

pico  deloto

BEACH & COUNTRY CLUB

MEMBER'S HANDBOOK



welcome

Message from the Chairpersons

To our valued Club Members,

When we were developing Pico de Loro, we envisioned a relaxing weekend getaway not far from the conveniences of the city, yet completely removed from the noise. The Hamilo Coast was the ideal backdrop for this vision, as the presence of mountains, sand and sea made possible a wide variety of sports, leisure and recreation activities that your membership at the Pico de Loro Beach & Country Club allows you to enjoy.

Your membership, along with the aspiration to create cherished memories with your loved ones at the Club, is extremely valuable to us. Since we opened our premier facilities, we have undertaken adjustments and enhancements in our facilities and services, to ensure nothing but your absolute enjoyment and satisfaction.

What you have in your hands is the latest version of Pico de Loro Beach & Country Club's Member's Handbook. This guide will fully acquaint you with the host of Club services and facilities that are available to you to ensure a most pleasurable and memorable experience at the Club. We welcome your suggestions and feedback should you feel the need to improve some guidelines and policies that would serve the interest of all members.

We hope that you find and experience in Pico de Loro a most restful and well-deserved holiday, as we constantly ensure for you, your family and your friends, a worthwhile and unforgettable stay.

Elizabeth T. Sy

Henry T. Sy, Jr.





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Pico de Loro Beach & Country Club Rules and Regulations

Name of the Club

The name of the club shall be Pico de Loro Beach & Country Club herein referred to as the "Club".

The address of the Club is Hamilo Coast, Barangay Papaya, Nasugbu, Batangas, Philippines.

Objective and Purposes

For the Club to operate properly and harmoniously, clear Rules and Regulations are necessary.

It is the responsibility of every Member, Dependent, and Guest to know, faithfully observe, and adhere to these rules.

The Board, through the Club Management or such other duly authorized person or body, is tasked to see to it that these Rules & Regulations are enforced fairly, strictly and consistently.

These rules shall be observed in all areas of the Pico de Loro Beach & Country Club.

These Rules and Regulations may be amended, revised and revoked at the sole and absolute discretion of the Board of Directors.

These rules are subordinate to Pico de Loro Beach & Country Club Articles of Incorporation and By-laws.

Authorized Users Of The Club

MEMBERS

A1. A registered owner or holder of a share of stock of the Pico de Loro Beach & Country Club, the nominees or assignees of such registered owner or holder whose membership application has been accepted and approved by the Board of Directors, or such other person or body duly authorized for the purpose, shall have the right to enjoy all the privileges and use any of the facilities of the Club. The right of the shareholders and members to the enjoyment of the privileges and the use of any of the facilities of the Club and their respective obligations and liabilities shall be subject to the Articles of Incorporation and By-laws of Pico de Loro Beach & Country Club, Inc., as well as such rules and regulations, including any amendments or revisions, which the Board of Directors, or such other person or body duly authorized for the purpose, may adopt and determine from time to time. A member who is under suspension or otherwise declared delinquent shall be denied the right to the use and enjoyment of the facilities of the Club.

A2. Types of Members:

A2.1 INDIVIDUAL MEMBERS as natural person who are holders of either Ordinary Common Share of Class A Common Share. They shall be entitled to use and enjoy all the facilities and privileges of the Club, subject to the Articles of Incorporation, the By-laws and the Rules and Regulations which the Board of Directors may adopt from time to time. The voting rights of Individual Members shall be governed by the provisions of the Articles of Incorporation and By-laws of Pico de Loro Beach & Country Club, Inc.

A2.2 CORPORATE MEMBERS are juridical persons or entities and are holders of either ordinary Common Share or Class B Common Shares. Corporate Members nominate up to two (2) individuals who shall be entitled to use and enjoy the facilities of the Club. They pay two times the amount of monthly dues. The nomination of the said individuals shall be subject to the acceptance and approval by the Board of Directors, or such other person or body duly authorized for the purpose. The voting rights of corporate Members shall be governed by the provisions of the Articles of Incorporation and By-laws of Pico de Loro Beach & Country Club, Inc. The corporate Member shall be liable for the payment of monthly dues, fees charges, assessments and other amounts incurred by its nominees.

A2.3 RESIDENT MEMBERS are natural persons who are residents, either as owners or legal tenants, of the Pico de Loro Cove Project

whose membership as Resident Members are assigned to them by Selling Shareholder and pertain to the Ordinary Common Shares held by the Costa del Hamilo, Inc., the developer of the Club, and/or other developers of real estate projects within the Hamilo Coast which are shareholders of the Club. Resident Members shall have the right to enjoy the privileges and use any of the facilities of the Club upon acceptance and approval by the Board of Directors, or such other person or body duly authorized for the purpose, of their membership, activation of the privilege, and compliance with other requirements prescribed for the purpose. Their use of the facilities of the Club may be deactivated in accordance with such guidelines as may be implemented. The enjoyment of the privileges and right-to-use the facilities of the Club shall also be extended to the Resident Member's immediate family members. Further, the Resident Members shall not have the right to vote, but if the Resident Member purchases a Club Share, he will have the right to vote. He will also have full access to the Club amenities that would replace and revoke his playing rights.

IMMEDIATE MEMBERS OF THE FAMILY – The term “Dependent” as used in these Rules and Regulations refer to the immediate family members. Subject to such limitations, rules and regulations as the Board of Directors, or such other person or body duly authorized for the purpose may prescribe from time to time, the Spouse and married and unmarried children thirty (30) years old and below of Individual Members and admitted nominees of Corporate Members and Resident Members may be allowed to use all the facilities of the Club.

GUESTS – a Guest is a non-member who, upon written invitation by a Member in good standing, may be extended the privileges of the Club, but only for a limited period of time as determined by the Board of Directors. There are two types of guests: **ACCOMPANIED GUESTS** or guests of the member who are physically with them at the time of their visit, and **UNACCOMPANIED** guests, or guests that were endorsed to the Club but without the presence of the member. Accompanied guests have access to all the facilities of Pico de Loro Cove including the Beach Club, whereas unaccompanied guests have access to the facilities of Pico Beach and the Country Club except the Beach Club. Member must be present for accompanied guests at all times while guests are using the Beach Club facilities.

All guests must be properly attired and observe Club rules. Should the member or their guests show unruly and improper behavior, the Club has the right to deny them entry and usage of the facilities.

The Board of Directors shall prescribe the appropriate fees for the Guests for card issuance and Club Entry.

The privileges of Members to invite Guests may be suspended or revoked by the Board of Directors at any time at its discretion. The terms and conditions of usage by Guests of the facilities of the Club and availment of its services shall at all times be subject to the limitations as may be imposed by the Club rules and regulations and may be amended or revoked by the Board of Directors.

Guests shall not be allowed to bring other Guests or visitors to the Club. Members and their Dependents shall have the priority over Guests in the use of all Club Facilities. An applicant disapproved for membership to the Club may not be allowed to exercise Guests Privileges.

The Member sponsoring a Guest shall be responsible for all acts of such Guest as well as the debts and liabilities of the Guest to the Club or any person therein.

SPECIAL GUEST MEMBER – The Chairperson and the President of the Club may extend privileges of the Club to distinguished visitors and to duly recognized foreign diplomatic or consular officials, who may be in the Philippines for a brief visit.

EMPLOYEES OF MEMBERS

F2. Drivers / Bodyguards / Employees- Members' driver, bodyguards and employees of Members and/or their Guest are not allowed to enter the Clubhouse. They must wait at the waiting area designated by the Club.

F3. Nanny / Nursemaid / Yaya – Any person, irrespective of relationship to the Member, who receives a financial remuneration for the care of children, shall be referred to as a Nanny, Nursemaid or Yaya for the purpose of this rule. They must be in their proper uniform while attending to their ward in the Club. They are, likewise, prohibited in certain areas in the Club except in the areas and in circumstances to be provided by the Board of Directors. Guest fees will apply if they use the facilities of the Club.

ENDORSEMENT OF GUESTS

G1. Guest Endorsement Form – Only the PRIMARY Member is authorized to sign this form. Spouse and dependents cannot sign in behalf of the Primary Member.

The privileges of the Club may be granted to guests or visitors upon the invitation of a member in good standing who shall be responsible for their good behavior and the cost of services rendered to the Club, and refusal to assume responsibility may subject the member to suspension. A guest is a non-member who, upon invitation of, either accompanied or unaccompanied by a member in good standing, may be extended the privileges of the Club; provided that the Board of Directors may, from time to time, by appropriate resolution define the privilege of non-members. The Board shall adopt regulations restricting the use by guests of the Club's facilities and prescribing fees to be paid by them.

- 1.1 Guests (if Unaccompanied) must register at the Guest Registration Area located at the main gate area prior to usage of facilities.
- 1.2 A Guest Endorsement Form (GEF) will be required from all Members' guests when unaccompanied by the Member to be presented at the Guest Registration Area.
- 1.3 A suspended member will not be allowed to endorse or sponsor any guests.
- 1.4 An expelled member will not be allowed to use any Club facility nor enter Club premises.
- 1.5 Dependents under 18 years of age will not be allowed to register guests.

House Rules

GENERAL HOUSE RULES

A1. Mode of Payment – Cash will not be accepted in any department of the Club except the office of the Cashier and reception cashiers. Members, their Dependents and accredited Guests will sign the chits and/or membership cards forms for service.

The Club, at its sole discretion, may change the acceptable mode/s of payment and designate other areas where payments may be accepted. All payments shall be made only to persons duly authorized by the Club to accept them. Payments in whatever form made to any person not otherwise authorized by the Club shall not be honored.

A2. Identification – Members, Dependents and Guests must present their membership/guest cards to identify themselves to the Club Employees when requested to do so. The said membership/guest card must be presented in order to enjoy the privileges, use the facilities and avail of any of the services offered in the Club.

A3. Gratuities (Tipping) – Tipping to the Club employees is not allowed. A service charge policy may be set for a certain facilities such as restaurants and spa treatment as proposed by the Club Management and approved by the Board of Directors. The Club shall facilitate appropriate forms of accepting contributions to the Club Employees and of rewarding good performance.

A4. Damage to or Removal of Club Property – Members, Dependents and Guests or visitors shall not deface or destroy any property of the Club. Appropriate reimbursement for the damaged or broken property will be charged in such cases. Under no circumstances shall anyone remove Club property from the premises without prior written permission and the approval of the Club Management.

A5. Behavior – Members, their Dependents, Guests and visitors are expected to conduct themselves properly within the Club premises, and observe decency, courtesy and consideration toward the comfort and well-being of other Members.

A6. Bringing in of Food – In no instance shall food be allowed to be brought into the Club premises except for function/parties reserved through the F&B Office in which case a corkage fee may be imposed.

A7. Restricted Areas for Eating – Food and drinks of any kind shall not be served or consumed in the Club lobbies, locker rooms, spa & gym, sport facilities and in such other places that may be so restricted by the Club Management.

A8. Pets - Pets are not allowed within the Club premises.

A9. Electronic Devices – Radios, transistors, tape recorders, CD players, and other electronic or electrical devices shall not be allowed in the Club Swimming Pool area or other facilities of the Club unless it is part of an approved function or event. Metal or hard plastic articles or any object of hazardous nature shall not be permitted in the Club premises.

A10. Change of Address – Members must immediately notify the Club Management in writing through the Membership Department for any change in address, contact numbers and e-mail.

A11. General Regulations regarding minors – Any Member, Dependent or Guest below the age of 18 is considered a minor. Parents are responsible at all times for the proper conduct of their minors within the Club premises.

Tots- Dependents under age 7 are not allowed in the Club premises unless accompanied by an adult.

Reservations – The Club will accept reservations for minor Dependents provided that the Member or Spouse will make the reservations and will be in attendance during the function. He/she will be fully responsible for the activities of their Dependents and their Guests.

A12. Restriction on Minors – Cigarettes, tobacco and other tobacco products, and any kind of alcoholic beverages shall not be sold or served to minors.

A13. Responsibility – A member shall be fully and completely responsible and liable for any damage to Club property as well as injury/injuries or death caused to other person/s within the Club premises caused by himself, his Dependents, Guests, and visitors. A Member shall likewise be responsible for the indebtedness or unpaid account to the Club of his/her Dependents, Guests, and visitors.

A14. Solicitations – The Club premises shall not be used for the purpose of soliciting or collecting any subscription or funds of any nature foreign to the Club activities, or for obtaining signatures or petitions relating matters other than Club Purposes, or for any political or religious purposes whatsoever.

A15. Behavior – The Member shall assume full responsibility for any damage to Club property or injury to Club personnel caused by himself, his dependents and guests. A Member shall likewise be responsible for his dependents' and guests' liabilities to the Club.

All Members are required to ensure that conduct of their dependents, guests and any visiting drivers or maids observe the standards of the Club.

Suspended Members and dependents will not be given access to the Club and its facilities until suspension is lifted in accordance with the Club's by-laws.

An expelled member will not be allowed to use any Club facility nor enter Club premises.

A16. Operation of motor vehicle – Only persons over the age of 18, holding a valid license may operate an automobile, motorcycle or any motorized vehicle within the Club property. A speed limit of not more than 40kph should be observed at all times while inside the property.

A17. Parking – Parking spaces adjacent to or near the Club are reserved for owner-driven cars. Chauffeur-driven cars must park in the designated parking area.

A18. Skates - Inline Skates, roller skates or skateboards and hoverboards shall not be permitted within club premises.

A19. Weapons/Firearms - Carrying of firearms within Club premises is limited to the Club's Security Officers, Security personnel accompanying the President of the Republic of the Philippines, and those specifically authorized by the Club Management. Carrying of firearms or other deadly weapons may lead to suspension or expulsion of the Member from the Club.

A20. Diaper changing – The Club provides suitable areas for diaper changing and only such places should diaper changing be done.

A21. Breastfeeding – Members and Spouses are enjoined to use discretion in terms of breastfeeding.

A22. Restriction of Member's Employee – Employees of Members shall abide by the Club Rules and Regulations and any other policies or directives that are imposed by the Board of Directors.

A23. Posting announcements – All notices that may be of interest to Members must be submitted to the Club Manager for approval prior to posting.

Announcements shall only be posted at the assigned announcement board of the Club.

Unauthorized commercial advertisements or printed announcements shall not be posted and will be removed by the Club.

A24. Noise – All persons are required to keep the noise level to a minimum. The playing of audio and video equipment is not permitted within the Club premises except with the prior written permission of the Club Manager.

A25. Waiver – It shall be the responsibility of all persons entering the Club to observe safety rules and regulations while within the premises and to secure their personal property and belongings in order to prevent or avoid injury to himself/herself, to other persons or death, as well as loss or damage to any property. The Club assumes no responsibility for the safety of persons using the Club facilities or property belonging to Members, Dependents, Guests and visitors while inside the Club premises but will exercise possible care in preventing injury or death and loss of personal property if deposited in such place and manner as may be specified by the management. The Club shall provide for safety boxes inside the locker rooms.

A26. Functions – If a function involves putting up of any streamers, banners etc., this must be approved by the Club Manager in advance. No nails, tacks, staples etc., are to be used in securing them.

A27. Persons with Disabilities - The Club is equipped with ramps and elevators to assist the disabled in enjoying access to every part of the Club. Members requiring special assistance with their guests or family are recommended to advise the Club of their needs in advance. The 20% government mandated discount will be granted to Senior Citizens and PWDs.

A28. Lost and Found Articles

LOST ARTICLES

Persons who lose any articles within the Club premises should immediately report the lost item to the Office of the Club Manager and should provide the necessary specifications.

Before an article/s is surrendered to the owner, the claimant should correctly identify the lost item, and if necessary or practicable, present proof of ownership of such lost item.

Persons who have lost an article and have subsequently recovered it from the Club shall sign an acknowledgement receipt at the Office of the Club Manager.

FOUND ARTICLES

Members, Guests, Dependents, and visitors shall immediately report and surrender articles they find to the Office of the Club Manager. An acknowledgement receipt shall be issued to the finder indicating the article/s surrendered.

The Club personnel shall turn over articles they find to their immediate supervisors who in turn shall surrender the articles to the Office of the Club Manager. An acknowledgement receipt will be issued to the finder indicating the article/s surrendered.

All lost and found articles which remain unclaimed after 60 days shall be disposed in accordance with law.

A29. Smoking is strictly prohibited in all enclosed areas of the Club such as the restaurant, function rooms, covered courts, children's play area, locker rooms and restrooms and other areas determined by the Club Management.

A30. Drugs – All prohibited drugs and usage thereof are not allowed in the Club premises.

A31. Alcohol – Dependents or Guests under 18 years will not be served alcohol. The club reserves the right to request for an identification card to verify the age of a Member or Guest. The Club may, at its sole discretion, refuse to serve alcohol to a Member or Guest who appears to be intoxicated or who is causing a nuisance to other Members or Guests.

A32. Gambling – Gambling is strictly prohibited in the Club premises.

A33. Dress code – Members are responsible for ensuring that their dependents, guests and visitors conform to the dress code of the Club. Generally, casual attire within the Club House is acceptable. Shirts and footwear are to be worn at all times except at the beach and pool areas. Proper attire or dress code will be strictly enforced. Swimwear such as bare bikini top and bottom, as well as being shirtless are not

allowed inside the restaurants. A cover-up will be required while dining and no wet swimwear will be allowed for safety reasons.

Beach /Pool Areas:

Gentlemen:

- Board Shorts
- Trunks
- Wet and Dry Suit
- Rash Guard
- Tankini
- Burqini

Ladies:

- Bikini
- One Piece Swimsuit
- Rash Guard
- Wet and Dry Suit

*Dripping swimwear is not allowed beyond the beach and pool area.

Inside the restaurants:

Casual attire which includes:

- Shorts
- Pants
- Collared shirts/T-shirt
- Dress
- Skirt
- Blouse

In Recreational Areas (Gym, Courts, Bowling Center, etc):

Gym Clothes:

- Yoga Pants/Leggings
- Tank Top
- Rubber Shoes
- T-shirt
- Training Shorts/Pants
- Joggers

A34. No Membership Card, no service – The rule NO MEMBERSHIP CARD, NO SERVICE applies to all the facilities of the Club. Guests must register or be accompanied by a Member to avail of the same privileges.

Food & Beverages Facilities

B1. Members, Spouses of Members, Dependents and Guests must present their Membership Card or Cash Card in order to avail of the Food & Beverages services and function rooms.

B2. Use of the Club's food & beverage facilities and function rooms for special occasions such as wedding receptions, parties, meetings, press conferences are limited to the function rooms only.

B3. Any member may sponsor functions or special events provided that he/she is present during that said function and fully and completely settles and pays for all expenses incurred as a result thereof. Members with delinquent or unpaid accounts are not allowed to use any function room / area.

B4. Members, Spouses, Dependents and Guests shall at all times be in attire appropriate to the area or facility of the Club they are in.

B5. Drivers, Bodyguards and Sports Trainers are not allowed in any of the Food & Beverage facilities and outlets. Separate facilities shall be provided for their use.

Games & Recreational Facilities

- C1. All Members must be appropriately attired when using the facilities.
- C2. Club facilities shall be open and available for use during such hours determined by the Club.
- C3. All users must register with the attendants before beginning their activities.
- C4. Food & beverage shall not be allowed inside the Sports and Recreation facilities – Bowling and Billiards, Basketball Courts, Badminton Courts, Squash Courts, Gym, Kid's Play Area.
- C5. Children under the age of 7 should be attended to by an adult at all times.

SWIMMING POOLS

- D1. All users must register with the attendants before beginning their activities.
- D2. Food and drinks can be consumed only in designated areas.
- D3. Smoking in the pool is strictly prohibited.
- D4. Proper swimming attire must be worn at all times (i.e. swimsuit and swimming cap). Nudity is not allowed. Children wearing diapers are not permitted in the pool.
- D5. The swimming pool shall be closed when necessary maintenance operation is required or when dictated by health or safety considerations or by reasons of adverse weather conditions as determined by the Club.
- D6. Swimmers must leave the pool when it's raining and there is thunder or lightning or when requested by the pool lifeguard or any person authorized by Club Management.
- D7. Metals, hard and large plastic materials, glass items and other things which are potential hazards, are not allowed in the pool. Equipment for scuba diving is not permitted in the pool area except for official scuba diving lessons prearranged with the Club.
- D8. For safety considerations, radios, audio/video recorders and other electronic gadgets are prohibited. (Except those operated for private use).
- D9. Everyone is required to take a shower before entering the swimming pool.

D10. Persons who suffer from any infection, contagious diseases or skin condition may not use the swimming pools.

D11. Towels are available at the reception counter. A fee shall be charged for failure to return rented towels to the attendants.

D12. Parents are responsible for the safety of their children at all times while they are in or around the pool area, whether or not lifeguards are on duty. Parents must ensure that their children behave properly in and around the pool and that they do not cause any nuisance to other persons using the pool. The Club shall not be liable for any injury or even death caused to all users of the swimming pools.

D13. Horseplay, dunking and pushing are prohibited.

D14. The Club shall not be liable or responsible for any untoward accidents or incidents at the pool.

D15. Persons who use the Club's swimming pools should comply with sanitary and safety regulations prescribed herein, as well as all regulations posted at the pools and verbal orders of the lifeguards or any person authorized by Management.

THE BEACH

E1. Operating Hours – The Beach is open anytime during daylight hours, 6:00 a.m. until 6:00 p.m.

E2. All persons must observe and follow the sea condition warning flags:

Purple – Dangerous Marine Life / Beware of Jellyfish, Sea urchins, others

Green – Low Hazard, Calm Condition, Exercise Caution

Yellow – Medium Hazard, Moderate Surf and Current

Red – High Hazard, High Surf and Strong Current

Double Red – Beach is closed to the public

E3. Swimmers must evacuate the beach when it is raining and there is thunder or lightning or when requested by the Lifeguard or any person authorized by Management.

E4. All kinds of alcoholic beverages, glasses and/or breakable containers are not allowed.

E5. No picking of shells.

E6. Pets are not allowed on the beach.

E7. Pico de Loro Cove is marine protected area. Everyone is expected to observe the following:

- Do not litter. Cigarette butts, fishing line and other trash can harm the marine life and birds along the beach.
- Do not disturb nor stress any form of marine life.
- Operate motor driven sea crafts in designated locations only.
- Do not collect sea corals weed, starfish, shells and other forms of marine life.
- Refrain from collecting sand. However, all may engage in sand play.

E8. Cutting, trimming, uprooting or removing any form of living vegetation is not allowed.

E9. No one is allowed to mutilate, deface, damage or remove any property, structure or facility of any kind in the ocean shore recreation area.

E10. Inexperienced swimmers should stay in wading deep water in the vicinity of a Lifeguard.

E11. Children should be accompanied by an adult at all times.

E12. Refrain from swimming alone.

E13. Bonfires, fire crackers, fireworks and the like are not allowed on the beach except for official Club Events and those with prior arrangements with the Club Management.

E14. Nudity is not allowed. Everyone is expected to dress appropriately.

E15. Vending activity is not allowed unless authorized by Management.

E16. Overnight camping, including overnight sleeping in tents, sleeping bags, recreational vehicles, trailers or automobiles on the beach is prohibited.

E17. Do not hold or sit in the buoy lines unless you need help.

E18. No jumping from rocks or other dangerous locations.

E19. Follow all posted rules and obey the instruction of any Lifeguard or authorized person.

E20. Littering or throwing of any kind of trash or garbage is absolutely prohibited. Proper garbage and trash receptacles shall be provided in the area.

USE OF LOCKER ROOMS

G1. Quiet and proper decorum must be observed in the dressing room at all times.

G2. Parents are responsible for the orderly conduct of their children within the dressing rooms.

G3. Towels are available at the towel counter. A fee shall be charged for failure to return rented towels to the attendant.

G5. The Club assumes no responsibility for the safety of persons using the Club's locker facilities or for loss of property belonging to Members or Guests.

G6. Lost keys, the cost of which shall be charged to the Member or Guest.

Member's Account

3.1 MEMBERSHIP DUES, TRANSFER FEES AND OTHER FEES AND CHARGES – the Board of Directors shall fix and review from time to time the amount of monthly membership dues of the Club, as well as entrance fees, periodic fees and any other fees charged for the actual use or enjoyment of the facilities of the Club. The Board of Directors shall likewise fix from time to time the amount of fees for the transfer of membership and any changes in the designation of representatives of juridical persons or entities.

3.2 MONTHLY MEMBERSHIP DUES shall mean membership fees or dues paid to the Club by the Members on a monthly basis. The term does not include the bills, fees and charges for specific services availed of or goods purchased by the Member.

3.3 TRANSFER FEE shall refer to the fee imposed by the Club on the transferor for all transfers, sales conveyances, donations and /or assignments of membership rights.

3.4 MODE OF PAYMENT

3.4.1 The Club's Accounting Office is authorized to receive cash and/or checks of Members on local banks in payment of Club accounts, to be duly acknowledged by Club-printed official receipts.

3.4.2 Chits may be signed by Dependents, Guests or visitors of Members. The Member shall be solidarity liable to the Club for all availment incurred by Dependents, Guests and Visitors.

3.5 MEMBERS' BILLING; POSTING OF DELINQUENT MEMBERS; SALE BY AUCTION. – The Club Comptroller, or his duly authorized representative, shall bill on a monthly basis, all Members required to pay dues and assessments.

3.5.1 As soon as possible after the end of every month, a statement showing the amount of the bill of a Member for the said month will be prepared and sent to him at the address stated in the records of the Club. The amount stated on the billing statement shall include monthly membership dues and fees, charges for services availed and goods purchased by the Member, Dependent, Guest or visitor, and such offer unpaid or outstanding amounts due from the Member.

3.5.2 The amount of the bill shall be paid on or before the fifteenth (15th) day of the month following that in which the bill was incurred but in no case less than five (5) days from actual receipt of the bill by the Member.

3.5.3 If the bill of any Member remains unpaid by its due date, the comptroller shall levy a late charge and notify the Member and/or the owner of the relevant membership certificate, as the case may be, that if his bill is not paid in full before the end of such month, the name of such Member and/or the name of such holder will be posted as delinquent on the following day at the Bulletin Board until full payment of the outstanding account and the charge is received by the Treasurer, a Member, the immediate Members of his/her family, and his/her Guests or visitors may not use or avail of the facilities and amenities of the Club.

3.5.4 Members on the delinquent list for more than sixty (60) days shall be reported to the Board of Directors and their share of stock or the share of the stock of the juridical entities which they represent shall thereafter be sold by the Board of Directors at auction to satisfy the claims of the Club. A Member may pay his overdue account in full at any time before the auction sale.

3.6 LIEN – The Pico de Loro Beach & Country Club, Inc. shall have the first lien on every share of stock to secure debts of Members of the Corporation or Club. This lien shall be annotated on the share of stock and may be enforced by the Corporation or Club in the manner provided in the current By-laws of the Corporation.

3.6.1 After compliance with the satisfaction of the requirements set forth in the current By-laws of the Corporation, the share of stock of the delinquent Member shall be auctioned on a specific date, time and place stated in the notice to be posted at the bulletin board of the Club.

3.6.2 If no bids should be received on the date set for the auction or if the winning bidder fails to pay the full amount of his bid, the auction procedures may be repeated from time to time at the discretion of the Board until the share of stock is sold.

3.6.3 The proceeds of the sale shall be paid by the Corporation of Club to the Selling or delinquent Member after deducting his unpaid and outstanding obligations to the Corporation or Club. if the proceed from the sale are not sufficient to pay in full the indebtedness of the Member, the Member shall continue to be obligated to the Corporation or club for the unpaid balance.

3.6.4 If the Member whose share of stock is sold fails or refuses to surrender the certificate of share of stock for cancellation, the cancellation shall be effected in the books of Corporation based on a record of the proceedings. Such cancellation shall render the

unsurrendered certificate of share of stock null and void and notice to this effect shall be duly published, thereafter, the selling or delinquent shareholder ceases to a Member of the Club and shall not have any privileges or right to the enjoyment and the use of the club facilities. However, such selling or delinquent shareholder may be admitted as a Guest or visitor of a Member in good standing, provided such selling or delinquent shareholder has not been previously suspended or expelled from the Club.

3.6.5 The foregoing procedure shall be applied to other cases requiring a compulsory sale of the certificate of share of stock of a Member.

Dissemination, Enforcement & Penalties

4.1 DISSEMINATION

4.1.1 Existing Members – It is the responsibility of Club Management to provide all Members with a copy of the Current Pico de Loro Beach & Country Club Rules and Regulations as well any amendments or revisions thereto.

4.1.2 Dependent and Guests – It is the responsibility of the Member to make the Pico de Loro Beach & Country Club Rules and Regulations as well any amendments or revisions thereto known to all his Dependents, Guests or visitors.

4.1.3 New Members – Before admission to membership, each applicant must sign a statement acknowledging that she/he received, read and understood the Pico de Loro Beach & Country Club Rules and Regulations and agrees to faithfully observe, comply and be bound by the same.

4.2 ENFORCEMENT

4.2.1 Club Management shall, with the approval of the Board, enforce and implement the Rules and Regulations of the Club, including all revisions or amendments thereto.

4.2.2 Club Management may delegate the supervision of the enforcement and implementation of the Rules and Regulations, including all revisions or amendments thereto, to the Club Manager or such other person duly authorized for the purpose who shall have full and complete charge of the entire Club facilities at all times.

4.2.3 The Club Manager must see to it that all Club Employees as well as hired agents (i.e Security Agency, Janitorial and Groundkeeper) are fully aware of the Pico de Loro Beach & Country Club Rules and Regulations including all revisions or amendments thereto, and help to enforce them fairly, consistently, applicable to one and all.

4.3 PENALTIES

4.3.1 Applicable to Members

4.3.1.1 Membership privileges may be suspended or terminated by the Board of Directors if, in the sole judgement of the Board, the Member commits or committed any of the following:

Submitted false information on the application for membership, which if it had been truthfully disclosed would have rendered the applicant ineligible for membership;

Submitted false information regarding an application for the use of the privileges of a Guest of a Member;

Permitted an unauthorized use of Member's membership card;

Exhibited unsatisfactory behavior or appearance;

Failed to abide by the Rules and Regulations established for the use of the Club Facilities;

Treated the personnel or employees of the Club in an unreasonable or abusive manner;

Engaged in conduct that is improper or likely to endanger the welfare, safety, harmony, or reputation of the Club or its Members.

Compromising the welfare, reputation or good will of the Club;

Abuse in the use of guest or endorsement privileges, employing means and methods, detrimental to the welfare of the Club and to the members in general'

Use, misuse, appropriation, or misappropriation of the proprietary name, logo, pictures of the Club or Hamilo Coast and all the facilities thereat;

Committing such acts which may lead the public to believe that he or she is the authorized representative of the Club in/or by doing marketing or promotional activities like on-line advertisement or sale of the privileges and facilities of the Club;

Such other similar act or acts which to the sound judgment of the Board of Directors are prejudicial or injurious to the interest or repugnant to the objectives of the Club.

4.3.1.2 The Board of Directors may at any time, and from time to time, restrict, suspend or terminate, for a cause or causes described in the preceding paragraph, any Member's privileges to use any or all of the Club facilities. No such Member shall be entitled to a refund of any membership deposit, dues, or any fees in account of any such restrictions, suspension or termination of membership privileges. During the restriction or suspension, dues and other charges shall continue to accrue and shall be paid in full prior to reinstatement as a Member in good standing.

A Member shall be notified of any proposed disciplinary action and shall be given an opportunity to be heard by the House of Committee to show cause why the Member should not be disciplined in accordance with these rules.

When a Member is suspended, his/her Dependents and sponsored Guests shall automatically lose all Club privileges during the suspension period.

4.3.1.3 The Board of Directors reserves the right to amend, revise and formulate such other policies, rules and regulations regarding the grounds for the imposition of penalties and the corresponding penalties.

4.3.2 Dependents

4.3.2.1 A Dependent may be subjected to a warning, a suspension or cancelation of club privileges for such period of time or on a permanent basis, for committing an infraction of Rules and Regulations of the Club.

The same due process granted to Members shall apply.

4.3.3 Guests - Club privileges may be suspended or canceled without warning for Guests violating any of the Pico de Loro Beach & Country Club Rules and Regulations, and any amendment or revision thereto. However, before any such action is taken, the Board of Directors has to grant due process to sponsoring Member.

4.3.4 Charges and Fees

4.3.4.1 Current Club charges and fees are outlined below and are subject to change as determined by the Board of Directors from time to time.

MONTHLY DUES

*The Board shall discuss and approve the amount of fees and charges as well as all other items, i.e consumable portion, forfeiture for non-consumption, etc. The amount of monthly dues may or may not depend on the type of membership.

Sport Facilities & Equipment Rental

The Board of Directors shall determine the rates for the use of the facilities. The rates may be subject to increase, as determined by the Board of Directors, without prior notice to the Members, Dependents, Guests and visitors.

Hours of Operation

Operating hours shall be as follows:

BEACH CLUB FACILITIES

| | |
|----------------|---------------------|
| Sun Coral Cafe | 6:00 AM to 10:00 PM |
| Member' Lounge | 6:00 AM to 10:00 PM |
| Swimming Pool | 7:00 AM to 10:00 PM |
| Kultura Butik | 9:00AM to 10:00PM |

COUNTRY CLUB FACILITIES

| | |
|--------------------------|---------------------|
| Lagoa | 9:00 AM to 10:00 PM |
| Basketball courts | 9:00 AM to 10:00 PM |
| Badminton courts | 9:00 AM to 10:00 PM |
| Squash courts | 9:00 AM to 10:00 PM |
| Bowling & Billiards Hall | 8:00 AM to 10:00 PM |
| Karaoke Room | 8:00 AM to 10:00 PM |
| Game Room | 8:00 AM to 10:00 PM |
| Club Pico | 8:00 AM to 7:00 PM |
| Swimming Pool | 8:00 AM to 10:00 PM |
| Gym | 8:00 AM to 10:00 PM |

| | |
|-------------------------------|---------------------|
| SHOPS & SERVICES | 8:00 AM to 10:00 PM |
| Clinic | |
| Grab N' Go Convenience Outlet | |

*** Operating hours may change without prior notice.

Club Employees

7.1 Cash, as gratuity, must not be offered to or received by the Club employee.

7.1.1 Employees are not permitted to leave the Club premises to render exclusive service to a Member, Dependent, Guest or visitor during working hours.

7.1.2 No personal employee of a Member (with exception of nurses attending to Members/Dependents) or that of a Dependent or Guest shall be permitted on the premises except by specific authorization of the Club Manager.

7.1.3 Members shall not administer a personal reprimand to any employee. Complaints of Members, Dependents, Guests or visitors should be addressed to the Club Manager on duty or Board of Directors.

7.1.4 Employees of the Club are not allowed to use the facilities or to avail any services offered within the Club.

7.1.5 Employees must follow the dress code and wear their uniform assigned to them while on duty. Official name tags must be worn at all times.



notes & addendum













BEACH & COUNTRY CLUB

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