



## TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS' ASSOCIATION, INC.

### VILLAGE STICKER POLICY

(as of Jan. 2021)

Stickers and all types of passes issued are the property of Terrazas de Punta Fuego Village Homeowners' Association, Inc (TPFVHAI). Stickers and guest/vehicle passes are extended as privileges. This privilege may be immediately withdrawn due to association members and his/her representative, contractors and village employees' failure to comply with village traffic rules/regulations and all other pertinent village policies. All applicants (renewal/new) will be subject to verification. TPFVHAI has the right to refuse the issuance/sale of stickers. Only vehicles with valid TPFVHAI vehicle sticker shall have immediate access inside the village.

- 1.1 All Homeowners, Lot Owners, and unit owners of Amara en Terrazas Condominium Corporation in good standing and Employees of Terrazas de Punta Fuego VHAI, Employees of Club Punta Fuego Inc (CPFI) and Employees of Amara en Terrazas Condominium Corporation shall be entitled and will be required to have the village's car sticker for entry.
- 1.2 Applicant will be verified before any issuance, if member is updated on payments for association dues and other assessments. Members on delinquent status are not entitled to issuance of vehicle stickers.
- 1.3 Each sticker is pre-numbered for control purposes. Car stickers will be issued only by the Property Management Office (PMO) in Barangay Natipuan, Nasugbu Batangas. Only authorized personnel shall be responsible for affixing the vehicle stickers on the upper left corner of the front windshield and upper right corner of the rear windshield of all vehicles. Hence, all vehicles must be within the premises of Terrazas de Punta Fuego Central Parking during the installation of the stickers. Owner of vehicles found to illegally duplicate and use fake village stickers will be fined P10,000 with association member or vehicle owner's sticker privileges immediately revoked for a period of one year from date of incident.
- 1.4 The Property Management Office (PMO) shall issue the vehicle sticker within three (3) days upon submission of the application. The Property Management Office (PMO) is responsible for maintaining a master record of the vehicle stickers.
- 1.5 All vehicles issued with Village Sticker shall be strictly for private use of the owner. However, if such conveyances are used as public utility/for hire vehicles or for any other commercial purpose, the issued stickers will be automatically invalidated and a fine of P10,000.00 shall be imposed.

1.6 Requirements:

**Renewal**

- o Duly accomplished Vehicle Sticker Application Form
- o Photocopy of Vehicle's Certificate of Registration
- o Photocopy of Official Receipt of payment of vehicle registration
- o Return of the old vehicle sticker; If lost, pls. submit a Police Report and/or Affidavit of Loss

**New Application**

- o Duly accomplished Vehicle Sticker Application Form
- o Photocopy of Official Receipt of the vehicle
- o Photocopy of latest Certificate of Registration  
(Registration must be under the name of the home/lot owner)
- o Board Resolution or Secretary's Certificate or Letter of Assignment if vehicle is registered under the name of a corporation
- o Photocopy of notarized Deed of Sale, if registration is not yet in the applicant's name
- o Photocopy of Sales Invoice, if vehicle is newly acquired (applicable to homeowner only)
- o Employees: Certification from Employers

- 1.7 Vehicle Stickers shall be extended to the family members up to the first degree of consanguinity and affinity only, i.e.: association member's legitimate spouse, children, parents and siblings. The following must be submitted together with

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the application: one valid government ID with photo and an affidavit stating relationship of applicant to the association member.

- 1.8 In case of a misplaced or damaged sticker, the member shall be required to secure another Vehicle Sticker as replacement of the previous sticker and will pay the necessary fees.
- 1.9 A member with an expired Vehicle Sticker shall be advised by the gate guard to immediately secure the latest Sticker from TPFVHAI Property Management Office (PMO). Should he fail to do so, he shall then be required to surrender a valid government ID and obtain a gate pass every time he/she enters the Main Gate.
- 1.10 The vehicle stickers shall be valid until January 31 in the year of their issuance and renewable thereafter. Any change in the circumstance of the authorized user of the vehicle must be communicated to the Property Management Office (PMO) by the members. In case of expiration of the lease or employment, the lessee/employer/employee stickers must be surrendered to the PMO. Members must secure the latest stickers to avoid inconvenience when entering the Main Gate.
- 1.11 Vehicle stickers may still be used beyond their expiration date if no new sticker is released yet and an application for renewal is already filed with the Property Management Office (PMO). Official receipt of payment may be shown as proof that application is being processed.
- 1.12 Stickers are non-transferrable. Members must immediately report to TPFVHAI Property Management Office (PMO) any lost sticker, sale or disposal of vehicle to third party, or any other circumstances that may pose as a threat to security of the village. Members are required to remove stickers when they sell their vehicles.
- 1.13 Valid vehicle stickers may be replaced due to vandalism, damage and mutilation, subject to the payment of P200.00 as replacement fee. Association members must present an affidavit or police report together with the application for replacement.
- 1.14 Removal of sticker and affixing it to another vehicle is strictly prohibited. Penalty for illegally transferring a sticker to another vehicle is subject to Php10,000 penalty.
- 1.15 "Roll down" policy shall be strictly enforced on all vehicles entering and exiting the Village at all times to allow security to check on the well being of passengers. Security will conduct thorough vehicle inspection, including requesting passengers to alight vehicles as needed. Cooperation and compliance by members and guests shall be highly appreciated.
- 1.16 Misdeclaration of information or misrepresentation of sticker or gross violation of TPFVHAI traffic rules and/or any provision stated herein shall be grounds for confiscation of sticker without prejudice to whatever sanction allowed by law.
- 1.17 Stickers paid but not claimed within sixty (60) days from the date of payment will be destroyed. Payments made will not be refunded.
- 1.18 Car Sticker Entitlements are as follows:
  - Terrazas Association Member - Maximum of Five (5) stickers per address
  - Amara en Terrazas - Maximum of Three (3) stickers per address
  - De la Cresta (The Ridge) and De los Picos (ThePeak) - Maximum of two (2) stickers per address
  - Terrazas and Amara Property Management Office (PMO) Regular Employees - One (1) sticker per employee

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### Vehicle Sticker Color Assignments

Terrazas Association Member	Blue
Amara en Terrazas / CPFI Employees/Staff	Amber
De la Cresta (The Ridge) and De los Picos (ThePeak)	Green
Terrazas Employees / Staff	Red

- 1.19 Payment for car stickers will be made upon submission of the application forms and requirements. Pricing is as follows:
- Terrazas Association Member - First Three (3) vehicles: Php 200.00 per vehicle, Fourth and Fifth vehicles: Php 400.00 per vehicle
  - Amara - Php 200.00 per vehicle
  - De la Cresta (The Ridge) and De los Picos (ThePeak) - Php 500.00 per vehicle
- 1.20 No Vehicle Sticker will be issued to members of Club Punta Fuego Inc (CPFI) as these will be issued by their corporate office located at Barangay Balaytigue, Nasugbu Batangas.
- 1.21 Guest and drivers of vehicles without stickers will be required to submit a valid driver's license at the Main Gate for proper recording and shall surrender their valid government-issued ID in exchange for a Gate Pass. Roll down policy before their entry will be required together with the proper endorsement or acknowledgement of the association member who they will be visiting.

### VEHICLE PASSES

- 1.1 Vehicle passes shall be issued to regular association members' contractors and sub-contractors with projects inside the Village. Validity for general contractors would be one (1) year and six (6) months for sub-contractors.
- 1.2 Requirements:
- Duly Accomplished Vehicle Pass/ Motorcycle Sticker Application Form
  - Endorsement Form signed by Homeowner / Lot Owner
  - Photocopy of Official Receipt
  - Photocopy of Vehicle Registration
  - Photocopy of Valid Driver's License
- 1.3 Payment for the vehicle pass will be made upon submission of the application forms and requirements.

#### CONTRACTOR / SUB-CONTRACTOR

**Vehicle Pass: Php 500.00 / vehicle**

**Motorcycle Pass: Php 250.00 / vehicle**

- 1.4 For Vehicle Pass Maximum of two (2) passes will be issued for the general contractor, three (3) passes for sub-contractor. For Motorcycle Pass Maximum of two (2) passes will be issued per contractor and sub-contractor.
- 1.5 Vehicle Passes will be issued only by the Property Management Office (PMO) in Barangay Natipuan, Nasugbu, Batangas.
- 1.6 Vehicle Passes shall only be issued to applicants with valid driver's license and updated vehicle registration.
- 1.7 Vehicle Pass must be displayed prominently at the front of windshield's driver's side to ensure that it is visible when entering the Main Gate and while within Village premises.

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1.8 Employers shall be responsible for immediately reporting the termination of services of the employee and for ensuring the vehicle pass is surrendered to Security.

### MOTORCYCLE STICKER

1.1 Motorcycle stickers shall be issued to regular association members, TPFVHAI employees, caretakers and security personnel and shall be valid for one year.

1.2 All motorcycles /scooters must have the latest TPFVHAI Motorcycle Sticker to enter the Village. "No Sticker, No Entry" policy will be implemented. Requirements for Motorcycle Sticker Application are:

- Duly Accomplished Vehicle Pass/ Motorcycle Sticker Application Form
- Endorsement Form signed by Homeowner / Lot Owner / Employer
- Photocopy of Official Receipt
- Photocopy of Vehicle Registration
- Photocopy of Valid Driver's License

1.3 Payment for motorcycle stickers will be made upon submission of the application forms and requirements.

#### HOME OWNER / LOT OWNER/ EMPLOYEE

**Motorcycle Sicker: Php 150.00 / vehicle**

1.4 For Motorcycle Sticker, maximum of two (2) stickers will be issued per association member and one (1) sticker per employee. Caretaker's motorcycle sticker will fall under member's sticker count.

1.5 Sticker shall only be issued to applicants with valid driver's license and updated vehicle registration

1.6 Motorcycle with defective or without mufflers shall not be given stickers.

1.7 Stickers are non-transferrable.

1.8 Curfew for motorcycle plying in the Village is from 10:00PM to 5:00AM. No motorcycle shall be allowed to enter the Village during the curfew hours. Exemptions may apply to home/lot owners and TPFVHAI staff.

1.9 Transients such as couriers, aircon and television technicians, plumbers, electricians, veterinarians and the like, shall not be entitled to stickers. They must surrender their respective driver's licenses in exchange for Gate Passes upon entry at the Main Gate.

1.10 Employers shall be responsible for immediately reporting the termination of services of their employees and for ensuring that motorcycle sticker is surrendered to TPFVHAI Property Management Office (PMO).

### GATE PASSES

1.1 Gate Passes shall be valid for one day or for the duration of stay and shall be issued to members and guests who do not have vehicle stickers. All Gate Passes shall be placed on the dashboard/ front windshield of the vehicle's driver's side while inside the Village. Tampering with car passes, car passes that are not visible, or guest vehicles without car passes found parked inside the village will subject the association member to a corresponding fine of Php 1,000.00 per vehicle, per incident.

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- 1.2 The Vehicle Pass must be displayed visibly above the driver's dashboard and not be taken out of the village. The vehicle pass must be surrendered at the Main Gate upon exit and cannot be used to upon re-entry. PHP 2,000 fine will be imposed per incident for failure to return the pass. A replacement fee of PHP 500 shall be paid for damaged passes in addition to other fines as the case may be. If lost, in addition to the replacement fee, a police report and/or affidavit must be submitted.
- 1.3 A member entering the Village with no Vehicle Sticker shall be required to submit a valid driver's license at the Main Gate for proper recording and shall surrender a valid government-issued ID in exchange for a Gate Pass. Member can then proceed to Village Property Management Office (PMO) for car sticker processing. Vehicles without valid vehicle stickers, even if owned by members and/or being driven by members, shall be treated as guests and shall subject the driver to the abovementioned conditions, security/safety procedures.
- 1.4 Guests who bring their vehicles to the Village will present a valid driver's license at the Main Gate for proper recording and shall surrender a valid government-issued ID in exchange for a Gate Pass. All guests shall register at the designated guest reception and registration area.
- 1.5 "Roll down" policy shall be strictly enforced on all vehicles entering and exiting the Village at all times to allow security to check on the well-being of passengers. Security will conduct thorough vehicle inspection, including requesting passengers to alight vehicles as needed. Cooperation and compliance by members and guests shall be highly appreciated.
- 1.6 No entry / No Gate Pass for Drivers with expired licenses.
- 1.6 Due to the dangerous sloping terrain within Terrazas, no practice driving is allowed. Drivers maintaining only a student's permit even if accompanied by a professional driver are subject to this rule.
- 1.7 Gate Passes may also be issued to contractors and suppliers who are authorized to visit the Village on a short-term basis.

**TPFVHAI, its Board of Directors and all employees shall be free from any liability, whatsoever for any untoward incident or damages that may occur arising from or during the use of motor vehicles within the village. The issuance of this sticker does not carry any acceptance of liability on the part of TPFVHAI, its Board of Directors and employees. In case of any untoward incident, the Property Management Office (PMO) through the Security Team shall investigate such incident and will submit within 24 hours from its occurrence their respective reports to the TPFVHAI PMO.**

**Property Management Office (PMO)  
Terrazas de Punta Fuego Village Homeowners Association Inc.**