



MAKATI COMMERCIAL ESTATE ASSOCIATION, INC.

Mini-Park, Legazpi St., Legazpi Village, Makati City

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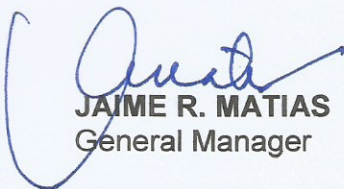
MEMORANDUM CIRCULAR 2004-04

FOR : ALL MEMBERS
RE : VACANT LOTS

Please be informed that effective June 01, 2004, utilization of vacant lots as temporary parking lots must comply with the new MaCEA GUIDELINES ON USAGE OF VACANT LOTS AS TEMPORARY PARKING LOTS (see attached).

All existing permits issued for the use of vacant lots as temporary parking lots must be revalidated not later than April 30, 2004.

Please be guided accordingly.


JAIME R. MATIAS
General Manager

GUIDELINES ON USAGE OF VACANT LOTS
AS TEMPORARY PARKING LOTS

1. Lot owners may utilize their vacant lots for temporary private (for their own tenants/customers) or public parking (paid) parking.
2. Permit from MaCEA should be secured prior to the utilization of the vacant lot to temporary parking area. A plan of the proposed parking area, to include the parking slots, location of entrance/exit gates and any other structures, should be submitted to MaCEA for evaluation.
3. Lot owners may allow other parties to utilize their lots for temporary parking area provided that a written agreement for this specific purpose shall be executed between the parties involved. MaCEA and Ayala Land, Inc. shall be furnished a copy of this agreement for verification and files.
4. Vacant lots to be used for temporary parking area must be fenced with interlink wire (see plan on reversed side). G. I. sheets, barbed wire, sawali, unsightly wooden planks and other materials will not be allowed. The ground must be properly levelled.
5. A urinal or portalet must be provided. Other structures maybe allowed on the lot subject to MaCEA's approval.
6. MaCEA permits for the use of vacant lots as temporary parking area will be on a year to year basis and subject to the construction requirements for each lot. A permit fee of P 1,000.00 is required upon the issuance of the permit and for every renewal thereafter.
7. Temporary parking lots and its immediate environs shall be kept clean and in a sanitary condition. A penalty of P 500.00 shall be imposed for every day that the area has been found not following this condition. If this infraction is not corrected after seven (7) working days, the permit shall be revoked in addition to the payment of the corresponding penalties.
8. No vendors of any sort shall be allowed to conduct business within or around the vicinity of the parking lot.
9. Entrances and exits should be on service roads only and are not allowed along curves, street corners and street intersections. .
10. Prior to construction, a refundable, non-interest bearing deposit of **P 30,000.00** shall be remitted to MaCEA to answer for repairs/replacement of damage(s) to underground utilities as well as clean up of area and to guarantee the restoration of any damage to MaCEA properties adjacent to the lot. This amount will be refunded upon the completion of the project less any deduction, if any, as herein mentioned.
11. Any violation of the foregoing guidelines will be sufficient cause for the revocation of MaCEA permit with prejudice to renewal thereof.