



Makati CENTRAL ESTATE ASSOCIATION, INC.

MACEA Building, Legazpi corner V.A. Rufino Streets, Legazpi Village, Makati City

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January 08, 2024

MEMORANDUM CIRCULAR 2025 – 002

FOR : ALL MEMBERS/LOCATORS

RE : ELECTION CAMPAIGN MATERIALS

Dear Members,

We wish to remind all members and building administrators that installation of any campaign materials in your building exterior or any portion of the building that can be seen by the general public, is strictly prohibited based on Memorandum Circular 2010-10 – Signage Guidelines under item 5.9. Please see attached guidelines for reference.

For everyone's compliance.

Sincerely,


REYNALD JOSEPH P. ALEGADO
Development/Control Manager


PAUL GETTY E. GRANADA
General Manager

- 5.6 Each ground floor occupant's storefront and display are to be kept clean and attractive at all times.
- 5.7 All store window displays must correspond to the needs and services sold within the leased premises.
- 5.8 Signs (e.g. "sale", etc.) which are to be posted at the storefront must conform to the following conditions:
 - 5.8.1 They must be posted from the inside;
 - 5.8.2 They must hung from hooks attached to the glass through suction cups, or placed on poster stands. Posters must neither be taped or glued to the glass;
 - 5.8.3 They must be of first-class standard. No sign/poster shall be done haphazardly. MACEA reserves the right to have any sub-standard signs removed. Sub-standard signs include those which are handwritten, printed on cartolina or other similar second-class paper; or signs using computer printouts.
 - 5.8.4 They must not be more than 25% of the total glass surface area.
- 5.9 Display of credit card stickers, election campaign materials and job opening announcements and the like are strictly prohibited.
- 5.10 Storefront decorations must be limited to the interior of the ground floor tenant's occupied space. Decorations must not cover more than 20% of the glass.
- 5.11 Stocked-up inventory and the like must be kept as far away as possible from the glass frontage.
- 5.12 Any damage resulting from the improper use of the sidewalks and planting strips shall be the sole responsibility of the building owner. **The original condition of the damaged area must be restored immediately within 24 hours.** In the event that no repair is done within 24 hours, MACEA reserves the right to hire the services of a qualified contractor to undertake the necessary repair with all costs charged against the building owner's account.

6. Delivery

- 6.1 Delivery, loading and unloading of materials and supplies shall be within the following schedule:
 - 5:30 a.m. – 7:00 a.m.
 - 9:30 a.m. - 10:30 a.m.
 - 1:30 p.m. - 4:00 p.m.
 - 8:00 p.m. - 12 midnight
- 6.2 The building owner shall designate a loading and unloading area for deliveries within their property.
- 6.3 The building owner should make sure that there are no obstructions to any buildings' driveways/sidewalks through the course of the delivery.
- 6.4 Any damage to the common areas, such as surface staining or dirtying of common area surfaces (e.g. those resulting from delivery of dripping food items, spillages of chemicals/liquids, etc.), structural damage, breakage of pavements, etc. shall be cleaned/repared at building owner's expense.
- 6.5 MACEA reserves the right to formulate additional, more specific guidelines, whenever it deems necessary.