



TERRAZAS DE PUNTA FUEGO VILLAGE HOMEOWNERS' ASSOCIATION, INC.

GUEST POLICY

1. ENTRY/ACCESS PRIVILEGES

1.1. Access into Terrazas de Punta Fuego Village (Village) is allowed for the following individuals:

Category 1: TPFVHAI (Association) Members and their immediate family members. "Immediate family members" refer to relatives of first degree up to second degree of consanguinity or affinity of the Association Member and his/her spouse.

- The Association Member shall provide the TPFVHAI Property Management Office (TPFVHAI PMO) with a list of their immediate family members whom they authorize access to their property in the Village through the Members Information Sheet (MIS). Members will be asked to submit an updated MIS annually. Family members within the second degree of consanguinity or affinity shall be granted access privileges, provided that their names are duly listed in the MIS; otherwise, they shall be classified as guests.

Category 2: In the case of a corporate lot owner/member (lot is owned by a corporation), only authorized representatives of said corporation may access into the Village. "Authorized representatives" shall be limited to the corporation's directors, officers, and majority stockholders as listed in the General Information Sheet (GIS), duly approved by the SEC. The corporation shall be required to submit a Board Resolution and a Secretary's Certificate appointing their authorized representative(s). Immediate family members of authorized representatives are classified as guests and shall be subject to the established guest policies and restrictions.

- The definition of "director" and "officer" as provided under the Revised Corporation Code shall be adopted for purposes of this Guest Policy.
- A majority stockholder is defined as one who holds at least 10% of the outstanding capital stock of the corporation.
- Only directors, officers, and majority stockholders duly authorized by a Board Resolution issued by the corporation shall be authorized to endorse guests.

Category 3: Club Punta Fuego, Inc. (CPFI) Members with valid Membership Identification Card and unaccompanied guests with Club Punta Fuego Endorsement Vouchers duly signed by a CPFI Member.

- All CPFI Members and their guests are only allowed entry during the days and hours of operation of Terrazas Beach Club. No entry for CPFI Members and guests when Terrazas Beach Club is closed.
- CPFI Members and their guests who entered under CPFI shall leave the Village premises upon closure of the CPF Beach Clubhouse. The TPFVHAI PMO shall institute measures to monitor entry and exit of CPFI Members and

their guests (e.g. may require CPFI members and guests to give their IDs upon entry in exchange for a Gate Pass).

Category 4: Amara en Terrazas Unit Owners and their immediate family members. "Immediate family members" are defined as relatives of first degree up to second degree of consanguinity or affinity of the Unit Owner and his/her spouse.

- Amara en Terrazas Condominium Corporation (ATCC) shall provide the TPFVHAI PMO a list of their Unit Owners and, for each Unit Owner, a list of his/her respective immediate family members who are authorized by Unit Owner to enter Amara en Terrazas Condominium.
- The ATCC shall be responsible for ensuring that information provided by their Unit Owners are true and correct. The list of Unit Owners and their immediate family members shall be certified by the ATCC.

Category 5: Lot owners from Dela Cresta (The Ridge) and Delos Picos (The Peak) with valid TPFVHAI vehicle stickers.

Category 6: Registered employees from TPFVHAI's contracted services: security, landscaping and general services, and property management services.

Category 7: Registered caretakers, personal staff, and employees of Association Members and Amara en Terrazas Unit Owners with valid IDs issued by TPFVHAI.

Category 8: Others from industries or business with valid business transactions with TPFVHAI PMO such as service providers and suppliers.

2. ENTRY OF GUESTS:

2.1. A "guest" is anyone who does not fall under the categories listed above. Bringing in and accommodating guests within the Village is allowed under specific conditions defined and specified by the TPFVHAI Board.

2.2. It is the sole privilege of Association Members (including the authorized representatives of corporate lot owner/members), CPFI Members, and the ATCC to authorize entry of guests into the Village. The entry by guests of Association Members and ATCC Unit Owners into the Village requires prior endorsement to the TPFVHAI PMO by an Association Member or the ATCC (based on written endorsement by a Unit Owner of Amara). In accordance with CPFI rules, CPFI guests will be allowed to enter the Village only if accompanied by a CPFI member or if the guest has a duly signed CPF Endorsement voucher, and only during Club opening hours.

2.2.1 Association Members (except corporate lot owner/members) and ATCC Unit Owners may authorize their immediate family members of the first degree of consanguinity and affinity to endorse guests on their behalf, provided that Association Members and Unit Owners will nominate them in their respective Members Information Sheet.

2.3. Entry into the Village is a privilege, not a right granted to guests. All guests are required to comply with all Village rules and regulations. Violation of Village rules may be the subject of penalty imposed by the TPFVHAI on the guest and/or on the Association Member, the CPFI Member, or the ATCC and/or Amara en Terrazas Unit Owner who endorsed the guest concerned.

2.4. Endorsement of Day and Overnight Guests

2.4.1. DAY GUESTS (not staying overnight in the Village or Amara en Terrazas): Written message via internet-based messaging application (e.g. Email, Viber, WhatsApp) providing the date of visit, names of the guests, and purpose of the visit is required before the arrival of guests. The TPFVHAI PMO may require verification from the Association Member or ATCC Management Office.

2.4.1.1. Brokers, agents, appraisers, and their viewing clients shall be classified as Day Guests and must be duly endorsed by the Association Member or by the ATCC in accordance with the guest registration process. Licensed brokers may enter the premises without being accompanied by the Association Member or the ATCC. Unlicensed brokers may only enter the premises if accompanied by a licensed broker, Member/ATCC or the immediate family of the Member/ATCC Unit Owner.

2.4.2. OVERNIGHT GUESTS. Endorsement shall be made in writing on a Guest Entry Form, submitted in person or sent by email to the TPFVHAI PMO at least 48 hours before the arrival of guests. A Guest Entry Form may be obtained from the TPFVHAI or may be downloaded from the TPFVHAI website. This shall be the endorsement procedure until further notice.

2.5. Guests of CPFI may enter the Village only during CPF Club opening hours, and only if accompanied by a CPFI Member with a CPF Membership ID card or if the guest possesses a signed CPF Endorsement voucher by the CPFI member.

2.6. Family members and guests of Lot Owners of The Peak and The Ridge will be allowed to enter the Village only if they are in the company of Lot Owner who has a valid TPFVHAI car sticker. Each Lot Owner may accompany a maximum of five (5) guests per day, subject to compliance with the guest registration procedures set forth in Section 5 of this Guest Policy. The guests shall be required to leave their IDs at the gate, and they will be issued a Guest Pass which must be surrendered upon exit.

2.7. The Terrazas de Punta Fuego Village Security force has the right to demand from incoming guests any government-issued ID to validate guest identities and to inspect their vehicles.

2.8. Unaccompanied Guests

2.8.1. Guests shall be considered “unaccompanied” if the Association Member, ATCC Unit Owner, or their immediate family member is not continuously present in the Village, even if they initially arrived together. Unaccompanied guests shall be covered by specific limitations defined by TPFVHAI policies and rules.

2.8.2. Limitations on Unaccompanied Guests of Association Members:

2.8.2.1. Each Association Member (regardless of the number of lots or houses owned in the Village) is allowed to accommodate a maximum of thirty (30) unaccompanied guests (a combination of Day and Night Guests) per calendar month. Once the limit of 30 unaccompanied guests per month has been reached by an Association Member, any endorsed guest shall be allowed to enter the Village only if the endorsing Association Member or his/her immediate family member is present in the Village to receive said guest and to be present during the stay of said guest. These provisions are in accordance with Board Resolutions No. 2025-02-05 and 2025-05-02.

2.8.2.2. Any unaccompanied guest in excess of the thirty (30) unaccompanied guests per month shall be charged P1,500.00 per guest per night and per day,

which will be charged to the account of the Association Member. These provisions are in accordance with Board Resolutions No. 2025-02-05 and 2025-05-02.

2.8.3 Limitations on Unaccompanied Guests of ATCC Unit Owners.

The ATCC as a whole shall be allowed a maximum of ninety (90) unaccompanied guest per month.

3. USE OF VILLAGE SPORTS AND RECREATIONAL FACILITIES

Please consult TPFVHAI Guidelines regarding use by guests of Village sports & other recreational facilities (e.g., beach area leased by TPFVHAI). These Guidelines are available at the TPFVHAI PMO. (Circular 2025-18 Opening and Usage Guidelines for Sports Facilities).

4. VIOLATION OF GUEST POLICY

4.1. Any attempt by Association Members and ATCC Members to circumvent the letter and spirit of this Guest Policy shall be subject to sanctions as approved by the TPFVHAI Board.

5. GUEST REGISTRATION PROCESS

5.1. All guests are required to proceed to the TPFVHAI PMO Reception area before entering the Village Gates. The Village Reception Officer or Village Guard on duty shall verify the name of guests against endorsements received from Association Member, CPFI Member, ATCC or their immediate family member. Guests should be ready to present any government-issued ID to validate the information on the endorsement or guest entry form.

5.2. The Village Reception Officer or Village Guard on duty shall verify that requirements and conditions for guest entry have been met. If necessary, they may contact the concerned Association Member or ATCC Management Office to obtain further information.

5.3. Guest endorsements and entries shall be monitored and documented by the TPFVHAI PMO and Village Security through the Guest Entry Form.

5.4 Personal information collected during the registration process shall be handled in accordance with data protection laws and village privacy policies. Information will only be used for the purpose of managing guest entry and will not be shared with third parties without consent, except as required by law.

6. PARKING AND TRAFFIC RULES

6.1. Association Members, CPFI Members, and ATCC Management Office or Amara en Terrazas Unit Owners should seek assistance from the TPFVHAI PMO for the parking provisions for their guests. Parking at No-Parking-Zone including roads and neighboring properties is not permitted. Guests and the Association Members, CPFI Member and Amara en Terrazas Unit Owners who are found in violation of this rule shall be subject to fines to be charged to the account of the Association Member, CPFI or ATCC, as the case may be:

1st offense – verbal warning

2nd offense – written violation notice with P1,000.00 fine

3rd offense – written violation notice with P10,000.00 fine

6.2. Speed limit inside the Village is 30 kph. Guests and the Association Member, CPFI Member and Amara en Terrazas Unit Owner who are found in violation of this rule shall be subject to fines to be charged to the account of the Association Member, CPFI or ATCC, as the case may be:

1st offense – verbal warning

2nd offense – written violation notice with P1,000.00 fine

3rd offense – written violation notice with P10,000.00 fine

7. CURFEW FOR NOISE

7.1. All guests should keep noise levels down from 10 pm onwards.

7.2. Events held at Terrazas Beach Club are exempt from this rule. However, guidelines set by the TPFVHAI on Club Punta Fuego events held in Terrazas per signed Memorandum of Understanding (MOU) will be strictly implemented.

7.3. Association Members with scheduled events held in their homes who expect a large number of guests are required to advise the TPFVHAI PMO in writing at least two (2) days prior to the event date.

7.4 Guests and Association Members found in violation of excessive noise after curfew hours will be subject to the following fines: 1st offense – verbal warning; 2nd offense – written violation notice with P1,000.00 fine; 3rd offense written violation notice with P10,000.00 fine.

CONTACT INFORMATION

Endorsements via internet-based messaging:

Viber 0917-891-7135

Email - terrazasdepuntafuegovhai@gmail.com,
terrazasbillingandcollection@gmail.com

Download Guest Entry Form

TPFVHAI PMO Hotline - 0998-554-9951