Resolution No. 1-94-01

Parked vehicles that are unattended/unserviceable and are blocking the Village's streets that are a nuisance to the immediate neighbors and to the community in general are disallowed. The attention of the vehicles' owners would be called and, if no action is taken by them, a final warning shall be given them to arrange for the removal within three (3) days otherwise, the Association will arrange for the vehicle's towing at the owner's expense.

Resolution No. 1-94-02

Owners of vehicles lacking garage space shall be allowed to park along the Village's streets BUT only to the extent of the area immediately in front of their property only.

Resolution No. 11-94-03

Now that a certain number of the Village's security guards along with an equal number of Barangay Tanods are already deputized to issue traffic citation tickets, the Association adopts the MMDA traffic rules and their corresponding penalties.

The speed limit inside the Village is maintained at 30 kph.

Resolution No. 12-94-01

The Association prohibits the use of roller blades, roller skates, and skateboards on the streets of the Village for safety purposes of children, pedestrians, and vehicles alike.

Resolution No. 95-3-07

Street parking rules are clarified and defined as follows:

- a) 6-wheelers, delivery trucks/panels, commercial vehicles and anything bigger in size are prohibited from parking along Village streets and can be parked only inside the garage of the owner;
- b) street parking for private cars are allowed for as long as the cars are parked and contained along the frontage of the lot of the car owner and does not protrude to the frontage of the immediate lot neighbors on either side; and
- c) no parking of cars across one's property on the frontage of one's neighbor.

Violating vehicles, after a maximum of two written notices, would be referred to the MAPSA for towing.

Resolution No. 2000-10-02

Authority is hereby extended to South Metro Manila towing company, which is duly accredited by Barangay Bel-Air, to tow illegally parked vehicles on tow away zones.

Resolution No. 2000-10-04

Authority is extended to Barangay Tanods and BAVA security guards that are duly deputized by MMDA to apprehend violators of the BAVA Traffic Rules and Regulations and issue them TVRs inside Bel-Air Village.

Resolution No. 2000-11-01

Due to the narrowness of the village streets, residents are required to park their cars within their garages.

Residents' excess cars that cannot be accommodated in their garages may be parked at the area fronting their residences, and not on the opposite side of the street, but would do so at their own risk. However, BAVA would not in any manner be liable or responsible for any resultant damage.

Resolution No. 2001-01-02

A one-side parking traffic scheme along Orbit Street during peak hours will be experimentally implemented for a period of three months as follows:

No parking for residences with even house numbers –

Mondays, Wednesdays & Fridays – 7:00-9:00 A.M. & 4:30-8:00 P.M.

No parking for residences with odd house numbers –

Tuesdays, Thursdays & Saturdays – 7:00-9:00 A.M. & 4:30-8:00 P.M.

Resolution No. 2001-02-02

A fine of one hundred pesos (P100.00), for each violation, is imposed on riders of motorcycles, motorbikes, scooters, bikes, roller blades, skate boards, who do not wear protective helmets upon entry and while inside the Bel-Air Village. If the riders are minors, the fine shall be paid by their parents.

“Outside” riders without protective helmets will not be allowed to enter Bel-Air and that this warning is posted at suitable places at or before the entrances and gates of Bel-Air Village.

If the violator is an owner or tenant, or a member of the formers' families or their driver or a member of their household staff, the non-payment of the fine shall render the owner

and/or tenant concerned to a member not in good standing and said owner or tenant shall not be entitled to secure BAVA Intervillage Vehicle Stickers.

During its July 19, 2002 Board meeting, it was agreed that the Association will provide helmets which shall be rented out for a fee of P20.00 per use/per rider regardless of whether or not he/she is a Village resident. However, helmets will be used free of charge by personnel belonging to law enforcement agencies/sectors such as the AFP, PNP, Jail officers, MAPSA, NBI, court sheriffs, and the like.

Resolution No. 2001-03-02

A fine of P200.00 for the first hour and P50.00/hour thereafter is imposed on non-resident owners of vehicles illegally parked within Bel-Air streets and residents and non-residents parked in the restricted areas reserved for the disabled.

Resolution No. 2001-08-01

The one-side parking scheme along Orbit Street during peak hours is made permanent from Mondays to Saturdays because it was observed that during the duration of the experimental period there was a remarkable improvement in the traffic situation along Orbit Street.

Resolution No. 2001-08-02

With the permanent implementation of the one-side parking traffic scheme along Orbit Street, any duly accredited towing company is authorized to tow away illegally parked vehicles along Orbit Street at the expense of the violating vehicle owner.

Resolution No. 2001-12-01

Indiscriminate horn blowing inside the Village is banned from 10:00p.m. to 6:00a.m. of the following day so as not to destroy the tranquility of the village and prevent the residents from enjoying the rest and sleep that they deserve and are entitled to. Violators will be fined P100.00 per violation. Non-payment thereof will render them as members not in good standing; hence, they shall not be entitled to a Bel-Air inter village sticker.

Resolution No. 2002-08-02

The penalty for subsequent violations of habitual violators of the helmet policy shall automatically double the fine, e.g. P100.00 for the 1st violation, P200.00 for the 2nd violation, P400,00 for the 3rd violation, and so forth, up to a maximum of P1,500.00.

Resolution No. 2002-10-03

Horn blowing inside the Village is completely prohibited from 10:00 p.m. to 6:00 a.m. of the following morning except to avoid accidents. Violators will be fined P100.00 per violation, non-payment of which will render them as members not in good standing and

will not entitle them to a Bel-Air inter-village sticker. This resolution likewise supersedes Res. No. 2001-12-01.

Resolution No. 2002-11-01

Superseded Board Res. No. 2002-08-02 which automatically doubled the fine of the violators of the Association's helmet rule of P100.00 per violation up to a maximum of P1,500.00 and retaining the monetary fine of P100.00 per violation.

Resolution No. 2003-09-01

The entry of visitors of household help after 7:00p.m. is prohibited except in urgent cases where they can meet their visitors at the village gates only and with the permission of their respective employers.

Resolution No. 2004-09-05

Amended Resolution No. 95-03-7 by modifying paragraph (a) thereof, by prohibiting the following from being parked or left along the village streets, parks or common areas, and can be stored only inside the garage or premises of the owner:

- (i) trucks of any size (6-wheelers or more), delivery trucks/panels, commercial vehicles, buses, min-buses, over-sized motor vehicles or any vehicle bigger in size;
- (ii) Non-motorized vehicles and other contraptions with or without wheels, including trailers (with or without any load), rolling stores, push carts, karitons, containers and the like;
- (iii) Speedboats, motorboats, or any other type of sea-craft vehicles;
- (iv) Shanties (barong-barongs), shacks, nipa huts (bahay-kubos) and similar structures; and
- (v) Anything or object which in the opinion of BAVA Security may obstruct, impede or slow down the flow of traffic.

Violating vehicles, after a maximum of two written notices, would be referred to the MAPSA for towing.

Resolution No. 2004-09-06 (amended by Res. No. 2005-08-03)

A fine of P1,000.00 per incident is imposed on property owners, residents or their guests who climb over closed village gates into the Village premises. In case of non-settlement of the penalty, the resident or property owner will be considered as member not in good standing until such time that payment of the fine has been made.

Resolution No. 2005-08-03

Amended Board Resolution No. 2004-09-06 by prohibiting the act of both going over and crawling under the closed gate barriers in entering and/or leaving the Village premises. The penalty of P1,000.00-fine is imposed per violator/ incident instead of the P1,000.00-fine per incident.

Resolution No. 2006-03-01 (amended by Res. 2007-10-03)

Established the guidelines in dealing with the resident's request for the installation of additional humps/rumble strips or the like or removal of the same as follows:

- a. The resident's request is accompanied with a similar petition signed by at least 50% of the residents residing in the street.
- b. There must be no opposition to such installation or removal.

Resolution No. 2006-03-05

Approved the repainting of markers on the sidewalks of houses with swimming pools if the urgent need arises, to guide fire trucks in case of fire in the village.

Resolution No. 2006-05-04

Prohibited the entry into the Village of real estate brokers and prospective tenants without the appropriate written authority from the property owners.

Resolution No. 2006-08-01

Implemented a one-way traffic scheme counter clockwise (Solar-Aquarius-Hydra) along Park 3 on an experimental basis for two (2) months effective Sept. 6, 2006.

Resolution No. 2007-01-02

The following security measures to further improve the security of the village were adopted:

1. Owners of vacant properties will be requested to authorize the Association to regularly inspect their properties or employ a caretaker to look after their properties.
2. Riders of bicycles and motor bikes who are non-residents will be required to register with the Village guards upon entry into and exit from the Village.
3. During the period between 12 midnight to 5:00 o'clock in the morning:

- a. All drivers of incoming and outgoing vehicles including those with Bel-Air or Makati Inter-Village stickers must roll down their windows for inspection:
- b. Ingress into and egress from the Village will only be allowed at the Paseo de Roxas main gate (for Phase 1, 3 and 4) and Orbit main gate (for Phase 2) and
- c. Outgoing drivers, who are unaccompanied by their employers, will be required to either deposit their BAVA IDs with the Village gate guard or present a letter from their employers that they are allowed to bring their car out of the Village premises, and in the absence of either, said drivers will be subjected to verification procedure:

Resolution No. 2007-08-02

Implemented the “*No U Turn*” policy at the intersection of Mars and Jupiter Streets and “*No Left Turn*” policy for vehicles going out at Mars gate.

Violators of the “No U Turn” and “No Left Turn” policies will be issued Traffic Violation Receipts (TVR) by Bel-Air Security Guards, Barangay Tanods and Bantay Bayan personnel duly deputized by the Land Transportation Office (LTO).

Resolution No. 2007-10-03

Amended Board Res. No. 2006-03-01 and provided that any request for the installation of street humps/rumble strips may be considered by the Association on a case-to-case basis, based on the recommendation of the Security Committee.

Resolution No. 2008-01-02

Permanently implemented the one-way traffic scheme counter-clockwise (Solar-Aquarius-Hydra) along Bel-Air Park 3.

Resolution No. 2008-09-02

Residents are allowed to move in or out of the village their household contents any day until 11:00p.m.

PARKS AND OTHER FACILITIES

1. Keep the park always clean. Trashcans are provided at various locations for this purpose.
2. Respect all the facilities and equipment by using them only for the purpose they are intended for. Vandalism of private property is punishable under the law.
3. Cars or any 4-wheel vehicles, motorbikes, and motorcycles are not allowed inside the Club Pavilion and the basketball court for obvious reasons. Although bicycles are allowed on the grass area of the park, this does not include racing and motorcrossing activities.
4. Vehicles, motorbikes and motorcycles are also not allowed in the grass area. Aside from being a hazard to safety of playing children, the grassy portion will not be able to take tire tracks from vehicles heavier than a bicycle.
5. For the sake of the peace of the residents living around the park, noisy grouping of any kind are not allowed after 10:00 p.m. in Park III and 8:00 p.m. in Park II.

**BEL-AIR VILLAGE FITNESS GYM RULES AND REGULATIONS
SERIES OF 1997-06, AS AMENDED ON JUNE 26, 2004**

I. MEMBERSHIP

1. The membership shall be composed of individual members.
2. The membership maximum capacity is 250 individuals.

II. MEMBER QUALIFICATION

1. Only persons 12 years old and over can avail of the Fitness Gym Facilities. Persons 12 to 18 years old need written parental consent.
2. Persons who are healthy both mentally and physically, and with no history of serious mental or physical illness.
3. Membership is open to the following persons only:
 - a. Property owners and their immediate family members (i.e. parents and children of property owner) currently residing in Bel-Air. A subsequent non-residential status of any qualified members defined above shall automatically invalidate his/her membership.
 - b. Tenant and their immediate family members as defined in paragraph a. above who can show a valid contract of lease. By way of clarification in this case, the privileges of the property owner insofar as gym membership is concerned are deemed to be transferred to the tenant and can no longer be exercised by the property owner or his immediate family members.
 - c. Visiting immediate family members of residents, called as transient members, who would like to avail of the gym facilities.

III. APPLICATION FOR MEMBERSHIP

1. A person who wishes to become a member must complete the required application form provided and submit a 1x1 inch ID photo for the ID card.
2. The President of Bel-Air Village Association, Inc. (BAVA), the Governor for Community Relations or their assignee shall approve the application.
3. An applicant who is accepted shall become a member for one (1) year to be reckoned from the time he/she paid his/her membership dues except a transient member. The membership of a transient member shall be determined by the period covered by his/her payment of gym dues.

IV. MEMBERSHIP FEE

1. The annual membership fee is P4,500.00 payable in advance and is subject to such adjustment on a yearly basis as the BAVA Board may prescribe.
2. Transient members will be charged a fee of P500.00 per month.
3. Gym membership fee is non-refundable and does not entitle the member to any proprietary rights in the Fitness Gym whatsoever. This applies to qualified members and those found later to be not qualified.
4. Tipping is strictly prohibited. Violators will be penalized with a suspension of gym privileges.

V. MEMBERSHIP CARD

1. The membership card must be presented on each and every visit to gain access to the Fitness Gym.
2. The membership card must not be loaned to any other person. Membership is non-transferable.
3. If the membership card is lost or damaged, a new card will be issued upon payment of the prescribed fee. Replacement fee is P50.00.

VI. MEMBERSHIP RECORDS

1. Individual index cards for each current member will be kept in the Fitness Gym for reference of Gym Instructors. The index card shall indicate the name, address and status of membership among other things.

VII. FITNESS GYM FACILITIES

1. Time Schedule

The time schedule for the Fitness Gym is from 6:00 a.m. to 9:00 p.m. Mondays to Fridays, and 6:00 a.m. to 5:00 p.m. on Saturdays. The Fitness Gym is closed on Sundays and Holidays.

2. The facilities of the Fitness Gym are available only for the activities approved by BAVA which for the moment are the following:
 - a. Workouts using cardiovascular equipment, such as treadmill and stationary bike, weight machines and free weights

- b. Ballroom dancing
 - c. Aerobics
3. For ballroom dancing, aerobics and other activities that may be approved by BAVA in the future, separate sub-committees chaired by a participant of the particular activity shall be formed. The chairperson shall choose the members of the sub-committee and, together, promulgate rules and guidelines to be approved by the chairperson of the Sports Committee of the BAVA Board.
 4. The sub-committee rules and guidelines shall be considered as annexes to the Bel-Air Village Fitness Gym Rules and Regulations.

VIII. RESTRICTIONS ON THE USE OF THE FACILITIES

1. The Fitness Gym is for the use of members only. Non-members, children below 12 years old, maids, bodyguards, etc. are not allowed inside the Fitness Gym premises.
2. Members below 15 years old are not allowed to use free weights in the gym, however, they may use the cardiovascular equipment (i.e. treadmill, stationary bike) and weight machines. In any case, their workout must always be under the supervision of the gym instructor.
3. Smoking, eating, the consumption of alcoholic drinks, the use of drugs of any kind, and gambling are strictly prohibited in the gym premises.
4. Proper attire, appropriate to the activity approved to be performed in the gym, must be worn while exercising, e.g. vest, T-shirt, shorts, jogging pants suits, exercise shoes. Exercising while barefooted or use of slippers is strictly prohibited in the gym.
5. As a courtesy to the next person using any equipment, use a towel as cover for the surfaces that come in contact with the body, e.g. upholstered surfaces of benches, back supports, etc. is required. Any trace of perspiration on the equipment must be wiped off after its use.
6. Members must respect the comfort of the other person using the facilities of the gym. Noise level must be kept to a minimum. Loud and abusive language will not be tolerated. Intentional dropping of weight plates, dumbbells or barbells is prohibited, as well as unruly, discourteous or unsociable behavior of any kind.
7. Valuables and other expensive personal belongings must not be left anywhere in the gym premises. BAVA or the Barangay cannot be held liable or be

responsible for any valuable, cash or other property lost by members in the gym premises.

IX. TERMINATION OF MEMBERSHIP

BAVA, at its discretion, may terminate the membership if a member:

1. Fails to follow the Fitness Gym Rules and Regulations.
2. Willfully damages the Fitness Gym Facilities.
3. Damages the Fitness Gym's name or reputation through any action.
4. Misrepresents himself/herself to obtain membership in the Fitness Gym.
5. Commits other infractions or offenses which after the investigation, are deemed terminable by the BAVA Board.

X. USE OF THE FITNESS GYM AT MEMBER'S OWN RISK

1. All members who enter the Fitness Gym premises and use the facilities do so at their own risk. BAVA or the Barangay shall not be liable for any accident that a member may meet while exercising in the Gym.
2. The same applies to non-members, covered by Rule VIII, par. 1 of these Rules and Regulations.

XI. FITNESS CENTER PROPERTY

1. No person shall remove any property of the Fitness Gym from the Fitness Gym premises. Members concerned shall be responsible for any losses or damages.

XII. AMENDMENTS TO THE RULES AND REGULATIONS

1. The Rules and Regulations are subject to amendments by the BAVA Board of Governors at any time based on circumstances that may be required by the Fitness Gym.
2. All amendments will be posted on the Fitness Gym bulletin board.

RULES AND REGULATIONS GOVERNING THE USE OF THE BEL-AIR VILLAGE ASSOCIATION PARK 2 BASKETBALL COURT

1. Use of the Basketball Court shall be from 7:00 AM to 10:00 PM daily.
2. BAVA residents and immediate dependents who would like to use the Park 2 Basketball Court must secure a BAVA Basketball Court (BBC) ID Card from the BAVA Office. The BBC ID Card must be presented to the Court Sports Coordinator in making court reservations, borrowing sports equipment and before playing.
3. The BAVA Basketball Court (BBC) ID Card may be issued to the following persons only:

Property owners and their immediate family members (i.e. parents and children of property owners) currently residing in Bel-Air. A subsequent non-residential status of any member defined above shall automatically invalidate his/her membership.

Tenants and their immediate family members, as defined in paragraph “a” above, who can show a valid contract of lease. By way of clarification in this case, the privileges of the property owner insofar as Basketball membership is concerned are deemed to be transferred to the tenant and a BAVA Basketball Court ID Card can no longer be issued to the property owner or his immediate family members.

4. Application for the BAVA Basketball Court (BBC) ID Card:
 - a. A BAVA resident who wishes to secure a BBC ID Card must complete the required application form as provided and submit a 1x1 inch ID photo for the ID card.
 - b. The President of BAVA, the Governor for Sports or his assignee shall approve the application.
 - c. The BBC ID card issued to an applicant shall be valid for the current calendar year only and shall be renewable every January of each year.
 - d. The BBC ID card fee for 2001 is P100.00 and is subject to adjustments on a yearly basis as the BAVA Board may prescribe.
 - e. The P100.00 fee for the BBC ID card is non-refundable and does not entitle the cardholder to any proprietary rights in the Basketball Court whatsoever.
 - f. The BBC ID card shall not be loaned to any other person.
 - g. If the BBC ID card is lost or damaged, a new card will be issued upon payment of the prescribed fee of P100.00.

5. Free use of court:

Residents, immediate dependents of residents, Association and Barangay staff and household helps (drivers, houseboys, gardeners, personal messengers, maintenance) with valid BAVA IDs, may be allowed to use the Basketball Court for basketball games anytime for FREE, if the court is not reserved, on a first come, first served basis. The free use shall be limited to a maximum of 30 minutes playing time in the event other residents are waiting for their turn to play on a half court only. The free use can be renewed every thirty (30) minutes if there are no residents waiting to play or if it is not reserved by another resident.

Two or more residents may pool their playing time for the use of the full court for a maximum time limit of one (1) hour. Before playing, the BBC ID Card should first be presented to the Sports Coordinator and players are required to register themselves in the record book.

The Basketball court is blocked off from 3:00 PM to 5:00 PM (Monday to Thursday), for the exclusive FREE USE for Children from ages 6 to 12 years old and household staff; the free use is limited to 30 minutes maximum playing time in a half court only, if there are other children waiting for their turn to play. The free use can be renewed every thirty (30) minutes if there are no residents waiting to play or if it is not reserved by another resident. Two or more children can pool their playing time for the use of the full court for a maximum time limit of one (1) hour.

Household help are not allowed to bring in guests to play basketball with them.

Outsiders, construction workers and employees of commercial establishments are not allowed to use the basketball court.

6. Park 2 Court reservations:

Only Bel-Air residents with BBC ID Card shall be allowed to make reservations for the use of the Park 2 basketball court to play Basketball, Volleyball and tennis. When the court is reserved by a resident, he may bring in a maximum of ten (10) guests allowing him to form teams and play games. Reservations shall be made at the BAVA Office, at #40 Solar Street, Bel-Air III, at least one (1) day before the actual date of use.

A reservation cancelled due to force majeure or cancellations made by the BAVA Office shall not be refunded, but shall be applied to a re-scheduled time. Cancellation of reservations may be undertaken by the BAVA Office provided at least three (3) days notice is given to the parties concerned except for any reservation which is made one (1) day in advance. The court may be reserved

from 7:00 AM to 1:00 PM and 3:00 PM to 10:00 PM. Reservations shall be paid in full and such payments is non-refundable. If the court is not used, the reservation fee is forfeited.

No reservations can be allowed on Saturdays, Sundays and Holidays.

7. BBC ID Card holder residents must accompany their guests and should be responsible for the behavior of their guests when they use the basketball court. A BBC ID Cardholder can invite a maximum of five (5) guests only to play basketball with him and is required to register them in the record book.
8. Smoking, eating, the consumption of alcoholic drinks, use of prohibited drugs of any kind, and gambling are strictly prohibited in the basketball court playing area.
9. Schedule of Fees Effective 01 Jan 2001 for Park 2 Court Reservations

Without lights	:	P300.00 per hour
With lights	:	P400.00 per hour
10. Only tournaments sponsored by BAVA or the Barangay are allowed. Reservation for tournaments are subject to Board approval on a case to case basis.
11. Only rubber shoes shall be allowed in the playing court area. Players shall be properly attired for basketball, volleyball and tennis. Improperly attired individuals, such as those without a shirt, wearing bathing suit/trunks, slippers, wooden clogs, leather shoes, sandals or barefooted shall not be allowed on the courts.
12. Players must bring and use their own Sports equipment and the BAVA shall not be responsible for any loss or damage to any equipment or personal effects. Residents and their children upon presentation of the BBC ID cards may borrow sports equipment from the Sports Coordinator or custodian free of charge.
13. Players (court users) must at all times respect the well being of other persons using the facilities. Noise level must be kept at a minimum. Loud and abusive language, unruly, discourteous and unsociable behavior of any kind shall not be tolerated. Players are expected to follow the instructions of the Sports Coordinator at all times.
14. Cancellation of the BBC ID card:

BAVA at its sole discretion, may terminate and cancel the BBC ID card if the resident card holder:

 1. Fails to follow the Park 2 Basketball Rules and Regulations.
 2. Willfully causes damage to the Basketball court facilities.

3. Misrepresents himself/herself in order to obtain a BAVA Basketball Court ID card.
 4. Commits other infractions or offenses which after an appropriate investigation, are deemed to be sufficient cause to cancel the BAVA Basketball Court ID card by the BAVA Board.
15. Use of Park 2 Basketball Courts at Player's own risk:

All players who use the Park 2 Basketball Courts facilities do so at their own risk. BAVA shall not be liable for any accident a member may be involved in while playing in the court.

16. Amendments to the Park 2 Basketball Court Rules and Regulations:

The Rules and Regulations may be subject to amendments by the BAVA Board of Governors at any time when deemed necessary by the Sports Committee. All amendments shall be posted on the Park 2 Basketball Court bulletin board.

RULES AND REGULATIONS GOVERNING THE USE OF BAVA PREMISES

1. The party/organizer (CLIENT) shall be required to pay a deposit equivalent to 50% of the rental contract upon signing of the reservation agreement. The balance of fifty percent (50%) shall become payable on or before the date of the function. The rental amount covers the use of the premises with lights and air conditioning as well as the sound system, white board and chairs, when so requested. All other equipment aside from those previously mentioned to be used during the function shall be provided by the party/organizer.

Fees for the rental of the following venues are as follows:

Venue	Rental Fee
GEMINI (Ground Floor)	P5,000.00 for the first 4 hrs./thereafter P650.00/hr. for every succeeding hour or a fraction thereof
PHOENIX (2 nd Floor)	P6,000.00 for the first 2 hrs./thereafter P750.00/hr. for every succeeding hour or a fraction thereof
PARK II PAVILION & GROUNDS	P1,000.00 for the first 2 hrs./thereafter P100.00/hr. for every succeeding hour or a fraction thereof
PARK III GROUNDS	P500.00 for the first 2 hrs./thereafter P50.00/hr. for every succeeding hour or a fraction thereof
HALF-PHOENIX (2 nd Floor) (For Dancing or Aerobics)	P600.00 for the first 2 hrs./thereafter P60.00/hr. for every succeeding hour or a fraction thereof A non-resident shall be asked to pay an additional P25.00/session

A resident/member in good standing shall be entitled to a fifty percent (50%) discount on the aforementioned rental rates applicable to the use of the Gemini and Phoenix rooms. The above-mentioned discount of 50% shall not be applicable to the rental rates of the Park II Pavilion and Grounds, Park III Grounds and Half-Phoenix room.

A resident/member, aside from being in good standing, shall also, in this particular respect, mean an individual who, together with all the members of his family, are living in the property he/she is occupying in Bel-Air Village.

He/she may not transfer the aforementioned privilege to any and all third parties, be they relatives and/or friends/acquaintances.

Any breach or violation of this understanding shall cause the immediate cancellation of the reservation agreement entered into by the affected resident with the Association.

In the event a function goes beyond the hour of 5:00p.m. or commences after this hour, the CLIENT shall be charged an additional fee of P60.00/hour for each of the BAVA maintenance staff assigned to assist in the gathering and for their janitorial services, and P60.00/hour for each of the Security Guards or Barangay Tanods/Bantay Bayans assigned to assist in the parking of vehicles and monitor the traffic situation in the vicinity. The amount collected for this additional fee shall be utilized as their overtime pay.

2. The hours of operations are as follows:

	FROM	TO
GEMINI	7AM	12MN
PHOENIX	7AM	12MN
PARK II PAVILION & GROUNDS	8AM	9PM
PARK III GROUNDS	7AM	10PM

3. Should the CLIENT wish to cancel his/her reservation, written notice shall be served to BAVA at least three (3) working days before the scheduled function. Except for fortuitous events, upon failure on the part of the CLIENT to cancel the reservation within the foregoing specified period, the 50% deposit shall be forfeited.

In case a reservation is accepted 3 days or less before the event, any subsequent cancellation shall result in the forfeiture of the 50% deposit.

4. CLIENT shall not hold any illegal or immoral acts in the leased premises such as but not limited to gambling, showing of pornographic films or live shows, drug taking or distribution.

In the event it is found that any such aforementioned illegal and immoral acts are being held, exhibited or performed, BAVA shall have the right at all times to resort to whatever legal means it deems proper to cause the immediate stoppage of such acts and to cancel and bring the assemblage to an end.

5. BAVA, at its discretion, reserves the right to reduce the volume of loudspeakers and other audio equipment if such is found excessive, it being understood and agreed by the CLIENT that the premises being rented are within a residential area. The use of heavy duty amplifiers, speakers and woofers is prohibited.
6. Cooking of meals and/or snacks in the premises is strictly prohibited. The use of food warmers, coffee makers and water heaters is subject to BAVA approval.
7. No posters or other materials may be affixed on the walls of any of the Social or Multipurpose halls; likewise, nothing should be hung from the ceiling. Streamers may be displayed only in areas designated by BAVA. The use of nails, screws and tacks is strictly prohibited.
8. The basketball courts in Park II & III are not part of the leased premises.
9. CLIENT and his/her guests shall not dig holes, pick flowers, rearrange or alter the landscaping in the Park II & III grounds.
10. In case of damages to the BAVA premises/facilities, BAVA shall assess the cost of such damages and shall bill the same to the CLIENT.
11. CLIENT assumes responsibility for any damage to items brought into the premises, injury to guests and to BAVA authorized maintenance crew that may occur during the function. The CLIENT shall indemnify and hold BAVA free and harmless from any liability for any damage or injury to persons present and on the properties the CLIENT brought into the premises.
12. CLIENT shall likewise be responsible for the cleaning of the leased premises. The CLIENT shall see to it that, during the affair, all litter is thrown into the containers provided by BAVA.
13. Only BAVA residents in good standing may sponsor a function or event. He/She shall, also, be jointly and severally responsible with the CLIENT for the payment of all charges and shall be likewise responsible for the conduct of the guests during the said event. The sponsoring member understands that the failure of the CLIENT to comply with the terms and conditions stated above may result in sanctions being imposed on the sponsoring resident in accordance with the existing rules and regulations of BAVA.
14. It is mutually agreed that BAVA shall not be liable for failure to provide the leased premise in the event of any fortuitous event or other causes beyond its control.
15. BAVA reserves the right to cancel any reservation in the event any of its rules and regulations are not complied with by the CLIENT.

Resolution No. 92:31

The Village Association reiterates its long-standing policy to allow outsiders to use village Park facilities and to jog inside the village ONLY WHEN ACCOMPANIED BY A RESIDENT.

Resolution No. 11-94-02

In the guidelines for the use of Park II facilities for adult parties, the basketball court area should be excluded and left free at all times to enable other residents wishing to play with free use of the same.

Resolution No. 95-07-07

The existing filming/shooting policy reads as follows:

“Anybody wanting to rent Park III and its facilities for shooting/filming purposes must be charged a flat fee of P15,000.00 for a 10-12 hour use inclusive of water and permit fee EXCEPT the Barangay covered court and a flat rate fee of P1,000.00 as maintenance and security fee. Any excess over the maximum 12 hours aforementioned above shall be charged P2,500.00 an hour or a fraction thereof.

Resolution No. 96-08-03

The Association extends lifetime honorary membership in the health gym to the Barangay Council Members who served the Barangay Council from the period 1991 up to 1996 and the Association Board Members who served the Association from 1991 up to 1996.

Resolution No. 1999-02-04

Park 3 can be rented out only on weekdays to allow children of residents to use the park during weekends and to allow a Mass to be celebrated in the covered court every Saturday afternoon. Park 2 can be rented out weekends since fewer children of residents use this Park. The rental fee for both parks is P2,000.00 for the first four hours and P200.00/hour thereafter. So as not to disturb the residents surrounding the parks, the parks can be used up to 10:00 p.m. only.

Resolution No. 2001-04-01

Amended Resolution No. 96-08-03, and extended lifetime honorary memberships in the Health Gym to all those who have been or shall become members of the BAVA Board or Barangay Council in appreciation of the spent time, effort and talent in establishing and maintaining the Bel-Air Village Health Gym.

Resolution No. 2001-04-02

Granted lifetime honorary membership to the Governors of the BAVA Board starting year 2001 for the use of the Park 2 basketball court in appreciation for sharing their unselfish support and expertise to the Association.

Resolution No. 2001-07-02

Resolution amending Res. No. 2001-04-02 and granting lifetime honorary membership to past and present BAVA Board members for the use of Park 2 basketball court in recognition of their indefatigable efforts and invaluable contributions for the development and enhancement of sports activities in the Village.

Resolution No. 2001-09-01

The Association's General Manager is authorized to approve the lease reservation agreement on the use of BAVA premises by Village residents in good standing, and in her absence or incapacity, the Association's Chief Accountant.

Resolution No. 2001-11-07

The annual gym membership dues for 2002 is increased to P4,000.00 to cope with the increased cost of maintaining the gym facilities and equipment.

Resolution No. 2002-01-01

Incumbent BAVA Governors, Ex-Officio Governors and members of their immediate families are granted the free use of the function rooms three times a year in appreciation and gratitude for their unrelenting efforts and commitment to serve the Association, its members and the community and to encourage other members of the community to do likewise.

Resolution No. 2002-08-01

Membership dues of gym members who have been out of the country for six (6) months or more, and will be renewing their membership will be pro-rated similar to the new gym members.

Resolution No. 2002-09-02

Effective January 2003, renewal of gym membership will be at the discretion of the members and that their membership thereof will be one (1) year from the time they have renewed the same.

Resolution No. 2003-02-03

Effective 1 March 2003, the rental rates of Gemini and Phoenix Rooms of Bel-Air Village Community Center are increased. A 50% discount is also given to residents/members in good standing which is not transferable to any and all third parties, be they relatives and/or friends and acquaintances. Aside from being in good standing, a resident shall mean an individual who together with all the members of his family are living in the property he/she is occupying in Bel-Air Village.

Resolution No. 2006-02-01

Increased the annual gym membership dues from P4,000.00 to P4,500.00 effective January 2007.

Resolution No. 2006-03-07

Approved the proposed improvements at Bel-Air Parks 2 and 3.

Resolution No. 2007-12-03

Granted the senior citizens of Bel-Air, effective January 1, 2008, 20% discount on the annual gym membership dues based on Republic Act No. 7432

Resolution No. 2008-02-02 (amended by Res. No. 2009-10-02)

Adjusted the operational schedule of the Association's health gym from 9:00p.m. to 10:00p.m., from Mondays to Saturdays and to keep it open on holidays excluding Sundays, Maundy Thursday to Easter Sunday, Christmas Day and New Year's Day from 8:00a.m. to 5:00p.m. Gym instructors will not be around during holidays from 8:00a.m. to 5:00p.m. and Saturdays, from 5:00p.m. to 10:00p.m.

Resolution No. 2008-07-03

Granted lifetime honorary membership in the health gym to Atty. German Lichauco II.

Resolution No. 2009-10-02

For security reasons, the Association's health gym shall be closed on Saturdays from 5:00 p.m. onwards and from 8:00am to 5:00p.m on holidays, thereby amending Board Resolution No. 2008-02-02.

Resolution No. 10-94-03

Obviously vicious dogs straying on the streets of the Village, when caught, would be put to sleep.

Resolution No. 97-04-07

1. The Association PROHIBITS the straying and roaming of dogs and defecation of dog waste in open vacant lots, sidewalks, streets, parks and in all other public places within the territorial jurisdiction of Bel-Air Village Association and impose penalties for violations of this rule.
2. The Rules and Regulations, guidelines and penalties governing the provision of this Dog Rule are as follows:

Rule 1 – Owners of dogs shall be prohibited from allowing said dogs to roam or stray in any open vacant lot, sidewalk, street, park, and in all other public places within the territorial jurisdiction of the Barangay.

Rule 2 – Owners of dogs shall likewise be prohibited from walking their dogs within the territorial jurisdiction of this Barangay without making provisions for the proper disposal of the dogs' feces.

Rule 3 – Members of the Barangay Tanod and the Bel-Air Security Force shall be authorized to impound any of the animals mentioned in Rules 1 and 2.

Rule 4 – Any person/s violating the provisions of Rule 1 shall be punished by a fine of one thousand pesos (P1,000.00) for the first offense, one thousand five hundred pesos (P1,500.00) for the second offense and two thousand pesos (P2,000.00) for the third offense, for each day the impounded dog/s is/are not redeemed or paid for as hereinabove stated. Seven (7) days after being impounded, the dog/s shall be sold at public auction as may be decided by the Punong Barangay.

Rule 5 – Any person/s violating the provisions of Rule 2 shall be punished by a fine of five hundred pesos (P500.00) for the first offense, one thousand pesos (P1,000.00) for the second offense, and one thousand five hundred pesos (P1,500.00) for the third offense, for each day the impounded dog/s is/are not redeemed or paid for as hereinabove stated. Seven (7) days after being impounded, the same shall be sold at public auction as may be decided by the Punong Barangay.

Resolution No. 2000-07-01

Residents and/or household help who are found not carrying an appropriate receptacle while walking their dogs in the village would be penalized with a fine of two hundred pesos (P200.00);

In addition to the foregoing, residents and/or household helps who fail to remove defecated waste matter emanating from their dogs in the village streets would be penalized with a fine of three hundred pesos (P300.00);

Authority is given to the BAVA security guards to implement the aforementioned resolutions, which would henceforth become part of the BAVA's rules and regulations governing the general conduct of resident relationships.

Resolution No. 2000-12-01

Members/residents with unpaid dog fines and other fines and fees are considered members not in good standing and therefore are not qualified to be issued BAVA inter village vehicle stickers.

Resolution No. 9-94-02

Residents whose frontage has been planted with new tree saplings are required to assist the Association by taking care of said tree saplings.

Resolution No. 96-95-04

The unauthorized cutting of Association trees located on the sidewalks of the Village will be penalized with a flat fine of P5,000.00 per unauthorized tree cut.

Resolution No. 1997-08-05

The Ecology Committee formulates guidelines and recommendations on what tree species may be planted in the sidewalk and residents should secure clearance and approval from the Ecology Committee before planting trees/plants in the sidewalk area.

Violation of this rule would result in BAVA's imposing a fine of TWO THOUSAND PESOS (P2,000.00) per tree and outright removal of the trees in question.

Resolution No. 2002-10-01

In order to safeguard the welfare of the Village, the Association will clean the unattended and vacant properties/lots at the owners' expense.

Resolution No. 2002-10-02

Anyone who burns garbage including dried leaves inside the Village shall be meted with a P1,000.00 fine per violation and non-payment of which will render a member not in good standing and will not be entitled to inter-village vehicle stickers.

Resolution No. 2003-10-02

Amended Board Res. No. 2002-10-01 on the authority granted to the Association to clean at the expense of the owner unattended and vacant properties and swimming pools which are not being done on a regular basis.

Resolution No. 2003-11-01

Prohibited the display of posters, streamers, signs or any material intended for commercial advertisements and announcements including election materials except those related to the activities of the Association and Barangay Bel-Air.

Resolution No. 2003-11-02

Vehicle owners or its drivers are prohibited from keeping the engine running while parked because this contributes to air pollution.

Resolution No. 2003-12-01

Residents are allowed to display in front of their gates posters or notices on real properties inside the village that are for rent or sale including garage sale of personal properties, provided the dimensions of such posters or notices do not exceed a maximum of 2ft x 3ft wide. Members who fail to remove the publicity materials or advertisements shall be considered members not in good standing.

Resolution No. 2003-12-02

Amended Res. 2003-11-02 and allowing vehicle owners or drivers to leave their car engines running provided the air conditioning unit is not switched on and drivers are outside their vehicles.

Resolution No. 2004-03-01

A particular tree specie appropriate to the size of the village sidewalk is assigned per street. Overgrown trees that are causing damage to the sidewalk and the utilities shall be replaced gradually with assigned tree specie on a case-to-case basis.

Resolution No. 2004-09-04

Empowered the Ecology Committee, thru its Governor to remove and destroy unwarranted intrusions (i.e. cemented portion, etc.) on any sidewalks within the village that the Committee determines to be hazardous and unsafe for any pedestrian, etc. in accordance with the strict guidelines to be adopted and implemented by the Committee.

The Committee is likewise empowered to impose as penalty for violations of such guidelines, the determination that the violating member/resident shall be considered as no longer in good standing, and/or that the unwarranted intrusions shall be removed and destroyed at the cost charged to the resident concerned; provided, however, that such guidelines (including sanctions for the violation thereof) shall have first been approved by the Board and widely disseminated to all members/residents.

Resolution No. 2006-04-05

Laid down the policy that a resident/member requesting for the cutting down of a tree at the Association-owned sidewalk will give a cash donation of P1,000.00/tree to the Association to purchase new trees/saplings to replace the cut-down tree. Requesting resident/member will be responsible in cutting down and hauling the tree branches/trunks out of the village.

Resolution No. 90:2-B

The President is authorized to grant discounts on penalties and interests up to a maximum of 25% on big accounts on a case-to-case basis.

Resolution No. 90:3-B

Change of deadline of membership dues payment from May 15th to February 15th beginning 1991.

Resolution No. 90:3-C

Out of town checks are not acceptable for payment of any dues and assessments to ensure that the Association is not faced with additional bank charges.

Resolution No. 92:44

The present accounting practice of applying payments to satisfy first the interest portion of arrearages before the principal amount should be maintained.

Resolution No. 11-94-05

A ten percent (10%) is given to members who pay in full their association dues on or before January 15 of each year, and the deadline for the payment of dues is February 15 of each year and any payments thereafter will incur the normal interests and penalties.

Resolution No. 1-95-03

For equity, properties with duplexes would be assessed fifty percent (50%) higher than those with only one residence in view of the fact that all services to such properties like garbage, security, sticker issuance, etc. are doubled by the fact that there are two (2) families living therein instead of one.

Resolution No. 1998-07-08

BAVA's delivery fee for printed materials intended for the residents is increased from P2.00 to P4.00 for flyers, and P2.50 to P5.00 for magazines.

Resolution No. 1999-08-01

The vacant lot grass-cutting fee is increased from P1.00 per square meter per annum to P2.00 per square meter per annum effective January 01, 2000.

Resolution No. 2001-11-06

All properties with delinquent association dues beyond one (1) year shall be referred to the BAVA Legal Counsel for the filing and annotation of lien on the titles of the delinquent property owners.

Resolution No. 2003-01-02

Authorized BAVA's Legal Counsel, Atty. Jay Vicente Sison to cause the cancellation of lien on the title of the delinquent property owners if the account had been fully paid.

Resolution No. 2006-08-02

Authorized the law office of Angara Abello Concepcion Regala & Cruz, as BAVA's legal counsel, to implement Board Res. 2001-11-06 and to cause the cancellation of the Association's lien on the title of the delinquent property owner if his/its account has been fully paid. Said Resolution also revoked Board Resolution No. 2003-01-02 which empowered former BAVA's Legal Counsel, Atty. Jay Vicente Sison, to implement such cancellation.

Resolution No. 2000-11-02

A one-time additional 10% special assessment for the year 2001, based on the increased association dues as approved by Board Resolution No. 2000-05-01 was approved effective 1 January 2001.

Resolution No. 2000-12-01

Unpaid dog fines and fees are included in the association dues billings sent to members/residents and members/residents who have unpaid dog fines and fees are considered members not in good standing and therefore are not qualified to be issued BAVA inter-village vehicle stickers.

Resolution No. 2001-11-05

Removing the one-time additional 10% special assessment charged on 2001 dues for the 2002 association dues, giving 10% and 5% discount to payments made on or before January 15, 2002 and January 31, 2002, respectively, and imposing the 2% penalty per month and 1% interest per month in case of non-payment after the deadline of February 15, 2002.

Resolution No. 2001-11-06

All properties with one (1) year delinquencies or more will be referred to BAVA's legal counsel for the annotation of the appropriate lien on the titles of the delinquent property owners.

Resolution No. 90:7-B

"Wanted" advertisements are not allowed on any of the Association's bulletin boards.

Resolution No. 90:10-F

Residents intending to personally distribute their notices and/or flyers relative to garage sales inside the Village should first notify and coordinate with the BAVA office before doing so.

Resolution No. 95-3-08

The Association would formally acknowledge and act on complaints and suggestions from residents and/or property owners only if they are in writing and signed by its author in order that its actions are properly supported.

Resolution No. 7-95-02

A member can lose his “good standing”, according to the terms of the Deed of Restrictions, by:

- a) violating the Village’s rules and regulations concerning the sanitation, security and the general welfare of the community;
- b) violating the Deed of Restrictions regarding the payment of assessments or dues;
- c) violating the terms and conditions on the “Use of Lot”;
- d) violating the Deed of Restrictions’ terms on Building and Architecture;
- e) violating the Deed of Restrictions’ terms on Sewage Disposal and Wall Height; and
- f) violating such amendments, additional restrictions, reservations, servitudes, etc. as the Bel-Air Association may, from time to time prescribe.

The present sanctions of the Board to members not in good standing are:

- a) non-issuance of the regular sticker; and
- b) filing a case in court in case negotiations with the view to amicable settlement does not prosper.

The Association would uniformly apply its sanctions to any situation as aforementioned above as follows:

- a) to members who have not paid their association dues by the set deadline; and
- b) to members against whom a case has already been filed in the proper court.

Resolution No. 2002-06-02

Bel-Air Village Association to amend its Articles of Incorporation extending the Association’s corporate life for another twenty-five (25) years from 2007 to 2032 and that a special meeting of the general membership be scheduled on Saturday, November 23, 2002 for this purpose.

Resolution No. 2005-10-05

Approved the proposal of One Hundred Services to set up the Association’s website.

Resolution No. 2006-05-02

Barangay Captain Constanca Q. Lichauco and Atty. Teodoro D. Regala have been appointed and named as Consultants of the Association.

Resolution No. 2006-05-07

Approved and adopted all the acts and deeds of each Governor within their respective committee and other functions related thereto commencing from July 2005 up to June 2006.

Resolution No. 2006-12-02

Authorized the Association to pay for, and/or indemnify the Governors and Officers for all legal costs and expenses, including attorney's fees, which they may incur in the civil, criminal or administrative proceedings (*Proceedings*), as well as all damages, penalties and fines or other monetary charges and assessments which they may be ordered to pay to any adverse party, or any government or regulatory agency as a result of these Proceedings, and this undertaking and/or indemnification shall survive the termination of their terms of office, provided that the acts complained of were done or authorized to be done, during the term of their office.

Resolution No. 2008-08-02

Authorized the Association to give compensation to the Association's managerial employees in the amount of P500.00 per day for services rendered during their days off provided they have rendered a minimum of four (4) hours work.

Resolution No. 2008-09-01

The Association was authorized, as represented by BAVA President Roberto C. Benares, to enter into a Memorandum of Agreement with Bank of the Philippine Islands to sublease up to 5sq.m. of the Bel-Air Village Community Center, with the approval of Ayala Land, Inc.. as the site of the BPI offsite ATM Express Teller.

Resolution No. 2008-11-01

Authorized BAVA to enter into a Contract of Usufruct with Barangay Bel-Air for a period of twenty five (25) years commencing on January 1, 2009 subject to the approval of Ayala Land, Inc., specifically on the area currently occupied by the two-storey maintenance warehouse and parking area fronting Hydra Street comprising eight hundred thirty-three (833) square meters.

Resolution No. 2009-01-02

Approved and adopted the recommendation of the Security Committee to provide financial support, on a case to case basis, to any member of the Bel-Air Security Detachment who is injured in the line of duty.

Resolution No. 2009-02-02

Authorized the Association to give public recognition to retiring security guards through the Village Newsletter. In addition to the public recognition, the Association, upon the recommendation of the Security Committee, may grant, on a case to case basis, an *ex gratia* monetary token of appreciation to deserving retiring security guards.