

November 25, 2025



IMPLEMENTATION OF THE NEW GUEST POLICY

Dear Valued Association Members,

The TPFVHAI Board has approved **a new Guest Policy**. It is designed to promote order, security, and accountability in managing guest access within the village while providing Association members with more flexibility in welcoming guests to their homes.

1. KEY NEW PROVISIONS OF GUEST POLICY:

- Village Entry privilege is granted to immediate family members of the 1st and 2nd degree of consanguinity and affinity of Association Members (names listed in the Member's Information Sheet)
 - ✓ *Full definition and requirements under **Article 1.1 of the Guest Policy**.*
- ID cards will be issued upon application. IDs for the Association Member and their spouse are free of charge, while IDs for individuals within the 1st degree of consanguinity or affinity cost ₱100 each, and IDs for individuals within the 2nd degree cost ₱120 each.
- Day guests require prior message endorsement, while overnight guests require a **Guest Entry Form submitted 48 hours prior**.
 - ✓ *Procedures outlined under **Articles 2.4 - 2.4.1 and 2.4.2**.*
- Unaccompanied guests will be allowed to enter the Village **up to a maximum number per calendar month: 30** for each Association Member and 90 for Amara Condo Corp. ₱1500 will be charged per unaccompanied guest above these limits.
 - ✓ *Guidelines and penalties under **Article 2.8**.*
- Specific entry and exit procedures will be applied for Guests, Club Punta Fuego members who are not Association members, residents of The Peak and The Ridge, TPFVHAI staff, service providers and brokers/agents.

2. IMPLEMENTATION - DATES TO REMEMBER:

1 January 2026 – Starting date of enforcement of the new Guest Policy.

November-December 31, 2025 – **Pre-implementation phase**. We strongly advise all Members to submit requirements as soon as possible before 2026.

- Information dissemination on Guest Policy and Implementing Rules and Regulations
- Association Members file their updated Members' Information Sheet – names of immediate family members
- Association Members apply for ID cards for themselves and their immediate family members. These IDs will facilitate Village entry.
- Village Property Management Office (PMO) and Security test entry and exit procedures

3. MEMBER'S INFORMATION SHEET (MIS)

We strongly advise all Members to submit or update their Member Information Sheet (MIS). Without the MIS, the Village PMO cannot process and issue ID cards to a Member and his/her immediate family members.

Family members who are not listed in the MIS will be considered as guests.

4. ATTACHED TO THIS CIRCULAR ARE THE FOLLOWING DOCUMENTS:

- Guest Policy
- Member Information Sheet (MIS) Form (fill up and submit to the PMO)
- Guest Entry Form

We encourage all homeowners/members to carefully read these documents. Please call or visit the PMO for any clarification or assistance.

Your cooperation and understanding are greatly appreciated as we implement these measures for the safety, order, and benefit of the entire community.

Thank you.

Respectfully,


Engr. Red Tolentino

Village Manager, TPFVHAI